

**District:
DISTRICT**

CONCORD STATION COMMUNITY DEVELOPMENT

Date of Meeting: Thursday, September 10, 2026

Time: 6:30 P.M.

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

ZOOM:

[LINK*](#)**

Meeting ID: 965 7735 0400

Passcode: 524986

CALL IN:

+13052241968

Phone conference ID: 96577350400#

Mute/Unmute: *6

Agenda

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

I. Call to Order / Roll Call

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

III. Professional Vendor Presentations & Updates

A. Solitude Lake Management

1. Waterway Inspection Report

[EXHIBIT 1](#)

B. Steadfast Environmental Services

1. Landscape Daily Logs
2. Consideration to Approve Steadfast Fall Annual Installation Proposal - \$2,310.00

[EXHIBIT 2](#)

[EXHIBIT 3](#)

C. Presentation of Team Deliverables

[EXHIBIT 4](#)

D. District Engineering Report – Stantec Project Manager – Greg Woodcock

1. Presentation of the Scope of Work to be Performed on D2
2. Consideration to Approve Solitude Vegetation Removal Agreement - \$49,200.00

[EXHIBIT 5](#)

[EXHIBIT 6](#)

3. Consideration to Approve Steadfast Overgrowth on Pond D2 Wetland Buffer Mulching Proposal - \$14,100.00

[EXHIBIT 7](#)

E. District Counsel – Kutak Rock

1. Presentation and Discussion of Updated Employee Handbook
2. Presentation of Red-Line Concord Station Employee Updated Handbook
3. Consideration of Resolution 2026-12, Adopting Employee Policy Manual
4. Consideration for Adoption Resolution 2026-16; Adopting the Annual Meeting Schedule for the Fiscal Year 2026-2027

[EXHIBIT 8](#)

[EXHIBIT 9](#)

[EXHIBIT 10](#)

[EXHIBIT 11](#)

IV. Clubhouse and Amenity Manager – Mark Looknanan

A. Presentation of the Amenity Manager Report

[EXHIBIT 12](#)

V. Administrative Items

- A. Consideration & Acceptance of the Concord Station July 2026 Unaudited Financial Statements
- B. Consideration for Approval - the Minutes of the Concord Station July 9, 2026 Regular Meeting

[EXHIBIT 13](#)

[EXHIBIT 14](#)

VI. Other Matters to Be Introduced

VII. District Manager

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

IX. Supervisor Requests

X. Adjournment

EXHIBIT 1

[RETURN TO AGENDA](#)



SOLITUDE

LAKE MANAGEMENT



Concord Station CDD Waterway Inspection Report

Reason for Inspection: Monthly required

Inspection Date: 2026-09-01

Prepared for:
Concord Station CDD

Prepared by:

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Site: F1

Comments:

Site looks good

This site is looking well. Site is free of nuisance growth.

Action Required:

Routine maintenance next visit

Target:

Species non-specific



Site: F2

Comments:

Site looks good

This site looks well. Fountain is currently off. Flow structures are looking well.

Action Required:

Routine maintenance next visit

Target:

Species non-specific



Site: F3

Comments:

Site looks good

This site is looking well with GSR along parts of the perimeter. Lots of trash within this site. Bottles and balls will be picked up next scheduled visit.

Action Required:

Routine maintenance next visit

Target:

Species non-specific



Site: F4

Comments:

Site looks good

Site is looking good. Shoreline weeds were treated last month and they are now decaying. Minor shoreline erosion present on homeowners shoreline.

Action Required:

Routine maintenance next visit

Target:

Species non-specific



Site: F5

Comments:

Site looks good

Water levels have increased. No notable concerns at this time. Trash will be addressed.

Action Required:

Routine maintenance next visit

Target:

Species non-specific



Site: M1

Comments:

Site looks good

Flow structure is free of debris.

Action Required:

Routine maintenance next visit

Target:

Species non-specific



Site: R2

Comments:

Site looks good

Site looks good from both sides.
Minor torpedograss in spots of shoreline.



Action Required:

Routine maintenance next visit

Target:

Species non-specific

Site: R3

Comments:

Site looks good

Very minor growth but overall structure and area surrounding looks good.



Action Required:

Routine maintenance next visit

Target:

Species non-specific

Site: R4

Comments:

Site looks good

Some free floating clippings and some trash within site.



Action Required:

Routine maintenance next visit

Target:

Species non-specific

Site: R5

Comments:

Site looks good

Site has some minor shoreline grasses present. Flow structure is free of blockages.

Action Required:

Routine maintenance next visit

Target:

Torpedograss



Site: S21

Comments:

Normal growth observed

Minor growth.

Action Required:

Routine maintenance next visit

Target:

Shoreline weeds



Site: R7

Comments:

Site looks good

Vegetation is being kept back from structure to allow flow.

Action Required:

Routine maintenance next visit

Target:

Species non-specific



Site: R8

Comments:

Normal growth observed

Mild growth along shorelines that will be addressed.

Action Required:

Routine maintenance next visit

Target:

Torpedograss



Site: S20

Comments:

Normal growth observed

Shorelines are clear. Wild side will need some attention. Water levels are still lower.

Action Required:

Routine maintenance next visit

Target:

Species non-specific



Site: R10

Comments:

Normal growth observed

Overserved mild shoreline growth.

Action Required:

Routine maintenance next visit

Target:

Shoreline weeds



Site: R11

Comments:

Site looks good

Site is looking well. Some type of debris within site that will need to be removed to ensure no blockages.

Action Required:

Routine maintenance next visit

Target:

Species non-specific



Site: M2

Comments:

Site looks good

Some decaying shoreline growth present. Flow structure is in good shape.

Action Required:

Routine maintenance next visit

Target:

Species non-specific



Site: M3

Comments:

Normal growth observed

Site is looking well overall but has some algae forming. This will be treated and monitored to ensure it clears.

Action Required:

Routine maintenance next visit

Target:

Surface algae



Site: M4**Comments:**

Site looks good

Site is looking good and
beneficials are present on wild
side of site.

Action Required:

Routine maintenance next visit

Target:

Species non-specific

**Management Summary**

This August we ended the month with an increase in shoreline growth. Water levels are continuing to increase with the more frequent rain we are experiencing. We are keeping an eye out for the start of erosion within sites due to the exposed banks and monitoring the condition of the flow structures. The native plants within the some of the sites are looking well. Trash is a concern throughout the community and we are seeing more with the heavy rains. S20 tree line shoreline growth will need to be addressed and our overall goal is to maintain any nuisance growth. Algae presence was low within the sites inspected and M3 will be treated for surface algae during our visit.

As I mentioned in the 8/31 meeting, we have an office visit planned to address T10/T11 shelf growth.

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
F1	Site looks good	Species non-specific	Routine maintenance next visit
F2	Site looks good	Species non-specific	Routine maintenance next visit
F3	Site looks good	Species non-specific	Routine maintenance next visit
F4	Site looks good	Species non-specific	Routine maintenance next visit
F5	Site looks good	Species non-specific	Routine maintenance next visit
M1	Site looks good	Species non-specific	Routine maintenance next visit
R2	Site looks good	Species non-specific	Routine maintenance next visit
R3	Site looks good	Species non-specific	Routine maintenance next visit
R4	Site looks good	Species non-specific	Routine maintenance next visit
R5	Site looks good	Torpedograss	Routine maintenance next visit
S21	Normal growth observed	Shoreline weeds	Routine maintenance next visit
R7	Site looks good	Species non-specific	Routine maintenance next visit
R8	Normal growth observed	Torpedograss	Routine maintenance next visit
S20	Normal growth observed	Species non-specific	Routine maintenance next visit
R10	Normal growth observed	Shoreline weeds	Routine maintenance next visit
R11	Site looks good	Species non-specific	Routine maintenance next visit
M2	Site looks good	Species non-specific	Routine maintenance next visit
M3	Normal growth observed	Surface algae	Routine maintenance next visit
M4	Site looks good	Species non-specific	Routine maintenance next visit

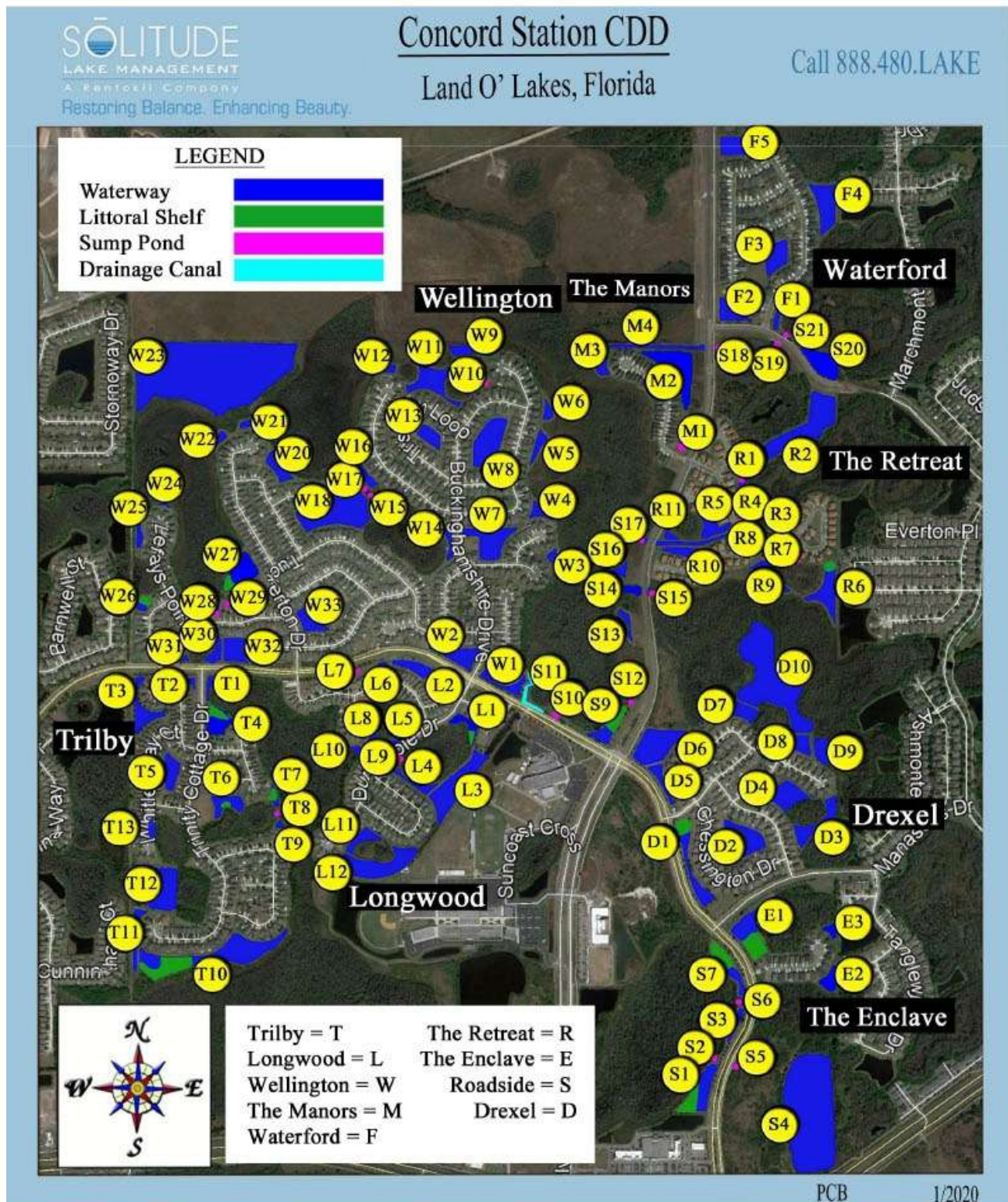


EXHIBIT 2

[RETURN TO AGENDA](#)





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

Daily Logs List

Aug 5, 2026

Job: SM1348 Concord Station CDD

Title:

Added By: Jose Aponte Alonzo

Log Notes:

Hoy se cortó toda la alberca y el bulevar, faltó la otra parte del bulevar hacia besly.

La alberca se trimeo, se desyerbo, se esprayó todo, se le hizo Edger, cama, blower.

Al bulevar se le hizo edger excepto del semáforo para la otras áreas del bulevar por la lluvia. Se desyerbaron las islas que están en el semáforo principal.

Today the whole pool and boulevard were cut, except the other part of the boulevard toward Besly.

The pool was trimmed, weeded, everything was sprayed, it got edged, bed, blower.

The boulevard was edged except from the traffic light to the other areas of the boulevard because of the rain. The islands at the main traffic light were weeded.

Weather Conditions:

Partly cloudy with thunderstorms Wed, Aug 5, 2026, 3:52 PM



88°F

73°F

Wind: 7 mph

Humidity: 99%

Total Precip: 0.46"









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

Daily Logs List

Aug 12, 2026

Job: SM1348 Concord Station CDD

Title:

Added By: Jose Aponte Alonzo

Log Notes:

Alberca: se trimeo, cortó, se pasó weedeater, edge piso y cama, y blower, se deshiero al frente de la alberca y se hizo edge a esa cama.

Boulevares: se cortó todo, se pasó edge, weedeater, y blower. Y se le hizo cama a algunas entradas.

Se cortaron todos los fields grandes incluyendo 1 campo de futbol de un área común. (solamente faltaron áreas comunes)

Pool: it was trimmed, mowed, weedeater was used, edges were done on the floor and flower bed, and blower used, weeds were removed in front of the pool and edges were done on that bed. Boulevards: everything was cut, edges, weedeater, and blower were used. Beds were done on some entrances. All the large fields were mowed including one soccer field in a common area. (only common areas were left out)

Weather Conditions:

Mostly sunny Wed, Aug 12, 2026, 4:40 PM



94°F

77°F

Wind: 9 mph

Humidity: 96%

Total Precip: 0"











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

Daily Logs List

Aug 21, 2026

Job: SM1348 Concord Station CDD

Title: Un antes y un después

Added By: Jose Aponte Alonzo

Log Notes:

Se cortó toda la alberca, se le hizo Edger (piso y cama) se Sprayo toda, se sopló,

El bulevar se cortó un 3/4 de todo los boulevares, se les hizo Edger solo (cama) se wuirio, se sopló

Se desyerbaron las entradas donde están las flores, se wuirio, se trimmeo y se Sprayaron también. Faltó parte del bulevar y las áreas comunes.

The whole pool area was cut, it got edged (floor and bed), everything was sprayed, and it was blown off.

Three-quarters of all the boulevards were cut, they only got edged (bed), they were weeded and blown off.

The entrances where the flowers are were weeded, weeded again, trimmed, and sprayed too. Part of the boulevard and the common areas were missing.

Weather Conditions:

Partly cloudy with showers Fri, Aug 21, 2026, 9:16 PM



96°F

75°F

Wind: 8 mph

Humidity: 94%

Total Precip: 0"





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

Daily Logs List

Sep 1, 2026

Job: SM1348 Concord Station CDD

Title: Un antes y un después

Added By: Jose Aponte Alonzo

Log Notes:

Se termino de cortar lo que nos faltaba del dia anterior del bulevar, se pasó Edge, wuiro y blower al igual que a todas las áreas comunes. Se trimeo varios buches de la entrada y se limpiaron las camas de dichos buches.

We finished cutting what we had left from the previous day on the boulevard, Edge, wuiro, and blower were used, as well as on all the common areas. Several patches at the entrance were trimmed and the beds of those patches were cleaned.

Weather Conditions:

Partly cloudy with showers and scattered storms Tue, Sep 1, 2026, 10:38 PM



91°F

74°F

Wind: 4 mph

Humidity: 97%

Total Precip: 0.25"







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

Daily Logs List

Sep 1, 2026

Job: SM1348 Concord Station CDD

Title: Un antes y un después

Added By: Jose Aponte Alonzo

Log Notes:

Se termino de cortar lo que nos faltaba del dia anterior del bulevar, se pasó Edge, wuiro y blower al igual que a todas las áreas comunes. Se trimeo varios buches de la entrada y se limpiaron las camas de dichos buches.

We finished cutting what we had left from the previous day on the boulevard, Edge, wuiro, and blower were used, as well as on all the common areas. Several patches at the entrance were trimmed and the beds of those patches were cleaned.

Weather Conditions:

Partly cloudy with showers and scattered storms Tue, Sep 1, 2026, 10:38 PM



91°F

74°F

Wind: 4 mph

Humidity: 97%

Total Precip: 0.25"







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

Daily Logs List

Aug 28, 2026

Job: SM1348 Concord Station CDD

Title:

Added By: David Gray

Log Notes:

Trimmed hedges, pulled weeds, removed debris, blow

Weather Conditions:

Partly cloudy with isolated showers Fri, Aug 28, 2026, 3:45 PM



90°F

77°F

Wind: 6 mph

Humidity: 91%

Total Precip: 1.01"

Attachments: 13





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

Daily Logs List

Aug 31, 2026

Job: SM1348 Concord Station CDD

Title: Un antes y un después

Added By: Jose Aponte Alonzo

Log Notes:

Se cortó todo excepto un pequeño feel que nos faltó y las áreas comunes. Se le hizo Edger a todo, se wuirio, se Trimearon algunos bushes, se desyerbaron algunas plantas en la alberca.

Everything was cut except for a small area of grass we missed and the common areas. Edging was done everywhere, it was weeded, some bushes were trimmed, and some plants around the pool were weeded.

Weather Conditions:

Partly cloudy with showers and scattered storms Mon, Aug 31, 2026, 9:22 PM



93°F

74°F

Wind: 9 mph

Humidity: 91%

Total Precip: 0.77"











EXHIBIT 3

[RETURN TO AGENDA](#)





Steadfast Alliance
San Antonio FL 33576 US

ESTIMATE

DATE 9/2/2026 DUE ESTIMATE #

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. Selection of annuals can be discussed at the next board meeting upon approval. Options: Fall mix Merigolds Petunias Snap dragons Alyssum Zinnias			
Fall Annual Installation	840.00	2.75	2,310.00

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 2,310.00

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 4

[RETURN TO AGENDA](#)



NO	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 . Reviewed and contractor has added additional rip rap to the mitered end sections.
2	09.07.2026	Erosion on Lutterworth	Greg	09.08.2026	Erosion on Lutterworth	Greg to put eyes on 09.08.2026 ADS is going to review this 9-8-2026. Stantec working with ADS to resolve erosion on CDD pond bank.
3	08.31.2026	Trninity Cottage	Greg	09.08.2026	Flooding on Trinity Cottage	ADS to address on 09.08.2026. Work completed. Could not put rip rap around MES due to it being 4 feet under water. We will revisit during dry season.
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	07.09.2026	Encroaching	Greg	08.13.2026	Confirm if the blue house across the street fence is encroaching (3354 Rennes Ct)	Reviewed 7-23-2026. Survey required to determine location due to discrepancy from Google Earth and Property Appraiser website. Greg to obtain proposal for survey of lot line showing fence location. Awaiting proposal from Greg from WC Sherill so contract can be advanced for \$550. Greg waiting formal proposal from WC SHerrill
6	07.09.2026	Outfall Structure on D2	Greg	08.13.2026	Outfall structure appears to be broken	Reviewed in field. Will provide report at upcoming meeting. Have reached out to contractors for proposals. ADS will be on site on Tuesday 09.06.2026 as situaiton has become critical. Proposals will be sent to Patricia as soon as they are received.
7	03.12.2026	HOA Tot lot	Kutak	04.09.2026	Cisternas – the HOA attorney says they are waiting on CDD to f66:f6finalize the transfer of the tot lot land - the HOA also wants to transfer the small lot in tribly 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. Deadline to complete is end of November
8	06.11.2026	Employee Manual - Hybrid Position	Kutak	08.13.2026	Kyle to review the changes to the employee manual	Employee Manual changes reviewed. Resolution sent to Haven for inclusion in agenda. Additional changes were requested for Counsel to make changes. PTO is full time and not salaried. No romantic /personal relationships, PTO is accrued at 3.07 hours per pay period , 6.7 hours monthly, , with 80 hours annually, . For years 3-5, there will be 12 days of PTO, There is not remote work - all work is to be done onsite . All job descriptions should end with other duties as assigned. The job descriptions are to be updated as well as the org chart needs to be updated. The handbook and the resolution will come back to the October agenda
9	07.09.2026	Replace 11 diffuser vents	Maintenance/Amenity	07.16.2026	Priority 11 - replace vents	Awaiting parts . Parts were purchased - see amdenity report for additional detail
10	07.09.2026	Light Improvements for courts, pool and playground	Maintenance/Amenity	08.13.2026	Priority 12 - bring proposal	This can be pushed a bit further if necessary - See amenity report for additional update
11	07.09.2026	Opening the Pool Deck Drains	Maintenance/Amenity	08.13.2026	Priority 15 - open the pool deck drains for cleaning	Please see the amenity report for additional update
12	07.09.2026	Sidewalk repairs	Maintenance/Amenity	08.13.2026	Priority 16 - miscellaneous sidewalk repairs	Please see the amenity report for additional update
13	07.09.2026	Replacement of Pool & Splash Pad equipment	Maintenance/Amenity	09.30.2026	Priority 17 - replacement date will be determined based on purchase	Capital - still outstanding
14	07.09.2026	Replacement of Pool Lift Chair	Maintenance/Amenity	09.30.2026	Priority 18 - replace the pool lift chair	Research on various pool lift chairs needs to be done
15	07.09.2026	Pergola	Maintenance/Amenity	09.30.2026	Priority 2 - Build the pergola	Capital Construction is to begin after August 15th and to be completed by . Need to determine if we will need a permit for the build
16	06.11.2026	Outdoor Patio - Pool Deck Furniture	Maintenance/Amenity	08.13.2026	Priority 4 - Get proposals for Pollywood tables and then aluminum for loungers and chairs	7/22 Request to update quote with 70 polywood lounge chairs was made to vendor. Awaiting for new quote.. Awaiting a status from Home Depot on new tables
17	02.12.2026	Additional Light - Outdoor Play Area	Maintenance/Amenity	03.12.2026	Get proposals for outdoor lights at the playground area	looking into options.
18	06.11.2026	Dog Stations	Maintenance/Amenity	07.09.2026	Mark to check on dog stations that may need to be refurbished	
19	06.11.2026	Defib Devices	Maintenance/Amenity	07.16.2026	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. Board chose group training classes at a cost of \$1,732 and classes will be scheduled. Additionally the Avive Connect system was motioned for purchase in the amount of \$1,650. The Defib device was ordered
20	07.09.20256	Replace tiles in amenity ceiling	Maintenance/Amenity	07.16.2026	Priority 10 - Replace tiles in ceiling	Awaiting parts . Parts were purchased - see amenity report for additional detail
21	07.09.2026	Trash Bin	Maintenance/Amenity	08.13.2026	Priority 14 - Mark to order (10) Barco Trash Bins	Proposal in the amount of \$4,970 was approved by the Board and mark will order . Order was pulled back due to shipping costs and a new vendor was chosen that was about \$1,400 less expensive
22	07.09.2026	Tuckerton Benches	Maintenance/Amenity	07.31.2026	Priority 3 - Place benches in Tuckerton	Capital Project should be started after July 16th and completed by July 31. Project is to be completed. See amenity report for update
23	05.14.2026	Easement agreements to Mark for him to review	Maintenance/Amenity	Ongoing	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 . Still outstanding

CO	Date Assigned	DELIVERABLE	Responsible	DELIVERABLE DATE	ADDITIONAL INFORMATION	STATUS
						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 hied 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. Checked in with Duke on 09.07 for any status update
24	01.08.2026	Duke Energy - Streetlights	PCT	07.31.2026	Pct to send to Greg Seels at Duke	
25	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
26	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 vim 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 vim for 5000365666 on 02.20.2026 Web status on 03.02 says still under audit . Left another vim 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. As of 09.08 it is still under review
		Termination Letter to Suncoast	PCT	08.13.2026	Send Suncoast a termination letter	the draft letter has been compiled. Awaiting Suncoast to finalize remedial efforts on the fences. . They came on 07.14 however all the work was not completed. Have sent them 2 emails since requesting remedial deliverable date. 2nd email sent on 07.20.2026. Suncoast was terminated and Haven is researching for a new vendor. Will bring back proposal to October agenda
28	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
29	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

EXHIBIT 5

[RETURN TO AGENDA](#)



Concord Station 2026 Vegetation Removal

SCHEDULE A – SCOPE OF SERVICES



Contractor will perform the following in the red area designated on the map:

- Remove all the vegetation within 10ft of the pond's edge to create a path for service vehicles. This includes a mixture of large trees and brush.
- All the trees will be pulled out by the root. All the stumps will be removed. The holes left behind will be filled with soil to create a flat bank.
- Smaller brush will be flush cut to the ground.
- All removed debris will be hauled off site and disposed of.

Assumptions:

1. Company will have free and unimpeded access to the work location.
2. Work will be completed in one (1) day onsite.
3. Does not require any engineering or permits which are required for raising the elevation.
4. Price is based on a reasonable plan / field design of the specified work.
5. Should any additional issues be identified during work activity, Company will notify Customer immediately to discuss modified scope, related additional costs, and confirm project path forward.

EXHIBIT 6

[RETURN TO AGENDA](#)



SERVICES AGREEMENT

PROPERTY NAME: **Concord Station CDD**
CUSTOMER NAME: **Concord Station CDD**
SERVICE DESCRIPTION: **Vegetation removal on site D2**
EFFECTIVE DATE: **September 1, 2026**
SUBMITTED TO: Patricia Thibault
SUBMITTED BY: Emalina Robinson

THIS SERVICES AGREEMENT (the "Agreement") is effective as of the date indicated above (the "Effective Date"), by and between SOLitude Lake Management, LLC ("SOLitude" or "Company"), and the customer identified above (the "Customer"), in accordance with the terms and conditions set forth in this Agreement.

1. **SERVICES.** SOLitude will provide services (the "Services") at the Customer's property in accordance with the Scope of Services attached hereto as Schedule A. The services provided by Solitude under this Agreement are not intended to, and shall not be construed as, constituting a survey or the practice of surveying. Solitude does not perform professional surveying services.
2. **MODIFICATIONS.** Any deviation from the requirements and Services outlined in Schedule A involving extra cost of material and labor will result in extra charges. Such additional services will be provided by SOLitude only upon a Change Order mutually approved by the parties in writing (the "Change Order").
3. **PRICING.** The Customer agrees to pay for the Services, as well as any applicable sales or other taxes, in accordance with the Pricing Schedule attached hereto as Schedule B.
4. **PAYMENT.** SOLitude shall invoice Customer following completion of each required Service. Payment is due within thirty (30) days of the invoice date. Any disputes with an invoice or invoices must be brought to the attention of SOLitude by written notice within one hundred and twenty (120) days from the invoice date, otherwise Company will not be liable for any potential credits or adjustments. The parties agree to use good faith efforts to resolve any disputed invoice amounts within thirty (30) days after written notification of a dispute. Disputed amounts shall not affect payment of all undisputed amounts, and Customer agrees to pay all undisputed amounts owed on any disputed invoice within the applicable due dates. Invoices not paid on or before the invoice due date shall accrue interest charges at a rate of one percent (1%) per month, accruing as of the invoice date, until the time that such amounts are paid in full. Additionally, the Customer is liable for payment of all costs of collection of past due accounts, specifically including, but not limited to, court costs, expenses, and reasonable attorneys' fees. In addition to the compensation paid to SOLitude for performance of the Services, Customer shall reimburse SOLitude for all of the expenses paid or incurred by SOLitude in connection with the Services, including, but not limited to non-routine expenses, administrative fees, compliance fees, or any other similar expense that are incurred as a result of requirements placed on SOLitude by the Customer that are not covered specifically by the written specifications of this Agreement ("Reimbursable Expenses"). Should the work performed be subject to any local, state, or federal jurisdiction, agency, or other organization of authority for sales or other taxes or fees in addition to those expressly covered by this contract, the customer will be invoiced and responsible for paying said additional taxes in addition to the contract price and other fees.



5. TERM AND EXPIRATION. This Agreement shall commence on the Effective Date and shall expire upon completion of the Services required by Customer specified in Schedule A.

6. TERMINATION. In the event that this Agreement is terminated for any reason prior to SOLitude's completion of the Services, Customer agrees to reimburse SOLitude for any costs incurred, including, but not limited to, labor costs, materials and fees, that SOLitude may have incurred in preparation for the provision of its Services.

7. RESERVED.

8. INSURANCE. SOLitude will maintain general liability and property damage insurance as necessary given the scope and nature of the Services. A certificate of insurance will be issued to Customer, upon request.

9. INDEMNIFICATION; LIMITATION OF LIABILITY. THE CUSTOMER AGREES THAT THE WORK PROVIDED UNDER THIS AGREEMENT IS NOT TO BE CONSTRUED AS INSURANCE, OR AS A COVENANT, GUARANTEE, WARRANTY, OR PROMISE OF ANY KIND THAT THE CUSTOMER IS IN COMPLIANCE WITH ANY LEGAL GUIDELINES OR REQUIREMENTS. COMPANY DISCLAIMS ANY LIABILITY OR RESPONSIBILITY REGARDING THE PRACTICES AND OPERATIONS OF THE CUSTOMER, AND BEARS NO RESPONSIBILITY OR LIABILITY FOR WHETHER THE CUSTOMER CARRIES OUT THE RECOMMENDATIONS MADE BY COMPANY AND IN NO EVENT WILL COMPANY BE LIABLE FOR CONSEQUENTIAL, INDIRECT, OR ECONOMIC DAMAGES. THE CUSTOMER SHALL INDEMNIFY AND HOLD COMPANY HARMLESS FROM AND AGAINST ALL CLAIMS, DEMANDS, LIABILITIES, OBLIGATIONS, AND ATTORNEYS' FEES OR COSTS BROUGHT BY ANY THIRD PARTIES, ARISING OUT OF OR RELATED TO THIS AGREEMENT OR BY FAILURE OF THE CUSTOMER TO ACT IN ACCORDANCE WITH ANY LEGAL REQUIREMENTS IN CONNECTION WITH THE SERVICES DESCRIBED IN SCHEDULE A. COMPANY SHALL NOT BE LIABLE FOR ANY DELAY IN PERFORMING THE SERVICES, NOR LIABLE FOR ANY FAILURE TO PROVIDE THE SERVICES, DUE TO ANY CAUSE BEYOND ITS REASONABLE CONTROL. COMPANY WILL BE RESPONSIBLE FOR ONLY THOSE DAMAGES, CLAIMS, CAUSES OF ACTION, INJURIES, OR LEGAL COSTS CAUSED BY ITS OWN DIRECT NEGLIGENCE OR MISCONDUCT, BUT THEN ONLY TO AN AMOUNT NOT TO EXCEED THE ANNUAL FEES CHARGED UNDER THE AGREEMENT.

10. CONFIDENTIAL INFORMATION. "Confidential Information" means any information disclosed by one party ("Discloser") to the other party ("Recipient"), either directly or indirectly, in writing, orally, or by inspection of tangible objects, other than information that the Recipient can establish (i) was publicly known and made generally available in the public domain prior to the time of disclosure; (ii) becomes publicly known and made generally available after disclosure other than through Recipient's action or inaction; or (iii) is in Recipient's possession, without confidentiality restrictions, at the time of disclosure by Discloser as shown by Recipient's files and records immediately prior to the time of disclosure. Recipient shall not at any time (a) disclose, sell, license, transfer, or otherwise make available to any person or entity any Confidential Information, or (b) use, reproduce, or otherwise copy any Confidential Information, except as necessary in connection with the purpose for which such Confidential Information is disclosed to Recipient or as required by applicable law. Recipient agrees to take all reasonable measures to protect the secrecy of and avoid disclosure and unauthorized use of the Confidential Information. All Confidential Information shall at all times remain the property of Discloser, and all documents, electronic media, and other tangible items containing or relating to any Confidential Information shall be delivered to Discloser immediately upon the request of Discloser.

Notwithstanding the foregoing, if Recipient is required by law, regulation, subpoena, government order, regulatory agency order, judicial order, or other court order to disclose any Confidential Information, Recipient shall give the Disclosing Party timely and lawful written notice of such a requirement prior to such disclosure, and shall reasonably



and lawfully cooperate with the Disclosing Party to seek a protective order, confidential treatment, or other appropriate measures for such Confidential Information.

11. FORCE MAJEURE. The Company shall not be liable for any delay in performing the Services, nor liable for any failure to provide the Services, due to any cause beyond its reasonable control.

12. RIGHT TO SUBCONTRACT. The Company, in its sole discretion, may subcontract or delegate to an affiliate or third party any of its duties and obligations hereunder.

13. FUEL/TRANSPORTATION SURCHARGE. Like many other companies that are impacted by the price of gasoline, a rise in gasoline prices may necessitate a fuel surcharge. As such, the Company reserves the right to add a fuel surcharge to Customer's invoice for any increase in the cost of fuel as measured above the same time period in the prior year (by the National U.S. Average Motor Gasoline-Regular Fuel Price per Gallon Index reported by the U.S. Department of Energy). The surcharge may be adjusted monthly (up or down) with the price of gasoline.

14. ANTI-CORRUPTION AND BRIBERY. Each party represents that neither it nor anyone acting on its behalf has offered, given, requested or accepted any undue financial or other advantage of any kind in entering into this Agreement, and that it will comply with all applicable laws and regulations pertaining to corruption, competition and bribery in carrying out the terms and conditions of this Agreement.

15. E-VERIFY. SOLitude utilizes the federal E-Verify program in contracts with public employers as required by Florida State law, and acknowledges all the provisions of Florida Statute 448.095 are incorporated herein by reference and hereby certifies it will comply with the same.

16. GOVERNING LAW. Except for the Mandatory Arbitration Clause in Section 17 of this Agreement, which is governed by and construed in accordance with the Federal Arbitration Act, this Agreement shall be governed by, and construed in accordance with, the laws of the state in which the Services are performed.

17. MANDATORY ARBITRATION. Any claim, dispute or controversy, regarding any contract, tort, statute, or otherwise ("Claim"), arising out of or relating to this Agreement or the relationships among the parties hereto shall be resolved by one arbitrator through binding arbitration administered by the American Arbitration Association ("AAA"), under the AAA Commercial or Consumer, as applicable, Rules in effect at the time the Claim is filed ("AAA Rules"). Copies of the AAA Rules and forms can be located at www.adr.org, or by calling 1-800-778-7879. The arbitrator's decision shall be final, binding, and non-appealable. Judgment upon the award may be entered and enforced in any court having jurisdiction. This clause is made pursuant to a transaction involving interstate commerce and shall be governed by the Federal Arbitration Act. Neither party shall sue the other party other than as provided herein or for enforcement of this clause or of the arbitrator's award; any such suit may be brought only in Federal District Court for the District in which the services were performed or, if any such court lacks jurisdiction, in any state court that has jurisdiction. The arbitrator, and not any federal, state, or local court, shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, unconscionability, arbitrability, enforceability or formation of this Agreement including any claim that all or any part of the Agreement is void or voidable. Venue for arbitration hereunder shall be within the state where the customer's property, that is the subject of the services provided, is located.



18. ASSIGNMENT. The Company may assign this Agreement to a related or affiliated entity upon written notice to the Customer.

19. NOTICES. All notices, requests, consents, claims, demands, waivers and other communications hereunder shall be in writing and shall be directed to the individuals and addresses listed in the signature block. Notices sent in accordance with this Section shall be deemed effectively given: (a) when received, if delivered by hand (with written confirmation of receipt); (b) when received, if sent by a nationally recognized overnight courier (receipt requested); or (c) on the third (3rd) business day after the date mailed, by certified or registered mail, return receipt requested, postage prepaid.

20. DISCLAIMER. SOLitude is not responsible for the failure of any treatment, equipment installation, or other work that may result from dam or other structural failures, severe weather and storms, flooding, or other acts of God that are outside of the control of SOLitude. Customer understands and acknowledges that there are irrigation restrictions associated with many of the products used to treat lakes and ponds. The Customer is responsible for notifying SOLitude in advance of the contract signing and the start of the Agreement if they utilize any of the water in their lakes or ponds for irrigation purposes. The Customer accepts full responsibility for any issues that may arise from the irrigation of turf, ornamentals, trees, crops, or any other plants as a result of treated water being used by the Customer for irrigation without the consent or knowledge of SOLitude. Although there is rarely direct fish toxicity with the products used for treatment when applied at the labeled rate, or the installation and normal operation of the equipment we install, there is a risk under certain circumstances of significant dissolved oxygen drops. This risk is most severe in times of extremely hot weather and warm water temperatures, as these are the conditions during which dissolved oxygen levels are naturally at their lowest levels. Oftentimes, lakes and ponds will experience natural fish kills under these conditions even if no work is performed. Every effort, to include the method and timing of application, the choice of products and equipment used, and the skill and training of the staff, is made to avoid such problems. However, the Customer understands and accepts that there is always a slight risk of the occurrence of adverse conditions outside the control of SOLitude that will result in the death of some fish and other aquatic life. The Customer also understands and accepts that similar risks would remain even if no work was performed. The Customer agrees to hold SOLitude harmless for any issues with fish or other aquatic life which occur as described above, or are otherwise outside the direct control of SOLitude, unless there is willful negligence on the part of SOLitude.

21. BINDING. This Agreement shall inure to the benefit of and be binding upon the legal representatives and successors of the parties.

22. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the parties with respect to the subject matter and replaces any prior agreements or understandings, whether in writing or otherwise. This Agreement may not be modified or amended except by written agreement executed by both parties. In the event that any provision of this Agreement is determined to be void, invalid, or unenforceable, the validity and enforceability of the remaining provisions of this Agreement shall not be affected.

23. SEVERABILITY. If any part of this Agreement is held to be invalid or unenforceable for any reason, the remaining Terms and Conditions of this Agreement shall remain in full force and effect.

[SIGNATURES FOLLOW ON THE NEXT PAGE]



By signing below, the parties agree to be bound by the terms and conditions of this Agreement and any accompanying schedules as of the Effective Date.

ACCEPTED AND APPROVED:

SOLITUDE LAKE MANAGEMENT, LLC.

CONCORD STATION CDD

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Please Remit All Payments to:

**SOLitude Lake Management, LLC
PO Box 85529
Chicago, IL 60689-5529**

Customer's Address for Notice Purposes:

Please Mail All Notices and Agreements to:

**SOLitude Lake Management, LLC
1253 Jensen Drive, Suite 103
Virginia Beach, VA 23451**



SCHEDULE A – SCOPE OF SERVICES



Contractor will perform the following in the red area designated on the map:

- Remove all the vegetation within 10ft of the pond's edge to create a path for service vehicles. This includes a mixture of large trees and brush.
- All the trees will be pulled out by the root. All the stumps will be removed. The holes left behind will be filled with soil to create a flat bank.
- Smaller brush will be flush cut to the ground.
- All removed debris will be hauled off site and disposed of.

Assumptions:

1. Company will have free and unimpeded access to the work location.
2. Work will be completed in one (1) day onsite.
3. Does not require any engineering or permits which are required for raising the elevation.
4. Price is based on a reasonable plan / field design of the specified work.
5. Should any additional issues be identified during work activity, Company will notify Customer immediately to discuss modified scope, related additional costs, and confirm project path forward.



SCHEDULE B – PRICING SCHEDULE

Total Price: **\$49,200.00** Price is valid for 60 days from the Effective Date

Due upon execution of this Agreement: 50% of the Total Price

Due upon completion of the services: remaining 50% of the Total Price

EXHIBIT 7

[RETURN TO AGENDA](#)





Steadfast Alliance
San Antonio FL 33576 US

ESTIMATE

DATE	DUE	ESTIMATE #
9/3/2026	10/3/2026	

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
-------------	-----	------	--------

Contractor will perform the following in the red area designated on the map:

- Remove all the vegetation within 10ft of the pond's edge to create a path for service vehicles. This includes a mixture of large trees and brush.
- All the trees will be pulled out by the root. All the stumps will be removed. The holes left behind will be filled with soil to create a flat bank.
- Smaller brush will be flush cut to the ground.
- All removed debris will be hauled off site and disposed of.

Assumptions:

- | | | | |
|---|------|-----------|-----------|
| 1. Company will have free and unimpeded access to the work location. | 1.00 | 14,100.00 | 14,100.00 |
| 2. Work will NOT be completed in one (1) day onsite. Est. Timeframe of 5-6 Business Days | | | |
| 3. Does not require any engineering or permits which are required for raising the elevation. | | | |
| 4. Price is based on a reasonable plan / field design of the specified work. | | | |
| 5. Should any additional issues be identified during work activity, Company will notify Customer immediately to discuss modified scope, related additional costs, and confirm project path forward. | | | |

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 **14,100.00**

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): _____



4/2010

3204

Chessington Dr

3148

3142

3136

3130

3124

3114

3112

3110

3102

Chessington Dr

Chessington Dr

Drainage Structure 2

Drainage Structure 1

Mark Hankins, P.A.

3133

3125

3119

3006

3012

3018

3024

3030

Chessington Dr

3013



Chessington Dr

Donington Castle Ln

Donington Castle Ln

Mark Hankins, P.A.

Donington Castle Ln

Chessington Dr

Chessington Dr

Chessington Dr

Chessington Dr

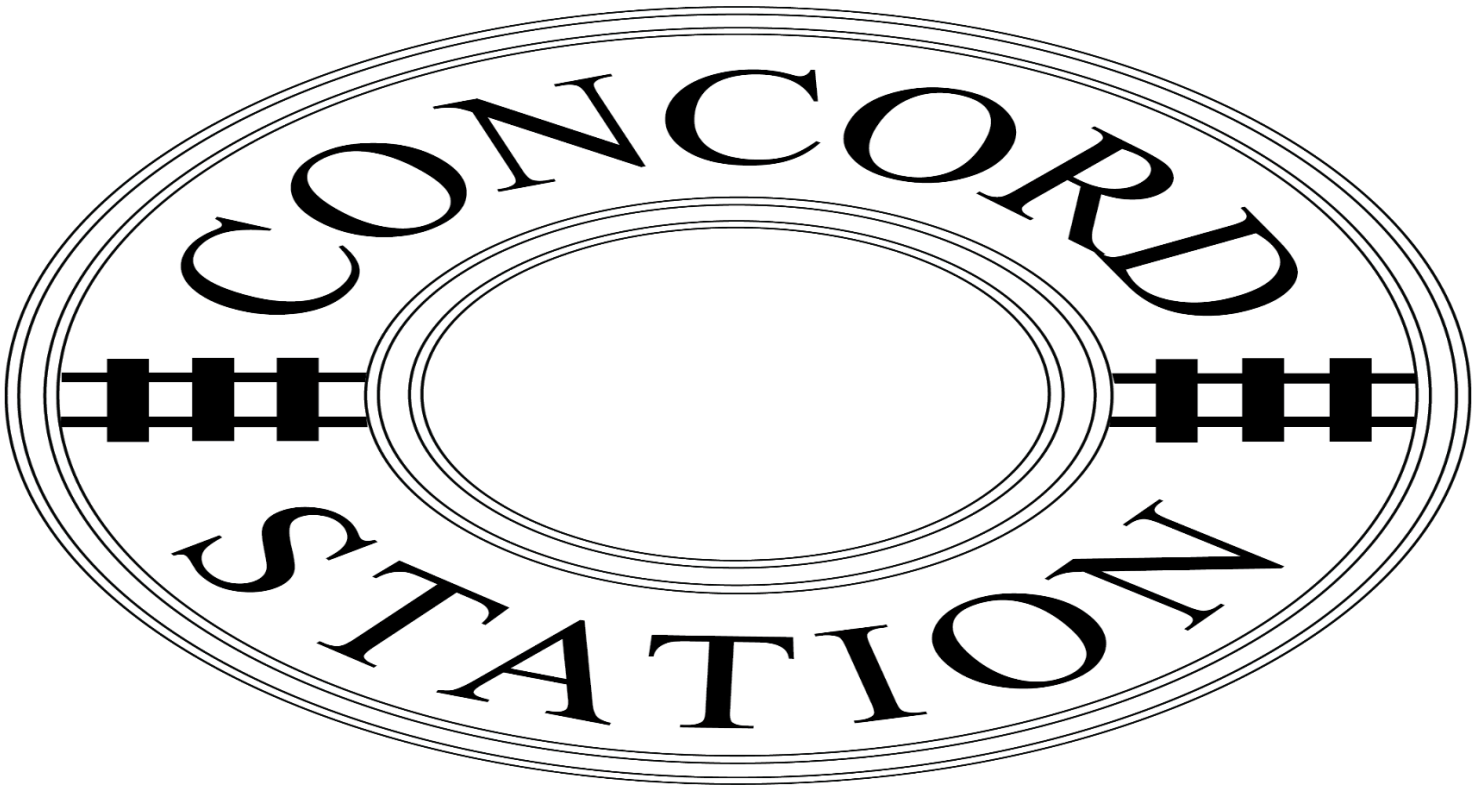
Manassas Dr

Manassas Dr

EXHIBIT 8

[RETURN TO AGENDA](#)





CONCORD STATION
COMMUNITY DEVELOPMENT DISTRICT

EMPLOYEE POLICY
MANUAL

August 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 full time 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. Remote work is not authorized for any employee.

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. Full time 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 Full Time 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 full time employees shall begin accruing PTO upon successful completion of the probationary period. PTO accrual for current full time employees shall run with the Concord Station Community Development District fiscal year. 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)	6.7 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. Up to 40 hours of unused PTO may be carried over from fiscal 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 and the Board of Supervisors.

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 40 hours, 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).

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.

C. Employee Relationships

In order to minimize the risk of conflicts of interest and promote fairness, Concord Station Community Development District maintains the following policy with respect to romance in the workplace:

All romantic or dating relationships between employees are prohibited.

A supervisor or manager who has had a previous romantic or dating relationship with a subordinate or employee whose terms and conditions they may influence will not be involved in decisions relating to that individual's promotions, raises, termination, or other terms and conditions of employment.

All employees engaged in a romantic or dating relationship are required to notify the Employee Liason.

Employees in violation of this policy may be subject to termination of employment.

Concord Station Community Development District retains discretion in its enforcement of this policy. Decisions made under this policy will be made based on operational and business reasons and without regard to sex, race, color, religion, creed, age, national origin, citizenship, physical or mental disability, military service or application, pregnancy, childbirth, or related medical conditions, or any other protected characteristic under federal, state, or local law.

This policy is not intended to restrict communications or actions protected or required by state or federal law.

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:

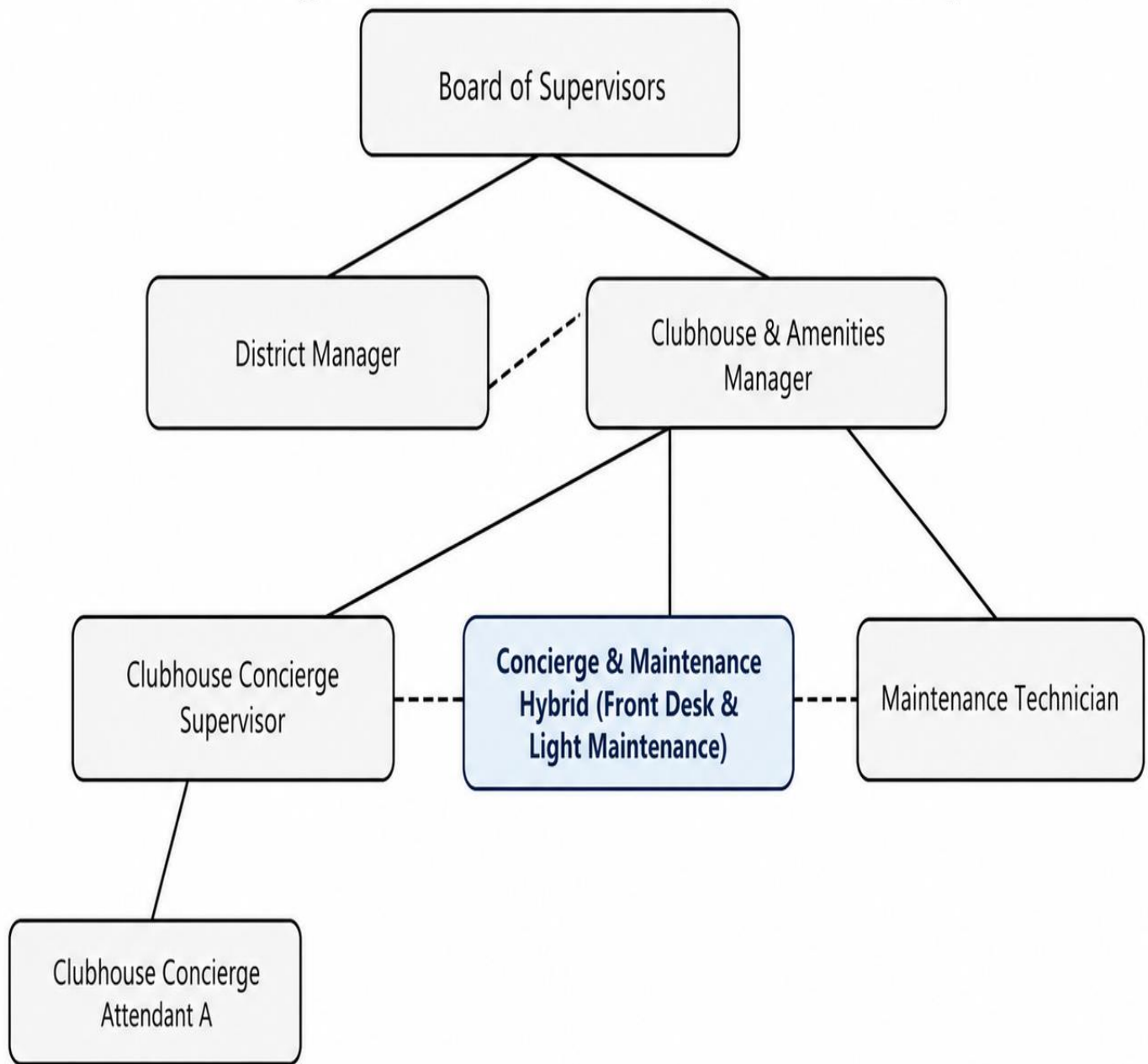
Nothing in this policy affects or limits employees’ rights under federal or state laws prohibiting unlawful discrimination or retaliation. Employees are protected from termination or other adverse employment actions based on race, color, religion, sex, national origin, age, disability, marital status,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

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
- Other duties as assigned.

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
- Other Duties as assigned.

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.
- Other duties as assigned.

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
- 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.
- Other duties as assigned.

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)

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

Involuntary Termination (check one)

- ☐ Gross Misconduct
☐ Job abandonment
☐ Death
☐ Other

Lay Off (check one)

- ☐ Lack of Work ☐ Job Eliminated

Reason for leaving (Supervisor's statement) _____

Eligible for Re-hire? ☐ Yes ☐ No

If no, Explain: _____

Supervisor Signature

Date

APPENDIX – 7

**CSCDD
Paid Time Off (PTO)
Request Form**

Please submit this form for approval at least two weeks in advance of your preferred PTO dates.

Date: _____

Employee Name: _____

Title: _____

Department: _____

Remaining Banked PTO Days: _____

PTO Dates Requested: ____/____/____ through ____/____/____

Returning: ____/____/____

Total Number of Days Requested: _____

of Employee Date _____ Signature

Approval:

Clubhouse and Amenities Manager Date _____

EMPLOYEE WARNING REPORT

-CONFIDENTIAL-

Name: _____ SSN: _____

Client Company Name: _____ Violation Date: _____

Violation			
☐ Alcohol/Drug Abuse	☐ Attendance	☐ Attitude	☐ Carelessness
☐ Conduct	☐ Fighting	☐ Insubordination	☐ Personal Work
☐ Quality of Work	☐ Safety	☐ Tardiness	☐ Work Rules
☐ Other: _____			

Company Statement: _____

(Use additional sheets if necessary)

Employee Statement:

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

Comments: _____

(Use additional sheets if necessary)

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

Supervisor Signature: _____ Date: _____

[illegible]

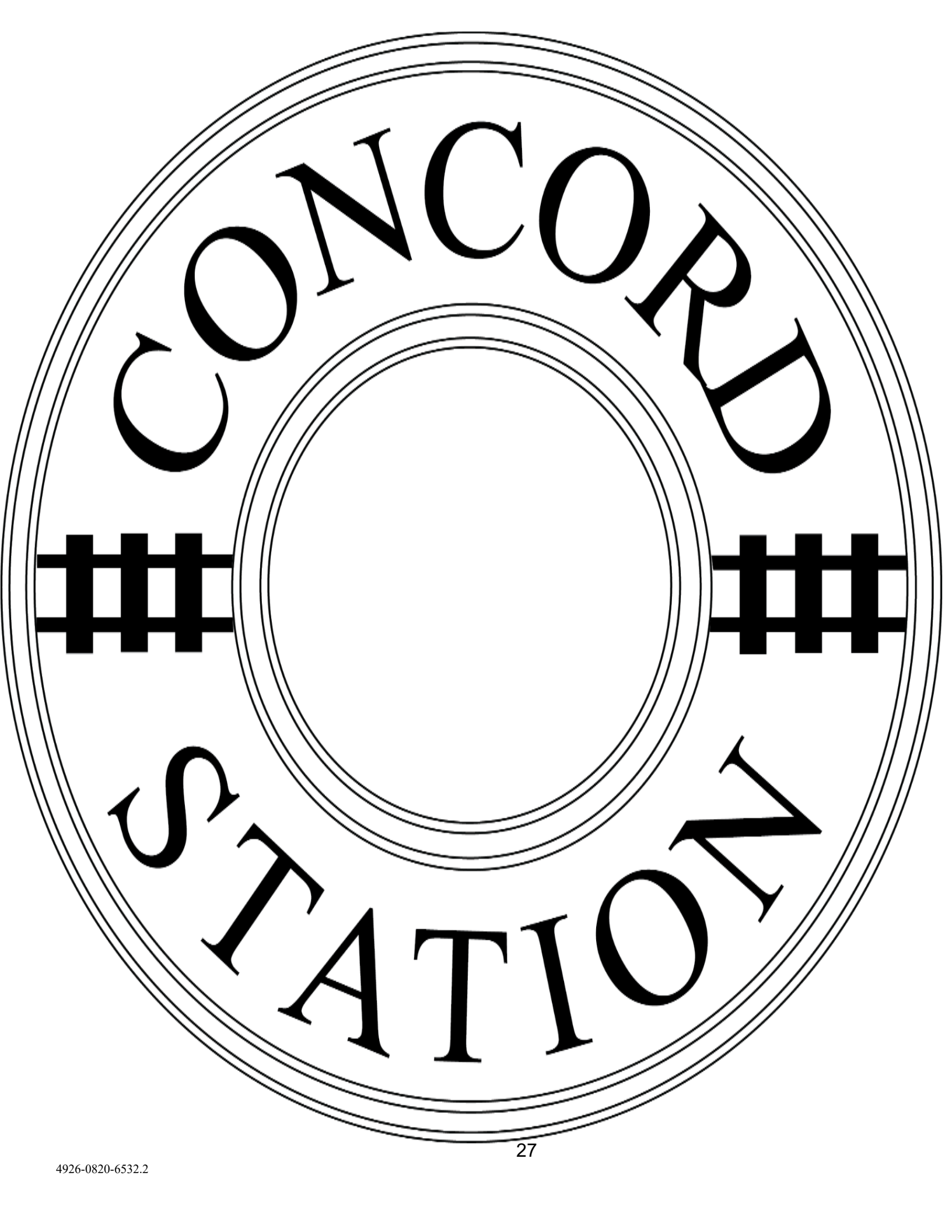
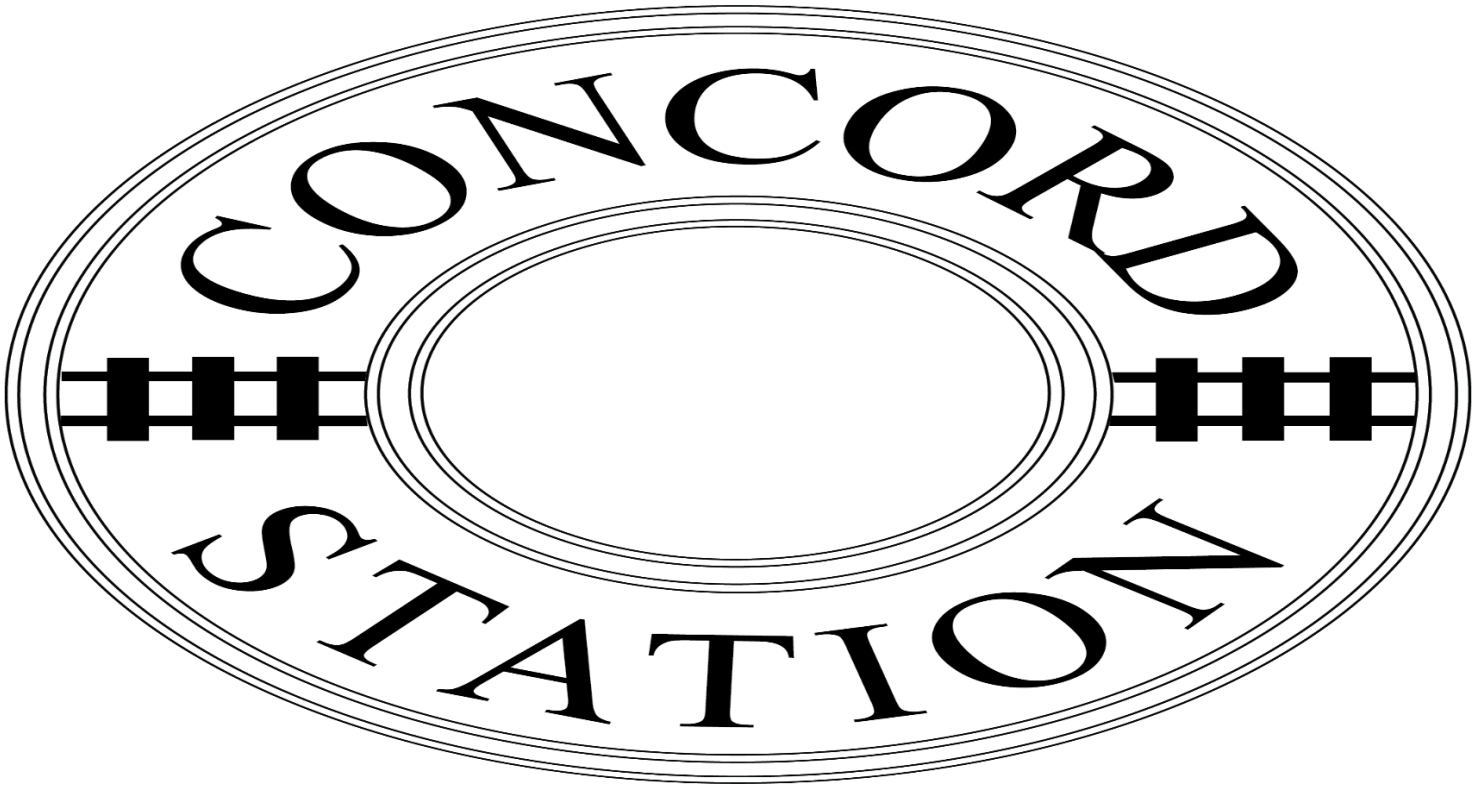


EXHIBIT 9

[RETURN TO AGENDA](#)





CONCORD STATION
COMMUNITY DEVELOPMENT DISTRICT

EMPLOYEE POLICY
MANUAL

~~June~~ August 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 ~~salaries~~full time 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. [Remote work is not authorized for any employee.](#)

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~~Full time 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~~Full Time 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~~full time employees shall begin accruing PTO upon successful completion of the probationary period. PTO accrual for current full time employees shall run with the Concord Station Community Development District fiscal year. 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 <u>6.7</u> 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.

Up to 40 hours of unused ~~Unused PTO shall carry~~ may be carried over from fiscal 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 and the Board of Supervisors.

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~~ 40 hours, 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.

C. Employee Relationships

In order to minimize the risk of conflicts of interest and promote fairness, Concord Station Community Development District maintains the following policy with respect to romance in the workplace:

All romantic or dating relationships between employees are prohibited.

A supervisor or manager who has had a previous romantic or dating relationship with a subordinate or employee whose terms and conditions they may influence will not be involved in decisions relating to that individual's promotions, raises, termination, or other terms and conditions of employment.

All employees engaged in a romantic or dating relationship are required to notify the Employee Liason.

Employees in violation of this policy may be subject to termination of employment.

Concord Station Community Development District retains discretion in its enforcement of this policy. Decisions made under this policy will be made based on operational and business reasons and without regard to sex, race, color, religion, creed, age, national origin, citizenship, physical or mental disability, military service or application, pregnancy, childbirth, or related medical conditions, or any other protected characteristic under federal, state, or local law.

This policy is not intended to restrict communications or actions protected or required by state or federal law.

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:

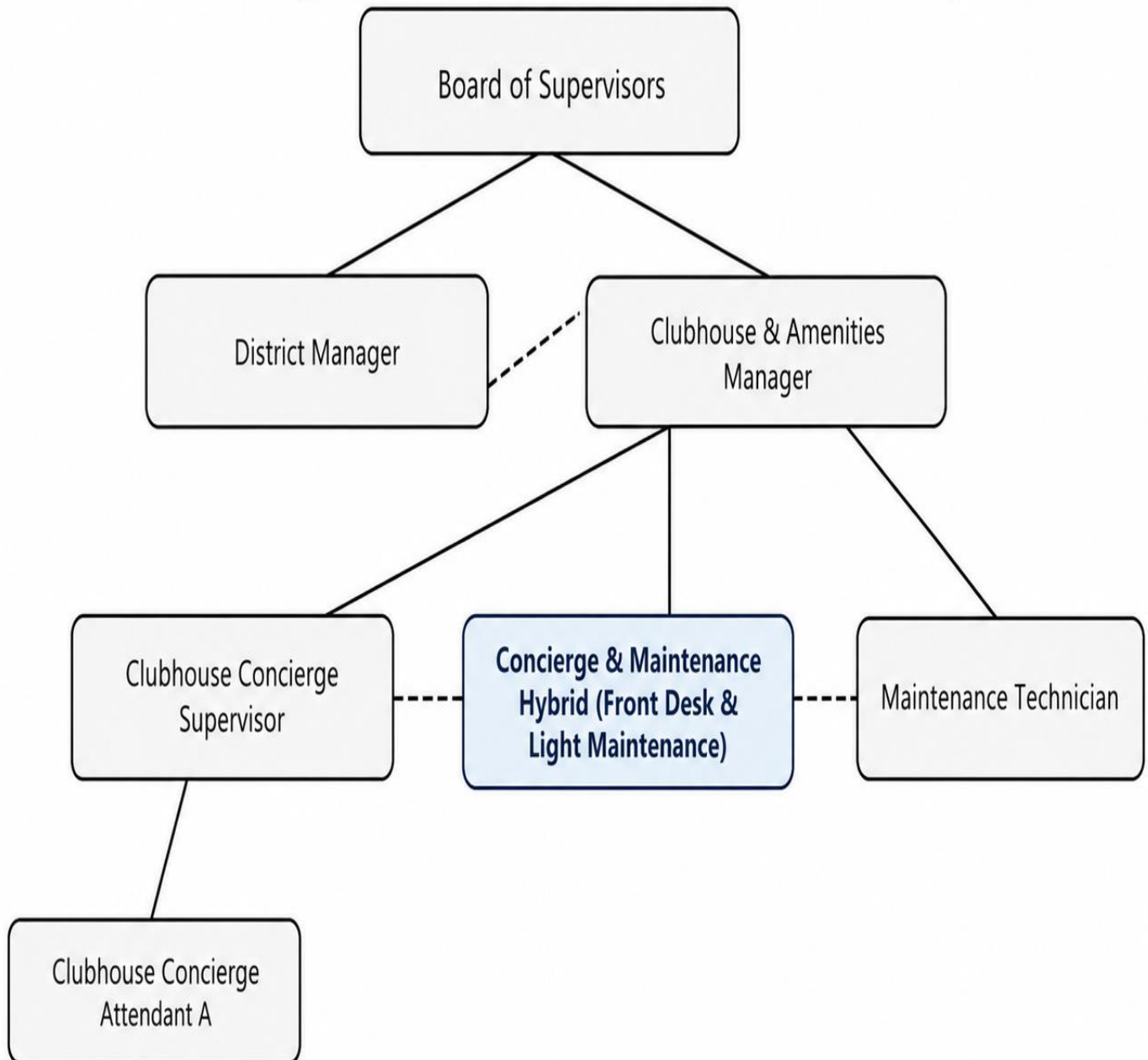
Nothing in this policy affects or limits employees’ rights under federal or state laws prohibiting unlawful discrimination or retaliation. Employees are protected from termination or other adverse employment actions based on race, color, religion, sex, national origin, age, disability, marital status,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

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
- [Other duties as assigned.](#)

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
- [Other Duties as assigned.](#)

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.
- [Other duties as assigned.](#)

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.
- [Other duties as assigned.](#)

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)

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

Involuntary Termination (check one)

- ☐ Gross Misconduct
☐ Job abandonment
☐ Death
☐ Other

Lay Off (check one)

- ☐ Lack of Work ☐ Job Eliminated

Reason for leaving (Supervisor's statement) _____

Eligible for Re-hire? ☐ Yes ☐ No

If no, Explain: _____

Supervisor Signature

Date

APPENDIX – 7

CSCDD Paid Time Off (PTO) Request Form

Please submit this form for approval at least two weeks in advance of your preferred PTO dates.

Date: _____

Employee Name: _____

Title: _____

Department: _____

Remaining Banked PTO Days: _____

PTO Dates Requested: ____/____/____ through ____/____/____

Returning: ____/____/____

Total Number of Days Requested: _____

of Employee Date _____ Signature

Approval:

Clubhouse and Amenities Manager Date _____

APPENDIX – 8

EMPLOYEE WARNING REPORT

-CONFIDENTIAL-

Name: _____ SSN: _____

Client Company Name: _____ Violation Date: _____

Violation			
☐ Alcohol/Drug Abuse	☐ Attendance	☐ Attitude	☐ Carelessness
☐ Conduct	☐ Fighting	☐ Insubordination	☐ Personal Work
☐ Quality of Work	☐ Safety	☐ Tardiness	☐ Work Rules
☐ Other: _____			

Company Statement: _____

(Use additional sheets if necessary)

Employee Statement:

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

Comments: _____

(Use additional sheets if necessary)

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

Supervisor Signature: _____ Date: _____

EMPLOYEE PERSONAL NOTES



Summary report: Litera Compare for Word 11.12.0.83 Document comparison done on 8/4/2026 11:13:30 AM	
Style name: Default Style	
Intelligent Table Comparison: Active	
Original filename: Concord_Station_CDD_Employee_Handbook_UPDATED_July_2_2026.docx	
Modified filename: Concord_Station_CDD_Employee_Handbook_UPDATED_8-4 4926-0820-6532 v.2.docx	
Changes:	
<u>Add</u>	33
Delete	13
Move From	0
<u>Move To</u>	0
<u>Table Insert</u>	0
Table Delete	0
<u>Table moves to</u>	0
Table moves from	0
Embedded Graphics (Visio, ChemDraw, Images etc.)	0
Embedded Excel	0
Format changes	0
Total Changes:	46

EXHIBIT 10

[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 13 day of August 2026.

ATTEST:

**CONCORD STATION COMMUNITY DEVELOPMENT
DISTRICT**

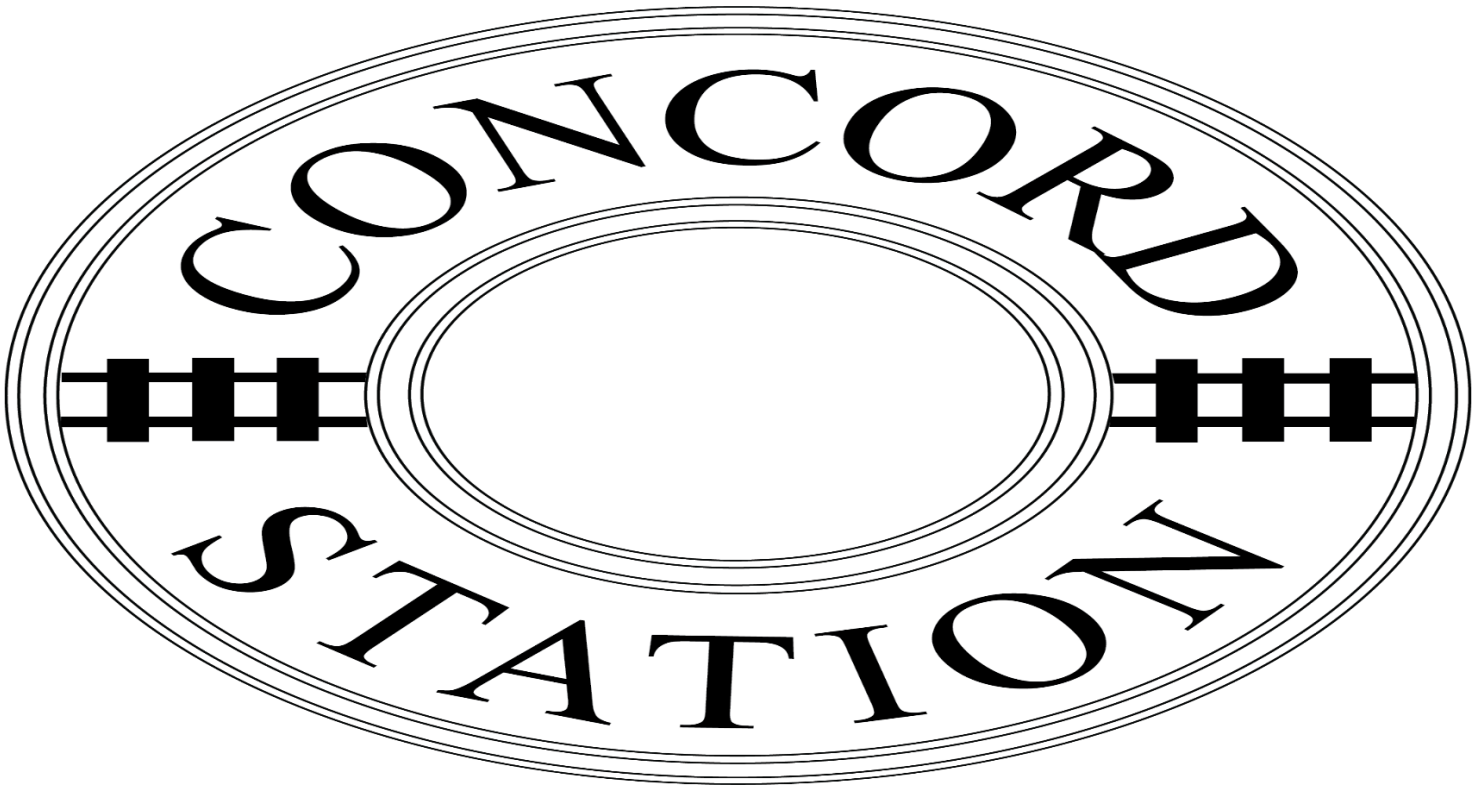
Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Employee Policy Manual

EXHIBIT A:

Employee Policy Manual



CONCORD STATION
COMMUNITY DEVELOPMENT DISTRICT

EMPLOYEE POLICY
MANUAL

August 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 full time 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. Remote work is not authorized for any employee.

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. Full time 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 Full Time 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 full time employees shall begin accruing PTO upon successful completion of the probationary period. PTO accrual for current full time employees shall run with the Concord Station Community Development District fiscal year. 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)	6.7 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. Up to 40 hours of unused PTO may be carried over from fiscal 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 and the Board of Supervisors.

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 40 hours, 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).

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.

C. Employee Relationships

In order to minimize the risk of conflicts of interest and promote fairness, Concord Station Community Development District maintains the following policy with respect to romance in the workplace:

All romantic or dating relationships between employees are prohibited.

A supervisor or manager who has had a previous romantic or dating relationship with a subordinate or employee whose terms and conditions they may influence will not be involved in decisions relating to that individual's promotions, raises, termination, or other terms and conditions of employment.

All employees engaged in a romantic or dating relationship are required to notify the Employee Liason.

Employees in violation of this policy may be subject to termination of employment.

Concord Station Community Development District retains discretion in its enforcement of this policy. Decisions made under this policy will be made based on operational and business reasons and without regard to sex, race, color, religion, creed, age, national origin, citizenship, physical or mental disability, military service or application, pregnancy, childbirth, or related medical conditions, or any other protected characteristic under federal, state, or local law.

This policy is not intended to restrict communications or actions protected or required by state or federal law.

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:

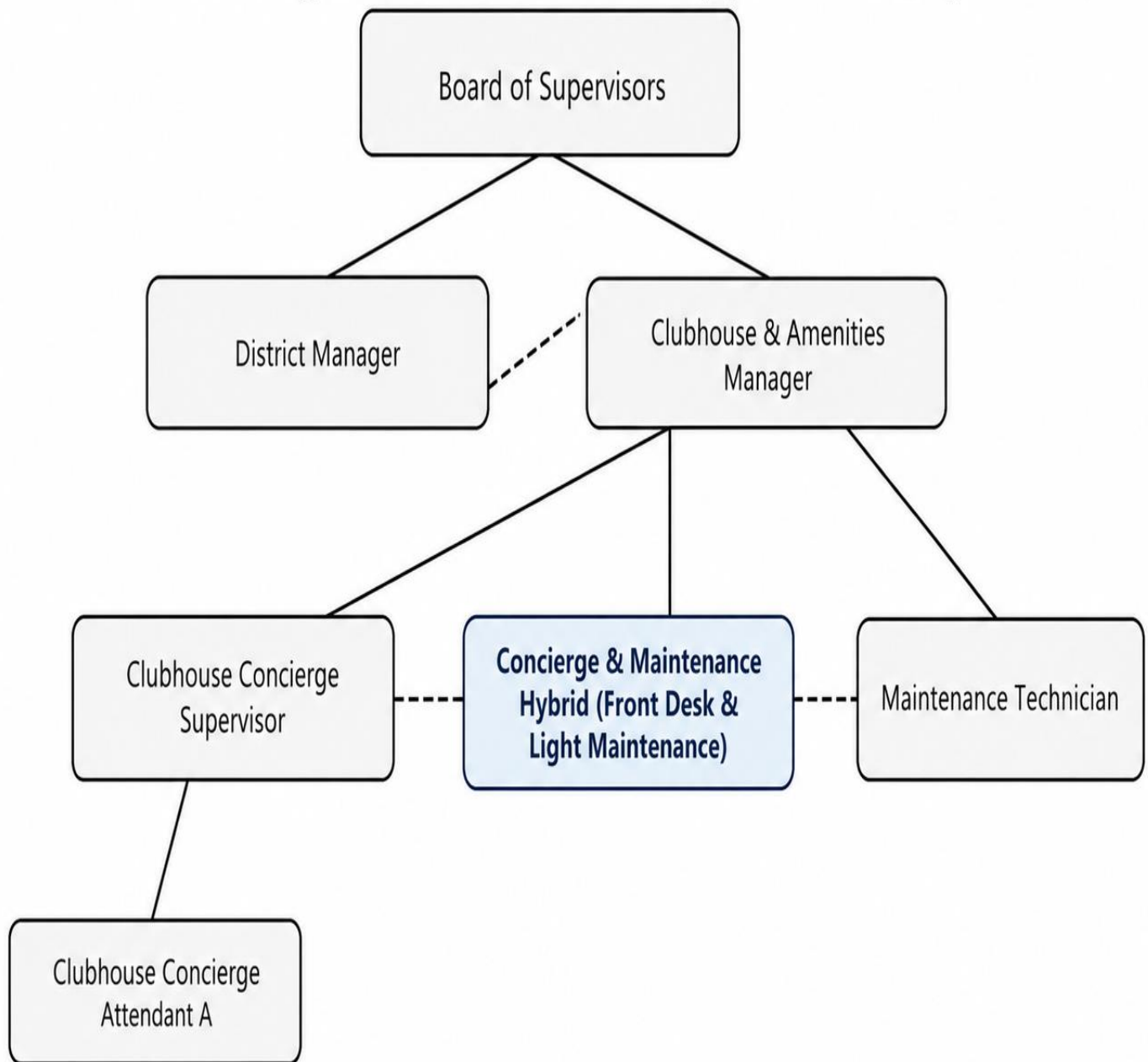
Nothing in this policy affects or limits employees’ rights under federal or state laws prohibiting unlawful discrimination or retaliation. Employees are protected from termination or other adverse employment actions based on race, color, religion, sex, national origin, age, disability, marital status,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

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
- Other duties as assigned.

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
- Other Duties as assigned.

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.
- Other duties as assigned.

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
- 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.
- Other duties as assigned.

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)

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

Involuntary Termination (check one)

- ☐ Gross Misconduct
☐ Job abandonment
☐ Death
☐ Other

Lay Off (check one)

- ☐ Lack of Work ☐ Job Eliminated

Reason for leaving (Supervisor's statement) _____

Eligible for Re-hire? ☐ Yes ☐ No

If no, Explain: _____

Supervisor Signature

Date

APPENDIX – 7

**CSCDD
Paid Time Off (PTO)
Request Form**

Please submit this form for approval at least two weeks in advance of your preferred PTO dates.

Date: _____

Employee Name: _____

Title: _____

Department: _____

Remaining Banked PTO Days: _____

PTO Dates Requested: ____/____/____ through ____/____/____

Returning: ____/____/____

Total Number of Days Requested: _____

of Employee Date _____ Signature

Approval:

Clubhouse and Amenities Manager Date _____

EMPLOYEE WARNING REPORT

-CONFIDENTIAL-

Name: _____ SSN: _____

Client Company Name: _____ Violation Date: _____

Violation			
☐ Alcohol/Drug Abuse	☐ Attendance	☐ Attitude	☐ Carelessness
☐ Conduct	☐ Fighting	☐ Insubordination	☐ Personal Work
☐ Quality of Work	☐ Safety	☐ Tardiness	☐ Work Rules
☐ Other: _____			

Company Statement: _____

(Use additional sheets if necessary)

Employee Statement:

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

Comments: _____

(Use additional sheets if necessary)

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

Supervisor Signature: _____ Date: _____

[illegible]

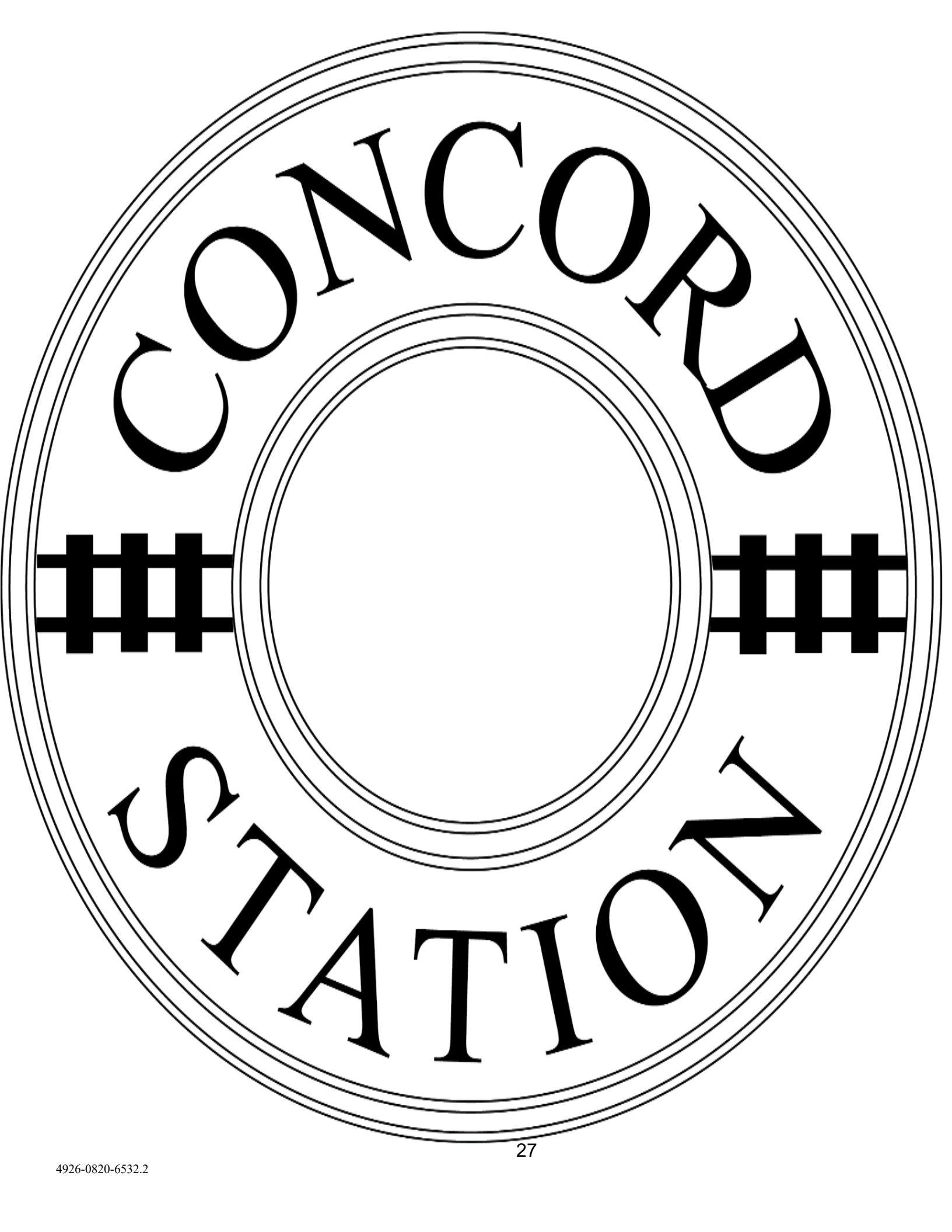


EXHIBIT 11

[RETURN TO AGENDA](#)



RESOLUTION 2026-16

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CONCORD STATION
COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE
FOR FISCAL YEAR 2026-2027 AND PROVIDING FOR 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, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District's regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located.

WHEREAS, the Board desires to adopt the Fiscal Year 2026-2027 meeting schedule attached as **Exhibit A**.

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

1. **ADOPTING ANNUAL MEETING SCHEDULE.** The Fiscal Year 2026-2027 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

2. **EFFECTIVE DATE.** This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 10 day of September 2026.

ATTEST:

**CONCORD STATION COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chairperson/Vice Chairperson, Board of Supervisors

Exhibit A: Fiscal Year 2026-2027 Annual Meeting Schedule

EXHIBIT A

BOARD OF SUPERVISORS MEETING DATES CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2026-2027

The Board of Supervisors of the Concord Station Community Development District will hold their regular meetings for Fiscal Year 2026-2027 at Concord Station Clubhouse 18636 Mentmore Blvd. Land O'Lakes, FL 34638 unless otherwise indicated as follows:

October 8
November 12
December 10
January 14
February 11
April 8
May 13
June 10
July 8
August 12
September 9

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from Haven Management Solutions, 255 Primera Blvd., Suite 160, Lake Mary, Florida 32746 or by calling (407) 574-3250.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 574-3250 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

District Manager

EXHIBIT 12

[RETURN TO AGENDA](#)



Concord Station CDD Work Order Tracker as of 09.03.2026

Sequence	Description	Assigned Date:	Estimated Time to Complete Task	Date Completed	Status/Remarks
1	Pergola Build				Pergola Construction Plan Needs to be Finalized & Permit Requirements need to be finalized
2	Miscellaneous Sidewalk repairs				Exact Sites Need to be Determined
3	Replacement of photo control at Longwood Monument.				Project needs to be finalized
4	Purchase Solar Motion Lights for the Amenity		2 days		2 Motion lights have been placed on pool deck need 4 more. Parts ordered in the amount of \$140
5	New door hinge to external door is mens restroom		1 day		Awaiting materials
6	New vents in mens room		2 days		Parts Ordered
7	Re-placement of 11 diffuser vents throughout the clubhouse.		1 1/2 days		Awaiting Parts - Returned old ones need to order new ones 4/10in 5/8in. Parts Ordered with an estimated cost of \$522
8	Barco Trash Cans		1 day		Cans were not ordered due to the \$854 shipping costs - new trash cans need to be found. New trash cans ordered with a Communicating with AED vendor as to process to approve.
9	Order AED				Order hasd been approved!
10	Schedule Oktober Fest			Completed	Contract sent to vendor and awaiting execution and COI
11	Signagedown at ponds		2 days		Need 15 more to be competed
12	Replacement/Upgrade of Pool Equipment				Awaiting to finalize final needs
13	New light repairs in restrooms		1 day		Need to purchase lightbulbs
14	Repair or Replace Pool Lift Chairs				Needs new batteries and manual control
15	Polywood Tables & Chairs		7 days		Old tables were supposed to be picked up but have not, have not been able to get in contact with reresentative to order new ones. Over half the loungers are complete. all regular chairs
16	Replace Benches at Tuckerton Field		2 days		Status- Need to order new ones, nothing has been ordered.
17	Open and Replace thre Pool Deck drains as needed for cleanng		3 1-week sessions		To replace or completely pull out the stones on both sides would need to be ripped out, which would be very expensive, but they have been scrubbed clean on the outside
18	Light Improvements for courts, pool and playground		2 days		Awaiting final status
19	Repairs to basketball court chain link fence. In progress.		2 days		Waiting on materials - Need 7 poles to be ordered. Initial Materials ordered I the amount of \$215

EXHIBIT 13

[RETURN TO AGENDA](#)



Concord Station Community Development District

Summary Financial Statements (Unaudited)

July 31, 2026

Concord Station
Balance Sheet
July 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	24,092	-	-	24,092
3 Cash - Money Market Account	1,951,299	809,387	-	2,760,685
4 Cash - Operating (Square)	24,981	-	-	24,981
5 Debit Card	1,063	-	-	1,063
6 Investments:				
7 Revenue Trust Fund	-	-	438,708	438,708
8 Interest Fund	-	-	-	-
9 Debt Service Reserve Fund	-	-	917,982	917,982
10 Prepayment Fund	-	-	98,694	98,694
11 Accounts Receivable	1,000	-	-	1,000
12 On-Roll Assessments Receivable	10,332	-	10,848	21,180
13 Due from Other Funds	-	-	37,344	37,344
14 Deposits	6,591	-	-	6,591
15 Prepaid Items	6,349	-	-	6,349
16 Total Assets	<u>\$ 2,025,707</u>	<u>\$ 809,387</u>	<u>\$ 1,503,577</u>	<u>\$ 4,338,671</u>
17 <u>Liabilities:</u>				
18 Accounts Payable	20,110	-	-	20,110
19 Accrued Payable	15,312	-	-	15,312
20 Due to Other Funds	37,344	-	-	37,344
21 Deposits Payable	-	-	-	-
22 Deferred Revenue - On-Roll	10,332	-	10,848	21,180
23 <u>Fund Balance:</u>				
24 Non-Spendable:	12,940	-	-	12,940
25 Assigned - Reserved	331,869	809,387	-	1,141,256
26 Restricted	-	-	1,492,728	1,492,728
26 Unassigned	1,042,662	-	-	1,042,662
27 Net Change in Fund Balance	555,138	-	-	555,138
28 Total Liabilities & Fund Balance	<u>\$ 2,025,707</u>	<u>\$ 809,387</u>	<u>\$ 1,503,577</u>	<u>\$ 4,338,671</u>

Concord Station
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2025 through July 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	\$ 1,684,515.07	\$ (10,332)
3 Tax Roll for Transfer to Reserve Fund	50,000	50,000	50,000	-
4 Fund Balance Forward	446,368	-	-	-
5 Interest Income	-	-	91,607	91,607
6 Clubhouse Rentals	-	-	19,661	19,661
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	1,872,429	127,582
11				
				Variance (Over) / Under
12 Expenditures:				
13 Financial & Administrative				
14 Supervisor Compensation	13,000	10,833	11,400	(567)
15 Administrative Services	3,000	2,500	1,250	1,250
16 District Management	33,750	28,125	22,553	5,572
17 District Engineer	30,000	30,000	33,478	(3,478)
18 Assessment Roll	2,500	2,083	625	1,458
19 Financial & Revenue Collections	2,500	2,083	1,667	416
20 Accounting Services	16,000	13,333	10,667	2,666
21 Auditing Services	5,500	3,700	3,700	-
22 Miscellaneous Mailings	1,500	-	-	-
23 Public Officials Liability Insurance	3,519	3,316	3,316	-
24 Bank Fees	800	800	801	(1)
25 Dues, Licenses & Fees	175	175	4,248	(4,073)
26 Legal Advertising	1,500	1,250	630	620
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	54,810	(9,810)
31 Total Financial & Administrative	162,409	146,363	150,880	(4,517)
32				
33 Debt Administration				
34 Dissemination Agent	5,000	4,167	2,292	-
35 Trustee Fees	6,500	-	-	-
36 Arbitrage Rebate Calculation	500	500	500	-
37 Total Debt Administration	12,000	4,667	2,792	-
38				
39 Security Operations				
40 Off Duty Deputy	41,760	34,800	-	34,800
41 Total Security Operations	41,760	34,800	-	34,800
42				
43 Electric Utility Services				
44 Utility Services	16,000	13,333	10,285	3,048
45 Utility - Recreation Facilities	32,000	26,667	22,103	4,564
46 Utility - Streetlights	106,000	88,333	78,994	9,340
47 Total Electric Utility Services	154,000	128,333	111,382	16,951
48				
49 Garbage/Solid Waste Control Services				
50 Solid Waste Assessment	900	900	1,104	(204)
51 Garbage - Recreation Facilities	1,040	1,040	1,797	(757)
52 Total Garbage/Solid Waste Control Services	1,940	1,940	2,901	(961)

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

53				
54	Water-Sewer Combination Services			
55	Utility - Recreation Facilities	10,000	8,333	6,235
56	Total Water-Sewer Combination Services	10,000	8,333	6,235
57				
58	Stormwater Control			
59	Pest Control	3,500	2,917	-
60	Aquatic Maintenance	120,837	100,698	86,696
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	3,750	-
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	129,236	129,421
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	4,167	-
74	Landscape Maintenance	264,350	220,292	234,925
75	Well Maintenance	500	417	-
76	Landscape - Fertilizer	18,000	15,000	6,765
77	Landscape Replacement Plants, Shrubs, Trees	15,000	12,500	3,131
78	Landscape Inspection Services	-	-	-
79	Fire Ant Treatment	2,500	2,083	-
80	Holiday Decorations	58,280	48,567	-
81	Landscape - Pest Control/OTC Injections	8,900	7,417	575
82	Landscape - Mulch	32,500	27,083	-
83	Landscape - Annuals/Flowers	5,900	1,475	1,475
84	Landscape - Pest Control	-	-	-
85	Irrigation Repair	20,000	16,667	19,521
86	Rust Prevention	15,000	12,500	11,350
87	Total Other Physical Environment	487,614	409,852	319,738
88				
89	Road & Street Facilities			
90	Roadway Repair & Maintenance	5,000	5,000	7,550
91	Total Road & Street Facilities	5,000	5,000	7,550
92				
93	Parks & Recreation			
94	Management Contract	-	-	-
95	Amenity Management Contracted Employee Salaries	332,020	276,683	242,751
96	Clubhouse Maintenance & Repair	27,000	27,000	39,571
97	Gate Maintenance & Repair	1,000	1,000	9,130
98	Computer Support, Maintenance & Repair	2,000	1,667	-
99	Fitness Equipment Maintenance & Repair	5,000	4,167	1,076
100	Clubhouse Facility Janitorial Services	20,500	17,083	12,500
101	Clubhouse Facility Janitorial Supplies	5,000	4,167	-
102	Pool Service Contract	27,600	23,000	23,000
103	Security System Monitoring Services & Maintenance	11,724	11,724	27,431
104	Facility A/C & Heating Maintenance & Repair	5,000	4,167	-
105	Furniture Repair & Replacement	7,000	5,833	-
106	Pool Permits	425	425	425
107	Playground Equipment Maintenance & Repairs	2,500	2,083	-
108	Vehicle Maintenance	750	625	-

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

109 Telephone, Fax & Internet	9,000	7,500	7,346	154
110 Athletic Court/Field/Playground Maintenance	2,500	2,083	-	2,083
111 Pool/Water Park/Fountain Maintenance	6,000	5,000	2,745	2,255
112 Pest Control & Termite Bond	1,300	1,083	530	553
113 Office Supplies	3,500	3,500	3,826	(326)
114 Wildlife Management Services	2,500	2,083	-	2,083
115 Dog Waste Station Supplies and Maintenance	10,000	7,979	7,979	-
116 Total Parks & Recreation	482,319	408,852	378,311	30,542
117				
118 Special Events & Contingency				
119 Clubhouse - Special Events	25,000	20,833	6,187	14,646
120 Miscellaneous Contingency	450,000	113,056	113,622	(567)
121 Capital Outlay	150,836	-	38,270	(38,270)
122 Total Special Events & Contingency	625,836	133,889	158,079	(24,191)
123				
124 Total Expenditures Before Other Financing Sources	2,141,215	1,411,265	1,267,290	142,099
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	1,461,265	1,317,290	142,099
129				
130 Transfer In			-	
131				
132 Total Excess Expenditures Over (Under) Revenues	-	283,582	555,138	269,681
133				
134 Fund Balance - Beginning			1,387,471	
135				
136 Fund Balance - Ending			1,942,609	

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

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

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

	Adopted Budget	Actual Year to Date
1 Revenues:		
2 Special Assessments - On-Roll, Net	\$ 1,831,880	\$ 1,821,032
3 Prepayment Revenue	-	12,897
4 Interest	-	35,487
5		
6 Total Revenues	1,831,880	1,869,415
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	-	58,464
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	-	1,492,729

Concord Station
Balance Sheet
July 31, 2026

Balance per Bank Statement	\$	89,941.37
Plus: Deposits in Transit		-
Less: Outstanding Checks		(65,849.27)
	\$	24,092.10

Beginning Balance		39,602.45
Receipts		100,000.00
Disbursements		(115,510.35)
<i>Balance per Book</i>	\$	24,092.10

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	101425acjh2 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		2,141.30	151,932.30
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	79,947.72
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 Collecto	property taxes		1,870.64	124,160.32
12/8/2025	5175	Mike Fasano Pasco County Tax Collecto	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	122926ach17	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
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 MANAGEMENTINC.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	012726acjh2	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
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
						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	032526ac12	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

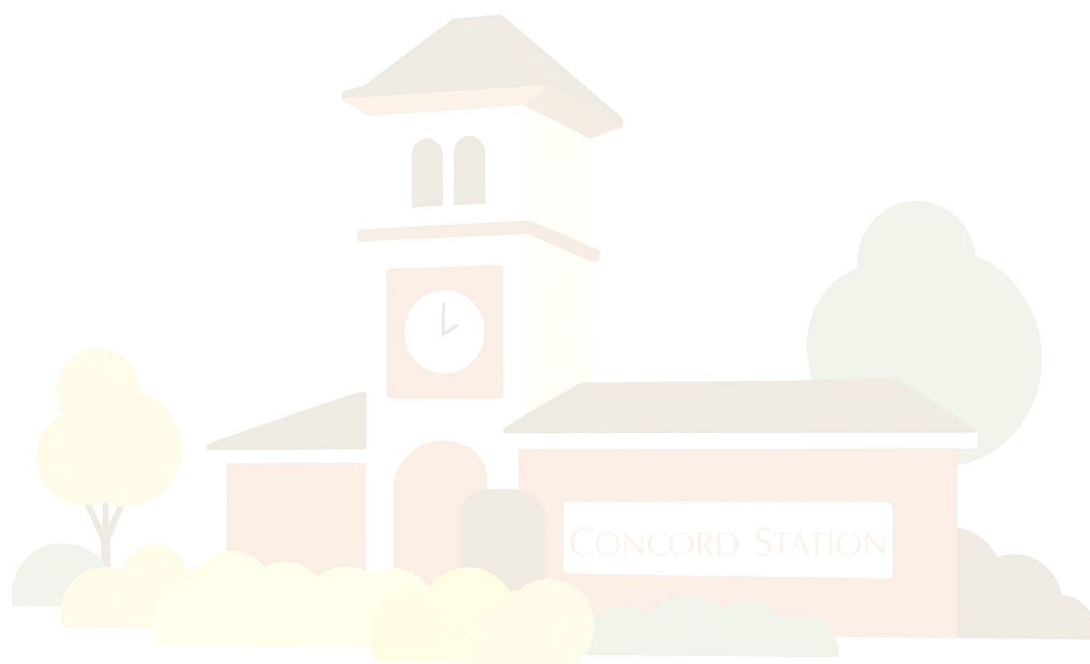
3/26/2026	3/26/2026	Heartland Payroll	Payroll		92.00	143,445.55
3/26/2026	3/26/2026	Heartland Payroll	Employee Payroll		1,551.32	141,894.23
3/27/2026	032726ach	WASTE MANAGEMENTINC.OF FLORIDA	Waste Mgt Svc: 3/1-3/31/26		148.23	141,746.00
3/27/2026	5260	Your Total Entertainment, LLC	Easter Event-Remaining 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	135,128.87
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	198,787.97
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	051426ach	ADT Security Services	18636 Mentmore Blvd		65.02	157,426.18
5/14/2026	051426ach	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	051926ach	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 052126ach	Pasco County Utilities Services Branch	3662 BUCKINGHAMSHIRE DR		11.00	154,092.23
5/21/2026 052126ach2	Pasco County Utilities Services Branch	18636 MENTMORE BOULEVARD		581.97	153,510.26
5/21/2026 052126ach3	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 052426ach	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 052626ach	Duke Energy	3440 Buckinghamshire Blvd Entry Light		30.80	141,066.81
5/26/2026 052626ach1	Duke Energy	18636 Mentmore Blvd - clubhouse/pool		1,721.13	139,345.68
5/26/2026 052626ach3	Duke Energy	18230 SNOWDONIA DR		30.80	139,314.88
5/26/2026 052626ach4	Duke Energy	18108 MENTMORE BLVD lite entry		30.80	139,284.08
5/26/2026 052626ach5	Duke Energy	19069 lake patience rd sign		282.51	139,001.57
5/26/2026 052626ach6	Duke Energy	18433 MENTMORE BLVD irrig		75.32	138,926.25
5/26/2026 052626ach7	Duke Energy	19109 Mentmore Blvd - Wall Light		30.80	138,895.45
5/26/2026 052626ach8	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 052626ach11	Duke Energy	18933 Chislehurst Dr - Irrig		30.80	138,719.69
5/26/2026 052626ach12	Duke Energy	19135 Manassas Dr - Sign Lights		30.80	138,688.89
5/26/2026 052626ach16	Duke Energy	18661 State Road 54		170.25	138,518.64
5/26/2026 052626ach17	Duke Energy	18933 Mentmore Blvd - Sign Lights		1,234.43	137,284.21
5/26/2026 052626ach18	Duke Energy	18636 Mentmore Blvd - maint		45.92	137,238.29
5/26/2026 052626ach19	Duke Energy	3869 SUNLAKE BLVD sign irrig		30.80	137,207.49
5/26/2026 052626ach20	Duke Energy	18636 Mentmore Blvd - Splash		198.21	137,009.28
5/26/2026 052626ach21	Duke Energy	3444 TUCKERTON DR sign entry		30.80	136,978.48
5/26/2026 052626ach22	Duke Energy	3882 SUNLAKE BLVD SIGN		65.58	136,912.90
5/26/2026 052626ach30	Duke Energy	3936 Buckinghamshire Drive - Irrig		67.62	136,845.28
5/28/2026 052826ach	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
6/1/2026	5317 M&G Investors, LLC	Janitorial Services		1,250.00	130,755.58
6/1/2026	5316 Haven Management Solutions, LLC	April Management Services		4,812.50	125,943.08
6/1/2026	5318 Suncoast Rust Control, Inc.	Monthly water treatment		1,135.00	124,808.08
6/2/2026 060226ach	Duke Energy	0000 Trinity Cottage Dr. stat 4A		1,061.41	123,746.67
6/2/2026 060226ach	Bright House Networks	18636 MENTMORE Blvd		738.42	123,008.25
6/3/2026 060326ach1	Heartland Payroll	Payroll 06-03-26		8,601.60	114,406.65
6/3/2026 060326ach2	Heartland Payroll	Employee Payroll		1,986.78	112,419.87
6/3/2026 060326ach3	Heartland Payroll	Payroll		96.00	112,323.87
6/4/2026	5320 Steadfast Alliance	irrigation repairs		927.36	111,396.51
6/4/2026	5321 Steadfast Alliance	irrigation repairs		3,938.00	107,458.51
6/5/2026	5324 Steadfast Alliance	landscape maint		21,250.00	86,208.51
6/5/2026	5325 Grau and Associates	Auditing Services FY 25		2,200.00	84,008.51
6/5/2026	5326 Suncoast Pool Service	Pool service		2,300.00	81,708.51
6/7/2026	5327 Solitude Lake Management		5464	7,839.55	73,868.96
6/8/2026	5328 Advanced Drainage Solutions	Multiple Invoices		40,854.00	33,014.96
6/8/2026	5329 Steadfast Alliance	Multiple Invoices		5,611.92	27,403.04
6/8/2026		Funds Transfer	100,000.00		127,403.04
6/11/2026	5330 Fitness Logic	Repairs/Maint		175.00	127,228.04
6/11/2026	5331 Kutak Rock LLP	Prof Legal Svcs		1,720.00	125,508.04
6/14/2026 061426ach	ADT Security Services	18636 Mentmore Blvd		65.02	125,443.02
6/15/2026	5332 Arrow Exterminators Inc	pest control		54.00	125,389.02
6/15/2026	5338 Jessica LaBarbera.	BOS MTG 06/11/26		200.00	125,189.02
6/15/2026	5339 Randall W. Griffin	06-15-26 BOSMTG		200.00	124,989.02
6/15/2026	5340 Fred Berdeguez	06-11-26 bos mtg		200.00	124,789.02
6/15/2026	5341 Marcela Cisternas	06-11-26 BOSMTG		200.00	124,589.02
6/15/2026	5342 Kevin Wagner	06-15-26 BOSMTG		200.00	124,389.02
6/16/2026 061626ach	WASTE MANAGEMENTINC.OF FLORIDA	Waste Mgt Svc		148.23	124,240.79
6/17/2026 061726ach	ECS Integrations LLC	camera mgmt		11,150.00	113,090.79
6/17/2026 061726ach2	ECS Integrations LLC	50 keyfobs		350.00	112,740.79
6/17/2026 061726ach1	Heartland Payroll	Payroll 06/17/26		9,365.75	103,375.04
6/17/2026 061726ach2	Heartland Payroll	Employee Payroll		2,180.72	101,194.32
6/17/2026 061726ach3	Heartland Payroll	Payroll		96.00	101,098.32
6/19/2026 061926ach	Pasco County Utilities Services Branch	3662 BUCKINGHAMSHIRE DR		11.00	101,087.32
6/19/2026 061926ach2	Pasco County Utilities Services Branch	18636 MENTMORE BOULEVARD		635.32	100,452.00
6/19/2026 061926ach2	Pasco County Utilities Services Branch	19322 umbrella place		11.00	100,441.00
6/19/2026 061926ach22	FL Dept of Revenue	Sales Tax		245.13	100,195.87
6/21/2026	5333 Westshore Paving LLC	commercial sealing/stripping		7,550.00	92,645.87
6/22/2026	5344 Your Total Entertainment, LLC	Summer Bash Event-Remaining Balance		1,164.50	91,481.37
6/23/2026 062326ach	Heartland Payroll	Payroll 06-23-26		8,601.60	82,879.77
6/23/2026 062326ach2	Heartland Payroll	Employee Payroll		1,588.04	81,291.73
6/23/2026 6/23/2026	Credit Card Charges	Credit Card Purchases		6,368.09	74,923.64
6/24/2026	5335 Cintas Fire 636525	inspection-sprinkler		295.00	74,628.64
6/24/2026 062426ach	Duke Energy	3440 Buckinghamshire Blvd -Sign		30.80	74,597.84
6/24/2026 062426ach1	Duke Energy	18230 SNOWDONIA DR		30.80	74,567.04
6/24/2026 062426ach3	Duke Energy	18108 MENTMORE BLVD lite entry		30.80	74,536.24
6/24/2026 062426ach4	Duke Energy	18433 MENTMORE BLVD irrig		50.04	74,486.20
6/24/2026 062426ach5	Duke Energy	19109 MENTMORE BLVD entr wall		30.80	74,455.40
6/24/2026 062426ach8	Duke Energy	18933 Chislehurst Dr - Irrig		31.82	74,423.58
6/24/2026 062426ach9	Duke Energy	19135 Manassas Dr - Sign Lights		30.80	74,392.78
6/24/2026 062426ach10	Duke Energy	3936 Buckinghamshire Drive - Irrig		67.30	74,325.48
6/24/2026 062426ach11	Duke Energy	18661 State Road 54		51.86	74,273.62
6/24/2026 062426ach12	Duke Energy	18636 Mentmore Blvd - maint		88.90	74,184.72
6/24/2026 062426ach13	Duke Energy	3869 SUNLAKE BLVD sign irrig		30.80	74,153.92
6/24/2026 062426ach14	Duke Energy	18636 Mentmore Blvd - Splash		231.58	73,922.34
6/24/2026 062426ach15	Duke Energy	3444 TUCKERTON DR sign entry		30.80	73,891.54
6/24/2026 062426ach16	Duke Energy	3882 SUNLAKE BLVD SIGN		90.59	73,800.95

6/24/2026	062426ach18	Duke Energy	18636 Mentmore Blvd - clubhouse/pool		1,869.68	71,931.27
6/24/2026	062426ach19	Duke Energy	18552 Mentmore Blvd - Entry Light		30.80	71,900.47
6/25/2026		5336 Jessica LaBarbera.	June workshop		200.00	71,700.47
6/25/2026		5343 Fred Berdeguez	June Workshop		200.00	71,500.47
6/25/2026		5344 Marcela Cisternas	June Workshop		200.00	71,300.47
6/25/2026		5345 Kevin Wagner	June Workshop		200.00	71,100.47
6/25/2026	062526ach1	Duke Energy	19069 lake patience rd sign		92.12	71,008.35
6/25/2026	062526ach2	Duke Energy	3753 Tuckerton Dr - Irrig		110.64	70,897.71
6/25/2026	062526ach4	Duke Energy	18933 Mentmore Blvd - Sign Lights		1,205.65	69,692.06
6/29/2026		5348 Steadfast Alliance	landscape maint		21,250.00	48,442.06
6/29/2026		5349 ECS Integrations LLC	gate repair		2,315.00	46,127.06
6/29/2026		5350 ECS Integrations LLC	gate repair-locks		990.00	45,137.06
6/29/2026	062926ach1	Duke Energy	(576) 10920 STATE ROAD 54 - Sign Lights		5,534.61	39,602.45
6/30/2026					100,000.00	192,403.13
7/1/2026	070126ach	Duke Energy	0000 Trinity Cottage Dr. stat 4A		1,049.39	38,553.06
7/1/2026	073126ach	Bright House Networks	18636 MENTMORE Blvd		738.42	37,814.64
7/2/2026		5346 Solitude Lake Management		5464	7,839.55	29,975.09
7/2/2026		5347 Haven Management Solutions, LLC	June Management Services		4,812.50	25,162.59
7/3/2026	070326ach	Heartland Payroll	Payroll 07/03/26		9,399.32	15,763.27
7/3/2026	070326ach2	Heartland Payroll	Employee Payroll		2,186.39	13,576.88
7/3/2026	070326ach3	Heartland Payroll	Payroll		96.00	13,480.88
7/5/2026		5351 Suncoast Rust Control, Inc.	Monthly water treatment		1,135.00	12,345.88
7/5/2026		5352 M&G Investors, LLC	Weekly Cleaning		1,250.00	11,095.88
7/5/2026		5353 ECS Integrations LLC	camera mgmt		750.00	10,345.88
7/6/2026			Funds Transfer	100,000.00		110,345.88
7/9/2026		5354 Suncoast Pool Service	Pool service		2,300.00	108,045.88
7/9/2026		5355 Steadfast Alliance	summer mix-annuals		2,320.00	105,725.88
7/9/2026		5356 ECS Integrations LLC	camera mgmt		225.00	105,500.88
7/12/2026		5357 Kutak Rock LLP	Prof Legal Svcs		1,777.00	103,723.88
7/14/2026	071426ach	ADT Security Services	18636 Mentmore Blvd		65.02	103,658.86
7/14/2026			Funds Transfer		500.00	103,158.86
7/15/2026		5358 Jessica LaBarbera.	070926BOSMTG		200.00	102,958.86
7/15/2026		5359 Fred Berdeguez	070926BOSMTG		200.00	102,758.86
7/15/2026		5360 Marcela Cisternas	070926BOSMTG		200.00	102,558.86
7/15/2026		5361 Kevin Wagner	070926BOSMTG		200.00	102,358.86
7/16/2026	071626ach1	Heartland Payroll	Payroll 07/16/26		9,136.20	93,222.66
7/16/2026	071626ach2	Heartland Payroll	Employee Payroll		2,095.02	91,127.64
7/16/2026	071626ach3	Heartland Payroll	Payroll		96.00	91,031.64
7/19/2026		5362 Stantec Consulting Services Inc.	Prof Engineering Svcs		481.61	90,550.03
7/19/2026	071926ach	FL Dept of Revenue	Sales Tax		177.86	90,372.17
7/20/2026	072026ach1	Pasco County Utilities Services Branch	19322 Umberland Place		11.00	90,361.17
7/20/2026	072026ach2	Pasco County Utilities Services Branch	18636 MENTMORE Blvd		635.32	89,725.85
7/20/2026	072026ach3	Pasco County Utilities Services Branch	3662 BUCKINGHAMSHIRE DR		11.00	89,714.85
7/20/2026		5363 Arrow Exterminators Inc	pest control		54.00	89,660.85
7/21/2026	072126ach	WASTE MANAGEMENTINC.OF FLORIDA	Waste Mgt Svc		148.23	89,512.62
7/23/2026	072326DC	Credit Card Charges	Credit Card Purchases		4,593.37	84,919.25
7/24/2026		5364 The Home Depot	Chairs		38,270.00	46,649.25
7/29/2026		5365 Business Observer	Legal Advertising		161.88	46,487.37
7/29/2026	072926ach	Duke Energy	3440 Buckinghamshire Blvd -Sign		30.80	46,456.57
7/29/2026	072926ach2	Duke Energy	18230 SNOWDONIA DR		30.80	46,425.77
7/29/2026	072926ach3	Duke Energy	18108 MENTMORE BLVD lite entry		30.80	46,394.97
7/29/2026	072926ach4	Duke Energy	19109 MENTMORE BLVD entr wall		30.80	46,364.17
7/29/2026	072926ach6	Duke Energy	18552 Mentmore Blvd - Entry Light		30.80	46,333.37
7/29/2026	072926ach7	Duke Energy	19135 Manassas Dr - Sign Lights		30.80	46,302.57
7/29/2026	072926ach8	Duke Energy	3869 SUNLAKE BLVD sign irrig		30.80	46,271.77
7/29/2026	072926ach9	Duke Energy	3444 TUCKERTON DR sign entry		30.80	46,240.97
7/29/2026	072926ach10	Duke Energy	18933 Chislehurst Dr - Irrig		32.80	46,208.17
7/29/2026	072926ach11	Duke Energy	18661 State Road 54		44.43	46,163.74
7/29/2026	072926ach12	Duke Energy	3936 Buckinghamshire Drive - Irrig		65.49	46,098.25
7/29/2026	072926ach13	Duke Energy	3882 SUNLAKE BLVD SIGN		77.13	46,021.12
7/29/2026	072926ach14	Duke Energy	3753 Tuckerton Dr - Irrig		107.69	45,913.43
7/29/2026	072926ach15	Duke Energy	18636 Mentmore Blvd - maint		136.87	45,776.56
7/29/2026	072926ach16	Duke Energy	18433 MENTMORE BLVD irrig		159.87	45,616.69
7/29/2026	072926ach17	Duke Energy	18636 Mentmore Blvd - Splash		225.21	45,391.48
7/29/2026	072926ach18	Duke Energy	19069 lake patience rd sign		252.29	45,139.19
7/29/2026	072926ach18	Duke Energy	18636 Mentmore Blvd - clbhouse/pool		1,909.04	43,230.15
7/29/2026	072926ach19	Duke Energy	(576) 10920 STATE ROAD 54 - Sign		5,534.61	37,695.54
7/29/2026	072926ach20	Duke Energy	18933 Mentmore Blvd -lights		1,205.65	36,489.89
7/30/2026	073026ach1	Heartland Payroll	Payroll 07/30/26		9,384.56	27,105.33
7/30/2026	073026ach2	Heartland Payroll	Employee Payroll		2,178.60	24,926.73
7/30/2026	073026ach3	Heartland Payroll	Payroll		96.00	24,830.73
7/31/2026		7/31/2026 Bright House Networks	18636 MENTMORE Blvd		738.63	24,092.10
7/31/2026					100,000.00	115,510.35
						24,092.10

EXHIBIT 14

[RETURN TO AGENDA](#)



**MINUTES OF 07/09/2026 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, July 9th, 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.

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	Account Manager, Steadfast
Yovani Cordero (via virtual means)	Irrigation Manager, Steadfast
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)*

No audience comments.

III. Professional Vendor Presentations

A. Solitude Lake Management

1. Waterway Inspection Report – Emelina Robinson

Ms. Robinson presented the Solitude Lake Report, noting that all of the sites were algae free. She noted there were some sites that needed extra shoreline attention due to water levels. Ms. Robinson reported that they had picked up a handful of the balls and trash at W18 and that the flow structures looked good. She advised she would be in the Drexel and roadside ponds this month for the next report and would be looking for trash. She also advised that they try to keep the submerged vegetation from growing to the top of the ponds. Mr. Looknanan reported that he could see the growth in the center of some of the ponds when he drove past them, to which Ms. Robinson confirmed she would make note of the ponds that need more attention. Supervisor Cisternas advised that the aquatics team remain aware of the alligator by W18.

B. Steadfast Environmental Services – Yovani Cordero and Kevin Hiller

1. Irrigation Maintenance Report

Mr. Hiller reported that the Trilby area had been mowed and that the service areas on the map had been corrected. He noted that it was difficult to get their weed eaters near the PVC fences and reported that one of his production managers would take care of spraying the fence lines Mr. Hiller confirmed that the flowers were planted, and the irrigation had been adjusted to take care of them. He pointed out the rust in the wells, which Ms. Cordero responded to, noting that

Mr. Looknanan had called her and asked about solutions for the rust. Chairwoman LaBarbera asked if the Mr. Looknanan had quotes from other rust-removal companies. Mr. Looknanan advised that he had one who came for an inspection and left interesting comments. Mr. Hiller advised that the rust would start to show more now that the irrigation system was running. Supervisor LaBarbera requested that the sprinkler heads be adjusted so as not to hit any of the fences and asked if there was anything they could put over the sprinklers. Mr. Hiller shared his concerns over the maintenance aspect. He advised that there was a product at Home Depot that would help remove rust. Ms. Cordero recommended SnowCap Rust Stain Remover, noting that she would be purchasing it for her technicians. She advised that Home Depot sold gallons of Rust Off, though she added that she had not used it or seen results from its application. Ms. Cordero informed the Board that she owned a test kit and has done her own water testing. She advised that they could also send the water to SiteOne, who read for all of the testing, including salt, iron, PH levels, etc. She advised that they could pull samples from the wells and have them tested, noting that she was aware that they were getting quotes from rust companies. Mr. Hiller commented on his experience working with rust and cautioned the Board about the deep rust he had spotted, noting that it was a huge issue. He explained that the company measures the parts per million in the rust and the solution they apply neutralizes some of it but only works to a certain degree if the parts per million are too high. Mr. Hiller noted that happens when a shallow well is dug, as the aquifer is usually about 300-400 feet deep. He advised that another community that had this issue and had to drill a new well down to 400 feet to get clean water. He suggested the District get their water checked. Mr. Hiller explained that the iron in the water oxidizes when it hits air, causing the staining. He continued, reporting that if the parts per million is really high, the solution would only work to a certain point, likely fading the rust but not completely removing it. Mr. Looknanan advised that the man who had come and inspected the well noted some issues with the coloring of the water. Ms. Cordero confirmed that the color depends on the chemical being used, but that she usually purchases the chemical with dye in it so they can see there is something in the water. Supervisor Berdeguez suggested asking Suncoast what chemical they have been using. Chairwoman LaBarbera asked if testing could be done in the moment. Mr. Looknanan informed the Board that the containers were full, but Suncoast Rust had not been around recently. Mr. Hiller advised that either the pumps were not set correctly, or Suncoast Rust had not been checking them. Mr. Looknanan noted that Suncoast was supposed to be there twice a month. He had last received a response from them on June 16. Chairwoman LaBarbera suggested giving Suncoast Rust their notice as they were going to find someone new to take care of the rust either way.

On a MOTION by Chairwoman LaBarbera, SECONDED by Supervisor Cisternas, WITH ALL IN FAVOR, the Board Motioned to Provide Notice to Suncoast Rust to Terminate for the Concord Station Community Development District.

2. Landscape Daily Logs

Ms. Cordero reported that the crew found a mainline break on Dunstable during their inspection of the annuals. She noted that they had fixed it at no cost to the District, as they needed it to ensure the water continued to flow for the new annuals. Ms. Cordero noted that inspections were on schedule for next week, and they would be on-site checking the controllers. Supervisor Berdeguez asked if Ms. Cordero noticed the missing handle he had mentioned to her. She noted that she had not, but that she would contact Jeanette to discuss what she had found. Ms. Cordero shared that Mr. Looknanan had messaged her that the area was running excessively, and they had closed it down. She confirmed that the lines were on battery timers as they did not run wire through that area. Ms. Cordero advised that the Umlerland clock, also addressed as well/timer number 5, would be the first clock inspected when Jeanette went out the next week. Supervisor Berdeguez confirmed that they had 3 boxes in that area. He noted they had a question about a tree on Hamstead, a Crepe Myrtle that looked dead with the leaves still on it. Mr. Hiller shared that the pond crew was back tomorrow, noting that it would take about 3 days to get through all the ponds, and that he would look at it tomorrow.

3. Consideration to Approve Steadfast Fertilization and Pesticide Application Proposal - \$2,808

Ms. Thibault advised that Steadfast was required by their contract to bring forward the amount to be approved before the fertilizer was laid out. Mr. Hiller explained that a lot of their contracts were billed automatically, and someone in their admin overlooked the charge and billed it, which has since been corrected. Ms. Thibault advised that the District was budgeted \$18,000 for fertilizer and chemicals pursuant to the contract, and the budgeted cost was \$28,000. Mr. Hiller

noted they had a lot of mixed grass and weeds, and recommended the District focus on insect control. Supervisor Cisternas noted that they had been debating between fertilizer and the more expensive option, Topchoice. Mr. Hiller shared his concerns over using Topchoice, noting that it is a very strong pesticide and if used in large areas could be harmful to children and animals. He noted a targeted area could be flagged and treated but shared his hesitancy in blanket treating a large area. Supervisor Cisternas noted Mentmore and Sunlake were problem areas for ants and commented that if they did decide to treat it, they could coordinate with the community by sending communication informing residents that they would be treating a certain area. Mr. Hiller advised that they place signs around specific areas and warn residents not to walk animals or let their kids run through the areas being treated. He noted they would only need to stay off those spaces for a few days. Supervisor Cisternas suggested they could use the funds for Topchoice if they decided not to fertilize. Ms. Thibault advised the Board that they had \$2,500 budgeted for Topchoice in the common areas per the contract. Mr. Hiller stated that he would need to look into the spread rate and confirmed that Topchoice is primarily for ants, though it would also kill other insects, beneficial or not. He shared that they would get a year of control with Topchoice, also noting that he and his team carry ant bait on them and apply it when necessary. Chairwoman LaBarbera advised they bring this item back. Ms. Cordero confirmed that her team also carries ant bait on them.

Ms. Cordero asked Mr. Lookninan for an update on the repairs being conducted near the Pasco County Lift Station. She also asked him if his team was planning on fixing the hedge that had been ripped out. Mr. Lookninan advised that he did not have an answer for her at this time. He noted they had left a mess out there. Ms. Cordero advised that they had fixed a lateral break in the area. Mr. Hiller confirmed he would bring the Topchoice back next month. The Board decided to table the fertilizer proposal.

4. Consideration to Approve Steadfast Wood Line Cleanup proposal - \$280

Mr. Hiller advised that he had his team take care of this item, and confirmed the proposal was no longer needed.

5. Consideration to Approve Steadfast Annuals Installation to the Monument Signs – \$2,320

Mr. Hiller advised that this item was completed on July 7. Chairwoman LaBarbera asked that pictures and labels be included in the reports so that they can be sure of the areas being discussed.

C. Presentation of Team Deliverables –

Mr. Magee confirmed they had not received a response from Anchor Stone. Ms. Thibault marked that item as complete. She also marked the summer event complete, as it had already passed. Item 14 was a duplicate item and was deleted and the flower installation was marked as complete. Chairwoman LaBarbera asked about the timing of the signage repairs task. Mr. Lookninan advised that it was ongoing. Chairwoman LaBarbera asked if the team could take a day to finish all of the sign repairs. Supervisor Cisternas noted that county signs were not a priority. Chairwoman LaBarbera noted the fishing pond signs needed to be removed. She suggested working on one project at a time rather than spreading it out over several days so that they could start crossing items off the list. She agreed that the leaning stop signs were not a priority. Mr. Lookninan confirmed that they were in the process of removing the fishing signs. Supervisor Cisternas shared that she didn't believe they should be using their resources to straighten their street signs. Chairwoman LaBarbera noted they could if the sign is leaning down or bent over, but not if it was simply crooked. Then, she noted, it would be better for the County to handle. Supervisor Cisternas noted that though she had not called herself, she had heard from members of the community that the County responded quickly to calls reporting signs because they are so close to a school. Chairwoman LaBarbera shared that she had called the county to change the time on the lights for the school, and they had been responsive and quick to get everything changed.

Supervisor Cisternas noted that the Tuckerton benches were on the list but not completed and asked for a status update on the pergola. Mr. Lookninan noted those were construction projects for fiscal year 2026 to 2027. He advised that they were attempting to prioritize items that were on the reserve study. Supervisor Cisternas reiterated that the benches and pergola had been on the list for a long time. Mr. Lookninan explained that the list displayed the current progress updates and the upcoming maintenance. He explained the difference between green and blue on the sheet, noting

section 7 was complete. Mr. Looknanan offered to move the items up on the list. Supervisor Cisternas noted that she had asked if the pergola project would be completed by August and recounted the discussions she and Mr. Looknanan had at that time. She noted that Mr. Looknanan had stated they would be done by the end of September, and expressed her concern that it is mid-July, and she has not seen any movement regarding the steps he had outlined regarding the pergola. She asked if the items they were currently working on were a higher priority than items that had been on the list for a long time. Mr. Looknanan asked what Supervisor Cisternas would like moved up in the list. Supervisor Cisternas noted that she was unsure of the difference between blue and green on the list. Chairwoman LaBarbera explained that she took Mr. Looknanan's list and prioritized it based on her opinion of when these items should be completed. She noted that replacing the magnets to access the control gates should be first. Mr. Looknanan advised that ECS was working with the manufacturers to get the reader to work or to get a new one on warranty. Chairwoman LaBarbera shared her frustration over the amount of money that has been poured into the system provided by ECS, and the amount of time it has taken to get the locks installed.

Chairwoman LaBarbera asked what was wrong with the tennis court gate. Mr. Looknanan advised that the item was complete, noting that the gate had shifted and needed to be adjusted. He explained the court fencing, noting that a resident had complained about the balls. Mr. Looknanan advised that the item was complete. Chairwoman LaBarbera noted that took care of two items and listed her top priority tasks: putting up the pergola and replacing the pool deck furniture. She noted that the rest of the list was organized into items that could be dealt with quickly. She listed the purchasing and installation of solar motion activated lights, replacement of the volleyball net and pole padding, and removal of the "no fishing" signs. Mr. Looknanan noted that the volleyball courts were done and explained that the signs from the major ponds have been removed, but he had not marked the task as complete because he could not be sure all of the signs had been removed. Supervisor Cisternas suggested Mr. Salas take a map and check all of the ponds for remaining signage. Chairwoman LaBarbera continued, listing the installation of the clubhouse under the camera surveillance signs, which Mr. Looknanan advised he was in the process of completing, the repair or replacement of the soccer nets, marked as complete, and replacement of the plants at the front entrance, for which Mr. Looknanan asked for clarification. The Board noted that a proposal from Steadfast would be needed regarding the plants by the front entrance. Chairwoman LaBarbera continued, listing breaking the playground mulch and raking the volleyball sand as items that could be done within a few hours. She noted she was reprioritizing the list and shared that Mr. Looknanan, and his team had already completed a majority of the items. Chairwoman LaBarbera listed the redistribution of the volleyball stand, replacement of damaged stained ceiling, and the diffuser vents. She noted she could mark the estimated amount of time to complete each task next to each item on the list. Mr. Looknanan explained that the playground water fountain was leaking from the bottom. He addressed the lights improvements for the courts, pool, and playground and the clubhouse interior painting, noting that the office, main lobby, gym, and restrooms were still in progress. He gave a 3 to 4 day estimate to complete each section of painting. Chairwoman LaBarbera suggested spending a day painting, noting Mr. Hernandez could do it on a slow day. Supervisor Cisternas reiterated Mr. Looknanan's estimated completion time. Supervisor Berdeguez noted the amenity team could not stop their daily tasks focusing on painting. Supervisor Cisternas suggested two maintenance staff members could switch off the painting and daily tasks, so it is still being addressed. Chairwoman LaBarbera reiterated that numerous items on the list could be completed in a day or two. The Board discussed the clubhouse activities during the day, noting that most of those activities are scheduled in advance.

Mr. Looknanan advised that the replacement of the control on the Longwood monument and the replacement of the water fountain filter were both completed. Chairwoman LaBarbera confirmed that the purchase and installation of the trash cans by the fishing ponds was not completed. She advised that the next items on her list were longevity projects before listing the opening of the deck drains to clean the pool, the sidewalk repairs, the replacement and upgrade of the pool and splash pad equipment, the replacement or repairs of the pool chair lifts, and the Tuckerton benches. Chairwoman LaBarbera noted they only had 18 items on the list left to be completed. Supervisor Wagner suggested they refer to the items as maintenance rather than capital construction because the benches for Tuckerton and the pergola were capital-based. Chairwoman LaBarbera noted the clubhouse painting would take the longest. Supervisor Wagner suggested aiming to get the pergola done by the end of September. He asked the Board what they wanted Mr. Looknanan to focus on, mentioning the maintenance items before the construction items and vice versa. Supervisor Cisternas asked Mr.

Looknanan when they would need to start the pergola in order to have it done by the end of September, accounting for a few days of rain, getting the concrete cured, etc. Mr. Looknanan estimated 45 days, and Supervisor Cisternas marked August 15 as the start date for the pergola. She asked about the timeline for the Tuckerton benches, noting that they should be done soon so the children can have somewhere to sit and place their items when playing outside. Supervisor Wagner noted that pushing up the bench project could push back some of the maintenance items. He noted Olivia should be able to complete some of the maintenance items while other projects are being worked on. Supervisor Cisternas noted that if Mr. Looknanan started on the Tuckerton benches today, they could have them done by July 31. Chairwoman LaBarbera confirmed the start date to be no later than July 16 to be completed by July 31. She clarified that a resident had been blasting the Board on Facebook for not having put up the pergola yet. Chairwoman LaBarbera recapped the discussion, stating that the bench project would begin July 16 to be completed July 31, the pergola project would start on August 15 and be completed by the end of September, which leaves the amenity team until July 16 to resolve the maintenance tasks. The maintenance tasks listed were replacing/repairing the pool deck furniture, installing the motion lights, double checking that all “no fishing” signs were removed, raking the playground mulch and the sand volleyball court, replacing the ceiling tile and diffuser vents, improving the playground lights, painting the clubhouse, and purchasing the trashcans. She noted that they would get a bid for the plants by the entrance, that the playground lights could be pushed back as they would require more research, and the trash cans would be discussed. Supervisor Berdeguez asked when the opening of the pool deck and drains would occur. Supervisor Cisternas reminded the Board that they had decided to wait until after the summer to address those items to avoid closing the pool during peak hours. Mr. Looknanan explained the drain cleaning process, noting that they would remove them and power wash. He noted it could be a one-person job. Chairwoman LaBarbera noted that she had the drains listed as a long-term project to be addressed after the pergola is completed. Ms. Thibault added the items to her deliverables list.

Mr. Looknanan expressed his appreciation for the list, noting that it provided him with direction. Chairwoman LaBarbera noted that she believed the list would allow them to accomplish more tasks. Ms. Thibault asked if the Board wanted to add a deliverable date for the card reader at the gate to be completed. Chairwoman LaBarbera asked where that item was last addressed. Mr. Looknanan reported that he had not been able to speak to ECS and get an update. He reported that a child in the District had yanked off two cables attached to a pole and was dragging the pole around. Chairwoman LaBarbera asked if the incident was caught on camera. Mr. Looknanan shared that the child was banned for 30 days. Chairwoman LaBarbera advised that they could pursue recovery costs from the resident if he was caught on camera. Mr. Looknanan advised that he was banking on the warranty. He noted the incident occurred before they had installed the cameras. Chairwoman LaBarbera stated that they need to be collecting video footage any time vandalism occurs. Supervisor Cisternas advised that the parents should also be notified of any incident of vandalism conducted by their child/children, noting that the verbiage could be established by District Counsel in the case of a civil suit. Mr. Magee advised that that was the standard process they conduct in other districts, noting that they also typically include an amenity suspension. He confirmed that with solid proof of vandalism, they could pursue reimbursement from the family. Supervisor Cisternas asked if there was a standard template Mr. Magee could supply to Mr. Looknanan so when incidents occur her would already have the documents with the approved language. Mr. Magee advised that they do have standard letters, though he noted that per Florida statute, security footage is considered confidential and exempt and is not usually released without a court order. Ms. Thibault acknowledged that it was 7:55 pm.

D. District Engineering – Stantec – Greg Woodcock

Ms. Thibault reported that Mr. Woodcock did not have anything to report and abstained from attending the meeting. Supervisor Cisternas asked Ms. Thibault to confirm with Mr. Woodcock that the fence at the blue house across the street, at 3354 Rennes Court, was encroaching on CDD property. Ms. Thibault confirmed that she would ask Mr. Woodcock to measure the area and noted that if he could not get a clear measurement, they would need to order a survey. Chairwoman LaBarbera noted the resident may have been building something in his yard. The Board members noted they did not recall this specific fence/ACC request.

E. Kutak Rock – District Counsel – Kyle Magee

228 **1. Discussion of Tot Lot and Secondary Lot**

229 Mr. Magee reported that he had reached out to the HOA attorney several times since the last meeting and had not
230 received a response until today. He shared that the email response stated that the HOA had approved the not-to-exceed
231 amount for the structure on the second lot. Mr. Magee noted that the email did not include confirmation that the HOA
232 would cover any title, legal, and engineering fees, but assuming that they would, he would begin drawing up the
233 paperwork to effectuate those transfers. Mr. Magee confirmed that the not-to-exceed amount was \$50,000. He noted he
234 would wait for confirmation on the fees before drafting any paperwork.

235 Supervisor Cisternas asked Mr. Magee if there were any clauses in their employee handbook that address personal
236 or romantic relationships within the workplace, specifically regarding employees who report to one another. Mr. Magee
237 noted that he had not reviewed the employee handbook as a whole, but he confirmed he could check. The Board agreed
238 that adding a clause regarding relationships would be a smart idea. Mr. Magee advised that the firm could handle it,
239 noting that they are likely to have standard language that could be applied to the handbook.

240 **F. Clubhouse and Amenities Manager**

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

242 Mr. Looknanan reported on the summer splash event that occurred on June 27. He shared that it was going well until
243 it rained, noting that the rain only lasted for two hours. Mr. Looknanan informed the Board that they had spent \$4,544
244 on the event, remaining under the not-to-exceed amount of \$5,000. He reported that the farmhouse and waterslide were
245 successful.

246 Mr. Looknanan shared that he was considering hosting a joint Oktoberfest and Halloween event, noting that
247 Halloween is on a Saturday. He confirmed that they had the bounce house up but had to put it away because of the rain.
248 He also confirmed it had been cleaned. Mr. Looknanan reported a resident's concerns regarding children crossing through
249 his yard to gain access to the ponds. He noted that the resident had submitted a fence request and it had been approved.
250 He mentioned that there had been a request for a shred event. Supervisor Cisternas recalled that they had voted to only
251 hold a shred event once a year and noted that she had some paper but not enough for the event. She suggested they host
252 the shred event in October 2026. Supervisor Berdeguez suggested that could be an email blast to the residents. Supervisor
253 Cisternas noted that Saturdays tend to work best for the community but fill up quickly with the company. She suggested
254 they could avoid that happening by scheduling the event now.

255 **2. Consideration to Approve Furniture Proposals**

256 Mr. Looknanan advised that the first two proposals, Polywood Furniture and Home Depot Polywood Pool Furniture,
257 were the same proposals the Board had been discussing. He noted that his direction had been to do the Polywood tables,
258 chairs, and small tables. He also noted that the last proposal provided by Home Depot included 10 big tables, 40 chairs,
259 and 10 small tables. Mr. Looknanan estimated that the total amount would be about \$12,000. Supervisor Cisternas shared
260 that she did not like the strapped lounge chairs with the polywood tables. She noted her preference for the other proposal
261 Mr. Looknanan presented, stating that it had a more elevated look and would last longer. Chairwoman LaBarbera shared
262 that she did not have a preference. Supervisor Berdeguez asked if they would need cushions for the lounge chair, noting
263 that the vinyl could be more comfortable. Supervisor Cisternas shared positives to the polywood set, noting that it would
264 last longer, be easier to clean, would not get too warm in the sun, and would be easy to stack or put away in the case of
265 a hurricane. The Board discussed potential hurricane measures. Supervisor Cisternas advised that it would be a one-time
266 big investment, and they would not have to worry about it for a while because of the 20-year warranty. She noted the
267 only thing not under warranty would be the hardware. The Board noted that the difference in price between the proposals
268 was not significant. Chairwoman LaBarbera asked if they were waiting to see what Home Depot offered for the lounge
269 chairs. Supervisor Cisternas recalled that they did not reach out for an estimate because they had decided to go with the
270 strapped lounge chairs. She noted that they had approved \$45,000 for the furniture and shared that they were already
271 going to be significantly under budget. She suggested they give Mr. Looknanan a not-to-exceed amount for the lounge

chairs and have him move forward. Ms. Thibault noted that one proposal came with 40 chairs, and that the lounge chairs on the Home Depot Pro proposal were about \$350 apiece. The Board noted that they had 70 lounges and discussed the purchase of umbrellas, noting the color scheme options. Ms. Thibault asked Mr. Looknanan if the tables had holes for the umbrellas. The Board noted that the provided images did not show holes in the tables. They asked Mr. Looknanan to double check and make sure the tables had holes and pushed umbrellas to the next meeting.

On a MOTION by Chairwoman LaBarbera, SECONDED by Supervisor Cisternas, WITH ALL IN FAVOR, the Board Approved the Not-to-Exceed Amount of \$40,000 for the Polywood Pool Furniture, Including the 70 Loungers, and Ensuring There are Holes in the Tables for the Umbrellas and that the District Does Not Pay Tax for the Concord Station Community Development District.

The Board agreed on the sand color, noting that if they could not find all items in sand, they would go with the slate grey. The umbrellas were to be brought back to the next meeting.

3. Consideration to Approve AED and First Aid Training Proposals:

Mr. Looknanan presented the proposals. Chairwoman LaBarbera asked if there was any liability with their insurance or any additional coverage they would need. Ms. Thibault advised that she had reached out to their insurance provider, and they had informed her that they would have more of a liability if they did not have the approved AED and first aid training. She confirmed that the insurance company recommended certification and training. Chairwoman LaBarbera noted they would put all new hires through the training. Supervisor Cisternas noted that the training she recommended was reasonable, \$40, and self-paced. Mr. Looknanan noted that it did not include the two-year certificate with the Red Cross. Supervisor Cisternas noted that Red Cross also offered the class she had recommended and suggested that they might offer courses at different levels. She explained that the training she was discussing was called a variation of “while help arrives” or “until help arrives,” noting that it was intended to train someone to take basic precautionary measures to assist in an emergency until EMS arrives. Supervisor Cisternas agreed they should train new staff with these programs. Mr. Looknanan noted that the other training included a certificate, noting that they charge for a group of people. Supervisor Cisternas noted there would be three Board members and a full class. Mr. Looknanan explained that the training would be four and a half hours of solo learning and four and a half hours of certified training in the clubhouse.

Ms. Thibault asked the Board which proposal they wanted to consider. They discussed the pros and cons of the proposals, noting that AED Plus had a free wall cabinet with buttons, and the Avive Connect package was bilingual. Supervisor Cisternas noted that the ZolaED3 is semi-automatic versus the other proposal that was automatic. She suggested they need as much automation as possible. Supervisor Cisternas asked to revise the motion to include the wall cabinet.

On a MOTION by Supervisor Cisternas, SECONDED by Supervisor Wagner, WITH ALL IN FAVOR, the Board Approved Mr. Looknanan to Proceed with Purchasing the Avive Connect AED for \$1,650 Including a Wall Cabinet to Mount in a Location that is Accessible in the Clubhouse for the Concord Station Community Development District.

American Red Cross First Aid/CPR/AED Group Training Proposal \$1,732 8:34

Ms. Thibault asked if there was a motion.

On a MOTION by Chairwoman LaBarbera, SECONDED by Supervisor Berdeguez, WITH ALL IN FAVOR, the Board Approved the In-Person Group Training for up to 8 Participants for \$1,732 for the Concord Station Community Development District.

4. Consideration to Approve Barco Products Trash Bin Proposal - \$4,970

Mr. Looknanan presented the trash bin proposals noting one was matched metal with a metal dome on top, and the second proposal is matched metal with plastic cover on top. The Board discussed whether there was a need for 10 trash cans. Supervisor Cisternas noted that they wanted trash cans for Tuckerton where the benches are going to go, though

she noted that one was already there. She confirmed that they would need a trash can by the pergola and noted that there were other areas they had talked about placing trash cans. Chairwoman LaBarbera recalled that during the discussion they had talked about removing the signs and the Board had noted that some people would leave their trash behind. Supervisor Berdeguez asked how many trash cans they need. Chairwoman LaBarbera noted that they have suggested 10, explaining that they have Waterford Retreat that could use two in the big field. She asked how they would stake these down, suggesting concrete slabs. Ms. Thibault suggested adding a footer and connecting a little chain to the footer. Supervisor Berdeguez shared his worries about kids flipping the cans over, though he noted that if they were heavy enough, they shouldn't fall. Supervisor Cisternas noted that they do need the trash cans, and she reiterated Supervisor Wagner's point that once they have possession of the Trilby lot, they would probably want to put a trash can out there. She noted that they need a minimum of 7 trashcans, so they might as well get 10. Chairwoman LaBarbera noted that they would leave it up to Mr. Looknanan to secure the trash cans. He suggested using the yellow poles and concrete to secure the cans. Chairwoman LaBarbera suggested painting the poles green to blend into the conservation area better.

On a MOTION by Supervisor Berdeguez, SECONDED by Supervisor Cisternas, WITH ALL IN FAVOR, the Board Approved the Barco Products Trash Bin Proposal for \$4,970 with Mr. Looknanan to Secure and Paint the Poles Green for the Concord Station Community Development District.

5. Discussion of the Updated Concord Station CDD Employee Handbook

Ms. Thibault advised that the Board would be considering adding verbiage as to romantic relationships to the handbook to prevent nepotism and issues with romantic relationships. Supervisor Cisternas suggested the verbiage be romantic/personal relationships to avoid conflicting situations.

Ms. Thibault reported that Chairwoman LaBarbera noticed a bit in the handbook that states that in order to receive PTO, the staff member is expected to be salaried. She noted that most of their employees don't qualify as salaried employees by virtue of their position. She asked if the Board would like to make that change to full-time instead of salaried. Supervisor Cisternas asked what the term PTO was referring to, noting it could be a time off bank or days meant specifically for vacation. The Board agreed that PTO was referring to a bank of time off. Ms. Thibault confirmed they would change the verbiage to say that the PTO is for full-time individuals versus salaried. She asked if they wanted to provide an interim for full-time employees to accrue PTO. Supervisor Cisternas asked for confirmation as to the current status quo. Ms. Thibault noted there may have been a misconception that some individuals should have been salaried and were already accruing PTO despite not qualifying under DOL rules as salaried individuals. She noted this would apply to Mr. Salas. Mr. Hernandez and Olivia. Supervisor Cisternas advised that they be very clear in how they outline how each employee accrues PTO. Chairwoman LaBarbera presented her breakdown, explaining that each pay period each person would accrue 3.07 hours of leave time. At the end of the 12 months, they would accrue 80.02 hours, or 10 days. Supervisor Cisternas asked if seniority had been factored into that at all. Chairwoman LaBarbera note that beginning year three through five a senior staff member would accrue 12 days and then after five years, they would accrue 15 days. She noted that the PTO year would match the fiscal year, and that PTO days would be 10 days, 80 hours, and the accrual rate would be 6.67 hours per month or 3.07 hours for every pay period. She advised that existing employees would begin accruing on their hire date or after their first pay period. Chairwoman LaBarbera continued, sharing that employees may roll 40 hours of PTO into the next year, and employees who separate from employment would be paid for any unused PTO up to 40 hours unless terminated by the District. She clarified the floating holidays would be holiday pay for holidays that they were still open for. Supervisor Wagner suggested employees get two floating holidays per fiscal year. Supervisor Cisternas suggested that an hourly part-time employee would only get paid for hours they worked on an early close day. She suggested salary would get paid for the whole day, even if they leave early. Mr. Magee advised that there was no right or wrong regarding PTO, noting that it was up to the discretion of the Board. Chairwoman LaBarbera advised that the handbook stated no more than 12 consecutive days could be taken at a time, and she noted that time had to be taken in advance. Supervisor Cisternas suggested employees be allowed to take more than 12 consecutive days with Board approval. Mr. Looknanan asked how this would apply to employees like himself or Olivia. Chairwoman LaBarbera asked if Mr. Looknanan had his two weeks accrued. Mr. Looknanan confirmed he did.

Chairwoman LaBarbera explained that existing employees would begin accruing on October 1. Mr. Magee suggested that staff who were accruing before the new policy keep their hours. Chairwoman LaBarbera agreed that employees would not lose their accrued time.

Chairwoman LaBarbera suggested that job descriptions should end with “other duties as assigned,” and that the “admin duties” should be removed from the hybrid job description.

On a MOTION by Supervisor Cisternas, SECONDED by Chairwoman LaBarbera, WITH ALL IN FAVOR, the Board Approved the Addition to the Employee Handbook Stating No Romantic or Personal Relationships and the Changes Made to the PTO Policy Regarding Full-Time Hourly employees and PTO Accrual for the Concord Station Community Development District.

Ms. Thibault asked Mr. Magee to put the addition together. Mr. Magee asked Ms. Thibault to send him her notes.

On a MOTION by Chairwoman LaBarbera, SECONDED by Supervisor Berdeguez, WITH ALL IN FAVOR, the Board Agreed to Allow Olivia to Accrue PTO Based on the Full-Time Start Date for the Concord Station Community Development District.

Chairwoman LaBarbera noted that in the past they had received pay stubs on their check register. She stated that she wanted to get back to things they used to do that kept them more organized, including the timesheets, punch-in and out times, pay stubs, etc. She asked that Ms. Thibault get back to publishing the schedule so everyone can be aware of who is where. Chairwoman LaBarbera asked that if there is an emergency closure for whatever reason that she and the Vice Chair be informed prior to the close. Supervisor Cisternas noted they did have an incident involving a plumbing issue in the bathroom with the previous Board where it was decided that they would not close the clubhouse without consulting the chair first.

On a MOTION by Chairwoman LaBarbera, SECONDED by Supervisor Wagner, WITH ALL IN FAVOR, the Board Agreed that Before any Decision is Made Prior to an Emergency Closure, it be Taken to the Chair, followed by the Vice Chair if the Chair is Not Available, and the District Manager if Neither Can be Reached for the Concord Station Community Development District.

Ms. Thibault advised that the check register contains a lot of personal information regarding an employee and is not considered a document. She noted that it would not be susceptible to a public records request until it had been created and distributed. Ms. Thibault confirmed that it needed to be redacted. Chairwoman LaBarbera offered suggestions to redact the document, noting they could create a snip of the document. Supervisor Cisternas noted that with the snipping tool, they could black out in the snipped screenshot. Chairwoman LaBarbera expressed her concerns that someone could edit the document and be able to view that information. Supervisor Wagner noted that snipping the document might be a better choice than trying to redact it. Mr. Looknanan advised that the staff schedule was published. Mr. Magee requested that he view the first round of documents for distribution to ensure private information was not being shared.

Ms. Thibault advised that Exhibit 18 was tabled.

IV. District Manager

V. Administrative Items – 9:19

A. Consideration for Acceptance – May 2026 Unaudited Financial Statements

Ms. Thibault informed the Board that they were trending favorably, noting that line 121 was the capital outlay, which could cover the 18 projects that had been listed out during the meeting. She advised that the revenues were primarily in excess about \$97,000 because they had earned \$77,000 in interest income. She noted those funds remained in the money market to be transferred once a month as needed.

On a MOTION by Chairwoman LaBarbera, SECONDED by Supervisor Wagner, WITH ALL IN FAVOR, the Board Accepted the May 2026 Unaudited Financial Statements for the Concord Station Community Development District.

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

Chairwoman LaBarbera noted line 90 should be Buckinghamshire and frogs should be fronds. She noted line 96 should be District access and not Board access. Line 227 needed clarification on who was being referred to, Danny or Juan. Chairwoman LaBarbera noted it should be Juan, not Danny. Chairwoman LaBarbera asked to table the June minutes.

On a MOTION by Chairwoman LaBarbera, SECONDED by Supervisor Cisternas, WITH ALL IN FAVOR, the Board Accepted the Minutes of the Board of Supervisors Held on May 14, 2026 for the Concord Station Community Development District.

Other Items to be Introduced

Audience Comments – New Business – (Limited to 3 minutes per individual)

Supervisor Requests

Supervisor Cisternas noted that in May, Mr. Looknanan had said that the tennis windscreens would be taken care of in 12 months. She noted it was not included in the list of projects to be completed. Mr. Looknanan advised that it was completed. Supervisor Cisternas noted that another month had passed since the shrubs in Buckinghamshire had been addressed. She recalled that they had never looked for quotes for shrubs because they were working on removing the staining. She reminded the Board that the ask was to plant some kind of shrub in front of the 6-foot panels in Buckinghamshire that have rust stains. Supervisor Berdeguez suggested removing the panels. Chairwoman LaBarbera advised that it would continue to occur until they could adjust the sprinklers. She suggested that either Suncoast Rust was not putting any anti-rust chemicals in the pumps, or that the pumps were not working.

On a MOTION by Chairwoman LaBarbera, SECONDED by Supervisor Cisternas, WITH ALL IN FAVOR, the Board Agreed to Plant a Shrub to the Height of the Fence with a Proposal from Steadfast for the Concord Station Community Development District.

Adjournment – 9:33

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

On a MOTION by Supervisor Berdeguez, SECONDED by Supervisor Griffin, WITH ALL IN FAVOR, the Board adjourned the Meeting for the Concord Station Community Development District.

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

The meeting minutes were approved by a vote of the Board of Supervisors during a publicly noticed meeting held on [REDACTED], 2026.

Signature

Signature

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Printed Name ☐ Secretary ☐ Assistant Secretary

Printed Name ☐ Chairman ☐ Vice Chairman