CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT

REGULAR MEETING

Date of Meeting:	Thursday, October 8, 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@havenmgtsol.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. Irrigation Maintenance Report *(to be distributed)* **EXHIBIT 2**
2. Presentation of Timer 5 and Well 1 on the Corner of Sunlake and Mentmore **EXHIBIT 3**
3. Consideration of Steadfast Proposal to Repair Timer 5 and Well 1 on the Corner of Sunlake and Mentmore - $1,811.00 **EXHIBIT 4**
4. Landscape Daily Logs **EXHIBIT 5**
5. Presentation and Discussion of Tree at 4095 Mt Bandon Dr **EXHIBIT 6**
6. Discussion of the Maintenance Area in Chessington **EXHIBIT 7**

C. Presentation of Team Deliverables **EXHIBIT 8**

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

1. Consideration of Boundary Survey Proposal for 3354 Rennes Court - $550.00 **EXHIBIT 9**

E. District Counsel – Kutak Rock

1. Presentation and Discussion of Updated Employee Handbook **EXHIBIT 10**

2. Presentation of Red-Line Concord Station Employee Updated Handbook **EXHIBIT 11**

3. Consideration of Resolution 2026-12, Adopting Employee Policy Manual **EXHIBIT 12**

4. Presentation and Discussion of Pool RFP **EXHIBIT 13**

IV. Clubhouse and Amenity Manager

A. Presentation of the Amenity Manager Report **EXHIBIT 14**

B. Discussion of Amenity Manager Appointment

C. Consideration of Poop 911 Annual Proposal - $7,979.40 *(no increase in price from prior year)* **EXHIBIT 15**

V. Administrative Items

A. Consideration & Acceptance of the Concord Station August 2026 Unaudited Financial Statements **EXHIBIT 16**

B. Consideration for Approval - the Minutes of the Concord Station August 31, 2026 Regular Meeting **EXHIBIT 17**

C. Consideration for Approval – the Minutes of the Concord Station September 10, 2026 Regular Meeting **EXHIBIT 18**

VI. Other Matters to Be Introduced

A. Consideration of Duke Energy Florida Lighting Service Agreement - $438.31 Monthly **EXHIBIT 19**

B. Consideration of Duke Energy Lighting Estimate Mentmore Blvd - $1,022.64 **EXHIBIT 20**

C. Consideration of Duke Energy Lighting Estimate Streetlights 576 - $4,664.66 **EXHIBIT 21**

VII. District Manager

A. Consideration of Rust Tech Services LLC Proposal - $2,795 Monthly **EXHIBIT 22**

B. Consideration of Rust Doctors Rust Control Proposal – 1st mo. $8,500; Subsequent Months $2,000 **EXHIBIT 23**

C. Consideration of Steadfast Rust Proposal *(to be distributed)* **EXHIBIT 24**

D. Consideration of LLS Solutions Inc. Arbitrage Services **EXHIBIT 25**

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: 2026-10-01

Prepared for:

Concord Station CDD

Prepared by:

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

TABLE OF CONTENTS

Pg

SITE ASSESSMENTS

PONDS L1, L2, L3 3

PONDS L4, L5, L6 4

PONDS L7, L8, L9 5

PONDS L10, L11, L12 6

PONDS T1, T2, T3 7

PONDS T4, T5, T6 8

PONDS T7 9

MANAGEMENT/COMMENTS SUMMARY 9, 10

SITE MAP 11

Site: L1

Comments:

Site looks good

This site is looking well with a large population of Gulf Spike Rush within it. No notable concerns to note.





Action Required:

Routine maintenance next visit

Target:

Species non-specific

Site: L2

Comments:

Site looks good

This site looks great with a full perimeter of beneficial plants like GSR and pickerel weed.





Action Required:

Routine maintenance next visit

Target:

Species non-specific

Site: L3

Comments:

Site looks good

This site is looking well with GSR and duck potato present. Shorelines are free of nuisance growth. Small groups of spatterdock will will monitor.





Action Required:

Routine maintenance next visit

Target:

Species non-specific

Site: L4

Comments:

Normal growth observed

Shoreline weeds and surface algae is present. Water levels remain lower within site. Beneficial pickerel is present within site.

Action Required:

Routine maintenance next visit

Target:

Surface algae





Site: L5

Comments:

Normal growth observed

Site has decreased water levels. The small amount of water has some expected algae and some minor grasses present. This will be sprayed to keep site clear of weeds.

Action Required:

Routine maintenance next visit

Target:

Species non-specific





Site: L6

Comments:

Site looks good

Site is looking awesome. No notable concerns and shorelines are free of any nuisance growth.

Action Required:

Routine maintenance next visit

Target:

Species non-specific





Site: L7

Comments:

Normal growth observed

Site only holds small amount of water so algae and submersed vegetation are common but flow structure appears to be functioning well.



Action Required:

Routine maintenance next visit

Target:

Species non-specific

Site: L8

Comments:

Normal growth observed

Site has some mild algae within the GSR and some submersed vegetation present.





Action Required:

Routine maintenance next visit

Target:

Submersed vegetation

Site: L9

Comments:

Normal growth observed

Site is experiencing a surface algae bloom.





Action Required:

Routine maintenance next visit

Target:

Surface algae

Site: L10

Comments:

Normal growth observed

Site has a big population of pickerel weed. Minor biofilm that has been swept into corner cove of site.

Action Required:

Routine maintenance next visit

Target:

Surface algae





Site: L11

Comments:

Normal growth observed

Minor growth along shorelines of site but overall pond looks great with some beneficials present.

Action Required:

Routine maintenance next visit

Target:

Alligatorweed





Site: L12

Comments:

Site looks good

Many beneficials within this site and it has great water clarity. We will monitor the spatterdock to make sure it doesn't get too much coverage.

Action Required:

Routine maintenance next visit

Target:

Species non-specific





Site: T1

Comments:

Site looks good

Site is looking well. No concerns to note.

Action Required:

Routine maintenance next visit

Target:

Species non-specific





Site: T2

Comments:

Normal growth observed

Site has some surface algae and organic build up present. Flow structure appears to be in good shape.

Action Required:

Routine maintenance next visit

Target:

Species non-specific





Site: T3

Comments:

Normal growth observed

Observed mild algae growth along the beneficial plants. Site has high coverage of salvinia. This has been treated and is starting to decay.

Action Required:

Routine maintenance next visit

Target:

Floating Weeds





Site: T4

Comments:

Site looks good

Overall pond looks great. Shorelines are clear of weeds.

Action Required:

Routine maintenance next visit

Target:

Species non-specific





Site: T5

Comments:

Normal growth observed

Site has shoreline weeds and grasses that will need to be addressed. Flow structure looks good.

Action Required:

Routine maintenance next visit

Target:

Shoreline weeds





Site: T6

Comments:

Site looks good

Site is looking well and just has some decaying weeds on shoreline that will soon fall. Spatterdock and GSR present.

Action Required:

Routine maintenance next visit

Target:

Species non-specific





Site: T7

Comments:

Site looks good

Site is looking good. A lot of decaying growth from our last months treatment.





Action Required:

Routine maintenance next visit

Target:

Species non-specific

Management Summary

This September ponds are doing well overall. Water levels are continuing to increase with the more frequent rain we are experiencing. The native plants within the some of the sites are looking well. We are seeing an increase in algae through sites L4, L9, and L10. These sites will be treated and monitored. We have some minor shoreline and submersed growth that will be addressed through the community during scheduled routine maintenance. Site T3 has a large coverage of a floating weed. This has already been treated and is starting to decay. Once treated, it usually takes a few weeks for this to decompose and sink to the bottom of the pond. We will keep a close eye on it. Overall ponds in Concord Station are looking good and we will continue to stay on stop of any growth that is to come.

T10/T11 shelf growth should be starting to look much better but usually takes 3- 4 applications to get full control.

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
L1	Site looks good	Species non-specific	Routine maintenance next visit
L2	Site looks good	Species non-specific	Routine maintenance next visit
L3	Site looks good	Species non-specific	Routine maintenance next visit
L4	Normal growth observed	Surface algae	Routine maintenance next visit
L5	Normal growth observed	Species non-specific	Routine maintenance next visit
L6	Site looks good	Species non-specific	Routine maintenance next visit
L7	Normal growth observed	Species non-specific	Routine maintenance next visit
L8	Normal growth observed	Submersed vegetation	Routine maintenance next visit
L9	Normal growth observed	Surface algae	Routine maintenance next visit
L10	Normal growth observed	Surface algae	Routine maintenance next visit
L11	Normal growth observed	Alligatorweed	Routine maintenance next visit
L12	Site looks good	Species non-specific	Routine maintenance next visit
T1	Site looks good	Species non-specific	Routine maintenance next visit
T2	Normal growth observed	Species non-specific	Routine maintenance next visit
T3	Normal growth observed	Floating Weeds	Routine maintenance next visit
T4	Site looks good	Species non-specific	Routine maintenance next visit
T5	Normal growth observed	Shoreline weeds	Routine maintenance next visit
T6	Site looks good	Species non-specific	Routine maintenance next visit
T7	Site looks good	Species non-specific	Routine maintenance next visit

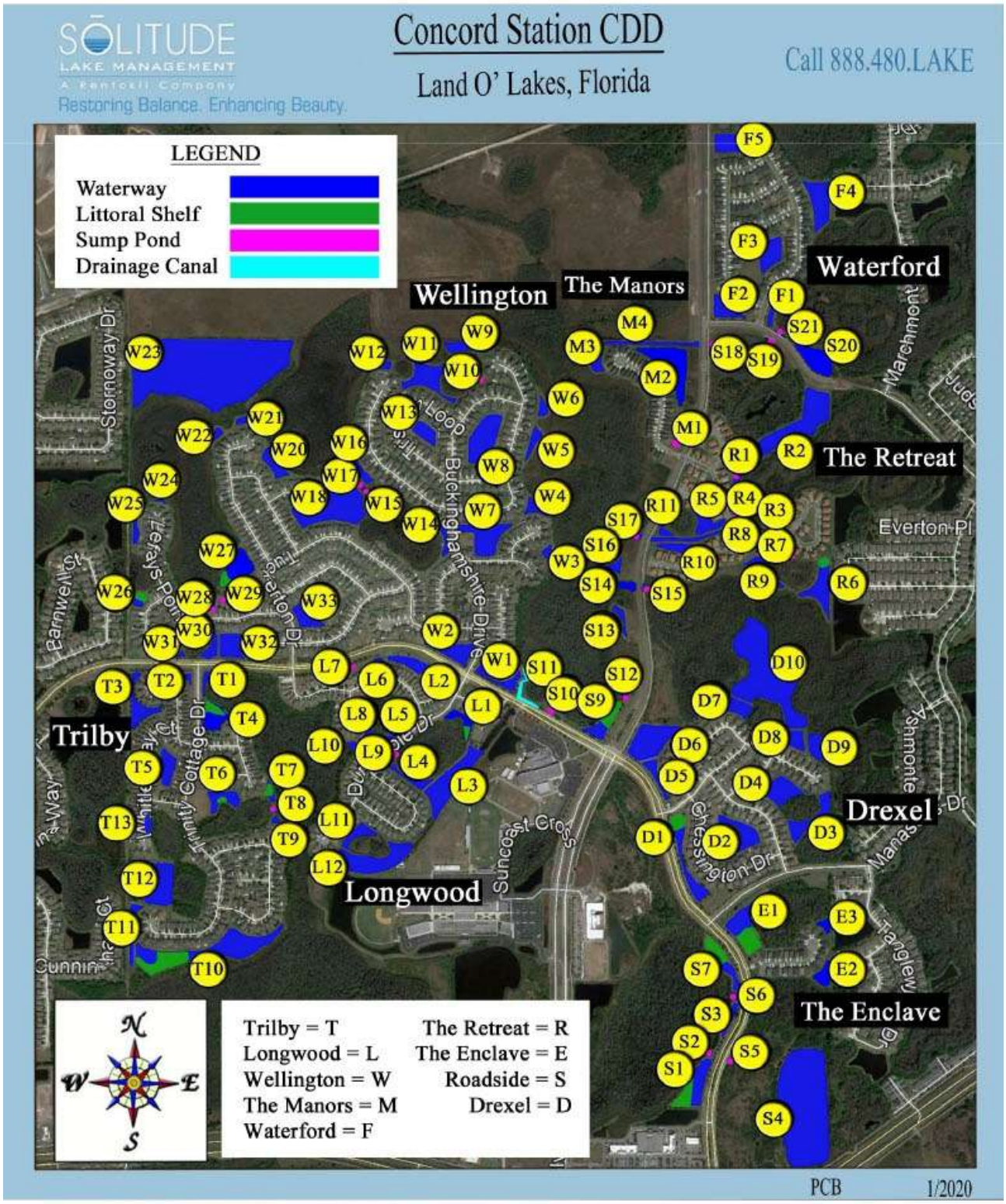

SOLITUDE
LAKE MANAGEMENT
A Rentokil Company
Restoring Balance. Enhancing Beauty.
Concord Station CDD
Land O' Lakes, Florida
Call 888.480.LAKE
LEGEND
Waterway
Littoral Shelf
Sump Pond
Drainage Canal
Wellington
The Manors
Waterford
The Retreat
Trilby
Longwood
Drexel
The Enclave
Buckinghamshire Drive
Suncoast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

EXHIBIT 2

RETURN TO AGENDA

EXHIBIT 3

RETURN TO AGENDA













EXHIBIT 4

RETURN TO AGENDA

Estimate

Date 10/5/2026 **Estimate #** EST-SCA4394

Customer Information		Project Information	SM1348 Concord Station CDD
Concord Station CDD C/O Haven Management Sol 255 Primera Blvd. Suite 160 Lake Mary, FL 32746	**Contact** **Phone** **E-mail** AP@havenmgtsol.com **Account #**	SM1348 / 401 Concord Station CDD 18636 Mentmore Blvd. Land O'Lakes, FL 34638 **Proposal Prepared By:** YCORDERO **Type Of Work**	

Steadfast proposes to furnish all labor, materials, equipment and supervision necessary to construct, as an independent contractor, the following described work:

Description	Cost
**UPDATE- 10/1/26 Technician was on site Thursday 10.1.26 to inspect timer 5 and noticed that there wasn't any water. She investigated and found that the repair that was done in-house failed and is leaking. The well company is willing to honor their original price listed to get this repaired _____ This proposal is to have our well company to come out & repair the damaged well on the corner of Sunlake and Mentmore Blvd. PVC repair came loose and broke other PVC on system recommend rebuild in galvanized	1,131.00
Proposal closed. Issue was fixed in-house by Mark. 8.5.26 Closed 9.3.26	
There is another well leak at well #1 that needs to be repaired as well- this can be repaired by Steadfast. The 2" gate valve is leaking and will need to be replaced and rebuilt. 1 tech 3hrs max	680.00

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 $1,811.00

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): _____

30435 Commerce Drive Suite 102 | San Antonio, FL 33576
Phone: 844.347.0702 | office@steadfastalliance.com

EXHIBIT 5

RETURN TO AGENDA

Printed: Oct 2, 2026
30435 Commerce Drive Unit 102, San Antonio, FL 33576
Phone: 844-347-0702
Fax: 813-501-1432

Daily Logs List

Sep 28, 2026

Job: SM1348 Concord Station CDD
Title: Before and after
Added By: Jose Aponte Alonzo
Log Notes:
Un área pendiente de la semana pasada, ya terminada y wuiriada. (CONCORD)

An outstanding area from last week, now finished
Weather Conditions:
Sunny Mon, Sep 28, 2026, 9:07 PM

87°F
67°F
Wind: 6 mph
Humidity: 90%
Total Precip: 0"

Attachments: 2




Sep 25, 2026

Job: SM1348 Concord Station CDD
Title: Before and after
Added By: Jose Aponte Alonzo
Log Notes:
Full service. Áreas comunes.

Full service. Common areas.
Weather Conditions:
Partly cloudy with showers Fri, Sep 25, 2026, 12:00 AM

83°F
69°F
Wind: 9 mph
Humidity: 90%
Total Precip: 0"

Attachments: 45
















































Sep 24, 2026

Job: SM1348 Concord Station CDD
Title: Before and after
Added By: Jose Aponte Alonzo
Log Notes:
Se cortó toda la alberca y todo el bulevar. Se hicieron camas a profundidad, se wuiriaron, Sprayaron, se trimeo unos árboles que molestaban a las personas al pasar.

They cut all of the pool and the entire boulevard. They made deep beds, they weeded, sprayed, and trimmed some trees that were bothering people as they walked by.

Weather Conditions:
Mostly sunny Thu, Sep 24, 2026, 12:00 AM

83°F
74°F

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

Attachments: 159


















































































































































Sep 17, 2026

Job: SM1348 Concord Station CDD
Title: Un antes y un después
Added By: Jose Aponte Alonzo
Log Notes:
Se terminó de cortar toda la propiedad incluyendo las áreas comunes. Se le hizo edger, wuira, blower.

Se trimeo la isla grande que está en el semáforo . Se desyerbaron la mitad de las juniper y se Sprayaron

The entire property was finished being mowed, including the common areas. Edger, wuira, and blower were used.

The big island by the traffic light was trimmed. Half of the junipers were weeded and sprayed.
Weather Conditions:
Partly cloudy with showers Thu, Sep 17, 2026, 9:58 PM

90°F
74°F

Wind: 9 mph
Humidity: 95%
Total Precip: 0"

Attachments: 77

















































































Sep 17, 2026

Job: SM1348 Concord Station CDD
Title: Wet Check Continuation
Added By: Jeanette Cordero
Log Notes:
On site to complete the inspection for clocks 4, 6 & 7.

Wet check completed for the remaining controllers. During inspection I found vehicles parked on common grass areas where I had already inspected the irrigation. Also found heavy machinery parked on the common area across the street from the lift station for controller.

Weather Conditions:
Mostly sunny Thu, Sep 17, 2026, 12:00 AM

90°F
74°F

Wind: 9 mph
Humidity: 96%
Total Precip: 0"

Attachments: 124











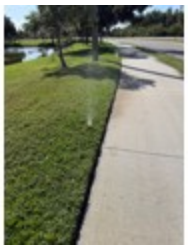
























































































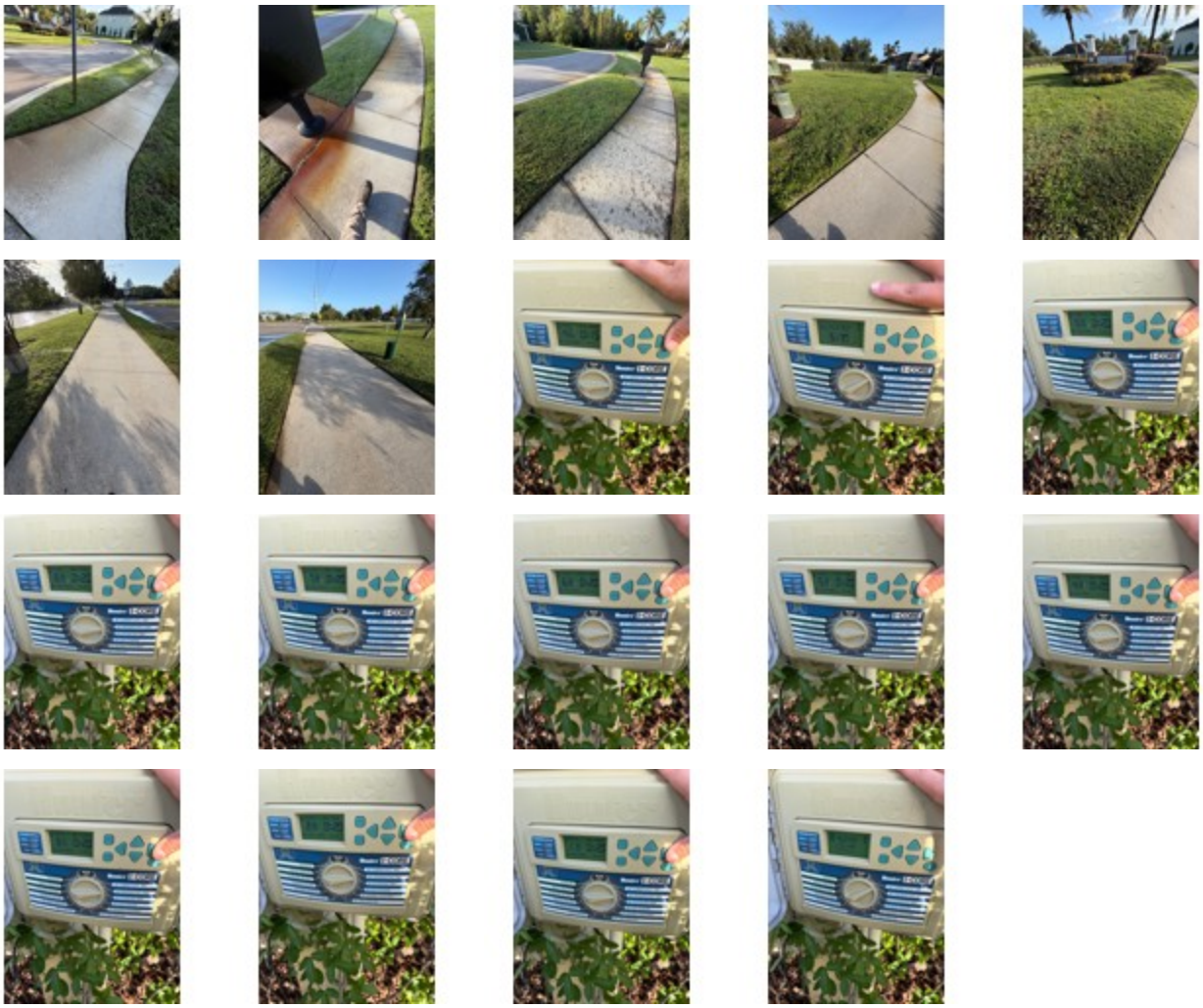












Sep 16, 2026

Job: SM1348 Concord Station CDD
Title: Un antes y un después
Added By: Jose Aponte Alonzo
Log Notes:
Se cortó todo excepto el último tramo del bulevar. Se le hizo Edger a todo, wuira y blower, se desyerbaron las flores que están en el semáforo, se Sprayaron.

En la alberca se cortó todo, se le hizo Edger en (piso y cama) se wuirio, se trimeo un buche que está en el cerco de atrás de la piscina, se desyerbaron algunas plantas y las flores de la entrada.

Everything was cut except the last section of the boulevard. We did edging everywhere, wuir and blower, removed weeds from the flowers at the traffic light, and sprayed them.

By the pool, everything was cut, edging was done on the floor and beds, wuir was done, a bush at the back fence of the pool was trimmed, some plants and the flowers at the entrance were weeded.
Weather Conditions:
Partly cloudy with showers Wed, Sep 16, 2026, 9:40 PM

90°F
77°F
Wind: 14 mph
Humidity: 79%
Total Precip: 0.02"

Attachments: 181





































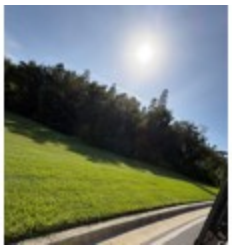








































































































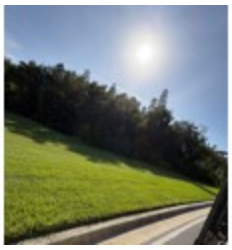


























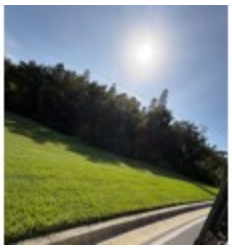

















Sep 14, 2026

Job: SM1348 Concord Station CDD
Title: Wet Check Timer 1, 2 & 3
Added By: Jeanette Cordero
Log Notes:
Completed a routine irrigation inspection throughout the property. The following conditions, repairs, and observations were documented:

Controller 1

Observed that work is once again being performed at the utility lift station. Tree branches have been cut to provide clearance for dump trailers and machinery accessing the area, and the resulting debris was left on the turf. Two dump trailers were also observed parked within the common area. Photos were taken to document the current site conditions and ongoing utility activity.

During inspection of the well, found an active leak at the male adapter. The fitting is in poor condition and should be replaced as soon as possible to prevent a potential fitting failure and larger water leak.

Also observed that the interior area surrounding the controller and well enclosure is heavily overgrown, indicating that landscape maintenance has not recently been performed within the enclosure. Condition documented for property awareness and maintenance follow-up.

No additional irrigation repairs were required at Controller 1 during this inspection.

Controller 2

System inspected and tested. No repairs required.

Controller 3

Several irrigation issues were identified and repaired during the inspection:

Zone 1: Rotors have full pressure.
Zone 2: Found 1 damaged nozzle and 1 clogged nozzle. Both issues were corrected.
Zone 3: Found 1 broken sprinkler head. During excavation, discovered that the sprinkler head had been encased in concrete due to the fence install. The surrounding concrete had to be carefully broken and removed to gain access to the sprinkler and

complete the repair.
Zone 8: Found and repaired 1 broken sprinkler head.
Zone 13: Found and repaired 1 broken sprinkler head.
Zone 19: Found and repaired 1 broken sprinkler head.

All identified sprinkler repairs at Controller 3 were completed.

Parts used:
4- H10H
2- H10Q
2-PROS06NSI
2-907T
1-SBE050

Tags:
Irrigation Issues

Weather Conditions:
Partly cloudy with thunderstorms Mon, Sep 14, 2026, 6:44 PM



94°F
78°F

Wind: 3 mph
Humidity: 97%
Total Precip: 0.07"

Attachments: 68







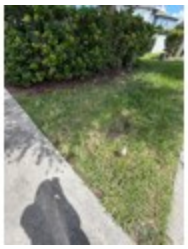





























































Sep 10, 2026

Job: SM1348 Concord Station CDD

Title: Un antes y un después
Added By: Jose Aponte Alonzo
Log Notes:
Hoy se termini de cortar todo el resto del bulevar, se le hizo edger, wuira, blower.

Se cortaron todas las áreas comunes, no se les hicieron Edger, solo corte, wuira y blower.

Se termino de trimear todos los buches y camas pendientes de la semana pasada. Se Sprayaron también.

Today we finished cutting the rest of the boulevard, did the edger, wuira, and blower.

All the common areas were cut, no edger was done, just cutting, wuira, and blower.

We finished trimming all the bushes and beds that were pending from last week. They were also sprayed.
Weather Conditions:
Sunny with light rain showers Thu, Sep 10, 2026, 11:58 PM



93°F
76°F

Wind: 16 mph
Humidity: 99%
Total Precip: 0.02"

Attachments: 59



















































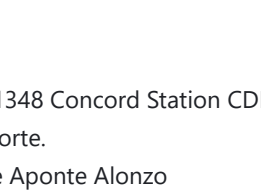










Sep 10, 2026

Job: SM1348 Concord Station CDD
Title: Reporte.
Added By: Jose Aponte Alonzo
Log Notes:
Dejaron unas palmeras en una de las áreas comunes
Weather Conditions:
Partly cloudy with showers Thu, Sep 10, 2026, 12:00 AM

96°F
75°F

Wind: 7 mph
Humidity: 98%
Total Precip: 1.04"

Attachments: 2




Sep 9, 2026

Job: SM1348 Concord Station CDD
Title: Área faltante
Added By: Jose Aponte Alonzo
Log Notes:
No se cortó este fells por trabajos en el área.
Weather Conditions:
Partly cloudy with strong thunderstorms Wed, Sep 9, 2026, 9:55 PM

95°F
75°F
Wind: 9 mph
Humidity: 94%
Total Precip: 0.92"

Attachments: 4






Sep 9, 2026

Job: SM1348 Concord Station CDD
Title: Un antes y un después
Added By: Jose Aponte Alonzo
Log Notes:
Se cortó casi todos los bulevares, se le hizo Edger, wuira, blower.

Se cortó la alberca, se le hizo edger, wuira, blower. Se Sprayo toda y se desyerbaron algunas plantas.

Almost all the boulevards were cut, it got edged, wuira, blower.

The pool was cut, it got edged, wuira, blower. Everything was sprayed and some plants were weeded.
Weather Conditions:
Partly cloudy with strong thunderstorms Wed, Sep 9, 2026, 9:55 PM

95°F
75°F
Wind: 9 mph
Humidity: 94%
Total Precip: 0.92"

Attachments: 34




































Job: SM1348 Concord Station CDD
Title: Service call for a stuck valve
Added By: Brian Moore
Log Notes:
I arrived to find zone 28 rotor zone running on shrewberry pl. I throttled down the valve as instructed so that it isn't stuck running over the weekend.
Weather Conditions:
Partly cloudy with scattered storms Fri, Sep 4, 2026, 2:27 PM

91°F
76°F
Wind: 8 mph
Humidity: 98%
Total Precip: 0.05"

Attachments: 2




Sep 3, 2026

Job: SM1348 Concord Station CDD
Title: Approved Work / Completed
Added By: Jeanette Cordero
Log Notes:
On site with Brian to install new wire from valve 6 to valve 7.

Wire has been successfully installed and all stations are properly communicating with the controller.
Tags:
Approved Work
Weather Conditions:
Partly cloudy with showers Thu, Sep 3, 2026, 12:00 AM

93°F
77°F
Wind: 6 mph
Humidity: 98%
Total Precip: 0.61"

Attachments: 1



Sep 2, 2026

Job: SM1348 Concord Station CDD
Title: Controller 3 - Amenity Approved Work
Added By: Jeanette Cordero

Log Notes:
On site with Brian to complete the installation of a new irrigation controller and replace the existing 2 wire section running from the area of Valves 1, 2, and 3 to the downstream junction point.

Successfully installed the new 2 wire cable and completed installation of the new controller. The controller was programmed using the original irrigation schedule to maintain the property's existing watering configuration.

Following completion of the wire replacement, the 2 wire system was tested and decoder communication was verified. All field decoders are now properly communicating with the new controller.

While work was being performed, vehicles were observed parking onto the grass areas. This condition was observed during the visit and documented for property awareness, as vehicle traffic over landscaped areas may contribute to turf damage and potentially damage irrigation components.

Weather Conditions:
Partly cloudy with showers Wed, Sep 2, 2026, 12:00 AM

91°F
76°F
Wind: 8 mph
Humidity: 99%
Total Precip: 0.84"

Attachments: 8










Sep 1, 2026

Job: SM1348 Concord Station CDD
Title: Áreas comunes que no se cortaron por que tenian mu
Added By: Jose Aponte Alonzo
Log Notes:
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"

Attachments: 4






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"

Attachments: 43














































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"

Attachments: 166



















































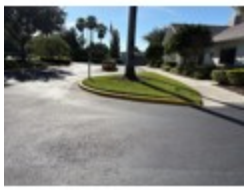






































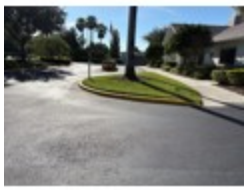




































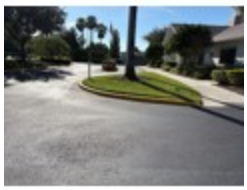











































Aug 28, 2026

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















Aug 25, 2026

Job: SM1348 Concord Station CDD
Title: Ponds
Added By: Jose Ramirez
Log Notes:
Cut and weed eater the ponds
Weather Conditions:
Partly cloudy with showers and scattered storms Tue, Aug 25, 2026, 5:22 PM

90°F
76°F

Wind: 9 mph
Humidity: 93%
Total Precip: 0.13"

Attachments: 6








Aug 24, 2026

Job: SM1348 Concord Station CDD
Title: Parte del bulevar y áreas comunes.
Added By: Jose Aponte Alonzo
Log Notes:
Se cortó todo, se hizo Edger (solo camas) en el boulevard, en areas comunes se hicieron edger (piso y cama) se le hicieron full detalles, trimmer, Spraying, wuirio, blower. Se desyerbaron las flores de varias entradas y se trimearon.

Everything was cut, Edger was done (only beds) on the boulevard, in common areas Edger was done (floor and bed), full details were done, trimmer, spraying, wuirio, blower. The flowers at several entrances were weeded and trimmed.
Weather Conditions:
Partly cloudy with isolated showers Mon, Aug 24, 2026, 9:36 PM

86°F
75°F

Wind: 9 mph
Humidity: 97%
Total Precip: 0.37"

Attachments: 49




















































EXHIBIT 6

RETURN TO AGENDA





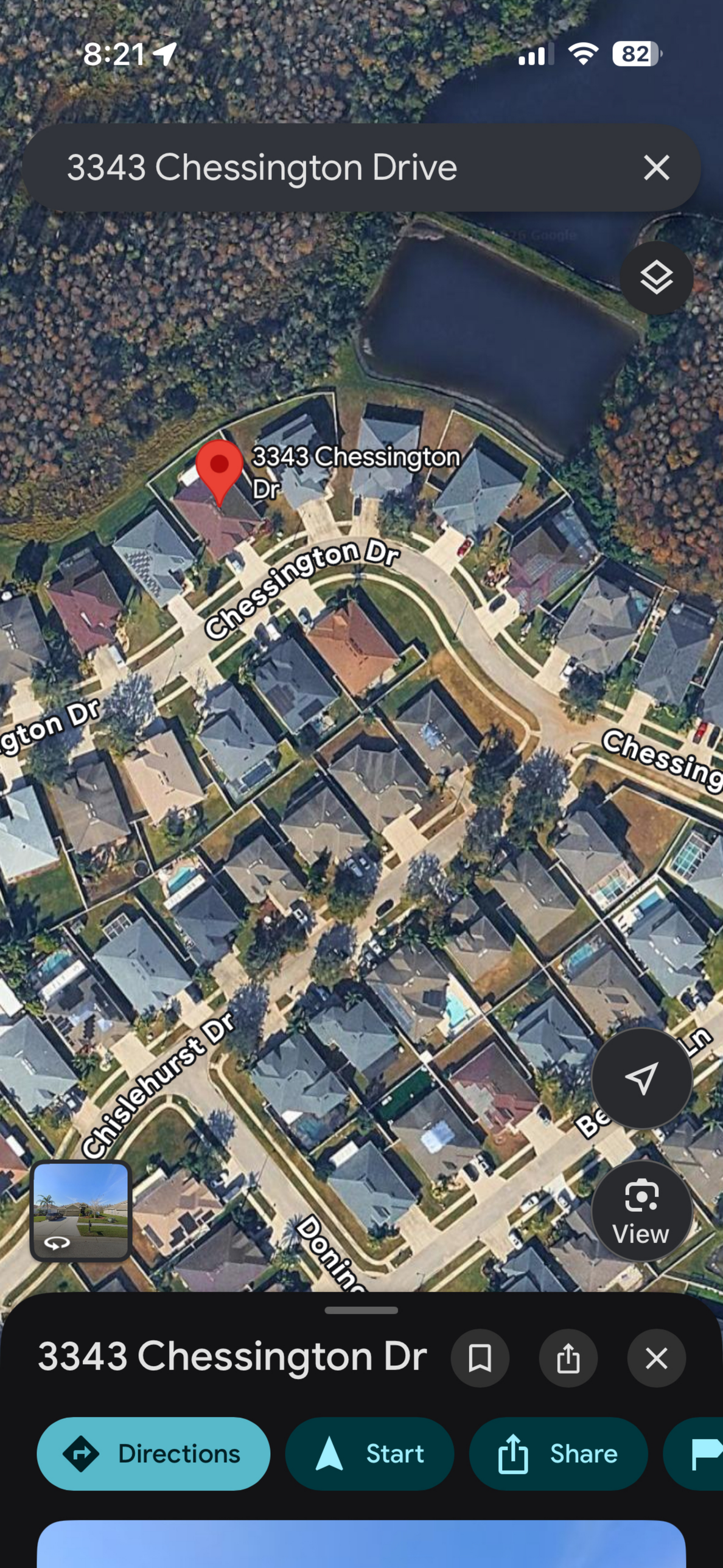






EXHIBIT 7

RETURN TO AGENDA


8:21
82
3343 Chessington Drive
3343 Chessington Dr
Chessington Dr
gton Dr
Chessing
Chislehurst Dr
View
3343 Chessington Dr
Directions
Start
Share

THE
MANORS

THE
PENNANT

DREXEL

LONGWOOD

CHARLES S. KUSH
MIDDLE SCHOOL

SUMNER
HIGH
SCHOOL

IMAGINE
SCHOOL
AT LAND
OF LAKES

THE
ENCLAVE

EXHIBIT 8

RETURN TO AGENDA

SEQ	Date Assigned	DELIVERABLE	Responsible	DELIVERABLE DATE	ADDITIONAL INFORMATION	STATUS
1	06.11.2026	**Rip Rap Repairs**	Greg		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. Complete**
2	09.07.2026	**Erosion on Lutterworth**	Greg	09.08.2026	Erosion on Lutterworh	**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. Greg to obtain additional proposals for agenda in addition to ADS. Stantec re-sent reports to Sitemasters and Finn Outdoor to request additional proposals. As of 10-5-2026 we have not recieved any proposals back. Stantec followed up with contractors requesting proposal prior to meeting.**
`	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.Project on hold until dryer 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 discrepency 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 asdvanced for $550. Greg waiting formal proposal from WC SHerrill. Sherrill is scheduling the survey. I have requested that they let Stantec know when they are going to be onsite.**
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. Stantec re-sent reports to Sitemasters and Finn Outdoor to request additional proposals. As of 10-5-2026 we have not recieved any proposals back. Stantec followed up with contractors requesting proposal prior to meeting.**
7	09.10.2026	**Pool Marcite Scope**	Greg /Kutak	09.30.2026	Greg to develop scope for pool marcite and send to Kutak for RFP	**Scope was swent to Kutak on 09.17.2026 and RFP Manual is included in the agenda**
8	03.12.2026	**HOA Tot lot**	Kutak	04.09.2026	Cisternas – the HOA attorney says they are waiting on CDD to fA6:F6inalize the transfer of the tot lot land - the HOA also wants to transfer the small lot in trilby as a package deal and the HOA will put a pergola and a couple of benches - Wagner wants to know why do they want to give it up - Cisternas advises due to size and maintenance . task to Kutak to work with HOA Also take Sedonia - Kyle to reach out to HOA attorney – Kyle TASK	**Kyle is awaiting additional communication from the HOA. Continue to age. MOU was advanced and nda 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. MOU was approved in substantial form at the September 10 meeting**
9	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. Additional change regarding makeup time. No more than 3 hours and has to be made up in the same week Updated employee manual is in the agenda**
10	01.08.2026	**Duke Energy - Streetlights**	PCT	07.31.2026	Pct to send to Greg Seals at Duke	**Greg Seels was sent document on 01.20.2026 and 02.02.2026 , received a delivered receipt from outlook on both items, also requested timeline to deliverable. Spoke to Greg on 02.02 and he advised they have just 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**
11	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**
12	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 for biz number https://taxapps.floridarevenue.com/Refunds/RefundCheckStatus.aspx. 07.01.2026 still under review. As of 09.08 it is stillunder review . As of 09.20.2026 it is still under review for ptner 5165905 and as of 10.04**

SEQ	Date Assigned	DELIVERABLE	Responsible	DELIVERABLE DATE	ADDITIONAL INFORMATION	STATUS
		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**
14	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**
15	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**
16	09.10.2026	Woodline CutBack	Steadfast	Jan-27	Cut back of the woodlines got D2, Snowdonia and Waterford	Steadfast is to begin the cutback in the winter months and then maintain
17	05.14.2026	**Budget workshop**	**ZCOMPLETED**	COMPLETED	**Schedule budget workshop for FY 27**	**Scheduled budget workshop for June 2**
18	03.12.2026	**MPLC License**	ZCOMPLETED	COMPLETED	Discussion of MPLC license - do not pay and cancel the service (PCT Task motion to terminate the agreement license	**termination notice sent. MPLC has advised that we are not in the termination period. Received contract from MPLC and it was not a CDD contract. Sent email to Chair to clarify on the contract. Will need to get Kutak involved. MPLC has advised that we cannot terminate for this year. District Counsel says the non CDD contract is very clear on the matter Awaiting final confirmation and direction as to payment based on Counsel observations. 03.24. Need to pay the overdue payment and include termination letter. Amount was paid and termination letter sent again**
19	06.11.2026	**Balls in W18**	ZCOMPLETED	COMPLETED	Clean out the balls in pond W18	**Solitude will address on their next visit , Matter has been addressed**
20		**Top Choice Treatment**	ZCOMPLETED	COMPLETED	Need a proposal for top choice treatment	**Kevin has already sent and this will be included in the agenda . Board is holding off at this time**
21	06.11.2026	**Mowing**	ZCOMPLETED	COMPLETED	residents have been very vocal in advising that certain areas of the District have not been mowed and maintained	**Steadfast management will meet with Mark on Tuesday 06.23 to discuss areas that were potentially not included in the contract and areas that are in need of maintenance . An on site meeting was held and issues should now be handled**
22	07.09.2026	**Clubhou9se Interior Painting**	ZCOMPLETED	COMPLETED	Priority 13 - finalize the painting of the interior clubhouse	**COMPLETED**
23	07.09.2026	**Solar Motion Lights**	ZCOMPLETED	COMPLETED	Priority 5 - Purchase solar motion lights for the amenity	**COMPLETED**
24	04.09.2026	**Fishing Signage and Ongoing Signage Remediation**	ZCOMPLETED	COMPLETED	Priority 6 - Bring signage language that matches the adopted policy	**COMPLETED**
25	07.09.2026	**Camera Surveillance Signs**	ZCOMPLETED	COMPLETED	Priority 7 - signage for amenity	COMPLETED
26	07.09.2026	**Raking Playground mulch and redistribution of sand on volleyball court**	ZCOMPLETED	COMPLETED	Priority 9 - raking mulch and volleyball court sand	**COMPLETED**
27	07.09.2026	**Team Member Schedules**	ZCOMPLETED	COMPLETED	Publish team member schedules to the Board	**Mark sent schedules**
28	07.09.2026	**Get a Proposal for bushes on the fence**	ZCOMPLETED	COMPLETED	Grab a proposal from Steadfast to consider planting bushes on the fence line	**Mark planted the bushes himself - this is completed**

EXHIBIT 9

RETURN TO AGENDA

W.C. SHERRILL AND COMPANY LLC
SURVEYING · MAPPING · CONSULTING
P.O. BOX 203 • ODESSA • FL 33556 • PHONE: 813-345-4270

October 1, 2026

Concord Station CDD
255 Primera Boulevard, Suite 160
Lake Mary, FL 32746

Attn: Patricia Thibault

Re: ***Survey Proposal – Boundary Survey***
3354 Rennes Court, Land O' Lakes
Section 21, Township 26 South, Range 18 East
Pasco County, Florida

Dear Ms. Thibault:

We appreciate the opportunity to provide you with our proposal for the survey work required on the above referenced site. Per previous conversations and correspondence, we will provide the following scope of services:

1. Boundary Survey to include identifying and/or establishing property corners, flood zone certification based on current FEMA maps, locate the existing fence and all boundary encroachments. The survey will be prepared with a legal description furnished by the client.

Based on the above scope of services, our estimated *Professional Service Fee is* **$550.00.** We will require approximately two to three (2-3) weeks to complete this work from the receipt of our signed Authorization to Proceed.

Thank you for affording us this opportunity and if you have any questions or comments concerning this proposal, please do not hesitate to call us.

If you wish to proceed, please sign below and return one (1) copy of this letter as your authorization.

Very truly yours,

W.C. SHERRILL AND COMPANY, LLC

Steven H. Taylor

Steven H. Taylor
Project Manager

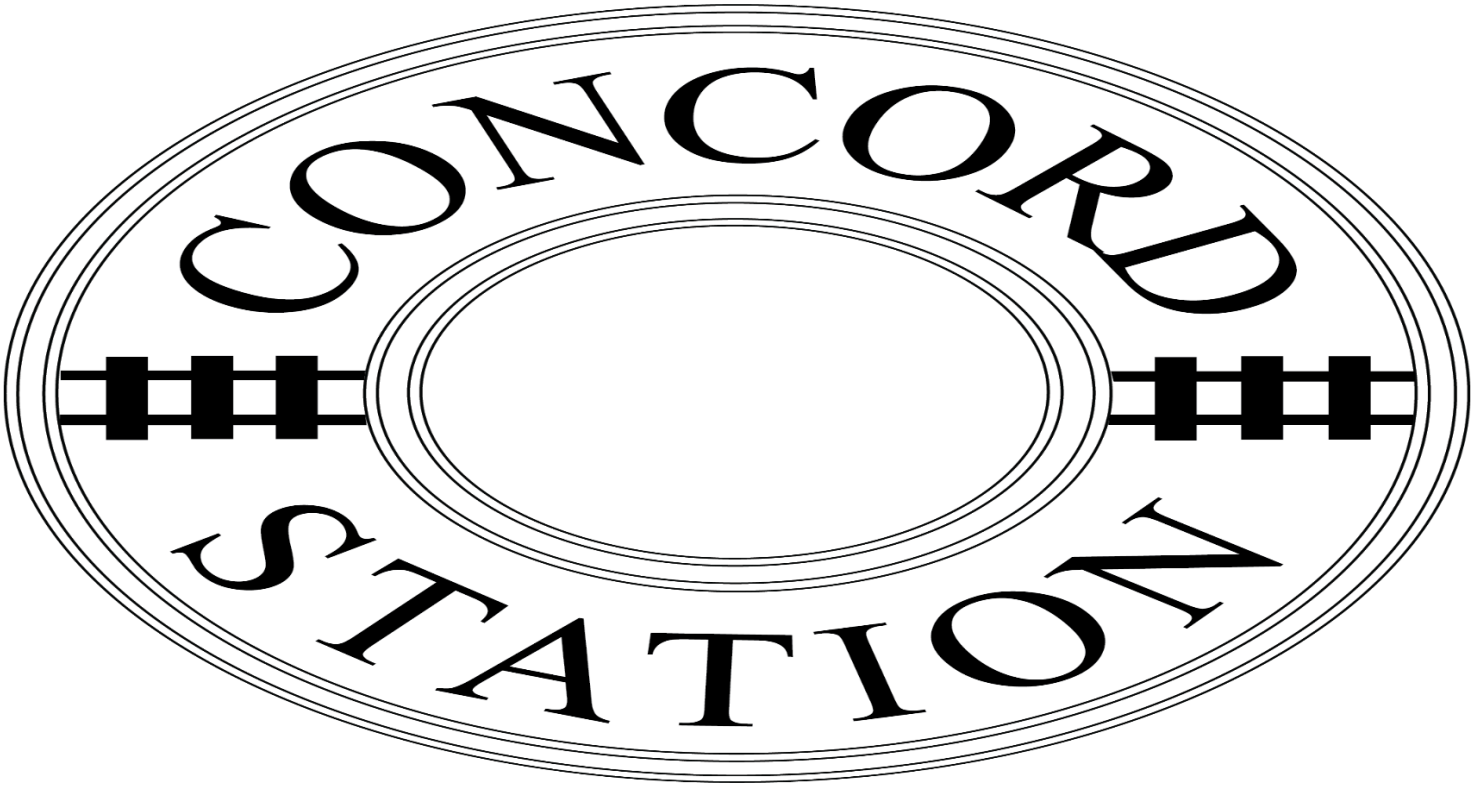
ACCEPTANCE / AUTHORIZATION:

By: _____ Contact Phone #: _____
(Owner of Authorized Agent)

Date: _____ Email Address: _____

EXHIBIT 10

RETURN TO AGENDA



CONCORD STATION

COMMUNITY DEVELOPMENT DISTRICT

EMPLOYEE POLICY

MANUAL

October 2026

TABLE OF CONTENTS

I. ORGANIZATION OVERVIEW

A. Relationships between Concord Station CDD, District selected Employee Liaison, Clubhouse and Amenities Manager, the Clubhouse Staff, and Third Party Payroll **4**

B. Organization Chart .....

II. MAJOR EMPLOYMENT LAWS 4

A. Americans with Disabilities Act (ADA) .....

B. Equal Employment Opportunity (EEO) .....

C. Fair Labor Standards Act (FLSA) .....

D. Florida Civil Rights Act (FCRA) .....

E. Veterans' Preference .....

F. Florida Whistle-Blower's Act .....

III. EMPLOYMENT POLICIES 5

A. New Hires .....

B. Open Door Policy .....

C. Performance Review Policy .....

D. Terminations .....

E. Exit Interview .....

IV. COMPENSATION AND BENEFITS 6

A. Compensation for Hours Worked .....

B. Raises .....

C. Benefits .....

V. ATTENDANCE AND LEAVE 6

A. Attendance .....

B. Work Schedules .....

C. Employee Attendance Records .....

D. Paid Time Off .....

E. Holidays .....

VI. GENERAL INFORMATION 8

A. Personal Appearance/Dress Code .....

B. Smoking Policy .....

C. Safe Use of Cellular Phones .....

D. Personal Property .....

E. District Property .....

F. Jury/Civic Duty .....

G. Severe Weather Conditions .....

H. Solicitations/Distributions .....

VII. EMPLOYEE RELATIONS 10

A. Drug-Free Workplace .....

B. Harassment .....

C. Employee Relationships .....

LIST OF APPENDICES

APPENDIX - 1: **RECEIPT ACKNOWLEDGMENT**

APPENDIX - 2: **CONCORD STATION CDD AT WILL EMPLOYMENT AGREEMENT**

APPENDIX – 3: **CONCORD STATION CDD ORGANIZATION CHART**

APPENDIX - 4: **JOB DESCRIPTIONS**

APPENDIX - 5: **CONCORD STATION CDD EMPLOYEE EVALUATION FORM**

APPENDIX - 6: **CONCORD STATION CDD TERMINATION FORM**

APPENDIX - 7: **PTO/TO REQUEST FORM**

APPENDIX 8: **MAKE-UP TIME REQUEST FORM**

APPENDIX - 9: **CONCORD STATION CDD WARNING FORM**

I. ORGANIZATION OVERVIEW

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

Concord Station Community Development District (CSCDD or "District") is a special-purpose local government established under Chapter 190, Florida Statutes, to manage, operate, and maintain the works of the District for the benefit of its residents.

The District is governed by a Board of Supervisors authorized to exercise the powers granted by law (§190.006, Fla. Stat.). The Board contracts with a District Manager to oversee administrative and financial operations (§190.007(1), Fla. Stat.). The District Manager has no supervisory authority over Concord Station CDD directly hired employees.

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

The Clubhouse & Amenities Manager (CAM) directs day-to-day operations and supervises clubhouse and amenities staff and serves as the first point of contact for employment-related questions. The CAM coordinates employee related matters with the District Employee Liaison.

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

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

B. Organization Chart

See Appendix 3 for the CSCDD Organization Chart.

C. Job Descriptions

See Appendix 4 for job descriptions.

II. MAJOR EMPLOYMENT LAWS

A. Americans with Disabilities Act (ADA)

The ADA prohibits discrimination against qualified individuals with disabilities and requires reasonable accommodation absent undue hardship. Questions should be directed to the District Manager.

B. Equal Employment Opportunity (EEO)

The District provides equal opportunity in recruitment, appointment, training, promotion, compensation, retention, discipline, and separation without regard to protected characteristics, consistent with federal and Florida law. Employees who believe they have been discriminated against may contact the District Manager and the Florida Commission on Human Relations (FCHR).

C. Fair Labor Standards Act (FLSA)

Non-exempt employees are paid at least minimum wage and receive overtime at one-and-one-half times their regular rate for hours worked over 40 in a workweek. Exempt employees are not overtime-eligible. Employees who are unsure of their classification should speak with the CAM.

D. Florida Civil Rights Act (FCRA)

The FCRA promotes fair treatment and equal opportunity. For more information, contact the FCHR.

E. Veterans' Preference

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

F. Florida Public Whistle-Blower's Act

Employees are protected from retaliation for disclosing, in good faith, certain violations or abuses to an appropriate agency. Concerns may be reported to the CAM, Employee Liaison, District Manager, or appropriate authority.

III. EMPLOYMENT POLICIES

A. New Hires

Florida Law requires that all new employees shall have employment verification through E-Verify. The District, with the assistance of the Third Party Payroll Company, hires only individuals authorized to work in the United States. New employees must provide required documentation to complete the I-9 Form within three (3) business days of employment. Employees with work authorization that expires must provide updated documentation prior to expiration.

B. Open Door Policy

Employees are encouraged to raise questions or concerns with the CAM. If the concern involves the CAM, contact the Employee Liaison. The District will review concerns fairly, maintain confidentiality to the extent possible, and address complaints as necessary and within the bounds of the law.

C. Performance Review Policy

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

D. Terminations

Employment may end by resignation, probationary release, layoff, retirement, or discharge. Employees are encouraged to provide two (2) weeks' written notice for resignations. The District

may discharge employment with or without cause, consistent with applicable law. Pay in lieu of unused approved PTO may be provided as required by law. Appendix – 6 will be used to document termination.

E. Exit Interview

Departing employees are encouraged to complete an exit interview.

IV. COMPENSATION AND BENEFITS

A. Compensation for Hours Worked

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

B. Raises

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

C. Benefits

Eligible 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).

F. Make-Up Time

Employees may make up work time lost because of personal obligations. Employees can take time off and then work extra hours in the same workweek to make up the lost time, subject to the requirements below. Make-up time worked under this policy and in compliance with applicable law is not treated as overtime.

- The make-up time must occur in the same workweek that the Employee took (or will take) time off.
- The Employee must provide the Clubhouse and Amenities Manager with a signed written request for each occasion a request is made to make up work time.
- The Clubhouse and Amenities Manager must approve the signed written request.
- On workdays that an Employee works make-up time, the Employee may not work more than 11 hours that workday. On workweeks that an Employee works make-up time, a full-time Employee may not work more than 40 hours during that workweek; a part-time Employee may not work more than 29 hours during that workweek.
- If the Employee is unable to work the scheduled make-up time for any reason, the hours missed will normally be paid as paid vacation. If vacation is not available, the hours missed will be unpaid.
- If the Employee works make-up time before the time planned to be taken off, the Employee must take that time off, even the Employee no longer needs the time off for any reason

- The District may not encourage or otherwise solicit Employees to request make-up time.

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.

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:

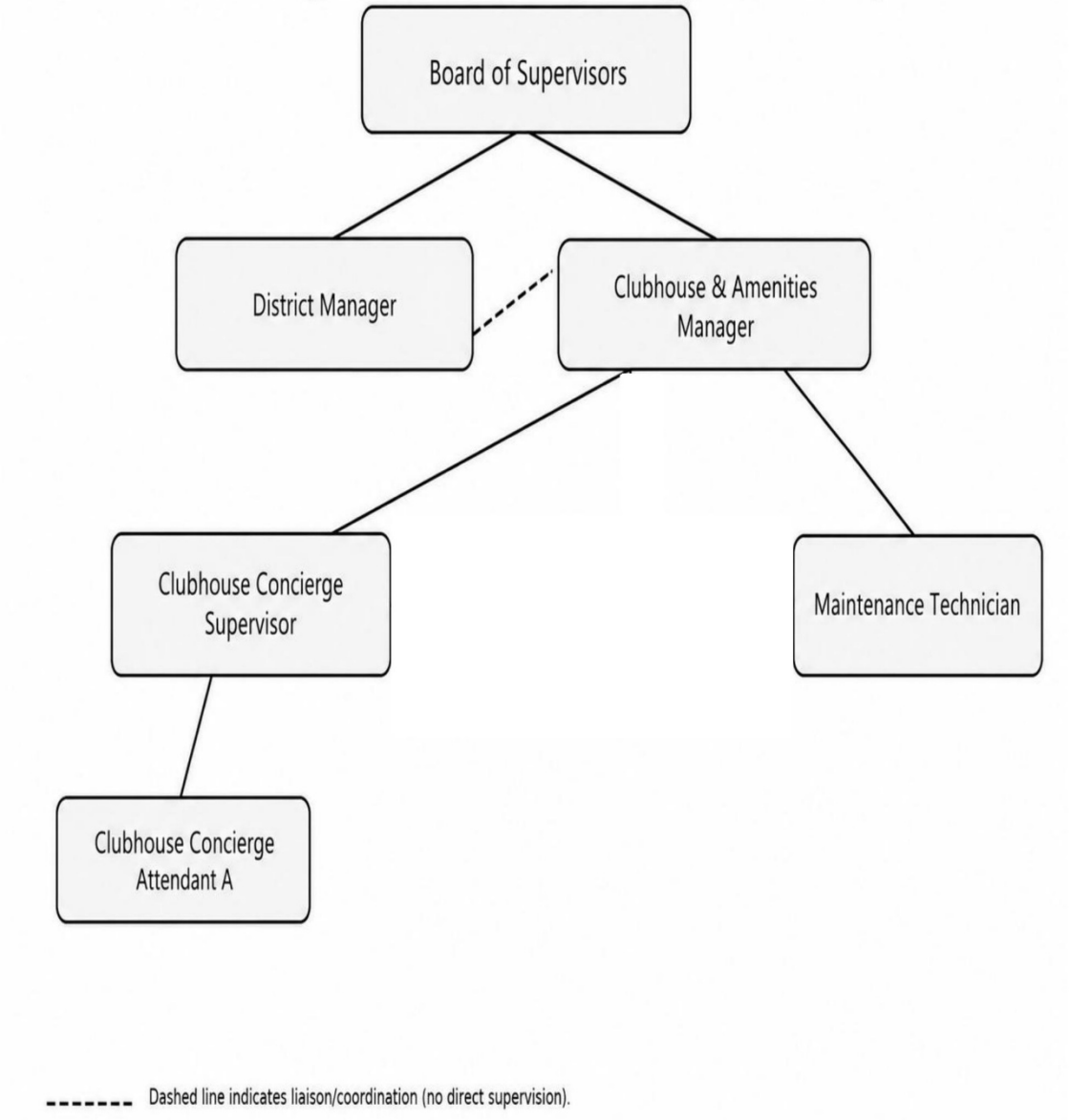
The at-will employment relationship may be modified only by a written agreement signed by both the employee and the Board of Supervisors or their authorized designee. This policy does not apply where a valid collective-bargaining agreement or specific written employment contract provides otherwise.

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)



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.

Reporting Structure

- Reports To: Board of Supervisors
- Coordinates With: District Manager, Employee Liaison, Clubhouse Concierge Supervisor, and other staff as needed
- Supervises: Clubhouse Concierge Supervisor, Concierge Attendants, and Maintenance Technician

CSCDD Clubhouse Concierge Supervisor
Job Description

Position Summary – Clubhouse Concierge Supervisor

- The Clubhouse Concierge Supervisor oversees the daily front-desk and resident-service operations of the Concord Station Community Development District (CSCDD) clubhouse and amenities facilities. This position ensures that residents and guests receive courteous, professional assistance and that the clubhouse is maintained as a welcoming, orderly, and safe environment.
- Working under the direct supervision of the Clubhouse & Amenities Manager, the Concierge Supervisor provides leadership and guidance to the Concierge Attendant team, ensuring consistent performance, adherence to District policies, and high standards of customer service. The Supervisor assists with scheduling, staff training, event coordination, and communication between the front desk, residents, vendors, and management.
- The role also involves monitoring facility usage, enforcing rules and reservation procedures, maintaining records of resident inquiries and incidents, and assisting with special events and community programs. The Clubhouse Concierge Supervisor acts as the primary point of contact during assigned shifts and serves as the on-site lead when the Clubhouse & Amenities Manager is unavailable.

Responsibilities and requirements include (but not limited):

- Represent the Concord Station CDD professionally in appearance and conduct
- Assist in planning and managing community events
- Build and manage relationships with residents, guests, and vendors
- Assist in keeping the Clubhouse clean, orderly, and maintained
- Assist Clubhouse Manager in management duties
- Complete and maintain all necessary reports as directed by Clubhouse Manager
- Participate in meetings and stay current on industry trends
- Support and mentor team members as needed
- Read, understand, and abide with written Concord Station CDD Policies & Procedures
- 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- 5

EMPLOYEE EVALUATION

Employee Name: _____ **Date:** _____

Job Title: _____ **Manager:** _____

Anniversary Date: _____ **Department:** _____

Year Hired: _____ **Hourly Rate:** _____

Raise Approved: Yes [ ] No [ ] **New Hourly Rate:** _____

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

Overall Rating (Check One):

[ ] Outstanding [ ] On-Target Performance

[ ] Strong Performance [ ] Action Needed

Employee Signature: _____ Supervisor Signature: _____

CONCORD STATION CDD EMPLOYEE TERMINATION

Name of Employee: _____

Termination Effective Date: _____

Reg. Hours to be paid on final check: _____

Vacation Hours to be paid: _____

Supervisor Name: _____

Reason for Termination:

Voluntary Resignation (check one)

_____ Secured better position
_____ Dissatisfied (type of work)
_____ Dissatisfied (salary)
_____ Dissatisfied (supervisor)
_____ Dissatisfied (working conditions)
_____ Generally dissatisfied
_____ Retirement
_____ Returned to school
_____ Moving out of area
_____ Family or personal circumstances
_____ In Lieu of Discharge
_____ No Reason Given

Involuntary Termination (check one)

____ Absenteeism or Tardiness
____ Failure to Meet Performance Expectations
____ Insubordination
____ Not qualified for the position
_____ Gross Misconduct
____ Dishonesty or Theft
_____ Job abandonment
_____ Death
_____ Other

Lay Off (check one)

_____ Lack of Work

_____ Job Eliminated

Reason for leaving (Supervisor's statement) _____

_____

_____

Eligible for Re-hire? _____ Yes _____ No

If no, Explain: _____

_____

_____ _____

Supervisor Signature Date

CSCDD
Paid Time Off (PTO)
Request Form

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

Date: _____

Employee Name: _____

Title: _____

Department: _____

Remaining Banked PTO Days: _____

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

Returning: ____/____/_____

Total Number of Days Requested: _____

_____ Date _____ Signature of Employee

Approval:

_____ Date _____
Clubhouse and Amenities Manager

APPENDIX 8

MAKE-UP TIME REQUEST FORM

Employee Name: ________________________
I am requesting time off as a result of a personal obligation on:

Day of the Week: _____________________ Date:

From the hours of ____ a.m./p.m. (circle one) to ______a.m./p.m. (circle one)

I will make up the time within the same workweek as follows: (*Fill in the dates and hours you plan to work to make up the missed time.)* Employees may not work more than 11 hours in a day or 40 hours in a workweek for full-time positions and 29 hours in a workweek for part-time positions as a result of making up time that was or will be lost due to a personal obligation. Employees may not waive a meal period to make-up time.

I understand that:

1. Any make-up time I work will not be paid at an overtime rate.
2. A separate written request is required for each occasion that I request make-up time.
3. My make-up time request must be approved in writing before I take the requested time off or work make-up time; whichever is first.
4. If I take time off and am unable to work the scheduled make-up time for any reason, the hours missed will normally be paid as paid vacation. If vacation is not available, the hours missed will be unpaid.
5. If I work make-up time before the time I plan to take off, I must take that time off, even if I no longer need the time off for any reason.
6. The District does not encourage, discourage or solicit the use of make-up time.

- -

Employee Signature:_______________________ Date Request Submitted:

For District Use Only:

Check one:

☐ **Your make-up time request has been approved as submitted.**

☐ **You may take the time off requested, but must work the following make-up time hours rather than those submitted in your request:**

☐ **Your make up time request has been denied**

Employer Signature: ____________________________________Date:

APPENDIX – 9

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

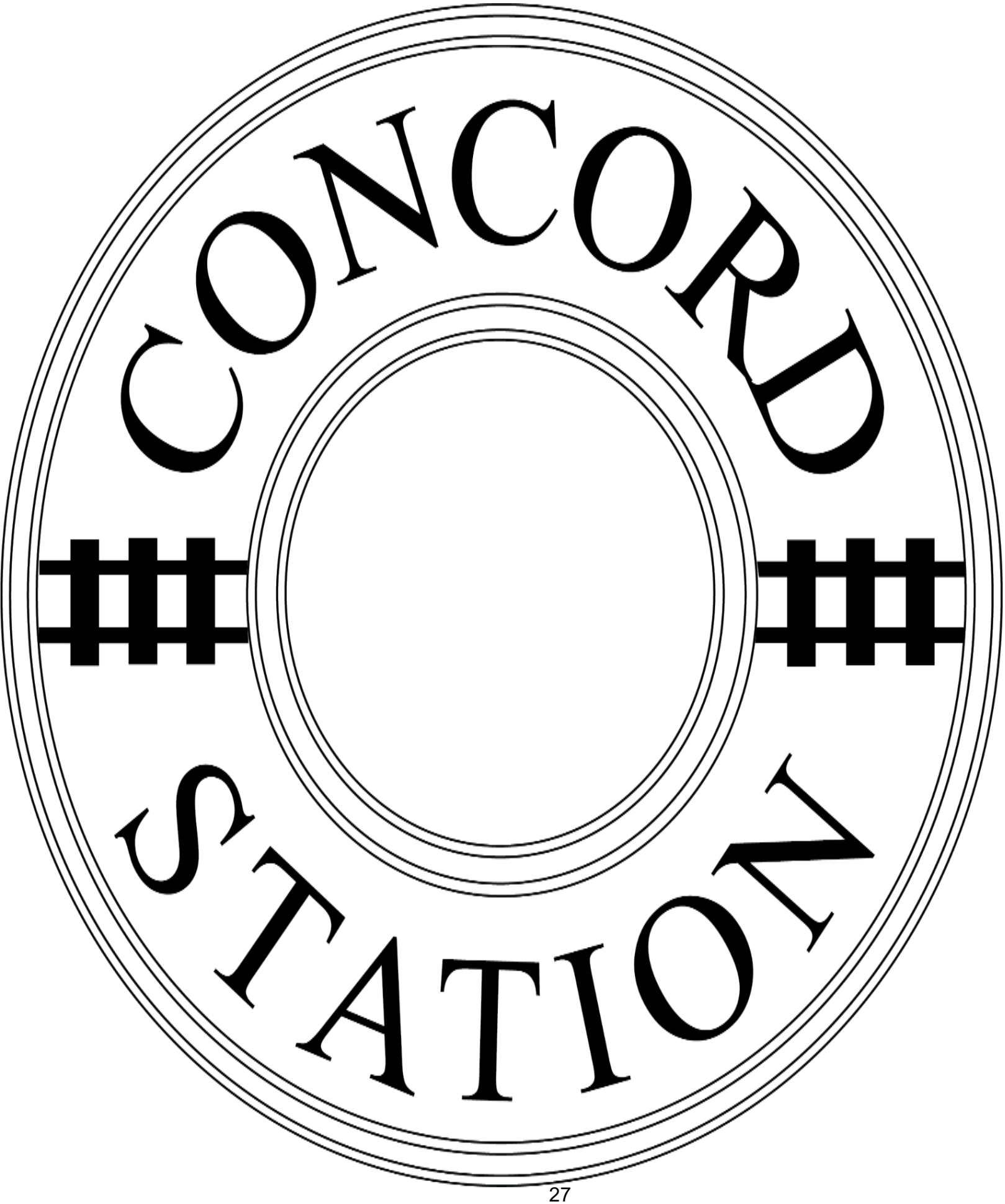

CONCORD
STATION

EXHIBIT 11

RETURN TO AGENDA

CONCORD STATION

COMMUNITY DEVELOPMENT DISTRICT

EMPLOYEE POLICY

MANUAL

~~August~~October 2026

TABLE OF CONTENTS

I. ORGANIZATION OVERVIEW

A. Relationships between Concord Station CDD, District selected Employee Liaison, Clubhouse and Amenities Manager, the Clubhouse Staff, and Third Party Payroll **4**

B. Organization Chart .....

II. MAJOR EMPLOYMENT LAWS 4

A. Americans with Disabilities Act (ADA) .....

B. Equal Employment Opportunity (EEO) .....

C. Fair Labor Standards Act (FLSA) .....

D. Florida Civil Rights Act (FCRA) .....

E. Veterans' Preference .....

F. Florida Whistle-Blower's Act .....

III. EMPLOYMENT POLICIES 5

A. New Hires .....

B. Open Door Policy .....

C. Performance Review Policy .....

D. Terminations .....

E. Exit Interview .....

IV. COMPENSATION AND BENEFITS 6

A. Compensation for Hours Worked .....

B. Raises .....

C. Benefits .....

V. ATTENDANCE AND LEAVE 6

A. Attendance .....

B. Work Schedules .....

C. Employee Attendance Records .....

D. Paid Time Off .....

E. Holidays .....

VI. GENERAL INFORMATION 8

A. Personal Appearance/Dress Code .....

B. Smoking Policy .....

C. Safe Use of Cellular Phones .....

D. Personal Property .....

E. District Property .....

F. Jury/Civic Duty .....

G. Severe Weather Conditions .....

H. Solicitations/Distributions .....

VII. EMPLOYEE RELATIONS 10

A. Drug-Free Workplace .....

B. Harassment .....

C. Employee Relationships .....

LIST OF APPENDICES

APPENDIX - 1: **RECEIPT ACKNOWLEDGMENT**

APPENDIX - 2: **CONCORD STATION CDD AT WILL EMPLOYMENT AGREEMENT**

APPENDIX – 3: **CONCORD STATION CDD ORGANIZATION CHART**

APPENDIX - 4: **JOB DESCRIPTIONS**

APPENDIX - 5: **CONCORD STATION CDD EMPLOYEE EVALUATION FORM**

APPENDIX - 6: **CONCORD STATION CDD TERMINATION FORM**

APPENDIX - 7: **PTO/TO REQUEST FORM**

APPENDIX 8: **MAKE-UP TIME REQUEST FORM**

APPENDIX - ~~8~~9: **CONCORD STATION CDD WARNING FORM**

I. ORGANIZATION OVERVIEW

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

Concord Station Community Development District (CSCDD or "District") is a special-purpose local government established under Chapter 190, Florida Statutes, to manage, operate, and maintain the works of the District for the benefit of its residents.

The District is governed by a Board of Supervisors authorized to exercise the powers granted by law (§190.006, Fla. Stat.). The Board contracts with a District Manager to oversee administrative and financial operations (§190.007(1), Fla. Stat.). The District Manager has no supervisory authority over Concord Station CDD directly hired employees.

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

The Clubhouse & Amenities Manager (CAM) directs day-to-day operations and supervises clubhouse and amenities staff and serves as the first point of contact for employment-related questions. The CAM coordinates employee related matters with the District Employee Liaison.

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

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

B. Organization Chart

See Appendix 3 for the CSCDD Organization Chart.

C. Job Descriptions

See Appendix 4 for job descriptions.

II. MAJOR EMPLOYMENT LAWS

A. Americans with Disabilities Act (ADA)

The ADA prohibits discrimination against qualified individuals with disabilities and requires reasonable accommodation absent undue hardship. Questions should be directed to the District Manager.

B. Equal Employment Opportunity (EEO)

The District provides equal opportunity in recruitment, appointment, training, promotion, compensation, retention, discipline, and separation without regard to protected characteristics, consistent with federal and Florida law. Employees who believe they have been discriminated against may contact the District Manager and the Florida Commission on Human Relations (FCHR).

C. Fair Labor Standards Act (FLSA)

Non-exempt employees are paid at least minimum wage and receive overtime at one-and-one-half times their regular rate for hours worked over 40 in a workweek. Exempt employees are not overtime-eligible. Employees who are unsure of their classification should speak with the CAM.

D. Florida Civil Rights Act (FCRA)

The FCRA promotes fair treatment and equal opportunity. For more information, contact the FCHR.

E. Veterans' Preference

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

F. Florida Public Whistle-Blower's Act

Employees are protected from retaliation for disclosing, in good faith, certain violations or abuses to an appropriate agency. Concerns may be reported to the CAM, Employee Liaison, District Manager, or appropriate authority.

III. EMPLOYMENT POLICIES

A. New Hires

Florida Law requires that all new employees shall have employment verification through E-Verify. The District, with the assistance of the Third Party Payroll Company, hires only individuals authorized to work in the United States. New employees must provide required documentation to complete the I-9 Form within three (3) business days of employment. Employees with work authorization that expires must provide updated documentation prior to expiration.

B. Open Door Policy

Employees are encouraged to raise questions or concerns with the CAM. If the concern involves the CAM, contact the Employee Liaison. The District will review concerns fairly, maintain confidentiality to the extent possible, and address complaints as necessary and within the bounds of the law.

C. Performance Review Policy

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

D. Terminations

Employment may end by resignation, probationary release, layoff, retirement, or discharge. Employees are encouraged to provide two (2) weeks' written notice for resignations. The District

may discharge employment with or without cause, consistent with applicable law. Pay in lieu of unused approved PTO may be provided as required by law. Appendix – 6 will be used to document termination.

E. Exit Interview

Departing employees are encouraged to complete an exit interview.

IV. COMPENSATION AND BENEFITS

A. Compensation for Hours Worked

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

B. Raises

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

C. Benefits

Eligible 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).

F. Make-Up Time

Employees may make up work time lost because of personal obligations. Employees can take time off and then work extra hours in the same workweek to make up the lost time, subject to the requirements below. Make-up time worked under this policy and in compliance with applicable law is not treated as overtime.

- The make-up time must occur in the same workweek that the Employee took (or will take) time off.
- The Employee must provide the Clubhouse and Amenities Manager with a signed written request for each occasion a request is made to make up work time.
- The Clubhouse and Amenities Manager must approve the signed written request.
- On workdays that an Employee works make-up time, the Employee may not work more than 11 hours that workday. On workweeks that an Employee works make-up time, a full-time Employee may not work more than 40 hours during that workweek; a part-time Employee may not work more than 29 hours during that workweek.
- If the Employee is unable to work the scheduled make-up time for any reason, the hours missed will normally be paid as paid vacation. If vacation is not available, the hours missed will be unpaid.
- If the Employee works make-up time before the time planned to be taken off, the Employee must take that time off, even the Employee no longer needs the time off for any reason

- The District may not encourage or otherwise solicit Employees to request make-up time.

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.

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:

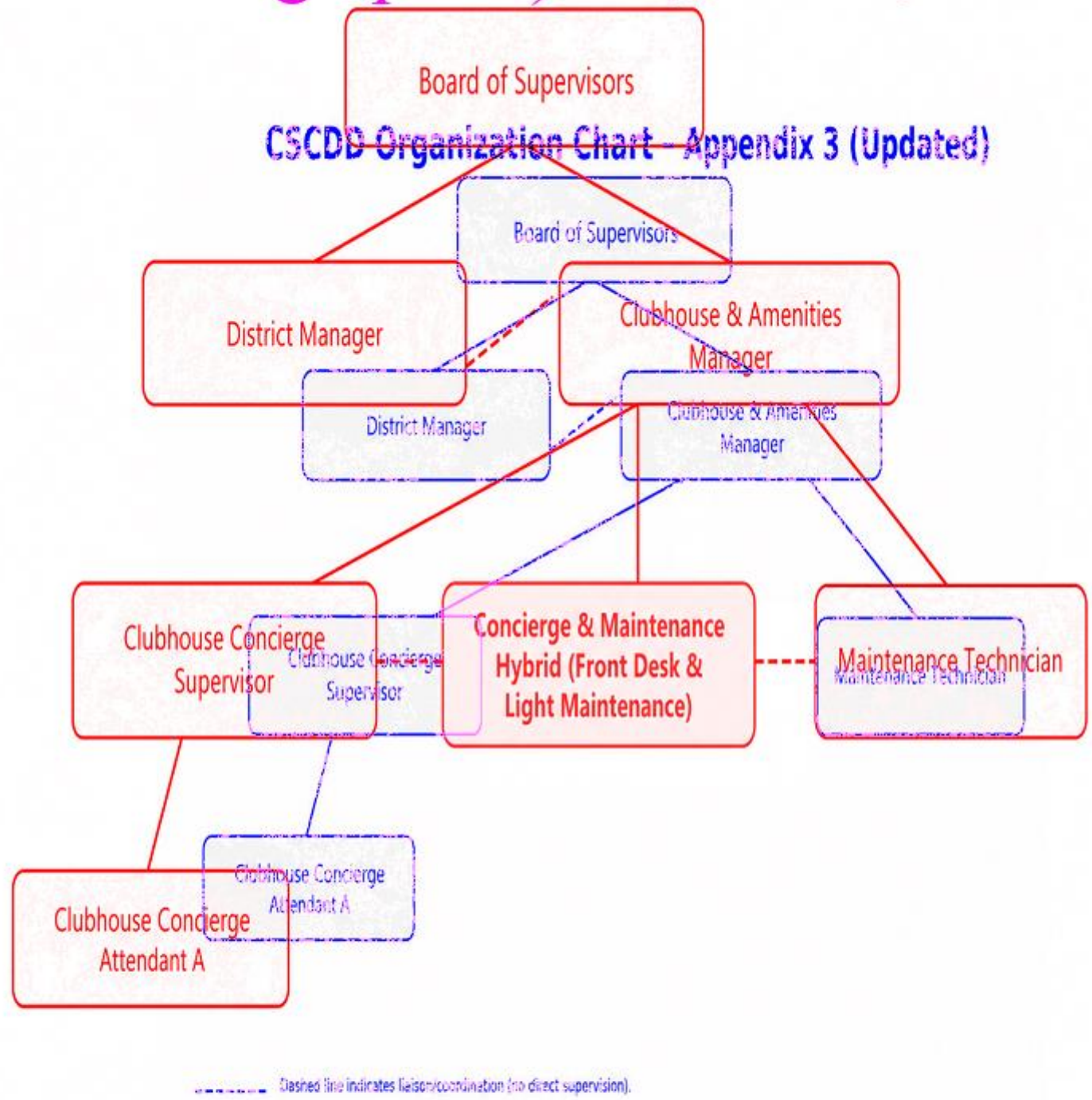
The at-will employment relationship may be modified only by a written agreement signed by both the employee and the Board of Supervisors or their authorized designee. This policy does not apply where a valid collective-bargaining agreement or specific written employment contract provides otherwise.

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**

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

Overall Rating (Check One):

[ ] Outstanding [ ] On-Target Performance

[ ] Strong Performance [ ] Action Needed

Employee Signature: _____ Supervisor Signature: _____

CONCORD STATION CDD EMPLOYEE TERMINATION

Name of Employee: _____

Termination Effective Date: _____

Reg. Hours to be paid on final check: _____

Vacation Hours to be paid: _____

Supervisor Name: _____

Reason for Termination:

Voluntary Resignation (check one)

_____ Secured better position
_____ Dissatisfied (type of work)
_____ Dissatisfied (salary)
_____ Dissatisfied (supervisor)
_____ Dissatisfied (working conditions)
_____ Generally dissatisfied
_____ Retirement
_____ Returned to school
_____ Moving out of area
_____ Family or personal circumstances
_____ In Lieu of Discharge
_____ No Reason Given

Involuntary Termination (check one)

_____ Absenteeism or Tardiness
_____ Failure to Meet Performance Expectations
_____ Insubordination
_____ Not qualified for the position
_____ Gross Misconduct
_____ Dishonesty or Theft
_____ Job abandonment
_____ Death
_____ Other

Lay Off (check one)

_____ Lack of Work

_____ Job Eliminated

Reason for leaving (Supervisor's statement) _____

_____

_____

Eligible for Re-hire? _____ Yes _____ No

If no, Explain: _____

_____

_____ _____

Supervisor Signature Date

CSCDD
Paid Time Off (PTO)
Request Form

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

Date: _____

Employee Name: _____

Title: _____

Department: _____

Remaining Banked PTO Days: _____

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

Returning: ____/____/_____

Total Number of Days Requested: _____

_____ Date _____ Signature of Employee

Approval:

_____ Date _____
Clubhouse and Amenities Manager

APPENDIX 8

MAKE-UP TIME REQUEST FORM

Employee Name: ______________________

I am requesting time off as a result of a personal obligation on:

Day of the Week: ____________________ **Date:**

From the hours of _____ **a.m./p.m. (circle one) to** ______ **a.m./p.m. (circle one)**

I will make up the time within the same workweek as follows: (*Fill in the dates and hours you plan to work to make up the missed time.)* Employees may not work more than 11 hours in a day or 40 hours in a workweek for full-time positions and 29 hours in a workweek for part-time positions as a result of making up time that was or will be lost due to a personal obligation. Employees may not waive a meal period to make-up time.

I understand that:

1. Any make-up time I work will not be paid at an overtime rate.
2. A separate written request is required for each occasion that I request make-up time.
3. My make-up time request must be approved in writing before I take the requested time off or work make-up time; whichever is first.
4. If I take time off and am unable to work the scheduled make-up time for any reason, the hours missed will normally be paid as paid vacation. If vacation is not available, the hours missed will be unpaid.
5. If I work make-up time before the time I plan to take off, I must take that time off, even if I no longer need the time off for any reason.
6. The District does not encourage, discourage or solicit the use of make-up time.

- -

Employee Signature: ______________________ **Date Request Submitted:**

For District Use Only:

Check one:

☐ **Your make-up time request has been approved as submitted.**

☐ **You may take the time off requested, but must work the following make-up time hours rather than those submitted in your request:**

☐ **Your make up time request has been denied**

Employer Signature: __________________________________ **Date:**

APPENDIX – ~~8~~9

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: _____

_____

_____

_____

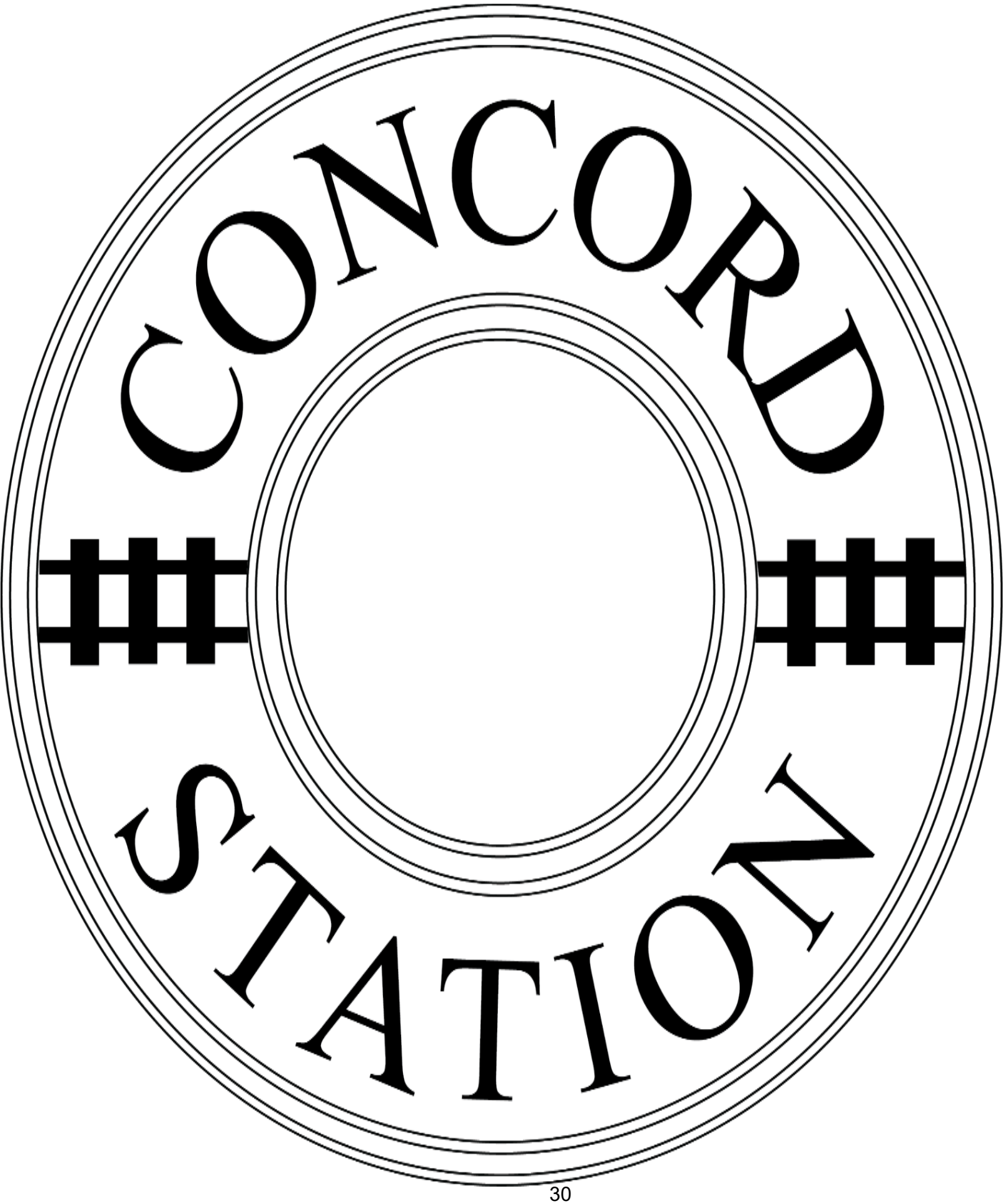
_____

(Use additional sheets if necessary)

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

Supervisor Signature: _____ Date: _____

EMPLOYEE PERSONAL NOTES


CONCORD
STATION

Summary report: Litera Compare for Word 11.16.0.74 Document comparison done on 9/30/2026 3:01:00 PM	
Style name: Default Style	
Intelligent Table Comparison: Active	
Original filename: OLD VERSION Concord_Station_CDD_Employee_Handbook_.docx	
Modified DMS: nd://4926-0820-6532/4/Concord_Station_CDD_Employee_Handbook_UPDATED_9-29.docx	
Changes:	
Add	54
~~Delete~~	69
~~Move From~~	0
Move To	0
Table Insert	0
~~Table Delete~~	0
Table moves to	0
~~Table moves from~~	0
Embedded Graphics (Visio, ChemDraw, Images etc.)	1
Embedded Excel	0
Format changes	0
Total Changes:	124

EXHIBIT 12

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.

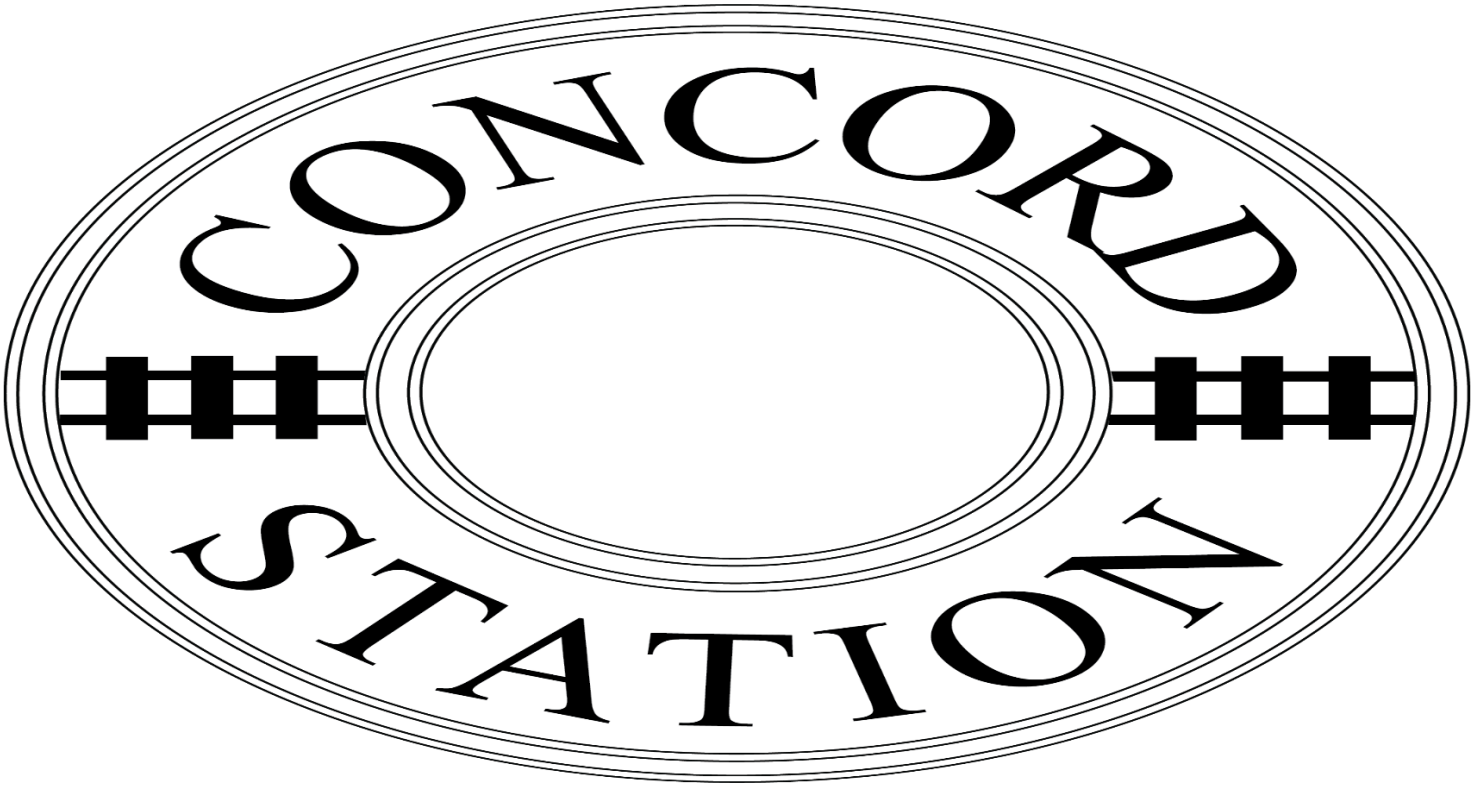
PASSED AND ADOPTED this 13 day of August 2026.

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

October 2026

TABLE OF CONTENTS

I. ORGANIZATION OVERVIEW

A. Relationships between Concord Station CDD, District selected Employee Liaison, Clubhouse and Amenities Manager, the Clubhouse Staff, and Third Party Payroll **4**

B. Organization Chart .....

II. MAJOR EMPLOYMENT LAWS 4

A. Americans with Disabilities Act (ADA) .....

B. Equal Employment Opportunity (EEO) .....

C. Fair Labor Standards Act (FLSA) .....

D. Florida Civil Rights Act (FCRA) .....

E. Veterans' Preference .....

F. Florida Whistle-Blower's Act .....

III. EMPLOYMENT POLICIES 5

A. New Hires .....

B. Open Door Policy .....

C. Performance Review Policy .....

D. Terminations .....

E. Exit Interview .....

IV. COMPENSATION AND BENEFITS 6

A. Compensation for Hours Worked .....

B. Raises .....

C. Benefits .....

V. ATTENDANCE AND LEAVE 6

A. Attendance .....

B. Work Schedules .....

C. Employee Attendance Records .....

D. Paid Time Off .....

E. Holidays .....

VI. GENERAL INFORMATION 8

A. Personal Appearance/Dress Code .....

B. Smoking Policy .....

C. Safe Use of Cellular Phones .....

D. Personal Property .....

E. District Property .....

F. Jury/Civic Duty .....

G. Severe Weather Conditions .....

H. Solicitations/Distributions .....

VII. EMPLOYEE RELATIONS 10

A. Drug-Free Workplace .....

B. Harassment .....

C. Employee Relationships .....

LIST OF APPENDICES

APPENDIX - 1: **RECEIPT ACKNOWLEDGMENT**

APPENDIX - 2: **CONCORD STATION CDD AT WILL EMPLOYMENT AGREEMENT**

APPENDIX – 3: **CONCORD STATION CDD ORGANIZATION CHART**

APPENDIX - 4: **JOB DESCRIPTIONS**

APPENDIX - 5: **CONCORD STATION CDD EMPLOYEE EVALUATION FORM**

APPENDIX - 6: **CONCORD STATION CDD TERMINATION FORM**

APPENDIX - 7: **PTO/TO REQUEST FORM**

APPENDIX 8: **MAKE-UP TIME REQUEST FORM**

APPENDIX - 9: **CONCORD STATION CDD WARNING FORM**

I. ORGANIZATION OVERVIEW

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

Concord Station Community Development District (CSCDD or "District") is a special-purpose local government established under Chapter 190, Florida Statutes, to manage, operate, and maintain the works of the District for the benefit of its residents.

The District is governed by a Board of Supervisors authorized to exercise the powers granted by law (§190.006, Fla. Stat.). The Board contracts with a District Manager to oversee administrative and financial operations (§190.007(1), Fla. Stat.). The District Manager has no supervisory authority over Concord Station CDD directly hired employees.

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

The Clubhouse & Amenities Manager (CAM) directs day-to-day operations and supervises clubhouse and amenities staff and serves as the first point of contact for employment-related questions. The CAM coordinates employee related matters with the District Employee Liaison.

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

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

B. Organization Chart

See Appendix 3 for the CSCDD Organization Chart.

C. Job Descriptions

See Appendix 4 for job descriptions.

II. MAJOR EMPLOYMENT LAWS

A. Americans with Disabilities Act (ADA)

The ADA prohibits discrimination against qualified individuals with disabilities and requires reasonable accommodation absent undue hardship. Questions should be directed to the District Manager.

B. Equal Employment Opportunity (EEO)

The District provides equal opportunity in recruitment, appointment, training, promotion, compensation, retention, discipline, and separation without regard to protected characteristics, consistent with federal and Florida law. Employees who believe they have been discriminated against may contact the District Manager and the Florida Commission on Human Relations (FCHR).

C. Fair Labor Standards Act (FLSA)

Non-exempt employees are paid at least minimum wage and receive overtime at one-and-one-half times their regular rate for hours worked over 40 in a workweek. Exempt employees are not overtime-eligible. Employees who are unsure of their classification should speak with the CAM.

D. Florida Civil Rights Act (FCRA)

The FCRA promotes fair treatment and equal opportunity. For more information, contact the FCHR.

E. Veterans' Preference

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

F. Florida Public Whistle-Blower's Act

Employees are protected from retaliation for disclosing, in good faith, certain violations or abuses to an appropriate agency. Concerns may be reported to the CAM, Employee Liaison, District Manager, or appropriate authority.

III. EMPLOYMENT POLICIES

A. New Hires

Florida Law requires that all new employees shall have employment verification through E-Verify. The District, with the assistance of the Third Party Payroll Company, hires only individuals authorized to work in the United States. New employees must provide required documentation to complete the I-9 Form within three (3) business days of employment. Employees with work authorization that expires must provide updated documentation prior to expiration.

B. Open Door Policy

Employees are encouraged to raise questions or concerns with the CAM. If the concern involves the CAM, contact the Employee Liaison. The District will review concerns fairly, maintain confidentiality to the extent possible, and address complaints as necessary and within the bounds of the law.

C. Performance Review Policy

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

D. Terminations

Employment may end by resignation, probationary release, layoff, retirement, or discharge. Employees are encouraged to provide two (2) weeks' written notice for resignations. The District

may discharge employment with or without cause, consistent with applicable law. Pay in lieu of unused approved PTO may be provided as required by law. Appendix – 6 will be used to document termination.

E. Exit Interview

Departing employees are encouraged to complete an exit interview.

IV. COMPENSATION AND BENEFITS

A. Compensation for Hours Worked

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

B. Raises

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

C. Benefits

Eligible 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).

F. Make-Up Time

Employees may make up work time lost because of personal obligations. Employees can take time off and then work extra hours in the same workweek to make up the lost time, subject to the requirements below. Make-up time worked under this policy and in compliance with applicable law is not treated as overtime.

- The make-up time must occur in the same workweek that the Employee took (or will take) time off.
- The Employee must provide the Clubhouse and Amenities Manager with a signed written request for each occasion a request is made to make up work time.
- The Clubhouse and Amenities Manager must approve the signed written request.
- On workdays that an Employee works make-up time, the Employee may not work more than 11 hours that workday. On workweeks that an Employee works make-up time, a full-time Employee may not work more than 40 hours during that workweek; a part-time Employee may not work more than 29 hours during that workweek.
- If the Employee is unable to work the scheduled make-up time for any reason, the hours missed will normally be paid as paid vacation. If vacation is not available, the hours missed will be unpaid.
- If the Employee works make-up time before the time planned to be taken off, the Employee must take that time off, even the Employee no longer needs the time off for any reason

- The District may not encourage or otherwise solicit Employees to request make-up time.

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.

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:

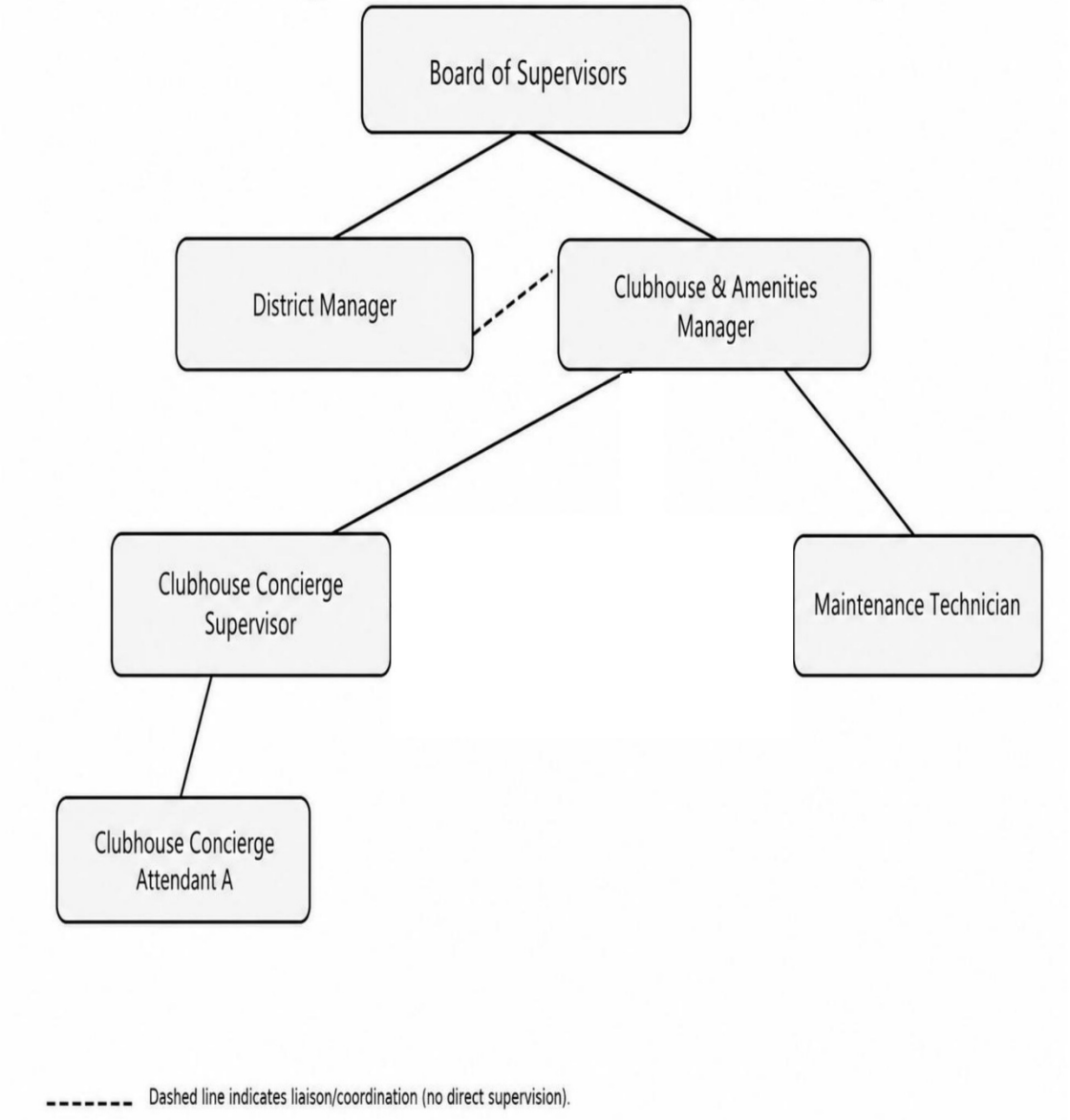
The at-will employment relationship may be modified only by a written agreement signed by both the employee and the Board of Supervisors or their authorized designee. This policy does not apply where a valid collective-bargaining agreement or specific written employment contract provides otherwise.

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)



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.

Reporting Structure

- Reports To: Board of Supervisors
- Coordinates With: District Manager, Employee Liaison, Clubhouse Concierge Supervisor, and other staff as needed
- Supervises: Clubhouse Concierge Supervisor, Concierge Attendants, and Maintenance Technician

CSCDD Clubhouse Concierge Supervisor
Job Description

Position Summary – Clubhouse Concierge Supervisor

- The Clubhouse Concierge Supervisor oversees the daily front-desk and resident-service operations of the Concord Station Community Development District (CSCDD) clubhouse and amenities facilities. This position ensures that residents and guests receive courteous, professional assistance and that the clubhouse is maintained as a welcoming, orderly, and safe environment.
- Working under the direct supervision of the Clubhouse & Amenities Manager, the Concierge Supervisor provides leadership and guidance to the Concierge Attendant team, ensuring consistent performance, adherence to District policies, and high standards of customer service. The Supervisor assists with scheduling, staff training, event coordination, and communication between the front desk, residents, vendors, and management.
- The role also involves monitoring facility usage, enforcing rules and reservation procedures, maintaining records of resident inquiries and incidents, and assisting with special events and community programs. The Clubhouse Concierge Supervisor acts as the primary point of contact during assigned shifts and serves as the on-site lead when the Clubhouse & Amenities Manager is unavailable.

Responsibilities and requirements include (but not limited):

- Represent the Concord Station CDD professionally in appearance and conduct
- Assist in planning and managing community events
- Build and manage relationships with residents, guests, and vendors
- Assist in keeping the Clubhouse clean, orderly, and maintained
- Assist Clubhouse Manager in management duties
- Complete and maintain all necessary reports as directed by Clubhouse Manager
- Participate in meetings and stay current on industry trends
- Support and mentor team members as needed
- Read, understand, and abide with written Concord Station CDD Policies & Procedures
- 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- 5

EMPLOYEE EVALUATION

Employee Name: _____ **Date:** _____

Job Title: _____ **Manager:** _____

Anniversary Date: _____ **Department:** _____

Year Hired: _____ **Hourly Rate:** _____

Raise Approved: Yes [ ] No [ ] **New Hourly Rate:** _____

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

Overall Rating (Check One):

[ ] Outstanding [ ] On-Target Performance

[ ] Strong Performance [ ] Action Needed

Employee Signature: _____ Supervisor Signature: _____

CONCORD STATION CDD EMPLOYEE TERMINATION

Name of Employee: _____

Termination Effective Date: _____

Reg. Hours to be paid on final check: _____

Vacation Hours to be paid: _____

Supervisor Name: _____

Reason for Termination:

Voluntary Resignation (check one)

_____ Secured better position
_____ Dissatisfied (type of work)
_____ Dissatisfied (salary)
_____ Dissatisfied (supervisor)
_____ Dissatisfied (working conditions)
_____ Generally dissatisfied
_____ Retirement
_____ Returned to school
_____ Moving out of area
_____ Family or personal circumstances
_____ In Lieu of Discharge
_____ No Reason Given

Involuntary Termination (check one)

____ Absenteeism or Tardiness
____ Failure to Meet Performance Expectations
____ Insubordination
____ Not qualified for the position
_____ Gross Misconduct
____ Dishonesty or Theft
_____ Job abandonment
_____ Death
_____ Other

Lay Off (check one)

_____ Lack of Work

_____ Job Eliminated

Reason for leaving (Supervisor's statement) _____

_____

_____

Eligible for Re-hire? _____ Yes _____ No

If no, Explain: _____

_____

_____ _____

Supervisor Signature Date

CSCDD
Paid Time Off (PTO)
Request Form

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

Date: _____

Employee Name: _____

Title: _____

Department: _____

Remaining Banked PTO Days: _____

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

Returning: ____/____/_____

Total Number of Days Requested: _____

_____ Date _____ Signature of Employee

Approval:

_____ Date _____
Clubhouse and Amenities Manager

APPENDIX 8

MAKE-UP TIME REQUEST FORM

Employee Name: ________________________
I am requesting time off as a result of a personal obligation on:

Day of the Week: ______________________ Date:

From the hours of ____ a.m./p.m. (circle one) to ______a.m./p.m. (circle one)

I will make up the time within the same workweek as follows: (*Fill in the dates and hours you plan to work to make up the missed time.)* Employees may not work more than 11 hours in a day or 40 hours in a workweek for full-time positions and 29 hours in a workweek for part-time positions as a result of making up time that was or will be lost due to a personal obligation. Employees may not waive a meal period to make-up time.

I understand that:

1. Any make-up time I work will not be paid at an overtime rate.
2. A separate written request is required for each occasion that I request make-up time.
3. My make-up time request must be approved in writing before I take the requested time off or work make-up time; whichever is first.
4. If I take time off and am unable to work the scheduled make-up time for any reason, the hours missed will normally be paid as paid vacation. If vacation is not available, the hours missed will be unpaid.
5. If I work make-up time before the time I plan to take off, I must take that time off, even if I no longer need the time off for any reason.
6. The District does not encourage, discourage or solicit the use of make-up time.

- -

Employee Signature:_______________________ Date Request Submitted:

For District Use Only:

Check one:

☐ **Your make-up time request has been approved as submitted.**

☐ **You may take the time off requested, but must work the following make-up time hours rather than those submitted in your request:**

☐ **Your make up time request has been denied**

Employer Signature: ____________________________________Date:

4926-0820-6532.4

APPENDIX – 9

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

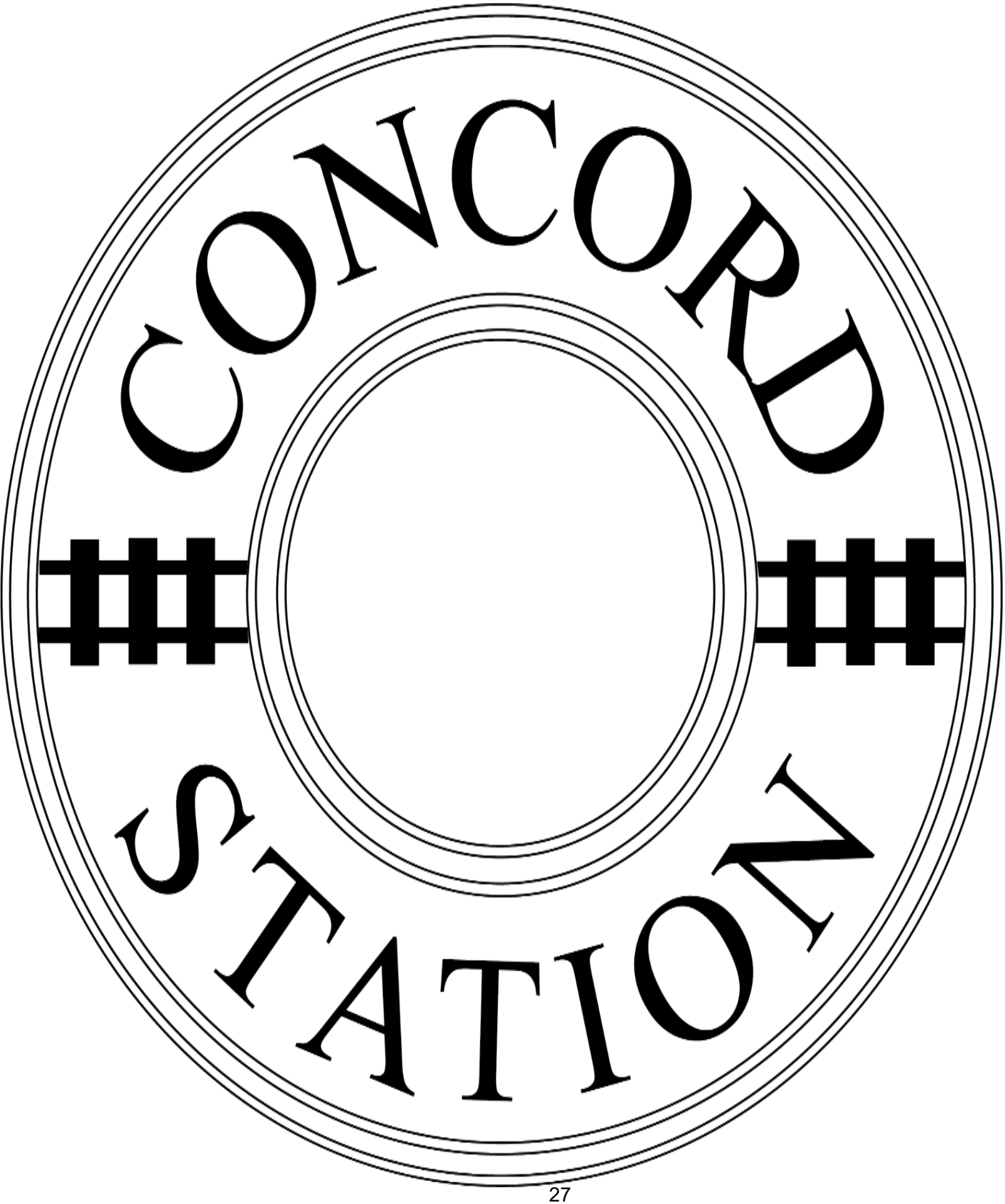

CONCORD
STATION

EXHIBIT 13

RETURN TO AGENDA

CONCORD STATION
COMMUNITY DEVELOPMENT DISTRICT

PROJECT MANUAL

POOL REPAIR AND RESURFACING PROJECT

_____, 2026

CONCORD STATION
COMMUNITY DEVELOPMENT DISTRICT

INFORMAL REQUEST FOR PROPOSALS FOR
POOL REPAIR AND RESURFACING PROJECT

TABLE OF CONTENTS

I. PROJECT MANUAL

A. Request for Proposals
B. Instructions to Proposers
C. Official Proposal Form
D. Affidavit of Proposer (for Individual, Partnership, or Corporation)
E. Composite Sworn Statement on Integrity of Public Contracting and Purchasing
F. Trench Safety Act Compliance Statement
G. Trench Safety Act Cost Statement
H. Minimum Qualifications Statement

II. CONSTRUCTION CONTRACT DOCUMENTS

A. Form of Agreement Between Owner and Contractor, including Scope of Services
B. Form of Performance Bond and Payment Bond

I. PROJECT MANUAL

POOL REPAIR AND RESURFACING PROJECT
CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
PASCO COUNTY, FLORIDA

A. INFORMAL REQUEST FOR PROPOSALS

Notice is hereby given that the Concord Station Community Development District (the "**District**"), located within Pasco County, Florida (the "**County**") will receive proposals for the following District project:

Pool Repair and Resurfacing Project

The contract will require contractors to provide for the construction, labor, materials, and equipment necessary to construct and install pool improvements to be completed no later than_____, _____(the "**Work**"), as more particularly described in the Project Manual and in accordance with the scope of services enclosed therein and as may be revised (the "**Scope of Services**").

The Project Manual is available for public inspection and may be obtained by email request from the District Counsel, Kyle Magee at Kyle.Magee@kutakrock.com, beginning _____, **2026** at **9:00 a.m.**

There will be a pre-proposal conference at the Concord Station Clubhouse at__:00 p.m. on _____ __, 2026, located at 18636 Mentmore Blvd., Land O' Lakes FL 34638.

Responses to the Request for Proposals (the "**Proposals**") will be evaluated by the District staff and Board of Supervisors. This is an informal request for proposals. No evaluation criteria or protest rights are included. Rather, the District Board intends to select the proposal that is in the best interests of the District. **The District reserves the right to reject any and all Proposals, make modifications to the Work, award the contract in whole or in part with or without cause, provide for the delivery of the project in phases, and waive minor or technical irregularities in any Proposal, as it deems appropriate, if it determines in its discretion that it is in the District's best interests to do so.**

Firms desiring to provide construction services for the completion of the Work should submit one (1) electronic copy of its Proposal no later than **5:00 p.m. on _____, 2026** to District Counsel, Kyle Magee, at Kyle.Magee@kutakrock.com.

The successful Proposer will be required upon award to furnish a payment and performance bond for one hundred percent (100%) of the value of the contract, with a surety acceptable to the District, in accordance with Section 255.05, *Florida Statutes*.

All questions regarding the Project Manual or this project shall be directed in writing only to Kyle Magee at Kyle.Magee@kutakrock.com, with a copy to Patricia Thibault at

patricia@havenmgtsol.com, and Jere Earlywine at Jere.Earlywine@kutakrock.com. No phone inquiries please.

POOL REPAIR AND RESURFACING PROJECT
CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
PASCO COUNTY, FLORIDA

B. INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Proposals must be received no later than **_____, 2026 at 5:00 p.m.** by emailing to District Counsel, Kyle Magee, at Kyle.Magee@kutakrock.com.

SECTION 2. PRE-BID CONFERENCE. A **pre-bid conference** will be held on this project at the Concord Station Clubhouse at__:00 _.m. on _____ _____, 2026, located at 18636 Mentmore Blvd., Land O' Lakes FL 34638. The pre-bid conference may include, but not be limited to, a discussion of contract requirements, inspections, evaluations, and submittal requirements. The District Manager or its designee will be present to discuss the Project. Oral statements shall not be relied upon and will not be binding or legally effective.

SECTION 3. INTERPRETATIONS AND ADDENDA. Proposers shall promptly notify the District Counsel, Kyle Magee, via email only (Kyle.Magee@kutakrock.com) of any ambiguity, inconsistency, or error which they may discover upon examination of the Project Manual or of the site and local conditions. **Proposers requiring clarification or interpretation of the Project Manual shall make a written request by email to Kyle Magee at Kyle.Magee@kutakrock.com with a copy to Patricia Thibault at patricia@havenmgtsol.com, and Jere Earlywine at jere.earlywine@kutakrock.com by _____, 2026 at 5:00 p.m. No phone inquiries, please.** Any clarifications or interpretations will be sent via mail, fax, email, or delivery to all parties having received the Project Manual. **Prior to submitting its Proposal, each Proposer shall ascertain that it has received all addenda issued, and it shall acknowledge such receipt in the space provided in the Proposal Form.** No inquiries will be accepted from subcontractors - the Proposer shall be responsible for all queries. No interpretations will be given verbally.

SECTION 4. EVALUATION OF PROPOSALS; ACCEPTANCE OF PROPOSAL; CONTRACT AWARD. The Board will select the proposal which it deems is in the best interests of the District. It is the intent of the District to award a contract (the "**Construction Contract**") at its meeting on _____, 2026. Proposers are invited to attend the meeting which is open to the public.

If the Work is awarded, the District may give the successful Proposer a Notice of Award within thirty **(30) calendar days** after the day of the opening of the Proposals. Within **seven (7) calendar days** of receipt of the Notice of Award from the District, the Proposer shall enter into and execute the Construction Contract in substantially the form included in the Project Manual, unless requested otherwise by the District. Upon award of the Work, the successful Proposer will be required to furnish a payment and performance bond in compliance with Section 255.05, *Florida Statutes*, and executed in a form acceptable to the District and in the sum equal to one hundred percent (100%) of the total amount of the contract value concurrent with execution of the Construction Contract.

SECTION 5. SUBMISSION OF PROPOSALS. The Proposal and all other required documents are to be completed and submitted with **one (1) electronic copy** with the following data:

See forms provided in Project Manual for the following:

A. Official Proposal Form
B. Affidavit of Proposer (for Individual, Partnership, or Corporation)
C. Composite Sworn Statement on Integrity of Public Contracting and Purchasing
D. Trench Safety Act Compliance Statement
E. Trench Safety Act Cost Statement
F. Minimum Qualifications Statement

Proposer-generated documents:

A. Initial Project Schedule
B. Schedule of Values
C. Insurance Certificate
D. Resumes of key personnel or supervisory personnel
E. Proposed staffing levels
F. Two references from projects of similar size and scope
G. Any other data required by the Request for Proposals or addenda

Proposer shall assume full responsibility for timely delivery at location designated for receipts of Proposals. Proposals received either in person, or by mail after the time and date for receipt of Proposals may not be accepted and may be returned unopened. Oral or telephonic Proposals are invalid and will not be considered.

SECTION 6. SIGNATURE ON PROPOSAL. In addition to executing all forms, affidavits, and acknowledgments for which signature and notary blocks are provided, the Proposer must correctly identify and acknowledge receipt of all addenda to the Project Manual on the Proposal Form. If the Proposal is made by an individual, that person's name and business address shall be shown. If made by a partnership, the name and business address of an authorized member of the firm or partnership shall be shown. If made by a corporation, the person signing the Proposal shall show the name of the state under the laws of which the corporation was chartered. Anyone signing the Proposal as agent shall file with the Proposal legal evidence of his or her authority to do so.

SECTION 7. PROPOSAL MODIFICATION. Proposals may be modified by an appropriate document duly executed and delivered to the place where Proposals are to be submitted at any time prior to the time Proposals are due, provided that they are then fully in conformance with these Instructions to Proposers. Prior to the time and date designated for receipt of Proposals, Proposals submitted early may be modified or withdrawn only by an appropriate document duly executed (in the manner that a Proposal must be executed) and hand-delivered by notice to the party receiving Proposals at the place and prior to the time designated for receipt of Proposals.

SECTION 8. PROPOSAL FORM. The Proposal Form is included with the Project Manual. All blanks on the Proposal Form shall be filled in by typewriter or manually printed in black ink.

In making its Proposal, each Proposer represents that it has read and understands the Project Manual and that the Proposal is made in accordance therewith. Where so indicated by the makeup of the Proposal Form, sums shall be expressed in both words and figures. Any interlineations, alterations, or erasures must be initialed by the signer of the Proposal; failure to do so may cause the Proposal to be considered non-responsive. Proposer shall make no stipulation on the Proposal Form nor qualify its Proposal in any manner; to do so may classify the Proposal as being non-responsive. The Proposal Form shall contain an acknowledgment of receipt of all addenda to the Project Manual (the numbers of which must be filled in on the Proposal Form). Each copy of the Proposal Form shall include the company name, address, telephone number, facsimile number, and legal name of Proposer and a statement whether Proposer is sole proprietor, a partnership, a corporation, or any other legal entity, and each copy shall be signed by the person or persons legally authorized to bind the Proposer to a contract. A Proposal by a corporation shall further give the state of incorporation. A Proposal submitted by an agent shall have a current Power of Attorney attached certifying agent's authority to bind the Proposer.

Proposals must be priced on a total lump sum price basis for the Work.

SECTION 9. SUBCONTRACTORS, SUPPLIERS AND OTHERS. Each Proposer shall submit to District a list of subcontractors and major materials suppliers to be used if awarded the Work. A copy of the form to be submitted is provided in the Proposal Form and shall be completed as part of the Proposal. Such listing shall include the name of each subcontractor where the amount of their work exceeds five percent (5%) of the contract price set forth in the Proposal. If no subcontractors are required, so state thereon. Upon request by the District, the successful Proposer shall submit, within five (5) calendar days thereafter, all data required to establish to the satisfaction of the District the reliability and responsibility of the proposed subcontractors to furnish and perform the portion of the Work pertaining to such proposed subcontractor's respective trades. Prior to the award of the Work, the District Manager will notify the Proposer in writing if the District, after due investigation, has reasonable and substantial objection to any person or organization proposed as a subcontractor. The Proposer then may, at its option, withdraw its Proposal without forfeiture of the Proposal Security or submit an acceptable substitute at no increase in the Proposal price. If the Proposer fails to submit an acceptable substitute within five (5) calendar days of the original notification, the District then may, at its option, disqualify the Proposer, at no cost to the District, and award the Work to the next highest ranked Proposer that proposes to use acceptable subcontractors, suppliers, and other persons and organizations. The District's declining to make requested substitutions will not constitute grounds for sacrificing the Proposal Security of any Proposer.

Subcontractors and other persons and organizations proposed by the Proposer and accepted by the District must be used on the portion of the Work for which they were proposed and accepted and shall not be changed except with the written approval of the District. Proposer shall not subcontract more than fifty percent (50%) of the Work without prior approval of the District.

SECTION 10. FLORIDA TRENCH SAFETY ACT. Proposers shall complete and submit the Florida Trench Safety Act Statements, in accordance with the requirements of Chapter 553, *Florida Statutes*. If trenching is not required for this project, state so thereon. Proposer shall be responsible for compliance with all trenching shoring safety requirements. The Proposer shall

ensure that all applicable subcontractors (if any) must complete and sign the Trench Safety Act Statement prior to issuance of the Notice to Proceed.

SECTION 11. MINIMUM QUALIFICATIONS OF THE PROPOSER. The Work, if awarded, will only be awarded to a responsible Proposer who is qualified by experience to do the Work. Minimum qualifications for the completion of the Work are: i) Proposer will have repaired or resurfaced three (3) pools similar in quality and scope with a minimum cost of $250,000 each within the last three (3) years; ii) Proposer is authorized to do business in the State of Florida; and iii) Proposer is registered with the County and is a licensed general contractor in the State of Florida. The Proposer shall submit with its Proposal satisfactory evidence of suitable experience in similar Work and show that it is fully prepared with the necessary organization, capital, and equipment to complete the Work to the satisfaction of the District. Furthermore, the Proposer shall submit satisfactory evidence that the Proposer meets the minimum qualifications by executing and submitting the Minimum Qualifications Statement contained in the Project Manual.

SECTION 12. PERFORMANCE AND PAYMENT BONDS. Upon contract award, the successful Proposer will be required to furnish payment and performance bonds in compliance with Section 255.05, *Florida Statutes*, and executed in the form included in the Project Manual and in the sum equal to one hundred percent (100%) of the total amount of the contract value concurrent with execution of the Construction Contract, with such acceptable sureties as may be agreeable to the parties. The Proposer shall deliver the required bonds to the District no later than the date of execution of the Construction Contract. The Proposer shall require the Attorney-in-Fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of its Power of Attorney authorizing its firm to act as agent for the surety in issuing the bonds.

Subsequent to the execution of the Construction Contract but prior to and as a condition of the issuance of the Notice to Proceed, the Proposer shall have the payment and performance bonds recorded in the Official Records of the County. After the bonds have been recorded and assigned a book and page number, the Proposer shall provide the District with copies of said recorded bonds. No portion of the Work can commence until the required bonds have been delivered to the District. Upon receipt of the recorded bonds, the District may issue a Notice to Proceed.

SECTION 13. SCHEDULE OF VALUES. Proposer shall prepare and submit a "**Schedule of Values**" to accompany the Proposal ("**Bid Tabulation**") for review and approval by the District. The Schedule of Values for all of the Work shall include quantities and prices of items derived by the Proposer in aggregating the total lump sum price. Each section shall contain integral component parts of the Work in sufficient detail to serve as the basis for future progress payments and shall be utilized as the basis for additions and deletions to the Work during construction. Such prices will include an appropriate amount of overhead and profit applicable to each main section. If the Proposer does not provide an acceptable Schedule of Values to meet the requirements established herein, the District reserves the right to disqualify the Proposal.

SECTION 14. PROJECT SCHEDULE. An initial project schedule shall be submitted with the Proposal in accordance with the Construction Contract. The District reserves the right to base the award of the Construction Contract subject to the submission of a schedule which is not qualified and identifies the duration of the Work, all-inclusive of the complete and functioning

project from beginning to end, within the prescribed time for completion of the Work. **All Work must be completed no later than , 2026.**

SECTION 15. REQUIRED ADDITIONAL INFORMATION. In addition to all forms included in the Project Manual, all Proposals shall also include the following information **in addition to any other requirements** of the Project Manual:

A. Resumes of key management or supervisory personnel.

B. Description of proposed staffing levels. Include information on current operations, administrative, maintenance, and management staffing of both a professional and technical nature.

C. Two references from projects of similar size and scope

D. Certificate of Insurance detailing the company's insurance coverage, including the types of coverage and limits for general, property, automobile liability, and worker's compensation insurance. In the event the Proposer is notified of award, it shall provide proof of the insurance coverage identifying the District and its officers, agents, staff, and representatives as additional insureds, as stated in the Construction Contract form provided herein, within seven (7) calendar days after notification.

Complete sets of the Project Manual shall be used in preparing Proposals; neither the District nor the District Manager assumes any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Project Manual.

SECTION 16. SUBSTITUTIONS. The materials, products, and equipment described in the Project Manual establish a standard of required function, dimension, appearance, and quality to be met by any proposed substitution. No substitution will be considered unless a written request for approval has been submitted by the Proposer and has been received by the District Manager pursuant to the requirements set forth herein relative to the issuance of addenda to the Project Manual at least seven (7) business days prior to the date for receipt of Proposals. Each such request shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitute, including drawings, cuts, performance and test data, and any other information necessary for an evaluation. A statement setting forth any changes in other materials, equipment, or work that incorporation of the substitute would require shall be included. The burden of proof of the merit of the proposed substitute is upon the Proposer. The District Manager's decision of approval or disapproval of a proposed substitution shall be final. If the District Manager approves any proposed substitution, such approval will be set forth in an addenda to the Project Manual.

SECTION 17. FAMILIARITY WITH THE LAW. By submitting a Proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules, and regulations that in any manner affect the Work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the Work in compliance with all such laws, ordinances, and regulations.

Notwithstanding the foregoing, the Proposer is hereby specifically notified and informed that the following provisions of Florida law apply to this Request for Proposals, the Project Manual, and the Construction Contract:

1. Section 287.133, *Florida Statutes*, titled *Public entity crime; denial or revocation of the right to transact business with public entities*;
2. Section 287.134, *Florida Statutes*, titled *Discrimination; denial or revocation of the right to transact business with public entities*;
3. Section 287.135, *Florida Statutes*, titled *Prohibition against contracting with scrutinized companies;*
4. Section 287.137, *Florida Statutes*, titled *Antitrust violations; denial or revocation of the right to transact business with public entities; denial of economic benefits*;
5. Section 287.138, *Florida Statutes*, titled *Contracting with entities of foreign countries of concern prohibited*; and
6. Section 787.06, *Florida Statutes*, titled *Human Trafficking*.

SECTION 18. RESPONSIBLE VENDOR DETERMINATION. Proposer is hereby notified that Section 287.05701, *Florida Statutes*, requires that the District may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor.

SECTION 19. SPECIAL PROJECT/SITE CONDITIONS. By submitting their Proposal, the Proposer acknowledges that it has visited the project site, if desired, and has become familiar with access routes to the project site and existing site conditions. Proposer agrees to take responsibility for any and all issues relating to access to the project site or arising from unsuitable soils, including, but not limited to, varying soil conditions, sinkholes, etc. No additional costs will be charged by Proposer for matters associated with project site access or unsuitable soils.

SECTION 20. INDEMNIFICATION. The successful Proposer shall fully indemnify and hold harmless the District and its officers, agents, staff, and representatives, from and against any and all demands, fines, penalties, causes of action, liabilities, claims, damages, losses, costs, and expenses, including, but not limited to, attorneys' fees and arbitration and court costs arising out of or resulting from performance of the Work, but only to the extent caused by the negligent, reckless, or intentionally wrongful acts or omissions of the Proposer.

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

SECTION 22. ACKNOWLEDGMENTS. In addition to any other requirements set forth in the Project Manual, and by submitting a Proposal, the Proposer acknowledges the following:

A. All Proposals shall include completed copies of all other forms included within the Project Manual, and the Proposer is responsible for examining, completing, and verifying each item contained in its Proposal.

B. The documents contained within the Project Manual, including the Construction Contract, are complementary; what is called for by one is binding as if called for by all. If the Proposer finds a conflict, error, or discrepancy in the Project Manual, it shall call it to the District's attention in writing before proceeding with the portion of the Work affected thereby. The Proposer is responsible for carefully reviewing the documents contained in the Project Manual in their entirety and agrees to meet any and all requirements contained therein. The Construction Contract is included with the Project Manual as an example of the forms of agreement typical for this type of project; provided, however, that the District reserves the right to modify the form of Construction Contract prior to execution if such modification is in the District's best interest.

C. If awarded the Work, the Proposer agrees that it will enter into and execute the Construction Contract, as amended to incorporate the specifics of its Proposal, to perform the Work in accordance with the terms and conditions of the Construction Contract and to execute and deliver the payment and performance bonds and other documents required by the Proposal requirements within seven (7) calendar days after the date of the District's Notice of Award. The Proposer will promptly commence construction in accordance with the terms of the Construction Contract.

D. The Proposer is responsible for visually inspecting the entire site prior to submitting a Proposal and notifying the District and/or its designee of discrepancies that may affect the construction progress, performance, and costs.

E. The Proposer shall be responsible for coordinating the work necessary with all utility companies and other on-site contractors or subcontractors performing work for the District, and others on site. The Proposer shall be responsible for locating, removing, and relocating utilities, both aerial and underground, as required for the performance of the Work. This shall also include the coordination of safety and protection associated with all aerial and underground facilities related to the Work.

F. If any are required, Proposer shall secure and pay for all fees associated with, but not limited to, paving and drainage construction permits, right-of-way construction permits, county "clearance sheet" permit, electrical permit, water and electrical meters, installation fees, electrical inspection fees, building permit, temporary services and utilities, and other necessary permits or approvals of all governmental agencies with jurisdiction with respect to the Work (collectively, "**Permits**").

G. The Proposer shall complete the Work herein defined and detailed in a professional and workmanlike manner typical of the industry. There shall be no sections or parts missing. Furthermore, each portion of the Work shall be complete and able to function for its intended use. The Work must be continuous unless otherwise directed by the District. The Work, including punch list items, must be acceptable to and accepted by applicable regulatory authorities.

H. All storm drainage must be maintained to each property adjacent to the Work during construction. If this does not occur, the Proposer will be responsible for any damage that may result.

I. Proposer acknowledges that any estimate of quantities of work to be done and materials to be furnished as shown in the Project Manual, or elsewhere, is for illustrative purposes only. The District and/or its designee do not assume any responsibility that the final quantities shall remain in strict accordance with the estimated quantities or of the character, location of the Work, or other conditions pertaining thereto. Proposers shall be solely responsible for computing quantities for the preparation of the Proposal and the execution of the Work.

J. If applicable relative to the completion of the Work, all necessary survey work must be provided by the successful Proposer.

K. If applicable relative to the completion of the Work, the successful Proposer shall obtain and comply with the Florida Department of Environmental Protection ("**FDEP**") National Pollutant Discharge Elimination System ("**NPDES**") General Permit and maintain weekly records of site conditions and construction activities. The successful Proposer shall adhere to all Federal rules and regulations regarding the NPDES for construction and ground water discharge. The Storm Water Pollution Prevention Plans establish the minimum requirements allowed. The successful Proposer shall implement additional measures, as required, to ensure compliance with the NPDES requirements. The successful Proposer shall file the required FDEP Notice of Intent ("**NOI**") prior to the commencement of construction activities. The successful Proposer will also be required to terminate the NOI, per FDEP procedures, upon successful completion of construction activities. The successful Proposer shall also obtain and have analyzed dewatering discharge samples before and after the commencement of construction in accordance with FDEP Generic Permit for the Discharge of Produced Groundwater. The successful Proposer shall monitor and keep the construction area in compliance with all NPDES, FDEP, Southwest Florida Water Management District, US Army Corps of Engineers, and County laws, ordinances, rules, and regulations. Any fines levied shall be paid by the Proposer.

L. The Proposer is responsible for studying all reports of explorations and tests at or contiguous to the site and all drawings of physical conditions in or relating to existing surface or subsurface structures.

M. The successful Proposer shall be responsible for coordinating and obtaining all final approvals and acceptances for the Work. Receipt of all final approvals and operating permits from all applicable regulatory authorities is a requirement for final payment.

N. All Work shall be warranted for a minimum of one (1) year after acceptance by the District and all applicable regulatory authorities as set forth in more detail in the Construction Contract.

O. All materials and services provided for by the Proposer shall be performed in strict compliance with all applicable governmental regulations, Permits, applicable American with Disabilities Act ("**ADA**") Accessibility Guidelines, and local, state, and federal laws. By entering into the Construction Contract, the Proposer will be required to recognize that the indemnification provided for in the Construction Contract additionally extends to any fines, penalties, enforcement actions, and claims made regarding the materials, construction, and/or installation failing to comply with the ADA.

SECTION 23. PROTESTS. This is an informal request for proposals not governed by the District's Rules of Procedure. Therefore, no protest rights are available to any Proposer.

POOL REPAIR AND RESURFACING PROJECT
CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
PASCO COUNTY, FLORIDA

C. OFFICIAL PROPOSAL FORM

TO BE SUBMITTED TO:

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
c/o Kyle Magee, District Counsel
Kyle.Magee@kutakrock.com

on or before 5:00 p.m. on _____, 2026

TO: CONCORD STATION
COMMUNITY DEVELOPMENT DISTRICT

FROM: _____
(Proposer)

In accordance with the Request for Proposals inviting Proposals for the **Concord Station Community Development District – Pool Repair and Resurfacing Project**, the undersigned proposes to provide all portions of the Work necessary to install and construct the improvements as shown on the Scope of Services, all in accordance with the Permits.

Qualified or partial Proposals will be considered non-responsive.

THE UNDERSIGNED PROPOSER, having a thorough understanding of the Work required by the Construction Contract, the site and conditions where the Work is to be performed, local labor conditions, and all laws, regulations, and other factors affecting performance of the Work, and having knowledge of the expense and difficulties attending performance of the Work, and having fully inspected the site in all particulars, hereby proposes and agrees, if this Proposal is accepted, to enter into the Construction Contract with the Owner to fully perform all Work in strict compliance with the Construction Contract, including the assumption of all obligations, duties, and responsibilities necessary to the successful completion of the Project and the furnishing of all materials and equipment required to be incorporated in and form a permanent part of the Work; tools, equipment, supplies, transportation facilities, labor, superintendence, and services required to perform the Work; and bonds, insurance, submittals; and all fees, including, without limitation, Permits, timber taxes, inspection fees, maintenance bonds, as-builts, and plats as needed for dedication, etc., as indicated or specified in the Construction Contract to be performed or furnished by Proposer for the lump sum price as indicated the Proposal.

TIME OF COMMENCEMENT, COMPLETION, AND PROJECT SCHEDULE

Time is of the essence for the construction of the Work. The Proposer shall prepare its Proposal based on a construction schedule submitted by the Proposer. The Proposer agrees that the Work contained within the Construction Contract shall reach Substantial Completion (as defined in the Construction Contract) within _____ **calendar days** ***(Proposer to provide)*** of the issuance of a Notice to Proceed and reach final completion in accordance with the Construction Contract (hereinafter called "**Time of Completion**" or "**Contract Time**"). Time is expressly declared to be of the essence in completion of the Work. Where additional time is allowed, by change order, under the Construction Contract, the adjusted time limits shall be of the essence of the Construction Contract. Final Completion must occur before_____, 2026.

The Proposer shall provide the time for Substantial Completion above and submit a detailed construction schedule with the Proposal that outlines milestone dates. This time for Substantial Completion and schedule will be used in the District's evaluation of the Proposals.

PRICE

Furnish and install all material, equipment and labor for the items identified in the Scope of Services attached to the Form of Construction Agreement for the total lump sum of:

_____(In Words).
$_____(In Figures).

LIQUIDATED DAMAGES

The Proposer and the District recognize that time is of the essence and that the District will suffer financial and other losses if the Work is not completed within the Contract Time, as duly modified. The Proposer and the District also recognize the delays, expense, and difficulties involved in proving, in a legal or arbitration proceeding, the actual loss suffered by the District if the Work is not completed on time. The District and the Proposer agree that an assessment of actual damages as of the date of the Construction Contract would be uncertain, and the amount of liquidated damages set forth therein is reasonable. Accordingly, instead of requiring any such proof of actual damages, District and Proposer agree that as liquidated damages for delay (but not as a penalty), Contractor shall pay the District seven hundred fifty dollars ($750.00) for each day that expires after_____, 2026 and before Final Completion.

GENERAL AGREEMENTS

The Proposer agrees to all terms and conditions as stated in Section 22, Acknowledgments, of the Instructions to Proposers contained in the Project Manual.

REQUIRED DOCUMENTS

The following documents are to be submitted or attached to and made a condition of the Proposal submittal:

See forms provided in Project Manual for the following:

A. Official Proposal Form
B. Affidavit of Proposer (for Individual, Partnership, or Corporation)
C. Composite Sworn Statement on Integrity of Public Contracting and Purchasing
D. Trench Safety Act Compliance Statement
E. Trench Safety Act Cost Statement
F. Minimum Qualifications Statement

Proposer-generated documents:

A. Initial Project Schedule
B. Schedule of Values
C. Insurance Certificate
D. Resumes of key personnel or supervisory personnel
E. Proposed staffing levels
F. Two references from projects of similar size and scope
G. Any other data required by the Request for Proposals or addenda

Terms used in this Proposal which are defined in the Project Manual or Construction Contract will have the meanings indicated therein.

CIVIL RIGHTS

Signing the Proposal is certification that the Proposer does not, or will not, discriminate against any employee on the basis of race, religion, color, sex, or national origin. The Proposer further certifies that the Proposer does not maintain or provide for employee facilities which are segregated on any of the above categories.

DOCUMENTS AND ADDENDA

The Proposer submits that it has carefully examined the site of the proposed Work, the existing site conditions, as well as the Scope of Services. Also, Proposer has thoroughly reviewed the Request for Proposals, including, but not limited to, the Construction Contract, and acknowledges that the following addenda covering revisions thereto, and the cost, if any, of such revisions, has been included in the Bid Tabulation enclosed with the Proposal.

Addendum No. _____ Dated: _____/_____/_____

Addendum No. _____ Dated: _____/_____/_____

ORGANIZATIONAL INFORMATION OF PROPOSER

1. Proposer _____ /_/ A Individual
(Company Name) /_/ A Partnership
/_/ A Limited Liability Company
/_/ A Corporation
/_/ A Subsidiary Corporation

2. Proposer's Parent Company Name (if applicable) _____

3. Proposer's Parent Company Address (if applicable)

Street Address _____

P.O. Box (if any) _____

City _____ State _____ Zip Code _____

Telephone _____ Fax No. _____

1st Contact Name _____ Title _____

2nd Contact Name _____ Title _____

4. Proposer Company Address (if different)

Street Address _____

P.O. Box (if any) _____

City _____ State _____ Zip Code _____

Telephone _____ Fax No. _____

Telephone _____ Fax No. _____

1st Contact Name _____ Title _____

2nd Contact Name _____ Title _____

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

5.1 If yes, provide the following:
Is the Company in good standing with the Florida Department of State, Division of Corporations? Yes (_) No (_)

If no, please explain _____

_____

_____

Date Incorporated _____ Charter No. _____

5.2 If no, provide the following:

The state in which the Proposer company is incorporated _____

Is the company in good standing with the state? Yes (_) No (_)

If no, please explain _____

_____

Date incorporated _____ Charter No. _____

6. Is the Proposer company a registered or licensed contractor with the State of Florida? Yes (_) No (_)

6.1 If yes, provide the following:

Type of registration (i.e. certified general contractor, certified electrical contractor, etc.)

_____

License No. _____ Expiration Date _____

Qualifying Individual _____ Title _____

List company(ies) currently qualified under this license _____

_____

6.2 Is the Proposer company a registered or licensed contractor with the County? Yes (_) No (_)

6.3 Has the Proposer company performed work for a community development district previously? Yes (_) No (_)

7. Name of Proposer's Bonding Company _____

Address _____

Approved Bonding Capacities:	Aggregate Limit	$ _____
	Single Project Limit	$ _____
	Total Current Contracts Bonded	$ _____

8. Name of Proposer's Bonding Agency _____

Address _____

Contact Name _____ Telephone _____

9. List the Proposer's total annual dollar value of work completed for each of the last three (3) years starting with the latest year and ending with the most current year [(___)] _____, [(___)] _____ _____, [(___)] _____.

10. What are the Proposers' company's current insurance limits?

General Liability	$ _____
Automobile Liability	$ _____
Workers Compensation	$ _____
Expiration Date	_____

11. Has the Proposer company been cited by OSHA for any job site or company office/shop safety violations in the past two years? Yes (_) No (_)

    If yes, please describe each violation, fine, and resolution _____

    _____

    What is the Proposer's current worker compensation rating? _____

    Has the Proposer experienced any worker injuries resulting in a worker losing more than ten (10) working days as a result of the injury in the past two (2) years? Yes (_) No (_)

    If yes, please describe the incident: _____

    _____

12. Please state whether or not your company or any of its affiliates is presently barred or suspended from bidding or contracting on any state, local, or federal-aid contracts in any state(s)? Yes (_) No (_)

    If so, state the name(s) of the company(ies) _____

    _____

    The state, local, or federal entity(ies) with whom barred or suspended _____

    State the period(s) of debarment or suspension _____

13. Have you ever failed to complete any work awarded to you? Yes (_) No (_)
    If so, where and why? _____

    _____

    _____

    _____

14. Has any officer or partner of your organization ever been an officer, partner, or owner of some other organization that has failed to complete a construction contract?
    Yes (_) No (_)

    If so, state name of individual, other organization, and reason therefore _____

    _____

    _____

    _____

    _____

15. List any and all litigation to which the organization has been a party in the last five (5) years. If none, please state so.

    _____

16. List any and all disputes your company has had with a customer in the last five years involving pool resurfacing. Please discuss the circumstances surrounding each such dispute, the customer name, as well as the resolution thereof.

17. Has the organization or any of its affiliates ever been either disqualified or denied prequalification status by a governmental entity? Yes (_) No (_)

    If so, discuss the circumstances surrounding such denial or disqualification as well as the date thereof.

18. Within the past five (5) years, has organization failed to complete a project within the scheduled contract time? Yes (_) No (_)

    If so, discuss the circumstances surrounding such failure to complete a project on time as well as the date thereof.

The undersigned hereby authorize(s) and request(s) any person, firm, or corporation to furnish any pertinent information requested by the District or their authorized agents deemed necessary to verify the statements made in this application or attachments hereto, or necessary to determine whether the District should qualify the Proposer for providing a Proposal for its construction projects, including such matters as the Proposer's ability, standing integrity, quality of performance, efficiency, and general reputation.

_____ By: _____

_____
(Type Name and Title of Person Signing)

This _____day of _____, 2026.

(Corporate Seal)

Sworn to before me this _____ day of _____, 2026.

_____

(Seal) Notary Public/ Expiration Date

SUPERVISORY PERSONNEL

Company Name _____ Date _____

What is the experience of the key management and supervisory personnel of the Proposer company for both administration as well as operations? (Attach resumes of key personnel here)

INDIVIDUAL'S NAME	PRESENT TITLE	DESCRIPTION OF DIRECT JOB RESPONSIBILITIES	YEARS OF EXPERIENCE IN PRESENT POSITION	TOTAL YEARS OF RELATED EXPERIENCE

STATUS OF CONTRACTS ON HAND
(Attach additional sheets if necessary)

Company Name _____ Date _____

Furnish requested information about all of Proposer's active contracts, whether as prime or subcontracts; whether in progress or awarded but not yet started; and regardless of with whom contracted. All amounts to be shown to nearest $1,000. Proposer may consolidate and list as a single item all contracts which individually do not exceed 3% of total active contracts and in total do not exceed 20% of the active total contracts.

				PROPOSER'S UNCOMPLETED AMOUNT AS OF THIS DATE		COMPLETION DATE		
OWNER, LOCATION AND DESCRIPTION OF PROJECT	CURRENT CONTRACT AMOUNT AS PRIME	CURRENT CONTRACT AMOUNT AS SUBCONTRACTOR	CURRENT AMOUNT SUBJECT TO OTHERS	AS PRIME CONTRACTOR	AS SUBCONTRACTOR	ORIGINAL CONTRACT DATE	APPROVED REVISED DATE	CURRENT ESTIMATE DATE
	$	$	$	$	$			
	$	$	$	$	$			
	$	$	$	$	$			
	$	$	$	$	$			
	$	$	$	$	$			
	$	$	$	$	$			
	$	$	$	$	$			
	$	$	$	$	$			
	$	$	$	$	$			
	$	$	$	$	$			
	$	$	$	$	$			
Subtotal Uncompleted Work				$	$			
Total Uncompleted Work on Hand				$				

PROJECTS COMPLETED BY PROPOSER IN THE LAST THREE YEARS

Company Name _____ Date _____

List all projects completed in the last two years for which the contract value individually exceeded 3% of the Proposer's annual total work completed for the year the project was started. Include in the list projects that were started earlier than two years but were completed within the last two years.

PROJECT NAME/ LOCATION	FINAL CONTRACT AMOUNT	PRIME OR SUB [1]	CLASSIFICATION OF WORK PERFORMED	YEAR STARTED/ COMPLETED	OWNER NAME/ LOCATION [2]	NAME & PHONE NUMBER OF OWNER'S REPRESENTATIVE ON THIS PROJECT [3]

1 'Prime or Sub' should indicate whether Proposer performed the work as a prime contractor or as a subcontractor.

2 'Owner Name/Location' should indicate the Owner of the project if the Proposer performed the work as a prime contractor or the general contractor if the Proposer performed the work as a subcontractor.

3 'Name & Phone Number of Owner's Representative on this Project' should list a reference from the business entity listed in the previous column familiar with Proposer's contract performance.

LIST OF PROPOSED SUBCONTRACTORS AND MAJOR MATERIALS SUPPLIERS

NAME OF SUBCONTRACTOR	ADDRESS	PROPOSED PROJECT RESPONSIBILITIES	PERCENTAGE OF CONTRACT PRICE	SUBCONTRACTOR'S AUTHORIZED REPRESENTATIVE

*****END OF PROPOSAL FORM*****

POOL REPAIR AND RESURFACING PROJECT
CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
PASCO COUNTY, FLORIDA

POOL REPAIR AND RESURFACING PROJECT
CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
PASCO COUNTY, FLORIDA

D. AFFIDAVIT OF PROPOSER (FOR INDIVIDUAL)

STATE OF _____)
) SS
COUNTY OF _____)

_____, being duly sworn, deposes and says that the statements and answers to the questions concerning experience contained herein are correct and true as of this date; and that he/ she understands that intentional inclusion of false, deceptive, or fraudulent statements on this application constitute fraud; and, that the District considers such action on the part of the Proposer to constitute good cause for rejecting Proposer's Proposal.

_____
(Proposer must also sign here)

Sworn to before me by means of (__) physical presence or (__) online notarization this _____ day of _____, 2026.

_____
Notary Public / Expiration Date:

(SEAL)

POOL REPAIR AND RESURFACING PROJECT
CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
PASCO COUNTY, FLORIDA

AFFIDAVIT OF PROPOSER (FOR PARTNERSHIP)

STATE OF _____)
) SS
COUNTY OF _____)

_____, is a member of the firm of _____, being duly sworn, deposes and says that the statements and answers to the questions of the foregoing experience questionnaire are correct and true as of the date of this affidavit; and, that he/ she understands that intentional inclusion of false, deceptive, or fraudulent statements on this application constitutes fraud; and, that the District considers such action on the part of the Proposer to constitute good cause for rejecting Proposer's Proposal.

_____
(Signature of a General Partner is Required)

Sworn to before me by means of (__) physical presence or (__) online notarization this _____ day of _____, 2026.

_____
Notary Public / Expiration Date:

(SEAL)

POOL REPAIR AND RESURFACING PROJECT
CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
PASCO COUNTY, FLORIDA

AFFIDAVIT OF PROPOSER (FOR CORPORATION)

STATE OF _____)
) SS
COUNTY OF _____)

_____
(title) _____
of the _____,
(a corporation described herein) being duly sworn, deposes and says that the statements and answers to the questions of the foregoing experience questionnaire are correct and true as of the date of this affidavit; and, that he/ she understands that intentional inclusion of false, deceptive, or fraudulent statements on this application constitutes fraud; and, that the District considers such action on the part of the Proposer to constitute good cause for rejecting Proposer's Proposal.

_____
(Officer must also sign here)

CORPORATE SEAL

Sworn to before me by means of (__) physical presence or (__) online notarization this _____ day of _____, 2026.

_____
Notary Public / Expiration Date:

(SEAL)

POOL REPAIR AND RESURFACING PROJECT
CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
PASCO COUNTY, FLORIDA

E. COMPOSITE SWORN STATEMENT ON INTEGRITY OF PUBLIC CONTRACTING AND PURCHASING

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

1. This sworn statement is submitted to Concord Station Community Development District (the "**District**")
(print name of the public entity)

by_____
(print individual's name and title)

for _____ (the "**Proposer**")
(print name of entity submitting sworn statement)

whose business address is:

_____

_____

and (if applicable) its Federal Employer Identification Number (FEIN) is: _____

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

_____

2. I have read and am familiar with the following Sections of the Florida Statutes (the "**Public Integrity Laws**"):
    a. Section 287.133, *Florida Statutes*, titled *Public entity crime; denial or revocation of the right to transact business with public entities*;
    b. Section 287.134, *Florida Statutes*, titled *Discrimination; denial or revocation of the right to transact business with public entities*;
    c. Section 287.135, *Florida Statutes*, titled *Prohibition against contracting with scrutinized companies;*
    d. Section 287.137, *Florida Statutes*, titled *Antitrust violations; denial or revocation of the right to transact business with public entities; denial of economic benefits*;
    e. Section 287.138, *Florida Statutes*, titled *Contracting with entities of foreign countries of concern prohibited;* and
    f. Section 787.06, *Florida Statutes*, titled *Human Trafficking*.

3. I understand that the Public Integrity Laws, with limited exceptions, prohibit entities that meet certain criteria from bidding on or entering into or renewing a contract with governmental entities, including with the District (the "**Prohibited Criteria**").

4. I understand that the Public Integrity Laws apply to the bidding documents applicable to the District's Request for Proposals for Pool Repair and Resurfacing Project (the "**Project**") and the contract to be executed in connection with the Project.

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

___ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity, meets any of the Prohibited Criteria. Thus, the entity is not prohibited from bidding on or entering into or renewing a contract with the District.

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

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

_____

_____

_____

_____

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

[*Signature page follows]*

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

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

(Corporate seal, if applicable)

_____
(Name of Proposer)

_____

By:_____

Title:_____

STATE OF _____
COUNTY OF _____

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

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

POOL REPAIR AND RESURFACING PROJECT
CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
PASCO COUNTY, FLORIDA

F. TRENCH SAFETY ACT COMPLIANCE STATEMENT

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

INSTRUCTIONS

Because trench excavations on this Project may potentially be in excess of 5 feet, Chapter 90-96 of the Laws of Florida requires that construction on the Project comply with Occupational Safety and Health Administration Standard 29 C.F.R.s. 1926.650 Subpart P. All Proposers are required to execute this Compliance Statement and the Compliance Cost Statement. The costs for complying with the Trench Safety Act must be incorporated into the Project's Proposal.

CERTIFICATION

1. I understand that Chapter 90.96 of the Laws of Florida (The Trench Safety Act) requires me to comply with OSHA Standard 29 C.F.R.s. 1926.650 Subpart P. I will comply with The Trench Safety Act, and I will design and provide trench safety systems at all trench excavations in excess of five feet in depth for this project.
2. The estimated cost imposed by compliance with The Trench Safety Act will be:
   _____ Dollars (Written)
   $_____ (Figures).
3. The amount listed above has been included within the Proposal.

Dated this _____ day of _____, 2026.

Proposer: _____

By: _____
Title: _____

STATE OF FLORIDA
COUNTY OF _____

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

_____
Signature of Notary Public taking acknowledgement

My Commission Expires: _____

(SEAL)

POOL REPAIR AND RESURFACING PROJECT
CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
PASCO COUNTY, FLORIDA

G. TRENCH ACT SAFETY COMPLIANCE COST STATEMENT

INSTRUCTIONS
Because trench excavations on this Project may potentially be in excess of 5 feet, Chapter 90-96 of the Laws of Florida requires that all Proposers submit a statement of the costs of complying with the Trench Safety Act. Said costs must also be incorporated into the Proposal.

By executing this statement, Proposer acknowledges that included in the various items of its Proposal and in the total Proposal price are costs for complying with the Florida Trench Safety Act (90-96, Laws of Florida) effective October 1, 1990. The Proposer further identifies the costs as follows:

Type of Trench Safety Mechanism	Quantity	Unit Cost[1]	Item Total Cost
		Project Total	

Dated this _____ day of _____, 2026.

Proposer: _____

By: _____
Title: _____

STATE OF _____
COUNTY OF _____

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

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

[1] Use cost per linear square foot of trench excavation used and cost per square foot of shoring used.

POOL REPAIR AND RESURFACING PROJECT
CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT
PASCO COUNTY, FLORIDA

H. MINIMUM QUALIFICATIONS STATEMENT

Proposer: _____

Contact: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Typical Work Description: The Work will include construction of the District's pool repair and resurfacing project and all work associated with these types of activities as set forth in the Project Manual.

Owner: Concord Station Community Development District

Minimum Qualifications: Proposers for the project shall have the following minimum qualifications:

(1) Applicant will have constructed three (3) improvements similar in quality and scope with a minimum cost of $250,000 each within the last three (3) years.

(2) Applicant is authorized to do business in the State of Florida.

(3) Applicant is registered with the County and is a licensed general contractor in the State of Florida.

The District reserves the right to waive any of the minimum qualifications or to waive any informalities or irregularities in the qualifications as deemed to be in the best interests of the District.

Certification: I hereby certify that the applicant meets or exceeds the minimum qualifications identified above. I further acknowledge that despite meeting the minimum qualifications above, the District has the right to deny, suspend, or revoke a Proposer based upon the information contained herein.

_____
Proposer Name

_____ _____
Proposer Title Date

II. CONSTRUCTION CONTRACT DOCUMENTS

A. FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR, INCLUDING SCOPE OF SERVICES

AGREEMENT BETWEEN THE CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT AND _____ FOR POOL REPAIR AND REFINISHING SERVICES

THIS AGREEMENT ("Agreement") is made and entered into this ___ day of _____, 2026, by and between:

Concord Station Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, being situated in Pasco County, Florida, and whose mailing address is c/o Governmental Management Services – Tampa, LLC, 4530 Eagle Falls Place, Tampa, Florida 33619 (the "District"); and

<CONTRACTOR> A _____, with a mailing address of _____("Contractor", together with District, "Parties").

RECITALS

WHEREAS, the District is a local unit of special-purpose government established pursuant to the Uniform Community Development District Act of 1980, as codified in Chapter 190, *Florida Statutes* (the "Act"); and

WHEREAS, in accordance with the Act, the District owns, operates, and maintains certain swimming pool facilities (the "Facilities"); and

WHEREAS, the District has a need to retain an independent contractor to provide swimming pool repair and refinishing services for Facilities; and

WHEREAS, Contractor submitted a proposal and represents that it is qualified to provide swimming pool refinishing and repair services and has agreed to provide to the District those services identified in **Exhibit A**, attached hereto and incorporated by reference herein ("Services"); and

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

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

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

SECTION 2. DUTIES. The District agrees to use Contractor to provide the Services in accordance with the terms of this Agreement. The duties, obligations, and responsibilities of the Contractor are described in **Exhibit A** hereto.

A. Contractor shall provide refinishing and repair services for the Facilities as described in **Exhibit A**. The Services shall include any effort specifically required by this Agreement and **Exhibit A** reasonably necessary to allow the District to receive the maximum benefit of all of the Services and items described herein and demonstrated in **Exhibit A**, including, but not limited to, the repair, construction, installation, and all materials reasonably necessary. To the extent any of the provisions of this Agreement are in conflict with the provisions of **Exhibit A,** this Agreement controls.

B. Services shall commence no later than _____, 2026.

C. This Agreement grants to Contractor the right to enter the lands that are subject to this Agreement, for those purposes described in this Agreement, and Contractor hereby agrees to comply with all applicable laws, rules, and regulations.

D. Contractor shall perform all Services in a neat and workmanlike manner reasonably acceptable to the District. In the event the District, in its sole determination, finds that the work of the Contractor is not satisfactory to the District, the District shall have the right to immediately terminate this Agreement and will only be responsible for payment of work satisfactorily completed and for materials actually incorporated into the Work.

E. Contractor shall be solely responsible for the means, manner, and methods by which its duties, obligations, and responsibilities are met to the satisfaction of the District. While providing the Services, the Contractor shall assign such staff as may be required, and such staff shall be responsible for coordinating, expediting, and controlling all aspects to assure completion of the Services.

F. Contractor shall report directly to the District Manager or its designee. Contractor shall use all due care to protect the property of the District, its residents, and its landowners from damage. Contractor agrees to repair any damage resulting from Contractor's activities and work within twenty-four (24) hours. If the repair requires the services of a professional not affiliated with Contractor (i.e., an electrician), Contractor shall use its best efforts to have the repair performed as soon as possible with Contractor paying any additional costs necessary for expedited services.

G. Contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Agreement. At completion of the Services, the Contractor shall remove from the site waste materials, rubbish, tools, construction equipment, machinery, and surplus materials.

If the Contractor fails to clean up as provided herein, the District may do so, and the cost thereof shall be charged to the Contractor.

SECTION 3. COMPENSATION, PAYMENT, TIMING AND COMPLETION, RETAINAGE, ADDITIONAL WORK, LIQUIDATED DAMAGES.

A. **Compensation.** The District shall pay Contractor _____Dollars ($_____.00), for the Services as identified in **Exhibit A** attached hereto and incorporated herein by reference. Such amounts include all materials and labor provided for in **Exhibit A** and all items, labor, materials, or otherwise, to provide the District the maximum benefits of the Services.

B. **Payment.** Contractor shall submit its applications for payment on a form acceptable to District, on a monthly basis and no later than the 20th day of the month. The amount of each payment will be earned and calculated based on the percentage completion of the Work as determined by District. Deposits and other advance payments for materials or equipment stored, whether on or off site, or not yet delivered to the Property will not be made except as District may otherwise agree. Notwithstanding any other provision of the Agreement, District shall pay amounts due under this Agreement in a manner consistent with the Local Government Prompt Payment Act, Sections 218.70 through 218.80 of the Florida Statutes ("Prompt Payment Act"). With Contractor's applications for payment, Contractor shall supply lien waivers, affidavits, and sworn statements for itself and all of its Subcontractors, which in each case must be in a form acceptable to District, and any other documentation requested by District. Contractor shall make payments due to Subcontractors within ten (10) days in accordance with the prompt payment provisions contained in Sections 218.735(6), 218.735(7), and 218.74, *Florida Statutes*. District may elect to make payments to Subcontractors directly or via joint checks. All payments due and not made within the time prescribed by Section 218.735, *Florida Statutes*, shall bear interest at the rate of two percent (2%) per month on the unpaid balance in accordance with Section 218.735(9), *Florida Statutes*. Contractor's acceptance of final payment will constitute a waiver of all claims by Contractor relating to the Work or this Agreement except those previously and timely made in writing and specifically identified by Contractor as unsettled in its final application for payment. Each monthly pay application shall include updated construction schedules.

C. **Timing and Completion, Generally.** Contractor shall perform all Work expeditiously and with adequate forces, shall achieve Substantial Completion by the Substantial Completion Deadline, which shall be _____, 202___, and shall achieve Final Completion by the Final Completion Deadline. Final completion shall be achieved no later than _____, 2026. If requested by District, Contractor shall submit and periodically update a schedule for the Work, and shall comply with any schedule approved by District and achieve any milestones and completion dates indicated in that schedule (though the Completion Deadlines can only be extended by a written Change Order signed by District).

D. **Substantial Completion Process.** "Substantial Completion" means the stage in the progress of the Work when (a) District determines that the Work has been completed in accordance with the Contract Documents, subject only to completion of punch list items, and (b) District can occupy or utilize the Work for its intended use without disruption by Contractor in finishing any punch list items. When Contractor considers the Work to have achieved Substantial Completion, it shall notify the District's Manager. If the District Manager or its designee determines that the Work has not achieved Substantial Completion (e.g., because any portions of the Work that are incomplete or non-conforming are significant and are not of a minor nature appropriate for inclusion on the Completion List), the District Manager or its designee will notify Contractor and the Work will not be deemed to have achieved Substantial Completion until Contractor has completed (or corrected) such incomplete or non-conforming Work. When the District Manager or its designee determines that the Work has achieved Substantial Completion, it may issue a certificate of Substantial Completion establishing the date of Substantial Completion for the Work. Nothing in this Section excuses Contractor from its obligation to achieve Substantial Completion of all of the Work by the applicable Substantial Completion Deadline. This same process will apply for Final Completion, except there will be no punch list or other deferred Work.

E. **Completion List and Final Completion Deadline.** Within thirty (30) calendar days after Substantial Completion, the District Manager or its designee will inspect the Work and meet with Contractor to develop a list of items required to complete the Work in a complete, satisfactory, and acceptable state ("Completion List"). Once the list is developed, the District Manager or its designee shall estimate the cost to complete each item on the Completion List and insert the price of each item on the Completion List. The Completion List must be delivered to Contractor after final development and review, and no later than thirty-five (35) days after Substantial Completion. "Final Completion" is defined as that point in the construction when all Work, including, but not limited to, punch-list items and site cleanup, has been satisfactorily completed, thus enabling all withheld retainage to be finally disbursed, such that nothing more remains to be done by the Contractor in connection with the Work (except for surviving obligations such as warranties). The "Final Completion Deadline" shall be thirty (30) days after delivery of the Completion List to the Contractor. Within twenty (20) days after delivery of the Completion List to the Contractor, District shall pay the Contractor the remaining portion of the Contract Sum that includes all retainage previously withheld, less an amount equal to one hundred fifty percent (150%) of the estimated cost to complete the items on the Completion List. After the Contractor has satisfactorily completed all items on the Completion List, it may submit a payment request to the District for the remaining unpaid portion of the Contract Sum. If a good faith dispute exists as to whether one or more items identified on the Completion List have been completed pursuant to this Agreement, District may continue to withhold up to one hundred fifty percent (150%) of the total costs to complete such items. Except as this Agreement or Florida Statute may specifically provide otherwise or as District may otherwise

determine, the Work will not meet Final Completion until all Work has been completed to District's satisfaction (including correction of nonconforming or defective Work), applicable governmental authorities have issued any approvals required pursuant to Laws or District's agreement with such governmental authorities.

F. **Retainage.** Five percent (5%) of the amount of each progress payment shall be withheld as retainage until release is due under Florida law, subject to any offsets to which the District is entitled. Procedures for withholding and release of retainage shall be in accordance with Florida law, including Sections 218.735 and 255.078, *Florida Statutes*.

G. **Additional Work.** If the District should desire additional work or services, the Contractor agrees to negotiate in good faith to undertake such additional work or services. Upon successful negotiations, the Parties shall agree in writing to an addendum, addenda, or change order(s) to this Agreement. The Contractor shall be compensated for such agreed additional work or services based upon a payment amount acceptable to the parties and agreed to in writing.

H. **Liquidated Damages.** The Contractor and the District recognize that time is of the essence and that the District will suffer financial and other losses if the Work is not completed within the Contract Time, as duly modified. The Contractor and the District also recognize the delays, expense, and difficulties involved in proving, in a legal or arbitration proceeding, the actual loss suffered by the District if the Work is not completed on time. The District and the Contractor agree that an assessment of actual damages as of the date of this Agreement would be uncertain, and the amount of liquidated damages set forth herein is reasonable. Accordingly, instead of requiring any such proof of actual damages, District and Contractor agree that as liquidated damages for delay (but not as a penalty), Contractor shall pay the District seven hundred fifty dollars ($750.00) for each day that expires after_____, 2026 and before Final Completion.

SECTION 4. WARRANTY. The Contractor warrants to the District that all materials furnished under this Agreement shall be new, and that all services and materials shall be of good quality, free from faults and defects, and will conform to the standards and practices for projects of similar design and complexity in an expeditious and economical manner consistent with the best interest of the District. In addition to all manufacturer warranties for materials purchased for purposes of this Agreement, all Work provided by the Contractor pursuant to this Agreement shall be warranted for five (5) years from the date of acceptance of the Work by the District. The Contractor shall replace or repair warranted items to the District's satisfaction and in the District's discretion. Neither final acceptance of the Work, nor final payment therefore, nor any provision of the Agreement shall relieve the Contractor of responsibility for defective or deficient materials or Work. If any of the materials or Work are found to be defective, deficient, or not in accordance with the Agreement, the Contractor shall correct, remove, and replace it promptly after receipt of a written notice from the District and correct and pay for any other damage resulting therefrom to District property or the property of landowners within the District.

SECTION 5. INSURANCE.

A. The Contractor shall maintain throughout the term of this Agreement the following insurance:

(1) Worker's Compensation Insurance in accordance with the laws of the State of Florida.

(2) Commercial General Liability Insurance covering the Contractor's legal liability for property damage and/or bodily injuries, with limits of not less than One Million Dollars ($1,000,000) combined single limit bodily injury and property damage liability, and covering at least the following hazards:

(i) Independent Contractors Coverage for bodily injury and property damage in connection with any subcontractors' operation.

(3) Employer's Liability Coverage with limits of at least One Million Dollars ($1,000,000) per accident or disease.

(4) Automobile Liability Insurance for bodily injuries in limits of not less than One Million Dollars ($1,000,000) combined single limit bodily injury and for property damage, providing coverage for any accident arising out of or resulting from the operation, maintenance, or use by the Contractor of any owned, non-owned, or hired automobiles, trailers, or other equipment required to be licensed.

B. The District and its staff, consultants, and supervisors shall be named as additional insured. The Contractor shall furnish the District with the Certificate of Insurance evidencing compliance with this requirement. No certificate shall be acceptable to the District unless it provides that any change or termination within the policy periods of the insurance coverage, as certified, shall not be effective within thirty (30) days of prior written notice to the District. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the State of Florida.

C. If the Contractor fails to have secured and maintained the required insurance, the District has the right, but not the obligation, to secure such required insurance, in which event the Contractor shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

SECTION 6. PAYMENT AND PERFORMANCE BONDS; NO LIEN RIGHTS. Notwithstanding any other provision of the Agreement, before commencing the Services, and consistent with the requirements of Section 255.05 of the Florida Statutes, the Contractor shall execute, deliver to the District, and record in the public records of Pasco County, Florida, a Payment and Performance Bond with a surety insurer authorized to do business in the State of Florida as surety or, to the extent permitted by the District, in its sole discretion, provide an alternative form of security as authorized under Section 255.05 of the Florida Statutes. Contractor shall invoice the District for the cost of such bond. The bond and/or security shall be for 100% of

the Contract Sum and shall be in effect for a full year from the time of the completion of the Services. In addition, the bond shall be on an District-approved form and shall contain the following language: "This Bond is hereby amended so that the provisions and limitations of Section 255.05 or Sections 713.23 and 713.245, *Florida Statutes*, whichever are applicable, are incorporated by reference herein."

SECTION 7. INDEMNIFICATION.

A. The Contractor agrees to defend, indemnify, and hold harmless the District and its officers, agents, employees, successors, assigns, members, affiliates, or representatives from any and all liability, claims, actions, suits, liens, demands, costs, interest, expenses, damages, penalties, fines, judgments against the District, or loss or damage, whether monetary or otherwise, arising out of, wholly or in part by, or in connection with the Work to be performed by the Contractor, its subcontractors, its employees, and its agents in connection with this Agreement, including litigation, mediation, arbitration, appellate, or settlement proceedings with respect thereto. For avoidance of doubt, indemnification obligation of the Contractor herein requires the Contractor to indemnify the District for any and all percentage of fault attributable to Contractor for any claims arising hereunder (whether such claim is against the District, the Contractor, or the District and Contractor as jointly liable parties), regardless of whether the District is adjudged to be more or less than 50% at fault. Contractor further agrees that nothing herein shall constitute or be construed as a waiver of the District's limitations on liability contained in Section 768.28, *Florida Statutes*, or other statutes.

B. Obligations under this section shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorneys' fees, paralegal fees, expert witness fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings), any interest, expenses, damages, penalties, fines, or judgments against the District.

SECTION 8. LIMITATIONS ON GOVERNMENTAL LIABILITY. Nothing in this Agreement shall be deemed as a waiver of the District's sovereign immunity or the District's limits of liability as set forth in Section 768.28, *Florida Statutes*, or other statute, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under such limitations of liability or by operation of law.

SECTION 9. COMPLIANCE WITH GOVERNMENTAL REGULATION. The Contractor shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, or ordinances. If the Contractor fails to notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by any local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Agreement or any action of the Contractor or any of its agents, servants, employees, or materialmen, or with respect to terms, wages, hours, conditions of employment, safety appliances, or any other requirements applicable

to provision of services, or fails to comply with any requirement of such agency within five (5) days after receipt of any such notice, order, request to comply notice, or report of a violation or an alleged violation, the District may terminate this Agreement, such termination to be effective upon the giving of notice of termination.

SECTION 10. LIENS AND CLAIMS. The Contractor shall promptly and properly pay for all labor employed, materials purchased, and equipment hired by it to perform under this Agreement. The Contractor shall keep the District's property free from any materialmen's or mechanic's liens and claims or notices in respect to such liens and claims, which arise by reason of the Contractor's performance under this Agreement, and the Contractor shall immediately discharge any such claim or lien. In the event that the Contractor does not pay or satisfy such claim or lien within three (3) business days after the filing of notice thereof, the District, in addition to any and all other remedies available under this Agreement, may terminate this Agreement to be effective immediately upon the giving of notice of termination.

SECTION 11. DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE. A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. The District shall be solely responsible for enforcing its rights under this Agreement against any interfering third party. Nothing contained in this Agreement shall limit or impair the District's right to protect its rights from interference by a third party to this Agreement.

SECTION 12. CUSTOM AND USAGE. It is hereby agreed, any law, custom, or usage to the contrary notwithstanding, that the District shall have the right at all times to enforce the conditions and agreements contained in this Agreement in strict accordance with the terms of this Agreement, notwithstanding any conduct or custom on the part of the District in refraining from so doing; and further, that the failure of the District at any time or times to strictly enforce its rights under this Agreement shall not be construed as having created a custom in any way or manner contrary to the specific conditions and agreements of this Agreement, or as having in any way modified or waived the same.

SECTION 13. SUCCESSORS. This Agreement shall inure to the benefit of and be binding upon the heirs, executors, administrators, successors, and assigns of the Parties to this Agreement, except as expressly limited in this Agreement.

SECTION 14. TERMINATION. The District agrees that the Contractor may terminate this Agreement with cause by providing thirty (30) days' written notice of termination to the District stating a failure of the District to perform according to the terms of this Agreement; provided, however, that the District shall be provided a reasonable opportunity to cure any failure under this Agreement. The Contractor agrees that the District may terminate this Agreement immediately for cause by providing written notice of termination to the Contractor. The District shall be entitled to terminate the Agreement for convenience and in its sole discretion, in which case it shall provide thirty (30) days' written notice of termination without cause. Upon any termination of this Agreement, the Contractor shall be entitled to payment for all work, project-specific material purchased, and/or services actually rendered up until the effective termination of this Agreement, subject to whatever claims or off-sets the District may have against the Contractor. If project-

specific material is purchased for which the District has paid, such material shall be delivered to the District upon termination.

SECTION 15. PERMITS AND LICENSES. All permits and licenses required by any governmental agency directly for the District shall be obtained and paid for by the District. All other permits or licenses necessary for the Contractor to perform under this Agreement shall be obtained and paid for by the Contractor.

SECTION 16. ASSIGNMENT. Neither the District nor the Contractor may assign this Agreement without the prior written approval of the other. Any purported assignment without such approval shall be void.

SECTION 17. INDEPENDENT CONTRACTOR STATUS. In all matters relating to this Agreement, the Contractor shall be acting as an independent contractor. Neither the Contractor nor employees of the Contractor, if there are any, are employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws or Old Age Laws or otherwise. The Contractor agrees to assume all liabilities or obligations imposed by any one or more of such laws with respect to employees of the Contractor, if there are any, in the performance of this Agreement. The Contractor shall not have any authority to assume or create any obligation, express or implied, on behalf of the District, and the Contractor shall have no authority to represent the District as an agent, employee, or in any other capacity, unless otherwise set forth in this Agreement.

SECTION 18. HEADINGS FOR CONVENIENCE ONLY. The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.

SECTION 19. ENFORCEMENT OF AGREEMENT. A default by either party under this Agreement shall entitle the other party to all remedies available at law or in equity. In the event that either the District or the Contractor is required to enforce this Agreement by court proceedings or otherwise, then the substantially prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees, paralegal fees, and expert witness fees and costs for trial, alternative dispute resolution, or appellate proceedings. The attorneys' fees recoverable under this paragraph shall include the attorneys' fees incurred in proving entitlement to an award of attorneys' fees and subsequent collection of such attorneys' fees.

SECTION 20. AGREEMENT. This instrument shall constitute the final and complete expression of this Agreement between the Parties relating to the subject matter of this Agreement. To the extent any of the provisions of **Exhibit A** conflict with the terms of this Agreement, the **Exhibit A** provisions shall be superseded by the Agreement and not be incorporated herein.

SECTION 21. AMENDMENTS. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both Parties.

SECTION 22. AUTHORIZATION. The execution of this Agreement has been duly authorized by the appropriate body or official of the Parties, the Parties have complied with all the

requirements of law, and the Parties have full power and authority to comply with the terms and provisions of this Agreement.

SECTION 23. NOTICES. All notices, requests, consents, and other communications under this Agreement ("Notice" or "Notices") shall be in writing and shall be hand delivered, mailed by First Class Mail, postage prepaid, or sent by overnight delivery service, to the Parties, as follows:

A.	**If to the District:**	Concord Station Community Development District 4530 Eagle Falls Place Tampa, Florida 33619 Attn: District Manager
	With a copy to:	Kutak Rock LLP 107 West College Avenue Tallahassee, Florida 32301 Attn: District Counsel
B.	**If to the Contractor:**	**<contractor>** Address Attn: _____

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for the Contractor may deliver Notices on behalf of the District and the Contractor. Any party or other person to whom Notices are to be sent or copied may notify the Parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the Parties and addressees set forth in this Agreement.

SECTION 24. THIRD PARTY BENEFICIARIES. This Agreement is solely for the benefit of the Parties hereto and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement, expressed or implied, is intended or shall be construed to confer upon any person or corporation other than the Parties hereto any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the Parties hereto and their respective representatives, successors, and assigns.

SECTION 25. CONTROLLING LAW AND VENUE. This Agreement and the provisions contained in this Agreement shall be construed, interpreted, and controlled according to the laws

of the State of Florida. All actions and disputes shall be brought in the proper court and venue, which shall be Pasco County, Florida.

SECTION 26. COMPLIANCE WITH PUBLIC RECORDS LAWS. Contractor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. Contractor acknowledges that the designated public records custodian for the District is **Patricia Thibault** ("Public Records Custodian"). Among other requirements and to the extent applicable by law, the Contractor shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if the Contractor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Contractor's possession or, alternatively, keep, maintain, and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Contractor, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, *FLORIDA STATUTES*, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT PATRICIA@HAVENMGTSOL.COM, 4530 EAGLE FALLS PLACE, TAMPA, FL 33619, (813) 344-4844 EXT. 111.

SECTION 27. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

SECTION 28. ARM'S LENGTH TRANSACTION. This Agreement has been negotiated fully between the Parties as an arm's length transaction. The Parties participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the Parties are each deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.

SECTION 29. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute, but one and the same instrument. Additionally, the Parties

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

SECTION 30. E-VERIFY REQUIREMENTS. The Contractor shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, beginning January 1, 2021, to the extent required by Florida Statute, the Contractor shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees. The District may terminate this Agreement immediately for cause if there is a good faith belief that the Contractor has knowingly violated Section 448.095, *Florida Statutes*.

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

In the event that the District has a good faith belief that a subcontractor has knowingly violated Section 448.095, *Florida Statutes*, but the Contractor has otherwise complied with its obligations hereunder, the District shall promptly notify the Contractor. The Contractor agrees to immediately terminate the agreement with the subcontractor upon notice from the District. Further, absent such notification from the District, the Contractor or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated s. 448.09(1), *Florida Statutes*, shall promptly terminate its agreement with such person or entity.

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

SECTION 31. COMPLIANCE WITH SECTION 20.055, *FLORIDA STATUTES*. The Contractor agrees to comply with Section 20.055(5), *Florida Statutes*, to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant such section, and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), *Florida Statutes.*

SECTION 32. SCRUTINIZED COMPANIES STATEMENT. The Contractor certifies it: (i) is not in violation of Section 287.135, *Florida Statutes;* (ii) is not on the Scrutinized Companies with Activities in Sudan List; (iii) is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; (iv) does not have business operations in Cuba or Syria; (v) is not on the Scrutinized Companies that Boycott Israel List; and (vi) is not participating in a boycott of Israel. If the Contractor is found to have submitted a false statement with regards to the prior sentence, has been placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized

Companies that Boycott Israel List, has engaged in business operations in Cuba or Syria, and/or has engaged in a boycott of Israel, the District may immediately terminate the Agreement.

SECTION 33. ANTI-HUMAN TRAFFICKING STATEMENT. The Contractor does not use coercion for labor or services as defined in Section 787.06, *Florida Statutes*, and the Contractor has complied, and agrees to comply, with the provisions of Section 787.06, *Florida Statutes.*

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties hereto have signed this Agreement on the day and year first written above.

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT

_____
Chairperson, Board of Supervisors

CONTRACTOR

_____
By:_____
Its:_____

Exhibit A: Scope of Services

Exhibit A

Scope of Services

Project Description: The project consists of resurfacing an existing 209,700-gallon swimming pool, located at 18636 Mentmore Blvd. Land O Lakes, FL 34638. The pool is assumed to be an existing public or community pool with no night swimming. Work shall be performed during approved daytime hours and coordinated to minimize disruption to the facility, residents, guests, and pool operations.

1. General Scope

The selected contractor shall furnish all labor, supervision, materials, equipment, tools, testing, coordination, transportation, disposal, permits, and incidentals necessary to complete the pool resurfacing project in accordance with applicable codes, manufacturer recommendations, approved submittals, and accepted industry practices.

2. Pre-Construction Services

- Conduct a pre-construction site visit to verify existing conditions, access, pool dimensions, equipment locations, discharge routes, utilities, and work area constraints.
- Review the existing pool finish, tile, fittings, main drains, depth markers, steps, ladders, handrails, expansion joints, and related appurtenances for visible defects or code-related deficiencies.
- Submit a proposed work schedule, material product data, color samples, startup procedure, and warranty information for review prior to commencement.
- Coordinate with the Owner, property manager, pool operator, and applicable authorities having jurisdiction regarding draining, resurfacing notification, inspections, refill, and reopening requirements.

3. Pool Closure, Safety, and Operational Restrictions

- The pool shall be closed to swimmers for the duration of the draining, surface preparation, resurfacing, curing, refill, chemical balancing, inspections, and startup period. The contractor is responsible for chemical balancing the pool and providing it in good working order prior to final payment.
- Because the facility has no night swimming, all work affecting pool access, safety barriers, resident notifications, and reopening shall be planned around daytime operating conditions only.

- The contractor shall have the site secure from outside access to the area during the construction period.
- No pool use shall be permitted until the resurfacing material has cured, water chemistry has been balanced, required inspections have been completed, and the Owner authorizes reopening.

4. Drainage and Surface Preparation

- Drain the 209,700-gallon pool in accordance with local discharge requirements and approved routing methods.
- Protect surrounding deck, landscape, buildings, equipment, stormwater structures, and adjacent improvements from damage during draining and construction activities.
- Remove loose, delaminated, hollow, cracked, scaled, or otherwise unsound existing finish materials by chipping, grinding, scarifying, or other approved surface preparation method.
- Prepare the pool shell to provide a clean, sound, and bondable substrate suitable for the selected resurfacing system.
- Clean and expose fittings, returns, main drains, tile edges, lights, steps, and penetrations as needed to allow proper resurfacing transitions.

5. Repairs and Code-Related Items

- Patch minor surface defects, cracks, spalls, and voids identified after draining and surface preparation, provided such repairs are non-structural in nature.
- Notify the Owner immediately if structural cracking, hollow shell conditions, active leakage, failed plumbing penetrations, hydrostatic issues, or other concealed conditions are discovered.
- Verify that resurfacing work does not adversely affect step dimensions, slope transitions, depth markings, no-diving markings, gutter elevations, main drain covers, ladders, handrails, or other safety features.
- Replace or reset damaged fittings, markers, drain covers, or appurtenances.

6. Resurfacing Installation

- Install Hydrazzo resurfacing material, in accordance with manufacturer requirements and approved submittals.
- Install Hydrazzo resurfacing material, in accordance with manufacturer requirements and approved submittals.
- All pool equipment and pool lights will be turned off
- Pool will site for 24-hour Static Water Test
- Pool will be drained with submersible pumps to storm drains or other specified area
- The hydrostatic plug will be removed, and precautions taken to control ground water
- Temporary pumps may be installed to control ground water
- Pool surface will be checked for stability and sounded for any loose or delaminated pool finish
- All returns will be cut back or replaced if necessary to allow for new pool finish and to ensure a new seal around them
- Install new floor inlets with diffusers and cover plates to diffuse return water into water column. Minimizes staining on pool surface
- If no new tile is being set, existing tile will be undercut for proper seal of the pool finish
- Pool light fixtures will be removed, and niches internally inspected for proper sealing
- Light niches will be cut back for proper seal
- Main drain "Pot" will also be inspected for proper sealing around pipe (s)
- Ladders and grab rails will be removed if possible and anchors inspected
- Step tiles will be replaced
- Skimmers will be cut back for proper seal, if applicable
- Gutter grates and frames will be removed and replaced with new frames
- Pipes in gutter fittings will be raised if necessary and sealed
- Entire pool finish will be acid etched with hydrochloric acid

- The acid will also etch marcite to open pores and remove impurities.
- Pool surface may be bleach washed and degreased with tri-sodium phosphate if necessary
- Pool surface will be pressure washed at 3500 psi
- Pool surface will be bond coated with an SGM Bondkoat
- New pool surface will be applied at a minimum of 3/8" to 1/2" thickness
- Minimal accelerants will be used
- Pool surface will be mixed according to manufacturer directions
- Pool surface will be troweled into any voids created by cutback and packed to make seal
- Pool surface will be worked to a smooth finish
- Pool surface to be pneumatically applied
- A new VGB compliant main drain frame and grate will be installed
- Pool finish in gutters will be level and flush with grates
- Hydrazzo will be exposed and polished with a diamondpad.

7. Tile

- Existing tile will be removed if necessary or tile will be deglazed and cleaned for acceptance of new tile
- Tile on lip of gutter will be set to relevel pool according to the Florida Building Code requirements
- Tile will be set with polymer-modified thinset approved for underwater applications
- Tile will be grouted with polymer-modified grout approved for pool tile
- All pool tiles will be pool grade
- Code required depth markers would be set in tile line
- Tile at gutters will be set for a 2" drop from front to back of gutters

8. Refill, Startup, and Water Chemistry

- Refill the pool after the installed finish has reached the appropriate initial cure condition recommended by the manufacturer.
- Coordinate water source, refill timing, and monitoring to avoid staining, scaling, surface damage, or interruption during the startup period.
- Pool equipment will be restarted
- The addition of a metal sequestrant will be added to pool
- Pool water chemistry will be completely balanced including Chlorine, PH, Total Alkalinity, Calcium Hardness and Cyanuric Acid

9. Permits, Inspections, and Compliance

- The contractor shall be responsible for identifying and obtaining required permits, notices, approvals, and inspections associated with public or community pool resurfacing. Work shall comply with applicable federal, state, county, and local requirements, including Florida public pool requirements where applicable. The contractor shall coordinate any required resurfacing notification, health department review, building department review, final inspection, and operating approval prior to reopening.

10. Deliverables

- Pre-construction schedule.
- Product data, finish samples, and manufacturer installation requirements.
- Copies of permits, notices, inspection approvals, and applicable compliance documentation.
- Daily field updates during active work, including drain, preparation, installation, refill, and startup milestones.
- Startup water chemistry log and maintenance recommendations.
- Written warranty for materials and workmanship.

11. Exclusions and Assumptions

- Structural repairs, major leak repairs, plumbing replacement, equipment replacement, electrical repairs, lighting upgrades, deck repairs, coping replacement, tile replacement, accessibility upgrades, and drainage improvements are excluded unless specifically included by written proposal.
- Costs associated with unforeseen subsurface conditions, hydrostatic pressure conditions, hidden shell damage, or code upgrades discovered after draining shall be documented and submitted to the district manager and district engineer for review and approval prior to advancing with the work.
- Night swimming lighting upgrades are excluded. The project assumes the pool will continue operating as a no-night-swimming facility after completion.
- The Owner shall provide reasonable access to the pool area, water source, electrical service, and staging area unless otherwise noted.

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B. FORM OF PERFORMANCE BOND AND PAYMENT BOND

PERFORMANCE BOND

Contractor Name: **[Full formal name of Contractor]** Address *(principal place of business)*: **[Address of Contractor's principal place of business]** Telephone Number: **[Telephone Number]**	**Surety** Name: **[Full formal name of Surety]** Address *(principal place of business)*: **[Address of Surety's principal place of business]** Telephone Number: **[Telephone Number]**
Owner Name: **[Full formal name of Owner]** Mailing address *(principal place of business)*: **[Address of Owner's principal place of business]** Telephone Number: **[Telephone Number]**	**Contract** Description *(name and location)*: **[PROJECT NAM], _____ County, Florida** Contract Price: **[Amount from Contract]** Effective Date of Contract: **[Date from Contract]**
Bond Bond **[Amount (Contract Price)]** Date of Bond: **[Date]** *(Date of Bond cannot be earlier than Effective Date of Contract)* Modifications to this Bond form: ☐ None ☒ See Paragraph 16	
Surety and Contractor, intending to be legally bound hereby, subject to the terms set forth in this Performance Bond, do each cause this Performance Bond to be duly executed by an authorized officer, agent, or representative.	
Contractor as Principal *(Full formal name of Contractor)* By: _____ *(Signature)* Name: _____ *(Printed or typed)* Title: _____ Attest: _____ *(Signature)* Name: _____ *(Printed or typed)* Title: _____	Surety *(Full formal name of Surety) (corporate seal)* By: _____ *(Signature)(Attach Power of Attorney)* Name: _____ *(Printed or typed)* Title: _____ Attest: _____ *(Signature)* Name: _____ *(Printed or typed)* Title: _____
Notes: (1) Provide supplemental execution by any additional parties, such as joint venturers. (2) Any singular reference to Contractor, Surety, Owner, or other party is considered plural where applicable.	

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1. The Contractor and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to the Owner for the performance of the Construction Contract, which is incorporated herein by reference.

2. If the Contractor performs the Construction Contract, the Surety and the Contractor shall have no obligation under this Bond, except when applicable to participate in a conference as provided in Paragraph 3.

3. If there is no Owner Default under the Construction Contract, the Surety's obligation under this Bond will arise after:

    3.1. The Owner first provides notice to the Contractor and the Surety that the Owner is considering declaring a Contractor Default. Such notice may indicate whether the Owner is requesting a conference among the Owner, Contractor, and Surety to discuss the Contractor's performance. If the Owner does not request a conference, the Surety may, within five (5) business days after receipt of the Owner's notice, request such a conference. If the Surety timely requests a conference, the Owner shall attend. Unless the Owner agrees otherwise, any conference requested under this Paragraph 3.1 will be held within ten (10) business days of the Surety's receipt of the Owner's notice. If the Owner, the Contractor, and the Surety agree, the Contractor shall be allowed a reasonable time to perform the Construction Contract, but such an agreement does not waive the Owner's right, if any, subsequently to declare a Contractor Default;

    3.2. The Owner declares a Contractor Default, terminates the Construction Contract and notifies the Surety; and

    3.3. The Owner has agreed to pay the Balance of the Contract Price in accordance with the terms of the Construction Contract to the Surety or to a contractor selected to perform the Construction Contract.

4. Failure on the part of the Owner to comply with the notice requirement in Paragraph 3.1 does not constitute a failure to comply with a condition precedent to the Surety's obligations, or release the Surety from its obligations, except to the extent the Surety demonstrates actual prejudice.

5. When the Owner has satisfied the conditions of Paragraph 3, the Surety shall promptly and at the Surety's expense take one of the following actions:

    5.1. Arrange for the Contractor, with the consent of the Owner, to perform and complete the Construction Contract;

    5.2. Undertake to perform and complete the Construction Contract itself, through its agents or independent contractors;

    5.3. Obtain bids or negotiated proposals from qualified contractors acceptable to the Owner for a contract for performance and completion of the Construction Contract, arrange for a contract to be prepared for execution by the Owner and a contractor selected with the Owners concurrence, to be secured with performance and payment bonds executed by a qualified surety equivalent to the bonds issued on the Construction Contract, and pay to the Owner the amount of damages as described in Paragraph 7 in excess of the Balance of the Contract Price incurred by the Owner as a result of the Contractor Default; or

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5.4. Waive its right to perform and complete, arrange for completion, or obtain a new contractor, and with reasonable promptness under the circumstances:

5.4.1 After investigation, determine the amount for which it may be liable to the Owner and, as soon as practicable after the amount is determined, make payment to the Owner; or

5.4.2 Deny liability in whole or in part and notify the Owner, citing the reasons for denial.

6. If the Surety does not proceed as provided in Paragraph 5 with reasonable promptness, the Surety shall be deemed to be in default on this Bond seven days after receipt of an additional written notice from the Owner to the Surety demanding that the Surety perform its obligations under this Bond, and the Owner shall be entitled to enforce any remedy available to the Owner. If the Surety proceeds as provided in Paragraph 5.4, and the Owner refuses the payment, or the Surety has denied liability, in whole or in part, without further notice, the Owner shall be entitled to enforce any remedy available to the Owner.

7. If the Surety elects to act under Paragraph 5.1, 5.2, or 5.3, then the responsibilities of the Surety to the Owner will not be greater than those of the Contractor under the Construction Contract, and the responsibilities of the Owner to the Surety will not be greater than those of the Owner under the Construction Contract. Subject to the commitment by the Owner to pay the Balance of the Contract Price, the Surety is obligated, without duplication for:

   7.1. the responsibilities of the Contractor for correction of defective work and completion of the Construction Contract;

   7.2. additional legal, design professional, and delay costs resulting from the Contractor's Default, and resulting from the actions or failure to act of the Surety under Paragraph 5; and

   7.3. liquidated damages, or if no liquidated damages are specified in the Construction Contract, actual damages caused by delayed performance or non-performance of the Contractor.

8. If the Surety elects to act under Paragraph 5.1, 5.3, or 5.4, the Surety's liability is limited to the amount of this Bond.

9. The Surety shall not be liable to the Owner or others for obligations of the Contractor that are unrelated to the Construction Contract, and the Balance of the Contract Price will not be reduced or set off on account of any such unrelated obligations. No right of action will accrue on this Bond to any person or entity other than the Owner or its heirs, executors, administrators, successors, and assigns.

10. The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders, and other obligations.

11. Any proceeding, legal or equitable, under this Bond must be instituted in any court of competent jurisdiction in the location in which the work or part of the work is located and must be instituted within two years after a declaration of Contractor Default or within two years after the Contractor ceased working or within two years after the Surety refuses or fails to perform its obligations under this Bond, whichever occurs first. If the provisions of this

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paragraph are void or prohibited by law, the minimum periods of limitations available to sureties as a defense in the jurisdiction of the suit will be applicable.

12. Notice to the Surety, the Owner, or the Contractor must be mailed or delivered to the address shown on the page on which their signature appears.

13. When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement will be deemed deleted therefrom and provisions conforming to such statutory or other legal requirement will be deemed incorporated herein. When so furnished, the intent is that this Bond will be construed as a statutory bond and not as a common law bond.

14. Definitions

    14.1. *Balance of the Contract Price*—The total amount payable by the Owner to the Contractor under the Construction Contract after all proper adjustments have been made including allowance for the Contractor for any amounts received or to be received by the Owner in settlement of insurance or other claims for damages to which the Contractor is entitled, reduced by all valid and proper payments made to or on behalf of the Contractor under the Construction Contract.

    14.2. *Construction Contract*—The agreement between the Owner and Contractor identified on the cover page, including all Contract Documents and changes made to the agreement and the Contract Documents.

    14.3. *Contractor Default*—Failure of the Contractor, which has not been remedied or waived, to perform or otherwise to comply with a material term of the Construction Contract.

    14.4. *Owner Default*—Failure of the Owner, which has not been remedied or waived, to pay the Contractor as required under the Construction Contract or to perform and complete or comply with the other material terms of the Construction Contract.

    14.5. *Contract Documents*—All the documents that comprise the agreement between the Owner and Contractor.

15. If this Bond is issued for an agreement between a contractor and subcontractor, the term Contractor in this Bond will be deemed to be Subcontractor and the term Owner will be deemed to be Contractor.

16. Modifications to this Bond are as follows: **This Bond is hereby amended so that the provisions and limitations of Section 255.05, including without limitation subsection (6) and the notice and time limitation provisions in subsections (2) and (10), or Sections 713.23 and 713.245, Florida Statutes, whichever are applicable, are incorporated by reference herein.**

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PAYMENT BOND

Contractor Name: **[Full formal name of Contractor]** Address *(principal place of business)*: **[Address of Contractor's principal place of business]** Telephone Number: **[Telephone Number]**	**Surety** Name: **[Full formal name of Surety]** Address *(principal place of business)*: **[Address of Surety's principal place of business]** Telephone Number: **[Telephone Number]**
Owner Name: **[Full formal name of Owner]** Mailing address *(principal place of business)*: **[Address of Owner's principal place of business]** Telephone Number: **[Telephone Number]**	**Contract** Description *(name and location)*: **[Owner's project/contract name, and location of the project, and contract number, if any]** Contract Price: **[Amount, from Contract]** Effective Date of **[Date, from**

Bond

Bond **[Amount (Contract Price)]**

Date of Bond: **[Date]**

(Date of Bond cannot be earlier than Effective Date of Contract)

Modifications to this Bond form:

☐ None ☒ See Paragraph 18

Surety and Contractor, intending to be legally bound hereby, subject to the terms set forth in this Payment Bond, do each cause this Payment Bond to be duly executed by an authorized officer, agent, or representative.

Contractor as Principal	Surety
(Full formal name of Contractor)	*(Full formal name of Surety) (corporate seal)*
By: _____ *(Signature)*	By: _____ *(Signature)(Attach Power of Attorney)*
Name: _____ *(Printed or typed)*	Name: _____ *(Printed or typed)*
Title: _____	Title: _____
Attest: _____ *(Signature)*	Attest: _____ *(Signature)*
Name: _____ *(Printed or typed)*	Name: _____ *(Printed or typed)*
Title: _____	Title: _____

Notes: (1) Provide supplemental execution by any additional parties, such as joint venturers. (2) Any singular reference to Contractor, Surety, Owner, or other party is considered plural where applicable.

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17. The Contractor and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to the Owner to pay for labor, materials, and equipment furnished for use in the performance of the Construction Contract, which is incorporated herein by reference, subject to the following terms.

18. If the Contractor promptly makes payment of all sums due to Claimants, and defends, indemnifies, and holds harmless the Owner from claims, demands, liens, or suits by any person or entity seeking payment for labor, materials, or equipment furnished for use in the performance of the Construction Contract, then the Surety and the Contractor shall have no obligation under this Bond.

19. If there is no Owner Default under the Construction Contract, the Surety's obligation to the Owner under this Bond will arise after the Owner has promptly notified the Contractor and the Surety (at the address described in Paragraph 13) of claims, demands, liens, or suits against the Owner or the Owner's property by any person or entity seeking payment for labor, materials, or equipment furnished for use in the performance of the Construction Contract, and tendered defense of such claims, demands, liens, or suits to the Contractor and the Surety.

20. When the Owner has satisfied the conditions in Paragraph 3, the Surety shall promptly and at the Surety's expense defend, indemnify, and hold harmless the Owner against a duly tendered claim, demand, lien, or suit.

21. The Surety's obligations to a Claimant under this Bond will arise after the following:

    21.1. Claimants who do not have a direct contract with the Contractor

        121..1. have furnished a written notice of non-payment to the Contractor, stating with substantial accuracy the amount claimed and the name of the party to whom the materials were, or equipment was, furnished or supplied or for whom the labor was done or performed, within ninety (90) days after having last performed labor or last furnished materials or equipment included in the Claim; and

        121..2. have sent a Claim to the Surety (at the address described in Paragraph 13).

    21.2. Claimants who are employed by or have a direct contract with the Contractor have sent a Claim to the Surety (at the address described in Paragraph 13).

22. If a notice of non-payment required by Paragraph 5.1.1 is given by the Owner to the Contractor, that is sufficient to satisfy a Claimant's obligation to furnish a written notice of non-payment under Paragraph 5.1.1.

23. When a Claimant has satisfied the conditions of Paragraph 5.1 or 5.2, whichever is applicable, the Surety shall promptly and at the Surety's expense take the following actions:

    23.1. Send an answer to the Claimant, with a copy to the Owner, within sixty (60) days after receipt of the Claim, stating the amounts that are undisputed and the basis for challenging any amounts that are disputed; and

    23.2. Pay or arrange for payment of any undisputed amounts.

    23.3. The Surety's failure to discharge its obligations under Paragraph 7.1 or 7.2 will not be deemed to constitute a waiver of defenses the Surety or Contractor may have or acquire as to a Claim, except as to undisputed amounts for which the Surety and Claimant have reached agreement. If, however, the Surety fails to discharge its obligations under

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Paragraph 7.1 or 7.2, the Surety shall indemnify the Claimant for the reasonable attorney's fees the Claimant incurs thereafter to recover any sums found to be due and owing to the Claimant.

24. The Surety's total obligation will not exceed the amount of this Bond, plus the amount of reasonable attorney's fees provided under Paragraph 7.3, and the amount of this Bond will be credited for any payments made in good faith by the Surety.

25. Amounts owed by the Owner to the Contractor under the Construction Contract will be used for the performance of the Construction Contract and to satisfy claims, if any, under any construction performance bond. By the Contractor furnishing and the Owner accepting this Bond, they agree that all funds earned by the Contractor in the performance of the Construction Contract are dedicated to satisfying obligations of the Contractor and Surety under this Bond, subject to the Owner's priority to use the funds for the completion of the work.

26. The Surety shall not be liable to the Owner, Claimants, or others for obligations of the Contractor that are unrelated to the Construction Contract. The Owner shall not be liable for the payment of any costs or expenses of any Claimant under this Bond, and shall have under this Bond no obligation to make payments to or give notice on behalf of Claimants, or otherwise have any obligations to Claimants under this Bond.

27. The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders, and other obligations.

28. No suit or action will be commenced by a Claimant under this Bond other than in a court of competent jurisdiction in the state in which the project that is the subject of the Construction Contract is located or after the expiration of one year from the date (1) on which the Claimant sent a Claim to the Surety pursuant to Paragraph 5.1.2 or 5.2, or (2) on which the last labor or service was performed by anyone or the last materials or equipment were furnished by anyone under the Construction Contract, whichever of (1) or (2) first occurs. If the provisions of this paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit will be applicable.

29. Notice and Claims to the Surety, the Owner, or the Contractor must be mailed or delivered to the address shown on the page on which their signature appears. Actual receipt of notice or Claims, however accomplished, will be sufficient compliance as of the date received.

30. When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement will be deemed deleted here from and provisions conforming to such statutory or other legal requirement will be deemed incorporated herein. When so furnished, the intent is that this Bond will be construed as a statutory bond and not as a common law bond.

31. Upon requests by any person or entity appearing to be a potential beneficiary of this Bond, the Contractor and Owner shall promptly furnish a copy of this Bond or shall permit a copy to be made.

32. Definitions

    32.1. *Claim*—A written statement by the Claimant including at a minimum:

        132..1. The name of the Claimant;

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132..2. The name of the person for whom the labor was done, or materials or equipment furnished;

132..3. A copy of the agreement or purchase order pursuant to which labor, materials, or equipment was furnished for use in the performance of the Construction Contract;

132..4. A brief description of the labor, materials, or equipment furnished;

132..5. The date on which the Claimant last performed labor or last furnished materials or equipment for use in the performance of the Construction Contract;

132..6. The total amount earned by the Claimant for labor, materials, or equipment furnished as of the date of the Claim;

132..7. The total amount of previous payments received by the Claimant; and

132..8. The total amount due and unpaid to the Claimant for labor, materials, or equipment furnished as of the date of the Claim.

32.2. *Claimant*—An individual or entity having a direct contract with the Contractor or with a subcontractor of the Contractor to furnish labor, materials, or equipment for use in the performance of the Construction Contract. The term Claimant also includes any individual or entity that has rightfully asserted a claim under an applicable mechanic's lien or similar statute against the real property upon which the Project is located. The intent of this Bond is to include without limitation in the terms of "labor, materials, or equipment" that part of the water, gas, power, light, heat, oil, gasoline, telephone service, or rental equipment used in the Construction Contract, architectural and engineering services required for performance of the work of the Contractor and the Contractor's subcontractors, and all other items for which a mechanic's lien may be asserted in the jurisdiction where the labor, materials, or equipment were furnished.

32.3. *Construction Contract*—The agreement between the Owner and Contractor identified on the cover page, including all Contract Documents and all changes made to the agreement and the Contract Documents.

32.4. *Owner Default*—Failure of the Owner, which has not been remedied or waived, to pay the Contractor as required under the Construction Contract or to perform and complete or comply with the other material terms of the Construction Contract.

32.5. *Contract Documents*—All the documents that comprise the agreement between the Owner and Contractor.

33. If this Bond is issued for an agreement between a contractor and subcontractor, the term Contractor in this Bond will be deemed to be Subcontractor and the term Owner will be deemed to be Contractor.

34. Modifications to this Bond are as follows: **This Bond is hereby amended so that the provisions and limitations of Section 255.05, including without limitation subsection (6) and the notice and time limitation provisions in subsections (2) and (10), or Sections 713.23 and 713.245, Florida Statutes, whichever are applicable, are incorporated by reference herein.**

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EXHIBIT 14

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	completed	lights have been installed.
5	New door hinge to external door is mens restroom		1 day	completed	juan installed door hinge.
6	New vents in mens room		2 days	completed	juan installed new diffuser vents
7	Re-placement of 11 diffuser vents throughout the clubhouse.		1 1/2 days	completed	juan installed new diffuser vents
8	New Trash Cans		1 day		all trash cans have been put out throughout community and pool deck
9	Order AED			completed	has been ordered
10	Schedule Oktober Fest			Completed	just need to send check to vendor Check was sent on 09.11
11	Signagedown at ponds		2 days	completed	juan removed fishing signs all
12	Replacement/Upgrade of Pool Equipment			completed	new pool covers have been ordered
13	New light repairs in restrooms		1 day	completed	mens bathroom light has been installed
14	Repair or Replace Pool Lift Chairs				ordering new charger for batteires for pool lift, to dertemine if batteries are still operational.
15	Polywood Tables & Chairs		7 days		old tables have been picked up, refund check has been mailed to clubhouse, will get here in a week, looking for new options for tables and umbrellas
16	Replace Benches at Tuckerton Field		2 days		waiting for benches that mark purchased to come in.
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	completed	juan has installed lights
19	Repairs to basketball court chain link fence. In progress.		2 days	completed	pole have been installed by juan

EXHIBIT 15

RETURN TO AGENDA

POOP 911 Tampa
PO Box 1928
New Port Richey FL, 34656

Invoice CS2026

Concord Station 2026/2027 Annual service payment 11-01-2026 thru 10/31/2027	**Date: 09/24/2026**	
Description of services and area to be cleaned:		
Description	**Unit Price**	**Weekly/Yearly cost**
Pick up station maintenance weekly: removal of pet waste, replace can liner, and fill pick up bags for 22 pet waste stations **once** weekly. Waste removed from property.	22 @ $5.25each	$115.50/$6006.00
46400 additional pickup bags	22 cases @ $130.00	$2860.00
Annual Prepay discount 10%		$8866.00 -10% = $7979.40
*3200 pickup bags included with service. Additional bags can be purchase at $130.00 for 3200 bags.		
	Total due by	**$7,979.40**

To accept this quotation, sign here and return:

EXHIBIT 16

RETURN TO AGENDA

Concord Station
Community Development District

Summary Financial Statements

(Unaudited)

August 31, 2026

Concord Station
Balance Sheet
August 31, 2026

		General Fund	Reserve Fund	Debt Srv Fund	Total
1	**Assets:**				
2	Cash - Operating Account Southstate	137,914	-	-	137,914
3	Cash - Money Market Account	1,758,037	809,387	-	2,567,423
4	Cash - Operating (Square)	25,181	-	-	25,181
5	Debit Card	543	-	-	543
6	Investments:				
7	Revenue Trust Fund	-	-	442,454	442,454
8	Interest Fund	-	-	-	-
9	Debt Service Reserve Fund	-	-	917,982	917,982
10	Prepayment Fund	-	-	98,967	98,967
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**	$ 1,945,947	$ 809,387	$ 1,507,595	$ 4,262,929
17	**Liabilities:**				
18	Accounts Payable	23,055	-	-	23,055
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	**Fund Balance:**				
24	Non-Spendable:	12,940	-	-	12,940
25	Assigned - Reserved	331,869	809,387	-	1,141,256
26	Restricted	-	-	1,496,746	1,496,746
26	Unassigned	1,042,662	-	-	1,042,662
27	Net Change in Fund Balance	472,433	-	-	472,433
28	**Total Liabilities & Fund Balance**	$ 1,945,947	$ 809,387	$ 1,507,595	$ 4,262,929

Concord Station
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2025 through August 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	-	-	98,345	98,345
6	Clubhouse Rentals	-	-	19,862	19,862
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**	**1,879,367**	**134,520**
11					
					Variance (Over)
12	**Expenditures:**				/ Under
13	**Financial & Administrative**				
14	Supervisor Compensation	13,000	11,917	11,400	517
15	Administrative Services	3,000	2,750	1,500	1,250
16	District Management	33,750	30,938	25,366	5,572
17	District Engineer	30,000	30,000	41,413	(11,413)
18	Assessment Roll	2,500	2,292	625	1,667
19	Financial & Revenue Collections	2,500	2,292	1,875	417
20	Accounting Services	16,000	14,667	12,000	2,667
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	823	(23)
25	Dues, Licenses & Fees	175	175	4,431	(4,256)
26	Legal Advertising	1,500	1,375	630	745
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**	**152,387**	**163,625**	**(11,238)**
32					
33	**Debt Administration**				
34	Dissemination Agent	5,000	4,583	2,500	-
35	Trustee Fees	6,500	-	-	-
36	Arbitrage Rebate Calculation	500	500	500	-
37	**Total Debt Administration**	**12,000**	**5,083**	**3,000**	**-**
38					
39	**Securty Operations**				
40	Off Duty Deputy	41,760	38,280	-	38,280
41	**Total Security Operations**	**41,760**	**38,280**	**-**	**38,280**
42					
43	**Electric Utility Services**				
44	Utility Services	16,000	14,667	11,522	3,145
45	Utility - Recreation Facilities	32,000	29,333	24,289	5,044
46	Utility - Streetlights	106,000	97,167	87,835	9,332
47	**Total Electric Utility Services**	**154,000**	**141,167**	**123,646**	**17,521**
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 August 31, 2026

53					
54	**Water-Sewer Combination Services**				
55	Utility - Recreation Facilities	10,000	9,167	6,860	2,307
56	**Total Water-Sewer Combination Services**	**10,000**	**9,167**	**6,860**	**2,307**
57					
58	**Stormwater Control**				
59	Pest Control	3,500	3,208	-	3,208
60	Aquatic Maintenance	120,837	110,767	94,536	16,231
61	Lake/Pond Bank Maintenance & Repair	20,000	20,000	40,854	(20,854)
62	Stormwater Assessments	2,000	1,871	1,871	-
63	Wetland Monitoring & Maintenance	-	-	-	-
64	Fountain Service Repair & Maintenance	4,500	4,125	-	4,125
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**	**139,971**	**137,260**	**2,710**
69					
70	**Other Physical Environment**				
71	Property Insurance	37,161	37,161	37,473	(312)
72	General Liability Insurance	4,523	4,523	4,523	-
73	Entry & Walls Maintenance & Repair	5,000	4,583	-	4,583
74	Landscape Maintenance	264,350	242,321	256,175	(13,854)
75	Well Maintenance	500	458	-	458
76	Landscape - Fertilizer	18,000	16,500	6,765	9,735
77	Landscape Replacement Plants, Shrubs, Trees	15,000	13,750	3,131	10,619
78	Landscape Inspection Services	-	-	-	-
79	Fire Ant Treatment	2,500	2,292	-	2,292
80	Holiday Decorations	58,280	53,423	-	53,423
81	Landscape - Pest Control/OTC Injections	8,900	8,158	575	7,583
82	Landscape - Mulch	32,500	29,792	-	29,792
83	Landscape - Annuals/Flowers	5,900	1,475	1,475	-
84	Landscape - Pest Control	-	-	-	-
85	Irrigation Repair	20,000	18,333	19,521	(1,188)
86	Rust Prevention	15,000	13,750	13,620	130
87	**Total Other Physical Environment**	**487,614**	**446,519**	**343,258**	**103,261**
88					
89	**Road & Street Facilities**				
90	Roadway Repair & Maintenance	5,000	5,000	7,550	(2,550)
91	**Total Road & Street Facilities**	**5,000**	**5,000**	**7,550**	**(2,550)**
92					
93	**Parks & Recreation**				
94	Management Contract	-	-		-
95	Amenity Management Contracted Employee Salaries	332,020	304,352	265,561	38,791
96	Clubhouse Maintenance & Repair	27,000	27,000	45,218	(18,218)
97	Gate Maintenance & Repair	1,000	1,000	9,130	(8,130)
98	Computer Support, Maintenance & Repair	2,000	1,833	-	1,833
99	Fitness Equipment Maintenance & Repair	5,000	4,583	1,076	3,507
100	Clubhouse Facility Janitorial Services	20,500	18,792	13,750	5,042
101	Clubhouse Facility Janitorial Supplies	5,000	4,583	-	4,583
102	Pool Service Contract	27,600	25,300	25,300	-
103	Security System Monitoring Services & Maintenance	11,724	11,724	27,496	(15,772)
104	Facility A/C & Heating Maintenance & Repair	5,000	4,583	-	4,583
105	Furniture Repair & Replacement	7,000	6,417	-	6,417
106	Pool Permits	425	425	425	-
107	Playground Equipment Maintenance & Repairs	2,500	2,292	-	2,292
108	Vehicle Maintenance	750	688	-	688

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

109	Telephone, Fax & Internet	9,000	8,250	7,346	904
110	Athletic Court/Field/Playground Maintenance	2,500	2,292	-	2,292
111	Pool/Water Park/Fountain Maintenance	6,000	5,500	2,745	2,755
112	Pest Control & Termite Bond	1,300	1,192	584	608
113	Office Supplies	3,500	3,500	3,826	(326)
114	Wildlife Management Services	2,500	2,292	-	2,292
115	Dog Waste Station Supplies and Maintenance	10,000	7,979	7,979	-
116	**Total Parks & Recreation**	**482,319**	**444,577**	**410,436**	**34,141**
117					
118	**Special Events & Contingency**				
119	Clubhouse - Special Events	25,000	22,917	6,187	16,730
120	Miscellaneous Contingency	450,000	113,056	113,939	(884)
121	Capital Outlay	150,836	-	38,270	(38,270)
122	**Total Special Events & Contingency**	**625,836**	**135,973**	**158,396**	**(22,424)**
123					
124	**Total Expenditures Before Other Financing Sources**	**2,141,215**	**1,520,064**	**1,356,934**	**161,047**
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**	**1,570,064**	**1,406,934**	**161,047**
129					
130	Transfer In			-	
131					
132	**Total Excess Expenditures Over (Under) Revenues**	**-**	**174,783**	**472,433**	**295,567**
133					
134	**Fund Balance - Beginning**			**1,387,471**	
135					
136	**Fund Balance - Ending**			**1,859,904**	

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

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

Concord Station
Debt Service 2016
Statement of Revenue, Expenditures and Change in Fund Balance
For the Period of October 1, 2025 through August 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	-	39,505
5			
6	**Total Revenues**	**1,831,880**	**1,873,434**
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**	**-**	**62,483**
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**	**-**	**1,496,747**

Concord Station
Balance Sheet
August 31, 2026

Balance per Bank Statement	$	164,550.52
Plus: Deposits in Transit		-
Less: Outstanding Checks		(26,636.66)
	$	**137,913.86**

Beginning Balance		26,549.10
Receipts		200,000.00
Disbursements		(88,635.24)
Balance per Book	**$**	**137,913.86**

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	102425acch1	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**	**84,248.05**
1/2/2026	010226ach		Duke Energy	0000 Trinity Cottage Dr. stat 4A		1,103.76	83,144.29
1/5/2026		5188	Solitude Lake Management	Annual Maint		9,223.00	73,921.29
1/6/2026		5189	Cintas Fire 636525	sprinkler system		485.12	73,436.17
1/6/2026		5190	M&G Investors, LLC	Janitorial Svcs-Wkly Cleaning		1,250.00	72,186.17
1/6/2026		5191	M&G Investors, LLC	Janitorial Svcs-Wkly Cleaning		1,250.00	70,936.17
1/6/2026		5192	ECS Integrations LLC	camera mgmt		750.00	70,186.17
1/6/2026		5193	Suncoast Rust Control, Inc.	Monthly water treatment		1,135.00	69,051.17
1/6/2026		5194	Arrow Exterminators Inc	Pest Control		52.00	68,999.17
1/6/2026		5195	Kilinski Van Wyk PLLC	Legal Services		9,466.12	59,533.05
1/6/2026		5196	Stantec Consulting Services Inc.	Prof Engineering Svcs		5,097.08	54,435.97
1/9/2026		1/9/2026	Credit Card Charges	Credit Card Purchases		3,587.21	50,848.76
1/12/2026		5197	Suncoast Pool Service	Swimming Pool svc		2,300.00	48,548.76
1/12/2026		5198	Arrow Exterminators Inc	pest control		52.00	48,496.76
1/12/2026		5199	Jessica LaBarbera.	BOS MTG 1-8-26		200.00	48,296.76
1/12/2026		5200	Randall W. Griffin	1-8-26 BOSMTG		200.00	48,096.76
1/12/2026		5201	Marcela Cisternas	1-8-26 BOSMTG		200.00	47,896.76
1/12/2026		5202	Kevin Wagner	1-8-26 BOSMTG		200.00	47,696.76
1/12/2026		5203	Fred Berdeguez	1-8-26 bos mtg		200.00	47,496.76
1/13/2026		5204	Arrow Exterminators Inc	pest control		52.00	47,444.76
1/13/2026				Funds Transfer	100,000.00		147,444.76
1/14/2026	011426ACH		ADT Security Services	18636 Mentmore Blvd		60.33	147,384.43
1/15/2026	011526ACH		Heartland Payroll	PR		8,210.73	139,173.70
1/15/2026	011526ACH2		Heartland Payroll	Employee Payroll		1,815.40	137,358.30
1/15/2026	011526ACH3		Heartland Payroll	Payroll		91.00	137,267.30
1/16/2026	011626ach		FL Dept of Revenue	Sales Tax		176.53	137,090.77
1/19/2026		5205	Cintas Fire 636525	sprinkler test		51.00	137,039.77
1/19/2026		5206	Cintas Fire 636525	backflow inspection		258.00	136,781.77
1/19/2026		5207	Cintas Fire 636525	hydrant inspection		150.00	136,631.77
1/19/2026		5208	Cintas Fire 636525	alarm syst inspection		556.52	136,075.25
1/20/2026	012026ach		WASTE 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**	**81,546.16**
2/2/2026		5215	Solitude Lake Management	Annual Aquatic Maint		9,223.00	72,323.16
2/2/2026		5216	Arborist Aboard Inc.	Review Trees/Community Options		400.00	71,923.16
2/2/2026	020226ach		Bright House Networks	18636 MENTMORE Blvd (1.14-2.13.26)		728.89	71,194.27
2/3/2026		5217	Suncoast Rust Control, Inc.	Monthly water treatment		1,135.00	70,059.27
2/5/2026				Deposit	1,374.45		71,433.72
2/9/2026	020926ach		Stantec Consulting Services Inc.	Prof Engineering Svcs		6,658.98	64,774.74
2/9/2026		5219	Steadfast Alliance	landscape maint		22,654.00	42,120.74
2/9/2026				Funds Transfer	100,000.00		142,120.74
2/11/2026		5220	Suncoast Pool Service	Swimming Pool Service		2,300.00	139,820.74
2/11/2026	021126ach		Harland Clarke	Check Reorder-Operating acct		483.92	139,336.82
2/12/2026	021226ach		Heartland Payroll	PR		8,254.16	131,082.66
2/12/2026	021226ach2		Heartland Payroll	Payroll		91.00	130,991.66
2/12/2026	021226ach3		Heartland Payroll	Employee Payroll		1,886.86	129,104.80
2/16/2026		5221	Arrow Exterminators Inc	pest control		52.00	129,052.80
2/17/2026	021726ach1		ADT Security Services	18636 Mentmore Blvd Feb		60.33	128,992.47
2/17/2026	021726ach		FL Dept of Revenue	Sales Tax Jan 2026		206.46	128,786.01
2/19/2026	021926ach		Duke Energy	0000 Trinity Cottage Dr. stat 4A		1,112.36	127,673.65
2/19/2026		5226	Jessica LaBarbera.	BOS MTG 2/12/26		200.00	127,473.65

2/19/2026		5225	Randall W. Griffin	02-12-26 BOSMTG		200.00	127,273.65
2/19/2026		5224	Fred Berdeguez	02-12-26 bos mtg		200.00	127,073.65
2/19/2026		5223	Marcela Cisternas	02-12-26 BOSMTG		200.00	126,873.65
2/19/2026		5222	Kevin Wagner	02-12-26 BOSMTG		200.00	126,673.65
2/23/2026		5228	Kutak Rock LLP	Prof Legal Svcs		6,163.91	120,509.74
2/23/2026		5227	Your Total Entertainment, LLC	Holiday Event		1,179.00	119,330.74
2/23/2026		5230	Cintas Fire 636525	inspection-sprinkler		283.64	119,047.10
2/23/2026	022326ach		Pasco County Utilities Services Branch	19322 UMBERLAND PLACE,		24.88	119,022.22
2/23/2026	022326ach2		Pasco County Utilities Services Branch	18636 MENTMORE BOULEVARD		528.62	118,493.60
2/23/2026	022326ach3		Pasco County Utilities Services Branch	3662 BUCKINGHAMSHIRE DR		239.52	118,254.08
2/25/2026	022526ach1		Duke Energy	3440 Buckinghamshire Blvd - Entry Light		30.80	118,223.28
2/25/2026	022526ach2		Duke Energy	18636 MENTMORE BLVD clbhouse/pool		1,907.58	116,315.70
2/25/2026	022526ach3		Duke Energy	18230 SNOWDONIA DR		30.80	116,284.90
2/25/2026	022526ach3		Duke Energy	18108 MENTMORE BLVD lite entry		30.80	116,254.10
2/25/2026	022526ach4		Duke Energy	18433 MENTMORE BLVD irrig		38.78	116,215.32
2/25/2026	022526ach5		Duke Energy	19109 Mentmore Blvd - Entry Wall Light		30.80	116,184.52
2/25/2026	022526ach6		Duke Energy	18552 Mentmore Blvd - Entry Light		34.86	116,149.66
2/25/2026	022526ach7		Duke Energy	18933 Chislehurst Dr - Irrig		41.84	116,107.82
2/25/2026	022526ach8		Duke Energy	19135 Manassas Dr - Sign Lights		30.80	116,077.02
2/25/2026	022526ach9		Duke Energy	3936 Buckinghamshire Dr - Irrig		69.92	116,007.10
2/25/2026	022526ach10		Duke Energy	18661 State Road 54		189.47	115,817.63
2/25/2026	022526ach11		Duke Energy	18933 Mentmore Blvd - Sign Lights		1,234.86	114,582.77
2/25/2026	022526ach12		Duke Energy	18636 MENTMORE BLVD splash		31.50	114,551.27
2/25/2026	022526ach13		Duke Energy	3869 SUNLAKE BLVD sign irrig		30.80	114,520.47
2/25/2026	022526ach14		Duke Energy	18636 MENTMORE BLVD splash		188.00	114,332.47
2/25/2026	022526ach15		Duke Energy	3444 TUCKERTON DR sign entry		30.80	114,301.67
2/25/2026	022526ach16		Duke Energy	3882 Sunlake Blvd		89.30	114,212.37
2/25/2026	022526ach17		Duke Energy	19069 lake patience rd sign		125.69	114,086.68
2/26/2026	022626ach		WASTE MANAGEMENTINC.OF FLORIDA	Waste Mgt Svc: 2/1-2/26/26		148.23	113,938.45
2/26/2026		5232	MPLC	MPLC Umbrella License cvg:		1,727.22	112,211.23
2/26/2026	022626ach1		Duke Energy	19069 lake patience rd sign		115.35	112,095.88
2/26/2026		2/26/2026	Heartland Payroll	Payroll		91.00	112,004.88
2/26/2026	2/26/26-2		Heartland Payroll	Employee Payroll		1,808.67	110,196.21
2/26/2026	2/26/26-3		Heartland Payroll	PR		7,953.82	102,242.39
2/28/2026						**101,374.45**	**80,678.22**	**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
4/20/2026	042026ach		FL Dept of Revenue	Sales Tax March 2026			300.52	59,594.65
4/20/2026		5281	ECS Integrations LLC	install locks-tennis courts			990.00	58,604.65
4/20/2026		5282	ECS Integrations LLC	gate maint			2,315.00	56,289.65
4/20/2026				Funds Transfer		100,000.00		156,289.65
4/20/2026	042026ach		Pasco County Utilities Services Branch	19322 UMBERLAND PLACE,			11.00	156,278.65
4/20/2026	042026ach2		Pasco County Utilities Services Branch	18636 MENTMORE BOULEVARD			485.94	155,792.71
4/20/2026	042026ach4		Pasco County Utilities Services Branch	3662 BUCKINGHAMSHIRE DR			11.00	155,781.71
4/21/2026		5283	MPLC	MPLC Umbrella License cvg: 2.1.26-1.31.27			2,098.57	153,683.14
4/21/2026		5284	Randall W. Griffin	4-9-26 BOSMTG			200.00	153,483.14
4/21/2026		5286	Marcela Cisternas	04-09-26 BOSMTG			200.00	153,283.14
4/21/2026		5287	Kevin Wagner	04-09-26 BOSMTG			200.00	153,083.14
4/21/2026		5288	Fred Berdeguez	04-09-26 bos mtg			200.00	152,883.14
4/22/2026				Funds Transfer		100,000.00		252,883.14
4/23/2026		5289	ECS Integrations LLC	pvc pipe			1,755.00	251,128.14
4/24/2026		42426	WASTE MANAGEMENTINC.OF FLORIDA	Waste Mgt Svc: 4/1-4/30/26			273.23	250,854.91
4/24/2026	042426ach		Heartland Payroll	Payroll 04-24-26			8,405.39	242,449.52
4/24/2026	042426ach2		Heartland Payroll	Payroll			96.00	242,353.52
4/24/2026	042426ach3		Heartland Payroll	Employee Payroll			1,926.31	240,427.21
4/27/2026		5290	Steadfast Alliance	fertilization			2,808.00	237,619.21
4/27/2026		5291	Steadfast Alliance	landscape maint			21,250.00	216,369.21
4/27/2026	042726ach1		Duke Energy	3440 Buckinghamshire Blvd - Entry Light			30.80	216,338.41
4/27/2026	042726ach2		Duke Energy	18230 SNOWDONIA DR			30.80	216,307.61
4/27/2026	042726ach3		Duke Energy	18108 MENTMORE BLVD lite entry			30.80	216,276.81
4/27/2026	042726ach4		Duke Energy	19109 Mentmore Blvd - Entry Wall Light			30.80	216,246.01
4/27/2026	042726ach5		Duke Energy	18933 Chislehurst Dr - Irrig			30.80	216,215.21
4/27/2026	042726ach6		Duke Energy	19135 Manassas Dr - Sign Lights			30.80	216,184.41
4/27/2026	042726ach7		Duke Energy	3869 SUNLAKE BLVD sign irrig			30.80	216,153.61
4/27/2026	042726ach8		Duke Energy	3444 TUCKERTON DR sign entry			30.80	216,122.81
4/27/2026	042726ach9		Duke Energy	18552 Mentmore Blvd - Entry Light			34.55	216,088.26
4/27/2026	042726ach10		Duke Energy	3882 SUNLAKE BLVD SIGN			38.78	216,049.48
4/27/2026	042726ach11		Duke Energy	18636 Mentmore Blvd - maint			43.89	216,005.59
4/27/2026	042726ach12		Duke Energy	3936 Buckinghamshire Drive - Irrig			67.75	215,937.84
4/27/2026	042726ach13		Duke Energy	3753 TUCKERTON DR irrig			112.15	215,825.69
4/27/2026	042726ach14		Duke Energy	18636 MENTMORE BLVD splash			165.59	215,660.10
4/27/2026	042726ach15		Duke Energy	18661 State Road 54			182.47	215,477.63
4/27/2026	042726ach16		Duke Energy	18433 MENTMORE BLVD irrig			265.76	215,211.87
4/27/2026	042726ach18		Duke Energy	18636 Mentmore Blvd - clubhouse/pool			1,562.09	213,649.78
4/27/2026	042726ach20		Duke Energy	18933 Mentmore Blvd - Sign Lights			1,234.43	212,415.35
4/28/2026	042826ACJ		Duke Energy	19069 Lake Patience Rd - sign			244.80	212,170.55
4/29/2026	042926ach		Duke Energy	(576) 10920 STATE ROAD 54 - Sign Lights			5,633.22	206,537.33
4/29/2026		705		Credit Card Transactions			5,292.36	201,244.97
4/30/2026						**2,058,911.10**	**1,992,795.00**	**201,244.97**
5/1/2026		5292	Florida Dept of Health In Pasco County	Permit # 51-60-1969945/Bill # 51-BID-8201002			145.00	201,099.97
5/1/2026		5293	Florida Dept of Health In Pasco County	Permit # 51-60-00674/Bill # 51-BID-8201330			280.00	200,819.97
5/4/2026	050426ach		Grau and Associates	Auditing Services FY 9/30/25			1,500.00	199,319.97
5/4/2026		5294	Solitude Lake Management		5464		7,839.55	191,480.42
5/4/2026		5295	Kutak Rock LLP	Prof Legal Svcs			2,927.50	188,552.92
5/4/2026		5296	M&G Investors, LLC	Janitorial Services-Weekly Cleaning			1,250.00	187,302.92
5/4/2026	050426ach11		Duke Energy	0000 Trinity Cottage Dr. stat 4A			1,061.41	186,241.51
5/5/2026		5298	Suncoast Rust Control, Inc.	Commercial Svc: Monthly water treatment			1,135.00	185,106.51
5/6/2026		5300	ECS Integrations LLC	pvc pipe			1,755.00	183,351.51
5/7/2026		5/7/2026	Heartland Payroll	Payroll - Need Backup			96.00	183,255.51
5/7/2026	05/07/26-2		Heartland Payroll	Employee Payroll			1,902.84	181,352.67
5/7/2026	05/07/26-3		Heartland Payroll	Payroll 05/07/26 - Need Backup			8,341.97	173,010.70
5/8/2026		5301	Suncoast Pool Service	Swimming Pool Service			2,300.00	170,710.70
5/11/2026		5302	Steadfast Alliance	irrigation repairs			5,950.00	164,760.70
5/11/2026		5299	Haven Management Solutions, LLC	April Management Services			4,812.50	159,948.20
5/14/2026	051426ach		ADT Security Services	18636 Mentmore Blvd			65.02	159,883.18
5/14/2026	051426ach		Bright House Networks	18636 MENTMORE Blvd Need Backup			738.42	159,144.76
5/16/2026		5303	Pasco County Property Appraiser	Annual renewal fee.			150.00	158,994.76
5/16/2026		5304	LLS Tax Solutions Inc.	arbitrage calc			500.00	158,494.76
5/16/2026		5305	Steadfast Alliance	irrigation repairs			480.00	158,014.76
5/19/2026	051926ach		FL Dept of Revenue	Sales Tax			289.28	157,725.48
5/20/2026		5306	Arrow Exterminators Inc	pest control			54.00	157,671.48

5/20/2026		5307	Jessica LaBarbera.	BOS MTG 05/14/26		200.00	157,471.48
5/20/2026		5308	Fred Berdeguez	05-14-26 bos mtg		200.00	157,271.48
5/20/2026		5309	Marcela Cisternas	05-20-26 BOSMTG		200.00	157,071.48
5/20/2026		5310	Kevin Wagner	05-14-26 BOSMTG		200.00	156,871.48
5/21/2026		5311	Devin Lofton	Reimbursement		250.00	156,621.48
5/21/2026		5312	Business Observer	Legal Advertising		61.25	156,560.23
5/21/2026	052126ach		Pasco County Utilities Services Branch	3662 BUCKINGHAMSHIRE DR		11.00	156,549.23
5/21/2026	052126ach2		Pasco County Utilities Services Branch	18636 MENTMORE BOULEVARD		581.97	155,967.26
5/21/2026	052126ach3		Pasco County Utilities Services Branch	3662 BUCKINGHAMSHIRE DR		11.00	155,956.26
5/21/2026	5/21/2026		Heartland Payroll	Payroll - Need Backup		96.00	155,860.26
5/21/2026	05/21/26-2		Heartland Payroll	Employee Payroll - Need Backup		2,035.19	153,825.07
5/21/2026	5/21/26-3		Heartland Payroll	Payroll 05/21/26 - Need Backup		8,757.73	145,067.34
5/24/2026	052426ach		WASTE MANAGEMENTINC.OF FLORIDA	Waste Mgt Svc		148.23	144,919.11
5/26/2026		5314	Jessica LaBarbera.	BOS MTG 04/09/26		200.00	144,719.11
5/26/2026		5315	Your Total Entertainment, LLC	Summer Bash Event-Deposit		1,164.50	143,554.61
5/26/2026	052626ach		Duke Energy	3440 Buckinghamshire Blvd Entry Light		30.80	143,523.81
5/26/2026	052626ach1		Duke Energy	18636 Mentmore Blvd - clubhouse/pool		1,721.13	141,802.68
5/26/2026	052626ach3		Duke Energy	18230 SNOWDONIA DR		30.80	141,771.88
5/26/2026	052626ach4		Duke Energy	18108 MENTMORE BLVD lite entry		30.80	141,741.08
5/26/2026	052626ach5		Duke Energy	19069 lake patience rd sign		282.51	141,458.57
5/26/2026	052626ach6		Duke Energy	18433 MENTMORE BLVD irrig		75.32	141,383.25
5/26/2026	052626ach7		Duke Energy	19109 Mentmore Blvd - Wall Light		30.80	141,352.45
5/26/2026	052626ach8		Duke Energy	18552 Mentmore Blvd - Entry Light		33.25	141,319.20
5/26/2026		526269	Duke Energy	3753 Tuckerton Dr - Irrig		111.71	141,207.49
5/26/2026	052626ach11		Duke Energy	18933 Chislehurst Dr - Irrig		30.80	141,176.69
5/26/2026	052626ach12		Duke Energy	19135 Manassas Dr - Sign Lights		30.80	141,145.89
5/26/2026	052626ach16		Duke Energy	18661 State Road 54		170.25	140,975.64
5/26/2026	052626ach17		Duke Energy	18933 Mentmore Blvd - Sign Lights		1,234.43	139,741.21
5/26/2026	052626ach18		Duke Energy	18636 Mentmore Blvd - maint		45.92	139,695.29
5/26/2026	052626ach19		Duke Energy	3869 SUNLAKE BLVD sign irrig		30.80	139,664.49
5/26/2026	052626ach20		Duke Energy	18636 Mentmore Blvd - Splash		198.21	139,466.28
5/26/2026	052626ach21		Duke Energy	3444 TUCKERTON DR sign entry		30.80	139,435.48
5/26/2026	052626ach22		Duke Energy	3882 SUNLAKE BLVD SIGN		65.58	139,369.90
5/26/2026	052626ach30		Duke Energy	3936 Buckinghamshire Drive - Irrig		67.62	139,302.28
5/28/2026	052826ach		Duke Energy	(576) 10920 STATE ROAD 54 - Sign Lights		5,615.36	133,686.92
5/28/2026				Deposit		775.66	134,462.58
5/31/2026						**775.66**	**67,558.05**	**134,462.58**
6/1/2026		5317	M&G Investors, LLC	Janitorial Services		1,250.00	133,212.58
6/1/2026		5316	Haven Management Solutions, LLC	April Management Services		4,812.50	128,400.08
6/1/2026		5318	Suncoast Rust Control, Inc.	Monthly water treatment		1,135.00	127,265.08
6/2/2026	060226ach		Duke Energy	0000 Trinity Cottage Dr. stat 4A		1,061.41	126,203.67
6/2/2026	060226ach		Bright House Networks	18636 MENTMORE Blvd		738.42	125,465.25
6/3/2026	060326ach1		Heartland Payroll	Payroll 06-03-26		8,601.60	116,863.65
6/3/2026	060326ach2		Heartland Payroll	Employee Payroll		1,986.78	114,876.87
6/3/2026	060326ach3		Heartland Payroll	Payroll		96.00	114,780.87
6/4/2026		5320	Steadfast Alliance	irrigation repairs		927.36	113,853.51
6/4/2026		5321	Steadfast Alliance	irrigation repairs		3,938.00	109,915.51
6/5/2026		5324	Steadfast Alliance	landscape maint		21,250.00	88,665.51
6/5/2026		5325	Grau and Associates	Auditing Services FY 25		2,200.00	86,465.51
6/5/2026		5326	Suncoast Pool Service	Pool service		2,300.00	84,165.51
6/7/2026		5327	Solitude Lake Management		5464	7,839.55	76,325.96
6/8/2026		5328	Advanced Drainage Solutions	Multiple Invoices		40,854.00	35,471.96
6/8/2026		5329	Steadfast Alliance	Multiple Invoices		5,611.92	29,860.04
6/8/2026				Funds Transfer		100,000.00	129,860.04
6/11/2026		5330	Fitness Logic	Repairs/Maint		175.00	129,685.04
6/11/2026		5331	Kutak Rock LLP	Prof Legal Svcs		1,720.00	127,965.04
6/14/2026	061426ach		ADT Security Services	18636 Mentmore Blvd		65.02	127,900.02
6/15/2026		5332	Arrow Exterminators Inc	pest control		54.00	127,846.02
6/15/2026		5338	Jessica LaBarbera.	BOS MTG 06/11/26		200.00	127,646.02
6/15/2026		5339	Randall W. Griffin	06-15-26 BOSMTG		200.00	127,446.02
6/15/2026		5340	Fred Berdeguez	06-11-26 bos mtg		200.00	127,246.02
6/15/2026		5341	Marcela Cisternas	06-11-26 BOSMTG		200.00	127,046.02
6/15/2026		5342	Kevin Wagner	06-15-26 BOSMTG		200.00	126,846.02
6/16/2026	061626ach		WASTE MANAGEMENTINC.OF FLORIDA	Waste Mgt Svc		148.23	126,697.79
6/17/2026	061726ach		ECS Integrations LLC	camera mgmt		11,150.00	115,547.79
6/17/2026	061726ach2		ECS Integrations LLC	50 keyfobs		350.00	115,197.79
6/17/2026	061726ach1		Heartland Payroll	Payroll 06/17/26		9,365.75	105,832.04
6/17/2026	061726ach2		Heartland Payroll	Employee Payroll		2,180.72	103,651.32
6/17/2026	061726ach3		Heartland Payroll	Payroll		96.00	103,555.32
6/19/2026	061926ach		Pasco County Utilities Services Branch	3662 BUCKINGHAMSHIRE DR		11.00	103,544.32
6/19/2026	061926ach2		Pasco County Utilities Services Branch	18636 MENTMORE BOULEVARD		635.32	102,909.00
6/19/2026	061926ach2		Pasco County Utilities Services Branch	19322 umbrella place		11.00	102,898.00
6/19/2026	061926ach22		FL Dept of Revenue	Sales Tax		245.13	102,652.87
6/21/2026		5333	Westshore Paving LLC	commercial sealing/stripping		7,550.00	95,102.87
6/22/2026		5344	Your Total Entertainment, LLC	Summer Bash Event-Remaining Balance		1,164.50	93,938.37
6/23/2026	062326ach		Heartland Payroll	Payroll 06-23-26		8,601.60	85,336.77
6/23/2026	062326ach2		Heartland Payroll	Employee Payroll		1,588.04	83,748.73
6/23/2026	6/23/2026		Credit Card Charges	Credit Card Purchases		6,368.09	77,380.64
6/24/2026		5335	Cintas Fire 636525	inspection-sprinkler		295.00	77,085.64
6/24/2026	062426ach		Duke Energy	3440 Buckinghamshire Blvd -Sign		30.80	77,054.84
6/24/2026	062426ach1		Duke Energy	18230 SNOWDONIA DR		30.80	77,024.04
6/24/2026	062426ach3		Duke Energy	18108 MENTMORE BLVD lite entry		30.80	76,993.24
6/24/2026	062426ach4		Duke Energy	18433 MENTMORE BLVD irrig		50.04	76,943.20
6/24/2026	062426ach5		Duke Energy	19109 MENTMORE BLVD entr wall		30.80	76,912.40
6/24/2026	062426ach8		Duke Energy	18933 Chislehurst Dr - Irrig		31.82	76,880.58
6/24/2026	062426ach9		Duke Energy	19135 Manassas Dr - Sign Lights		30.80	76,849.78
6/24/2026	062426ach10		Duke Energy	3936 Buckinghamshire Drive - Irrig		67.30	76,782.48
6/24/2026	062426ach11		Duke Energy	18661 State Road 54		51.86	76,730.62
6/24/2026	062426ach12		Duke Energy	18636 Mentmore Blvd - maint		88.90	76,641.72
6/24/2026	062426ach13		Duke Energy	3869 SUNLAKE BLVD sign irrig		30.80	76,610.92
6/24/2026	062426ach14		Duke Energy	18636 Mentmore Blvd - Splash		231.58	76,379.34
6/24/2026	062426ach15		Duke Energy	3444 TUCKERTON DR sign entry		30.80	76,348.54
6/24/2026	062426ach16		Duke Energy	3882 SUNLAKE BLVD SIGN		90.59	76,257.95
6/24/2026	062426ach18		Duke Energy	18636 Mentmore Blvd - clubhouse/pool		1,869.68	74,388.27

6/24/2026	062426ach19		Duke Energy	18552 Mentmore Blvd - Entry Light			30.80	74,357.47
6/25/2026		5336	Jessica LaBarbera.	June workshop			200.00	74,157.47
6/25/2026		5343	Fred Berdeguez	June Workshop			200.00	73,957.47
6/25/2026		5344	Marcela Cisternas	June Workshop			200.00	73,757.47
6/25/2026		5345	Kevin Wagner	June Workshop			200.00	73,557.47
6/25/2026	062526ach1		Duke Energy	19069 lake patience rd sign			92.12	73,465.35
6/25/2026	062526ach2		Duke Energy	3753 Tuckerton Dr - Irrig			110.64	73,354.71
6/25/2026	062526ach4		Duke Energy	18933 Mentmore Blvd - Sign Lights			1,205.65	72,149.06
6/29/2026		5348	Steadfast Alliance	landscape maint			21,250.00	50,899.06
6/29/2026		5349	ECS Integrations LLC	gate repair			2,315.00	48,584.06
6/29/2026		5350	ECS Integrations LLC	gate repair-locks			990.00	47,594.06
6/29/2026	062926ach1		Duke Energy	(576) 10920 STATE ROAD 54 - Sign Lights			5,534.61	42,059.45
6/30/2026						**100,000.00**	**192,403.13**	**42,059.45**
7/1/2026	070126ach		Duke Energy	0000 Trinity Cottage Dr. stat 4A			1,049.39	41,010.06
7/1/2026	073126ach		Bright House Networks	18636 MENTMORE Blvd			738.42	40,271.64
7/2/2026		5346	Solitude Lake Management		5464		7,839.55	32,432.09
7/2/2026		5347	Haven Management Solutions, LLC	June Management Services			4,812.50	27,619.59
7/3/2026	070326ach		Heartland Payroll	Payroll 07/03/26			9,399.32	18,220.27
7/3/2026	070326ach2		Heartland Payroll	Employee Payroll			2,186.39	16,033.88
7/3/2026	070326ach3		Heartland Payroll	Payroll			96.00	15,937.88
7/5/2026		5351	Suncoast Rust Control, Inc.	Monthly water treatment			1,135.00	14,802.88
7/5/2026		5352	M&G Investors, LLC	Weekly Cleaning			1,250.00	13,552.88
7/5/2026		5353	ECS Integrations LLC	camera mgmt			750.00	12,802.88
7/6/2026				Funds Transfer		100,000.00		112,802.88
7/9/2026		5354	Suncoast Pool Service	Pool service			2,300.00	110,502.88
7/9/2026		5355	Steadfast Alliance	summer mix-annuals			2,320.00	108,182.88
7/9/2026		5356	ECS Integrations LLC	camera mgmt			225.00	107,957.88
7/12/2026		5357	Kutak Rock LLP	Prof Legal Svcs			1,777.00	106,180.88
7/14/2026	071426ach		ADT Security Services	18636 Mentmore Blvd			65.02	106,115.86
7/14/2026				Funds Transfer			500.00	105,615.86
7/15/2026		5358	Jessica LaBarbera.	070926BOSMTG			200.00	105,415.86
7/15/2026		5359	Fred Berdeguez	070926BOSMTG			200.00	105,215.86
7/15/2026		5360	Marcela Cisternas	070926BOSMTG			200.00	105,015.86
7/15/2026		5361	Kevin Wagner	070926BOSMTG			200.00	104,815.86
7/16/2026	071626ach1		Heartland Payroll	Payroll 07/16/26			9,136.20	95,679.66
7/16/2026	071626ach2		Heartland Payroll	Employee Payroll			2,095.02	93,584.64
7/16/2026	071626ach3		Heartland Payroll	Payroll			96.00	93,488.64
7/19/2026		5362	Stantec Consulting Services Inc.	Prof Engineering Svcs			481.61	93,007.03
7/19/2026	071926ach		FL Dept of Revenue	Sales Tax			177.86	92,829.17
7/20/2026	072026ach1		Pasco County Utilities Services Branch	19322 Umberland Place			11.00	92,818.17
7/20/2026	072026ach2		Pasco County Utilities Services Branch	18636 MENTMORE Blvd			635.32	92,182.85
7/20/2026	072026ach3		Pasco County Utilities Services Branch	3662 BUCKINGHAMSHIRE DR			11.00	92,171.85
7/20/2026		5363	Arrow Exterminators Inc	pest control			54.00	92,117.85
7/21/2026	072126ach		WASTE MANAGEMENTINC.OF FLORIDA	Waste Mgt Svc			148.23	91,969.62
7/23/2026	072326DC		Credit Card Charges	Credit Card Purchases			4,593.37	87,376.25
7/24/2026		5364	The Home Depot	Chairs			38,270.00	49,106.25
7/29/2026		5365	Business Observer	Legal Advertising			161.88	48,944.37
7/29/2026	072926ach		Duke Energy	3440 Buckinghamshire Blvd -Sign			30.80	48,913.57
7/29/2026	072926ach2		Duke Energy	18230 SNOWDONIA DR			30.80	48,882.77
7/29/2026	072926ach3		Duke Energy	18108 MENTMORE BLVD lite entry			30.80	48,851.97
7/29/2026	072926ach4		Duke Energy	19109 MENTMORE BLVD entr wall			30.80	48,821.17
7/29/2026	072926ach6		Duke Energy	18552 Mentmore Blvd - Entry Light			30.80	48,790.37
7/29/2026	072926ach7		Duke Energy	19135 Manassas Dr - Sign Lights			30.80	48,759.57
7/29/2026	072926ach8		Duke Energy	3869 SUNLAKE BLVD sign irrig			30.80	48,728.77
7/29/2026	072926ach9		Duke Energy	3444 TUCKERTON DR sign entry			30.80	48,697.97
7/29/2026	072926ach10		Duke Energy	18933 Chislehurst Dr - Irrig			32.80	48,665.17
7/29/2026	072926ach11		Duke Energy	18661 State Road 54			44.43	48,620.74
7/29/2026	072926ach12		Duke Energy	3936 Buckinghamshire Drive - Irrig			65.49	48,555.25
7/29/2026	072926ach13		Duke Energy	3882 SUNLAKE BLVD SIGN			77.13	48,478.12
7/29/2026	072926ach14		Duke Energy	3753 Tuckerton Dr - Irrig			107.69	48,370.43
7/29/2026	072926ach15		Duke Energy	18636 Mentmore Blvd - maint			136.87	48,233.56
7/29/2026	072926ach16		Duke Energy	18433 MENTMORE BLVD irrig			159.87	48,073.69
7/29/2026	072926ach17		Duke Energy	18636 Mentmore Blvd - Splash			225.21	47,848.48
7/29/2026	072926ach18		Duke Energy	19069 lake patience rd sign			252.29	47,596.19
7/29/2026	072926ach18		Duke Energy	18636 Mentmore Blvd - clbhouse/pool			1,909.04	45,687.15
7/29/2026	072926ach19		Duke Energy	(576) 10920 STATE ROAD 54 - Sign			5,534.61	40,152.54
7/29/2026	072926ach20		Duke Energy	18933 Mentmore Blvd -lights			1,205.65	38,946.89
7/30/2026	073026ach1		Heartland Payroll	Payroll 07/30/26			9,384.56	29,562.33
7/30/2026	073026ach2		Heartland Payroll	Employee Payroll			2,178.60	27,383.73
7/30/2026	073026ach3		Heartland Payroll	Payroll			96.00	27,287.73
7/31/2026		7/31/2026	Bright House Networks	18636 MENTMORE Blvd Need Backup			738.63	26,549.10
7/31/2026						**100,000.00**	**115,510.35**	**26,549.10**
8/3/2026		5366	Steadfast Alliance	landscape maint			21,250.00	5,299.10
8/3/2026		5367	M&G Investors, LLC	Janitorial Svcs			1,250.00	4,049.10
8/3/2026				Funds Transfer		100,000.00		104,049.10
8/4/2026		5368	Haven Management Solutions, LLC	July Mgmt Svc			4,812.50	99,236.60
8/5/2026		5369	Suncoast Rust Control, Inc.	Monthly water treatment			1,135.00	98,101.60
8/5/2026	080526ach		Heartland Payroll	Payroll-workers comp			283.10	97,818.50
8/5/2026		8/5/2026	Duke Energy	0000 Trinity Cottage Dr. stat 4A - June 10 - July 10, 2026			1,050.68	96,767.82
8/6/2026		5370	Suncoast Pool Service	Pool service			2,300.00	94,467.82
8/6/2026	080626ach		Credit Card Charges	Credit Card Purchases			4,799.75	89,668.07
8/12/2026		5371	Steadfast Alliance	irrigation repairs			831.90	88,836.17
8/12/2026		5372	Steadfast Alliance	irrigation repairs			134.08	88,702.09
8/13/2026	081326ach1		Heartland Payroll	Payroll 08/13/26			9,356.80	79,345.29
8/13/2026	081326ach2		Heartland Payroll	Employee Payroll			2,170.87	77,174.42
8/13/2026	081326ach3		Heartland Payroll	Payroll			96.00	77,078.42
8/14/2026	081426ach		ADT Security Services	18636 Mentmore Blvd			65.02	77,013.40
8/17/2026		5373	Suncoast Rust Control, Inc.	Monthly water treatment			1,135.00	75,878.40
8/17/2026		5374	Arrow Exterminators Inc	pest control			54.00	75,824.40
8/17/2026		5375	Stantec Consulting Services Inc.	Prof Eng Svc-Rcvd 8.17.26			2,729.91	73,094.49
8/17/2026		5376	Stantec Consulting Services Inc.	Prof Eng Svc-Rcvd 8.17.26			3,376.47	69,718.02
8/17/2026		5377	Stantec Consulting Services Inc.	Prof Eng Svc-Rcvd 8.17.26			5,029.61	64,688.41
8/17/2026		5378	Stantec Consulting Services Inc.	Prof Eng Svc-Rcvd 8.17.26			1,245.90	63,442.51
8/19/2026		5379	ECS Integrations LLC	50 keyfobs			350.00	63,092.51

8/19/2026	081926ach		FL Dept of Revenue	Sales Tax		183.13	62,909.38
8/20/2026		5380	Steadfast Alliance	Irrigation- Rcvd 8.20.26		1,440.00	61,469.38
8/20/2026	082026acg		WASTE MANAGEMENTINC.OF FLORIDA	Waste Mgt Svc		273.23	61,196.15
8/21/2026	082126ach		Pasco County Utilities Services Branch	3662 BUCKINGHAMSHIRE DR		11.00	61,185.15
8/21/2026	082126ach2		Pasco County Utilities Services Branch	19322 Umberland Place		42.23	61,142.92
8/21/2026	082126ach3		Pasco County Utilities Services Branch	18636 MENTMORE Blvd		571.30	60,571.62
8/24/2026		5381	Bandit Fitness Equipment	Fitness equipment maintenance / replacement		316.97	60,254.65
8/25/2026				Funds Transfer	100,000.00		160,254.65
8/26/2026	082626ach		Duke Energy	3440 Buckinghamshire Blvd -Sign		30.80	160,223.85
8/26/2026	082626ach1		Duke Energy	18230 SNOWDONIA DR		30.80	160,193.05
8/26/2026	082626ach4		Duke Energy	18108 MENTMORE BLVD lite entry		30.80	160,162.25
8/26/2026	082626ach5		Duke Energy	19109 MENTMORE BLVD entr wall		30.80	160,131.45
8/26/2026	082626ach6		Duke Energy	18552 Mentmore Blvd - Entry Light		30.80	160,100.65
8/26/2026	082626ach7		Duke Energy	19135 Manassas Dr - Sign Lights		30.80	160,069.85
8/26/2026	082626ach8		Duke Energy	3869 SUNLAKE BLVD sign irrig		30.80	160,039.05
8/26/2026	082626ach9		Duke Energy	3444 TUCKERTON DR sign entry		30.80	160,008.25
8/26/2026	082626ach10		Duke Energy	18933 Chislehurst Dr - Irrig		32.67	159,975.58
8/26/2026	082626ach11		Duke Energy	18661 State Road 54		36.16	159,939.42
8/26/2026	082626ach12		Duke Energy	3936 Buckinghamshire Drive - Irrig		70.38	159,869.04
8/26/2026	082626ach13		Duke Energy	3882 SUNLAKE BLVD SIGN		101.80	159,767.24
8/26/2026	082626ach14		Duke Energy	3753 TUCKERTON DR irrig		117.23	159,650.01
8/26/2026	082626ach15		Duke Energy	18636 Mentmore Blvd - maint		164.36	159,485.65
8/26/2026	082626ach16		Duke Energy	18433 MENTMORE BLVD irrig		167.28	159,318.37
8/26/2026	082626ach17		Duke Energy	18636 MENTMORE BLVD splash		229.42	159,088.95
8/26/2026	082626ach19		Duke Energy	18933 Mentmore Blvd - Sign Lights		1,205.65	157,883.30
8/26/2026	082626ach20		Duke Energy	18636 Mentmore Blvd - clubhouse/pool		1,956.34	155,926.96
8/27/2026		5382	Stantec Consulting Services Inc.	Prof Engineering Svcs-Rcvd 8.26.26		1,276.20	154,650.76
8/27/2026	082726ach		Duke Energy	19069 lake patience rd sign		299.97	154,350.79
8/27/2026		8/27/2026	Heartland Payroll	Payroll		96.00	154,254.79
8/27/2026		8/27/2026	Heartland Payroll	Employee Payroll		1,990.11	152,264.68
8/27/2026		8/27/1962	Heartland Payroll	Payroll 08/27/26		8,816.21	143,448.47
8/28/2026	082826ach		Duke Energy	(576) 10920 STATE ROAD 54 -streetlights		5,534.61	137,913.86
8/31/2026					**200,000.00**	**88,635.24**	**137,913.86**

EXHIBIT 17

RETURN TO AGENDA

MINUTES OF 08/31/2026 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, Monday 31st, 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
Randall Griffin ..... Board of Supervisors, Vice Chair
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
Danny Hernandez..... Acting Amenity Manager, Concord Station
Greg Woodcock ..... Project Manager, Stantec
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)*

A resident at 2849 Trinity Cottage Drive noted that during every thunderstorm for the past 2 months, the drain in her cul-de-sac has backed up all over the sidewalk to her driveway. She explained that she had been told by the City that the CDD owns the pipes and that they were not going to do anything to fix the storm drainage clog. Ms. Thibault advised that the item was on the agenda to be discussed by the District Engineer.

Mr. Woodcock explained that the downstream/discharge pipe from that cul-de-sac was partially plugged. He advised that he had received a proposal from ADS to jetten the 24-inch pipe out, noting that the mitered end section in the pond was covered and would have to be uncovered. Mr. Woodcock explained that the clog appeared to be at least partially caused by silt from the sides. He advised that they could add rocks to the area, noting that it would increase the cost. Supervisor Griffin suggested the Board pursue 2 more quotes. Mr. Woodcock and Ms. Thibault discussed the not-to-exceed amount, including the rocks. Chairwoman LaBarbera asked if this issue is becoming more common because of the leaves from the Oak trees. Supervisor Griffin remarked that it was from the silt from the pond. Mr. Woodcock advised that they have seen this issue in a lot of other communities between houses because there is a long area of bare soil from where the water line was to the green grasses. He advised that this could be an issue until the water rises to the grass line and stays there. Mr. Woodcock confirmed that ADS would charge about $2,000 per variable. He noted that he would have proposals by next week.

Ms. Thibault opened the floor to audience comments.

On a MOTION by Supervisor Griffin, SECONDED by Supervisor Berdeguez, WITH ALL IN FAVOR, the Board Agreed to the Not-to-Exceed Amount of $9,500 for the ADS Trinity Cottage Proposal for the Concord Station Community Development District.

III. Professional Vendor Presentations

A. Community Pulse Hub Presentation

The Community Pulse Hub presenter, Fernando Garcia, introduced himself, noting his experience as a software engineer and the usage of his software in the CDD he resides in. Mr. Garcia explained that his software would keep the community informed of events within the community. He advised that they use it in his community to keep the residents updated on the projects they are working on, notifying them of vendors., and informing them of meeting times. He explained the interface, noting specific functions regarding the amenities, projects, and messaging specific neighborhoods. Chairwoman LaBarbera asked about the pricing. Fernando advised that for the software would be $150 monthly, with an extra $50 fees for items that require interactions from the residents with the app. He reported that the initial fee is $1,000 and would provide for the first month of usage. The Board asked how many communities and residents they provide services for; Mr. Garcia advised that he only services the community he resides in. The Board thanked Mr. Garcia for his time.

B. Presentation of Guiselt Santos-Banks

Ms. Santos-Banks introduced herself, read her statement, and described how she would handle the role. Chairwoman LaBarbera advised that an important role in a clubhouse manager is the ability to work side-by-side and have clear and open communication. She noted that she and the other Board members were very hands-on, especially regarding the dispersion of funds. The Board asked how she would handle a role with that level of oversight. Ms. Santos-Banks noted that any job that handles someone else's money comes with that level of oversight, and she did not have any issues with it. Supervisor Cisternas asked Ms. Santos-Banks if she had ever had to deal with a situation where children or teenagers were defiant and unwilling to follow the rules, and how she had handled it. Ms. Santos-Banks reported that she had been a middle and high school teacher and had not had to deal with disrespect because of the relationships she was able to foster with her students. She advised that she would utilize the same principles in the neighborhood, noting that if she did have issues with the young adults in the neighborhood, she would approach them like adults and handle the issue respectfully. Supervisor Griffin reported that Ms. Santos-Banks had met Mr. Hernandez and Olivia. Supervisor Wagner asked how she communicates during her lesson plans. She advised via email, phone, and in person. Chairwoman LaBarbera noted that she is an over communicator, which has been perceived as micro-managing in the past. She noted that the Clubhouse Manager is a representative of the community and asked Ms. Santos-Banks how she would handle a resident upset about a decision made at a Board meeting. Ms. Santos-Banks said she would make them feel heard, listen to their concerns, and she would stand by the rules and regulations. Supervisor Wagner asked Ms. Santos-Banks why she wanted to work here. She stated that she felt she met most of the requirements and she is up for the task.

C. Solitude Lake Management

1. Waterway Inspection Report – Emelina Robinson

Ms. Robinson presented the Solitude Lake Report, noting that they are entering a high growth season. She noted the littoral shelf on ponds T10 and T11 were very large. She advised that they had an overgrowth concern with Pond F4. Supervisor Griffin asked when the pictures were taken. Ms. Robinson reported that they were taken in early July. She reported that most of the trash they see is by the road and in the ponds by the road. Chairwoman LaBarbera reported that someone had driven into Pond D2 and was curious if Ms. Robinson had seen anything or noticed erosion. Ms. Robinson expressed concerns over gas, oil, brake fluid, or anything of the sort getting into the pond. The Board noted they and had a water test done on August 12. Ms. Robinson confirmed she would take a look at the pond. She reported a concern with Site D2, noting that the area was not SWFWMD maintained, and a resident had stated there used to be a clean path around the pond that has not been maintained. Mr. Hiller advised that it is not on the maintenance list. Ms. Robinson

provided a quote for the Board of $49,200 to take care of the area. Chairwoman LaBarbera asked what that money would go into. Ms. Robinson advised that it would reinstate the clear pathway, smoothing it out. Mr. Hiller mentioned the Brazilian Peppers that had invaded certain areas. Ms. Robinson advised that Solitude maintains the invasive species by the pond. She noted that Solitude and Steadfast should both be able to maintain the area once the removal was done. Ms. Robinson shared that the only access point is partially obstructed by a palm tree. Chairwoman LaBarbera asked if there were pictures of what they were going to cut back. Mr. Hiller suggested that he may be able to get better pictures. Ms. Thibault advised that Mr. Woodcock would be in the area as well. Chairwoman LaBarbera noted that she believed Mr. Woodcock was going to distribute a report at the beginning of the year with all of the ponds and drains. Mr. Woodcock confirmed that the ponds mentioned were included in that report. He noted that with houses that have pools, when the drain overflows, the chlorine in the water kills the grass, specifically mentioning three locations that have seen that issue. He advised that in that case, they have the attorney reach out to the resident. Mr. Woodcock noted that location 3 would be the most critical to get done now.

D. Steadfast Environmental Services – Yovani Cordero and Kevin Hiller 7:30

1. Landscape Daily Logs

Mr. Hiller reported that they were behind on tree lifting with the increase in rain. He noted there had been slight damage to a fence and remarked that he was working on matching the fence for repairs. Mr. Hiller reported that fertilization was coming up again. Chairwoman LaBarbera noted that the fertilization was not necessary at this time. Mr. Hiller advised that they usually spot treat ant hills, rather than blanket treat the area to avoid possible contamination to dogs/animals and kids. Chairwoman LaBarbera reported that they were receiving criticism online from residents in the community regarding the standard of mowing near the ponds. Mr. Hiller explained that he pulled the mowers off the ponds because in the rainy season, the mowers tend to slip. Chairwoman LaBarbera asked if they could have a team get closer with a weed eater to take care of the edge of the pond. Mr. Hiller confirmed that he could review it with the crew and work on that. Supervisor Cisternas reported that some of the workers nap in the grass when they take their lunch. Mr. Hiller confirmed that he would address that with the team, agreeing that it is an unprofessional look. He briefly mentioned some of the flower choices for the fall annuals.

2. Irrigation Report

Ms. Cordero reported on the corner of Longwood, noting that everything was operational before the fence was extended. She advised that Zone 1 has low pressure now, possible damaged by the fence extension. She asked for the Board's approval to reach out to the homeowner to run the system and gain access to their back yard to ensure that nothing CDD related was broken and that the line was not tapped into. The Board discussed whether the resident had a survey determining if they were on CDD property. Ms. Thibault confirmed that Mr. Woodcock had a survey on the agenda. Mr. Magee advised that he was happy to send a letter if the fence was on District property. Mr. Woodcock advised that the survey could be conducted on the fence if it is on the outside of the property, or it can be conducted along the property line from CDD property. The Board discussed the length of time the fence was up and down. Ms. Cordero reported that the valves were closer to the sidewalk, not to the fence, but communication had been damaged, noting that they had provided a proposal on the chance that the issue was not related to the wires. She reported that the proposal was $1,235 for Dunstable. Ms. Cordero detailed the method to protect the conduit when they bore. Supervisor Griffin asked about the difference between hand-trenching versus renting a trencher. Ms. Cordero advised that running a trencher through the area would result in broken lateral lines, whereas they can be more careful when doing it by hand.

Ms. Thibault presented the two proposals, one $1,235 for Dunstable, and the other $1,185 for Chislehurst Drive.

Mr. Hiller advised that a lot of people do mulch in the fall. Chairwoman LaBarbera noted they had not done mulch in a while.

Ms. Thibault opened the floor to audience comments. Hearing none.

On a MOTION by Supervisor Berdeguez, SECONDED by Supervisor Cisternas, WITH ALL IN FAVOR, the Board Approved the Irrigation Proposal for Dunstable for $1,235 and the Irrigation Proposal for Chislehurst Drive for $1,185 for the Concord Station Community Development District.

Ms. Cordero presented the controller proposal for $2,341.62, noting that the existing controller was old, infested with ants, and discontinued by the manufacture. She reported that the controller was still working, but they were starting to have issues with it. Ms. Cordero stated that the controller did not need to be done right away, noting that there were two options. She explained the benefits of the upgraded controller, stating that it comes with a 5-year warranty. Chairwoman LaBarbera noted that the manufacturer's warranty doesn't include acts of God or infestation of ants, roaches, or other bugs, but Steadfast treats the District for ants and other bugs. She asked if Steadfast would protect against ant infestations. Ms. Cordero advised that her team is consistently spraying for ants around the controller.

Ms. Thibault informed the Board that the controller with the stainless-steel mount was $2,341.62, while the plastic wall mount was at $2,003.10.

Ms. Thibault opened the floor to audience comments. Hearing none.

On a MOTION by Supervisor Berdeguez, SECONDED by Supervisor Cisternas, WITH ALL IN FAVOR, the Board Approved the Stainless-Steel Controller Proposal for $2,341.62 for the Concord Station Community Development District.

The Board discussed the lengthened fence.

E. Presentation of Team Deliverables –

F. District Engineering – Stantec – Greg Woodcock

1. Discussion of Concord Station Pond D1 and D2 Erosion Review Report

Mr. Woodcock reported that the erosion in the area had progressed to a point that it would have to be taken care of this year. He advised that location 1 had erosion around the mitered end section, the concrete around location 2 collapsed, and location 3 involved a depression behind the mitered end section behind the pipes causing a joint separation because of the collapse at the joint. Mr. Woodcock informed the Board that they would generally put a concrete collar around the concrete joint, which was why the cost was $6,800. He noted the $6,800 was worst case scenario. The Board discussed other options, notably sand cement bags. Supervisor Griffin asked if they could receive multiple quotes for this project. Mr. Woodcock confirmed that he had reached out to Site Masters and ADS as well. H reported that D1, D2, and D3 were $13,800 in total. D1 was $2,200, D2 was $4,800, and D3 was $6,800. Mr. Woodcock shared that he was not concerned with the erosion getting worse before the next meeting.

2. Discussion of Proposal for Survey Services - $1,325.00

Mr. Woodcock reported that he had received another proposal from W.C. Sherill Survey for $550. He explained that they were a smaller, newer company.

Ms. Thibault opened the floor to audience comments, explaining the necessity for walk-on proposals. Hearing none.

On a MOTION by Chairwoman LaBarbera, SECONDED by Supervisor Wagner, WITH ALL IN FAVOR, the Board Approved the W.C. Sherill Survey Proposal for $550.00 for the Concord Station Community Development District.

3. Professional Services Agreement Change Order – Increase to $40,000

Mr. Woodcock explained that they are not able to bill the District for work done if they go over the annual budget amount. He advised that the District would not be billed unless the time was spent.

On a MOTION by Chairwoman LaBarbera SECONDED by Supervisor Wagner, WITH ALL IN FAVOR, the Board Approved the Professional Services Agreement Change Order to Increase to $40,000 for the Concord Station Community Development District.

Mr. Woodcock advised that he would have a drainage proposal for the next meeting.

Supervisor Cisternas asked for Mr. Woodcock's best guess as to how much it would cost to make the pond on the west side of Sunlake, north of Mentmore, deeper to place a water fountain in it. She stated that the HOA was interested in potentially giving the CDD money to fund a project, one of the ideas being a fountain. Mr. Woodcock suggested he take a look at the area to see what the groundwater elevation is. He noted it shouldn't be a problem to make it deeper. Supervisor Cisternas agreed that it could be done and asked Mr. Woodcock what the price tag would be. Mr. Woodcock confirmed that ADS would provide a rough estimate price for it.

G. Kutak Rock – District Counsel – Kyle Magee

1. Presentation and Discussion of Updated Employee Handbook

2. Presentation of Red-Line Concord Station Employee Updated Handbook

Mr. Magee presented the red-line version of the handbook, noting the revisions discussed at the last meeting, including the accrual of PTO, the removal of floating holidays, and adding a section regarding employee relations. He added that his most recent changes were in blue. Chairwoman LaBarbera suggested that they would have to change the clubhouse and amenities manager job description to no longer be hybrid with the agreement that they have no intention of going back to the hybrid role. The Board agreed to bring the item back to the next meeting. Chairwoman LaBarbera suggested they discuss the hybrid role again, noting that she had asked Mr. Looknanan for a list of tasks at hand. She stated that he had been unable to provide her with much of anything, especially anything that would have justified a long-term role. Chairwoman LaBarbera stated that she did not believe that the hybrid role was needed, though she would be open to keeping Olivia on as a full-time concierge and working it out that way. She discussed the cost difference in worker's comp between the full-time concierge position and the hybrid role. Supervisor Cisternas suggested they look at the outstanding projects before deciding, as Mr. Salas might need her help to complete them. Ms. Thibault detailed the document noting the estimated amount of time to be spent on each project. She informed the Board that the trash bins ordered incurred $843 in shipping, so after reaching out to the Chairwoman, they decided to find local trash bins. Supervisor Cisternas and Chairwoman LaBarbera suggested that there were only a few items that Mr. Salas would need assistance with; the replacement of benches, the repairs to the basketball court chain link fence, fixing the sidewalks, and the pergola. Ms. Thibault reminded the Board of the limitations imposed by the workers' comp regulations, noting they would need to have a methodology to apply to determine exactly how much time Olivia is spending in each role for the workers' comp audit. Supervisor Griffin suggested they wait until a new manager was in place who would need to learn and understand how to organize the schedule. Ms. Thibault confirmed that this item needed to be fast tracked. She asked the Board if she should state Oliva's hours to be 20/20 at this time, possibly to be changed at the end of the quarter. Supervisor Griffin disagreed, suggesting they list her hours to be 35/5 and have her track them on paper. Chairwoman LaBarbera noted that audits in banking would not accept hours tracked on paper, suggesting that might be a similar issue they would run into with workers' comp. Supervisor Griffin suggested the documentation would be suitable on a smaller scale regarding one employee. He noted that he liked Supervisor Cisternas' idea to have Olivia fill the role for 2 months and keep track of what she worked on. Mr. Hernandez advised that Olivia has been assisting Mr. Salas with the projects he had been working on. Supervisor Griffin noted that Mr. Salas could complete those projects himself, it would just take longer. He explained that the idea had been presented to them with the understanding that Olivia would be working on large projects. Miss Thibault advised that she needed to provide workers' comp with a number now for the billing. The Board agreed that 30/10 would work for now, noting that the clubhouse manager position was the more pressing concern. Ms. Thibault explained the need for the biometric clock, noting that the current method of sending their hours via email has caused confusion when attempting to identify overtime hours. Chairwoman LaBarbera shared her support for a clock-in-clock out system. Ms. Thibault shared that the biometric clock was a $200 purchase and not a lease. The Board agreed

that it was okay to leave the hybrid position in the handbook. Ms. Thibault confirmed that she had her methodology. Mr. Magee clarified that the Board was removing the hybrid from the amenity manager position. Ms. Thibault presented the biometric clock to the Board, noting the price was $249.99. She detailed the two options, noting that one had face recognition was cloud-based, and that the other, ProPunch, goes on the administrator's desk. She mentioned that she had added the Ballantrae reports as an example, noting that the team will have the first month to get used to the system. After the first month, missing clocking in or out twice in a payroll period will result in a write-up. The Board discussed Olivia's method of clocking in and out, noting that is how they will determine which position she is fulfilling.

Ms. Thibault asked if there were any resident comments.

> On a MOTION by Chairwoman LaBarbera SECONDED by Supervisor Griffin, WITH ALL IN FAVOR, the Board Approved the Purchase of the BIOMETRIC Pro Punch Clock for $249.99 for the Concord Station Community Development District.

The Board agreed to designate administrative rights to Mr. Hernandez until a new clubhouse manager is appointed.

IV. Public Hearings for the FY 2026-2027 Operating Budget

A. Consideration for Adoption Resolution 2026-13 Ratifying Resetting of FY 2026 Budget Hearing

> On a MOTION by Chairwoman LaBarbera SECONDED by Supervisor Berdeguez, WITH ALL IN FAVOR, the Board Adopted Resolution 2026-13 Ratifying Resetting of FY 2026 Budget Hearing for the Concord Station Community Development District.

B. Open the Public hearing on the FY 2026-2027 Operating Budget

> On a MOTION by Supervisor Wagner SECONDED by Chairwoman LaBarbera, WITH ALL IN FAVOR, the Board Opened the Public Hearing on the FY 2026-2027 Operating Budget for the Concord Station Community Development District.

1. Presentation of the FY 2026-2027 Operating Budget

Ms. Thibault reported that this was the third year without an increase in assessments. She advised that the CPI had increased 3.06 %, and though they had not increased at this point, that did guarantee that they would not have to. She advised that the CPI does not include any amounts for savings and reserves, and the District was budgeting for a transfer of $247,114. Ms. Thibault reported that finance and administrative was about 9%, debt administration was 0.71%, law enforcement was 1%, electric utility services were 8%, water and sewer was 0.688%, and stormwater was 13%. She detailed that other physical environment was 20%, road and street was 0.2%, park and recreation was 24%, garbage and solid waste was 0.10%, and special events and contingency was 11%. Ms. Thibault continued, stating that the other financing sources and uses was 12%, and the finance and administrative costs were $176,638. She noted that the District was down in this category from 2021, 2022, and 2025. She advised that regarding the finance and administrative expenditures, the District had an increase of about $14,229, and looking at those categories, the supervisor fees in line 26 increased $1,000 to allow for 14 meetings or workshops in FY27. The engineer increased $5,000 to oversee the erosion and repair projects, the assessment roll decreased, $2,500 pursuant to the contract with Haven Management. Ms. Thibault confirmed that auditing increased $500, to account for an increase related to the FY26 audit. Miscellaneous mailings increased about $300 to account for increases in postage mailings to residents. She noted that someone had anticipated an increase in assessments next year, so they would need to do a mass mailing out. Ms. Thibault continued down the line, reporting that public official's insurance increased $126, which was confirmed with the insurance carrier. She reported that legal advertising increased about $100 to advertise for the extra meetings. The website decreased $300 pursuant to the contract with the provider, and general counsel increased $10,000 based on the District's historical actual spending for legal services.

The Board agreed to run through the budget categorically. Ms. Thibault reported that the District's debt administration is at $11,930, which accounts for 0.58%. There was a decrease of $70. Law enforcement and security was $30,422. A decrease of $11,338 accounts for 1.488% of the overall budget. Electric utility services was at $158,620, having increased about $4,620. Ms. Thibault confirmed that they had not been given a schedule when the LED lights were to be installed. She reported that they increased 3% from the utility providers, as anticipated. Garbage and solid waste were at $3,000, with an increase of about $1,060. She stated that in accordance with current billings and anticipated increases from the utility providers, water and sewer combination services were at $14,750, which counts for 0.15% of the overall budget. She noted it was a small increase of $4,750, because Pasco County was approved for a multi-year hike rate. Stormwater control was $269,075, primarily due to the erosion and infrastructure problems. She advised that they increased $110,738 in anticipation of Mr. Woodcock forwarding those proposals. Stormwater control was about 13.160% of the overall budget. The other physical environment was at $420,477, less than it was in FY25 and in FY26. Ms. Thibault relayed the decrease of $67,137, noting that Christmas lights decreased $48,280, and that physical environment was 20.56% of the overall budget. She advised that rust prevention was based on the prior contract that was terminated, noting also that based on the fact that they did not have a new Rust provider, her team was going out and trying to get some bids. Ms. Thibault stated that road and street facilities was $5,000, no change from the prior fiscal year. Parks and Recreation was $484,808, which would include the old salary base, based on Mr. Looknanan and his hybrid position, meaning there would likely be a decease with the new position. She advised that they did have a slight increase of about $2,489, and that was primarily based on the adjustments for the employees, but this amount should be under budget for next fiscal year. Special and events contingency was $223,013. Ms. Thibault explained that they had decreased the miscellaneous contingency in the prior fiscal year and brought the fund balance forward to accomplish most of their projects. She reported that they had not had that fund balance amount available, the $151,987, as well as the capital outlay from the fund balance boards, leading to a decrease of $402,823. She reported that the transfers to the reserves of $197,114 increased, primarily to fund the reserve study. Ms. Thibault confirmed that she would place everything into an Excel sheet, which will tell them where they are as to each item. The Board discussed the major projects, noting that Mr. Looknanan had taken care of all of them until the roof project in 2030. Supervisor Wagner asked for a way to document all of the items that have been done so the residents can see and understand what the increase in assessments goes to. Ms. Thibault advised that she included a "what have we done for you lately" in the presentation when the District experiences an increase in assessments. A resident expressed concern with the District coming in under budget and increasing the assessments. Supervisor Wagner explained that it was a hypothetical, as they had to discuss the potential for an increase in 2028.

> On a MOTION by Supervisor Wagner SECONDED by Chairwoman LaBarbera, WITH ALL IN FAVOR, the Board Closed the Public Hearing on the FY 2026-2027 Operating Budget for the Concord Station Community Development District.

C. Consideration for Resolution 2026-14 for the Annual Appropriation Resolution and Adopting of the FY 2026-2027 Operating Budget

> On a MOTION by Supervisor Wagner SECONDED by Chairwoman LaBarbera, WITH ALL IN FAVOR, the Board Adopted Resolution 2026-14 for the Annual Appropriation Resolution and Adopting of the FY 2026-2027 Operating Budget for the Concord Station Community Development District.

D. Open the Public Hearing for the Levying of O&M Assessments for the FY 2026-2027 Operating Budget

1. Open the Public Hearing

> On a MOTION by Supervisor Wagner SECONDED by Chairwoman LaBarbera, WITH ALL IN FAVOR, the Board Opened the Public Hearing for the Levying of O&M Assessments for the FY 2026-2027 Operating Budget for the Concord Station Community Development District.

2. Presentation of the Fy 2026-2027 Assessments

Ms. Thibault reported that the assessments did not reflect an increase. She stated that the 40-foot lots were $2,354.07, the 50-foot lots were $2,511.39, and the 65-foot lots were $2,626.99.

> On a MOTION by Chairwoman LaBarbera SECONDED by Supervisor Wagner, WITH ALL IN FAVOR, the Board Closed the Public Hearing for the Levying of O&M Assessments for the FY 2026-2027 Operating Budget for the Concord Station Community Development District.

E. Consideration for Adoption Resolution 2026-15, Providing for the Collection & Enforcement of Special Assessments for the Funding of the FY 2026-2027 Budget

> On a MOTION by Supervisor Wagner SECONDED by Chairwoman LaBarbera, WITH ALL IN FAVOR, the Board Adoption Resolution 2026-15, Providing for the Collection & Enforcement of Special Assessments for the Funding of the FY 2026-2027 Budget for the Concord Station Community Development District.

F. Clubhouse and Amenities Manager

1. Presentation of Amenity Center Report

Ms. Thibault confirmed that they could continue the presentation of the overall projects. Supervisor Cisternas suggested they no longer needed to review the completed projects. Mr. Hernandez noted that they needed to make purchases for a few of the projects, noting poles for the basketball court. He reported that Mr. Looknanan had purchased the benches on July 31, and they were supposed to arrive in 3 to 4 weeks. The Board asked him to check up on the status of the benches.

Mr. Hernandez reported that Mr. Looknanan had informed him that their Halloween event, including stilt walkers, face painting, and balloon artists had been approved. Chairwoman LaBarbera confirmed that Mr. Looknanan had not mentioned that to the Board. Mr. Hernandez asked the Board if they wanted to continue with the plan to barbecue and hand food out, or if they just wanted to decorate the room and pass out candy. Chairwoman LaBarbera noted that the emails Mr. Looknanan had sent out had mentioned food at the event. Mr. Hernndez confirmed that food was mentioned on the flyer as well. He expressed his concern with holding an Oktoberfest themed event on Halloween, noting that they would need volunteers to pass out food. He advised that Olivia had brought friends to volunteer. Mr. Hernandez asked if he should begin gathering the relevant items for the event, including backdrops, toys, and candy. He added that they had discussed holding a costume contest, with first place receiving a $25 gift card, second a $20 gift card, and third a $15 gift card. Chairwoman LaBarbera expressed concerns over walking in the parking lot. Mr. Hernandez suggested they use the grass. Chairwoman LaBarbera noted that Let's Have a Party did not want to sign the contract that had them taking on the liability. The Board suggested they use Costco for the event food.

Mr. Hernandez proposed hosting a Pokémon trade-club for the kids in the neighborhood where they can come and display their collection and play with each other. He thought it would be nice to host once a month. Mr. Hernandez suggested putting out feelers through Facebook for it now. The Board expressed support for the event.

Mr. Hernandez reported resident complaints regarding the pool furniture, noting that they had said it was hot and hard. He noted another resident had asked them to leave some of the old furniture out because the new chairs were hurting his back. He proposed purchasing about 20 cushions that can be strapped to the pool chairs and signed out to residents who request them. Supervisor Cisternas expressed concerns over the hygiene of using cloth cushions. Chairwoman LaBarbera expressed similar concerns. The Board discussed placing towels on the chairs as an alternative. Supervisor Griffin suggested leaving out a few of the old loungers.

Ms. Thibault advised that Mr. Hernandez sit with Mr. Salas and put together a list of supplies. The Board noted signage near the ponds needed to be removed. Mr. Hernandez asked about the pergola project, noting that Mr. Salas is the only employee with the skill to build it. Supervisor Cisternas advised that Mr. Looknanan had said the structure could not be aluminum in order to hold the solar panel.

Mr. Hernandez discussed the Christmas event, noting it would be similar to the previous year. Ms. Thibault requested he formalize the planning of the Christmas event and bring it to the next meeting. Supervisor Cisternas suggested they avoid the petting zoo and bring back the train.

V. District Manager

VI. Administrative Items – 9:21

A. Consideration for Acceptance – June 2026 Unaudited Financial Statements

> 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. Discussion and Consideration for Approval of Grau & Associates Understanding of Services

> On a MOTION by Supervisor Berdeguez, SECONDED by Supervisor Cisternas, WITH ALL IN FAVOR, the Board Approved the Grau & Associates Understanding of Services for the Concord Station Community Development District.

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

Supervisor Cisternas noted that the requested changes had been made.

> On a MOTION by Supervisor Cisternas, SECONDED by Chairwoman LaBarbera, WITH ALL IN FAVOR, the Board Accepted the June 11, 2026 Unaudited Financial Statements for the Concord Station Community Development District.

The Board pushed the July 9 minutes to the next meeting.

VII. Other Items to be Introduced

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

IX. Supervisor Requests

Supervisor Cisternas told Mr. Magee that the HOA had informed her that they had been waiting on him and noted that he told them he was waiting on the HOA attorney. She asked for the status of the project and the anticipated timeline for the project to be concluded. Mr. Magee advised that the HOA requested an estimate of the cost, noting that it may have been higher than they expected and that he was waiting for the HOA attorney to provide confirmation that they will be paying it. He noted he was finalizing a version of the MOU. Supervisor Cisternas asked Mr. Magge if it would be reasonable to place a deadline that the transaction be completed by October 31. Mr. Magee advised that he was going to place a deadline of 90 days in the MOU, noting that the title insurance and title policy may take some time. Supervisor Cisternas asked that Mr. Magee ensure that the HOA attorney has everything he needs by the next HOA Board meeting. Mr. Magee confirmed he would have the items to him in the next day or two.

X. Adjournment – 9:28

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

> On a MOTION by Chairwoman LaBarbera, SECONDED by Supervisor Wagner, 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 **_____, 2026**.

_____	_____
Signature	**Signature**
_____	_____
Printed Name □ Secretary □ Assistant Secretary	**Printed Name** □ Chairman □ Vice Chairman

EXHIBIT 18

RETURN TO AGENDA

MINUTES OF 09/10/2026 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, September 10th, 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
Randall Griffin ..... Board of Supervisors, Vice Chair
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
Danny Hernandez. ..... Acting Amenity Manager, Concord Station CDD
Braydon Woodcock (via virtual means) ..... Project Manager, Stantec
Kevin Hiller ..... Account Manager, Steadfast
Emelina Robinson ..... Account Manager, Solitude

Opening Remarks and Attendance Notes

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

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

An audience member introduced himself, noting he resides on Alexandra Lee Court. He reported that the pond had started collapsing in 2019 and the people who had looked at it had said they would conduct plantings to prevent further erosion. He noted that they had informed him that the plantings were complete. He advised that they came back to complete the plantings, which appeared to work for a time. The resident reported that in the last year, the pond had eroded about 6 to 8 feet, and that the plantings that used to be against the wall had water 6 feet on the other side of them. He noted that his neighbor's fence was tilting, and the next resident had a swimming pool. The resident asked for an update on the pond and erosion. Chairwoman LaBarbera advised that Greg Woodcock had been in the area. The Board asked the resident if he could provide the pond number; Braydon Woodcock introduced himself and asked if the pond being discussed was B10. Ms. Thibault advised that it was pond E2. Mr. Woodcock advised that he did not have an update on that pond, adding that he would check it tomorrow. Ms. Thibault confirmed the resident's contact information, noting she would provide an update.

III. Professional Vendor Presentations

A. Solitude Lake Management

1. Waterway Inspection Report – Emelina Robinson

Ms. Robinson presented the Solitude Lake Report, noting that the water levels have continued to rise. She reported that the T10 shelf had been a large concern, noting that numerous homeowners on the shoreline had been sending Ms. Thibault their concerns. Ms. Robinson reported that the whole group of techs had sprayed the entire shelf, so in a few weeks the area should appear less green. Ms. Thibault asked Ms. Robinosn about Pond E2. Ms. Robinson shared that she had not heard or seen anything, noting that she rotated sections and had not been to that one in a few months. She advised that all ponds are treated every month, but her monthly reports are conducted by sections containing 25 ponds. She confirmed that her technicians would see the ponds not included in her monthly report and that they would report any erosion observed, though there are ponds that get missed. Ms. Robinson confirmed that she could take a look at Pond E2 and report back on her observations. She reported that for this month's report, she was in the Retreat, looking at roadside ponds, and in Waterford. She reported there was surface algae and trash in the ponds. Ms. Thibault advised that Pond D2 would be discussed later in the agenda.

B. Steadfast Environmental Services – Kevin Hiller

1. Landscape Daily Logs

Mr. Hiller reported that not much had changed since the previous meeting. He noted that the flower proposal in the agenda for the fall Annual installation contained options for the types of flowers that could be placed. The Board agreed to have Mr. Hiller mix up the flowers.

> On a MOTION by Supervisor Berdeguez, SECONDED by Chairwoman LaBarbera, WITH ALL IN FAVOR, the Board Approved the Steadfast Fall Annual Installation Proposal for $2,310.00 for the Concord Station Community Development District.

Mr. Hiller reported that they had started the pushback of the wood line area on Snowdonia. Chairwoman LaBarbera noted that the section they had done so far looked good. Mr. Hiller reported that R2, by Lake Patience, had 3 areas with a spill line. He noted the line from November 2025 concerned him, as it would require a massive cutback. Chairwoman LaBarbera expressed her concerns that the map hasn't changed and the Steadfast had been there for 8 months and this was the first time the issue had been brought to the Board. She noted that the area might not have been pushed back as far as it should have been, but that there is 8 months' worth of growth that was being brought to them at this time. Mr. Hiller advised that he and Mr. Looknanan had driven around and looked at the area and found that while the Brazilian Pepper growth in Snowdonia was invasive, the growth in the area he mentioned was natural growth that had not been cut back. He advised that he had found 3 areas with similar issues. Mr. Hiller proposed that as they head towards fall, and the grass doesn't grow as fast, they could shift some of their hours from mowing the grass to working on moving the wood lines back at no extra cost to the District. Supervisor Cisternas asked Mr. Hiller to specify when in fall/winter he intended to make this shift. Mr. Hiller explained that in November, they go every other week, and they had discussed taking some of those hours when they are slower and put them towards cutting back the wood line. Supervisor Cisternas expressed her concerns with how quickly the area might experience growth during the last month of the rainy season. Chairwoman LaBarbera expressed concerns over areas remaining un-mowed for extended periods of time as the man-hours are devoted elsewhere. Mr. Hiller advised that the areas would not go un-mowed for extended periods of time. He explained that not all of the vegetation around the pond banks was invasive, meaning he would have to take a closer look at them before cutting them down. Mr. Hiller confirmed they would start in November, noting that if his team was able to work on the areas while they are on property prior to November, they would. Chairwoman LaBarbera noted that the Brazilian Peppers behind her house were particularly bad. The Board asked for consistent updates on the cutback. Mr. Hiller listed Pond R2, Snowdonia, and Waterford as problem areas where they can see the wood-line overgrowth.

IV. Presentation of Team Deliverables –

A. District Engineering – Stantec – Braydon Woodcock

Ms. Thibault introduced the Steadfast proposal addressing the cutback on D2. Mr. Woodcock presented the proposal. He explained that the south-side of Pond D2 had been left un-mowed for years, stating that they were requesting to have 10 feet of the pond bank cleared to allow the mowers and service vehicles to access the control structures located in the area. He advised that they had received 3 proposals, one from Solitude for $49,200, one from Steadfast for $14,100, and one from Champion Tree Care for $19,000. Mr. Woodcock confirmed that the 10-foot area would not encroach back into the wetland setback, noting that they had about 30 feet from the edge of the pond bank to the wetland setback.

Ms. Robinson confirmed that Solitude could revise their proposal if the Board wished them to, as their proposal was put together before the Engineer's scope of work was distributed. Supervisor Griffin asked if all the trees must be picked out by the root. Mr. Woodcock advised that over time the roots would decay and cause depressions in the ground, noting that they recommend removing them. Mr. Hiller advised that the Steadfast proposal included a forestry mulcher that would grind every stump to wood chips. Chairwoman LaBarbera expressed concerns over maneuvering the excavator with a forestry mulcher by the pond banks. Mr. Hiller advised that the machine they would use would not slide anywhere. Chairwoman LaBarbera clarified that her concerns were regarding the pond bank itself, and the potential for rutting. Mr. Hiller advised that they would wait until they are out of the rainy season to take care of it. He advised that waiting a month or two would not lead to a large amount of overgrowth. Ms. Robinson discussed concerns about access, noting that equipment and company may need to be decided by the locations of the access points. The Board agreed to bring the proposals to the November meeting. Ms. Robinson advised that the Solitude proposal did not need to be revised.

Mr. Woodcock advised that they had looked at the outfall structure on Pond D2 and were waiting to receive the proposals. He advised that ADS had pumped down the water levels in the pipes by Trinity Cottage, and they had jetted and cleared the stormwater pipes entering the pond. He reported that they had found leaves and sediments in the pipes, stating that they could not add riprap to the mitered end section as it was 4 to 5 feet under water. He suggested addressing the item during the dry months, noting the minor erosion along the wing wall to be addressed at the same time. Mr. Woodcock reported that the amount approved for the work was $9,500, though the contractor only invoiced $6,050. He reported erosion repaired by ADS, sharing that they had extended the rip rap limits along the mitered end section. Mr. Woodcock made note of other moderate to severe erosion in other areas, recommending the remaining $3,450 be used to repair it. He advised that ADS had said they would do the 20-year linear foot of erosion repair at that price. He confirmed that the area was behind Letterworth Court on R10. Supervisor Cisternas expressed concerns over the length of time to receive proposals for erosion. Chairwoman LaBarbera recounted what Mr. Woodcock had said at the last meeting. Ms. Thibault advised that Mr. Greg Woodcock advised that he would not have the quotes for the area for another week. Mr. Braydon Woodcock confirmed that he could get two additional quotes. Chairwoman LaBarbera advised that the Board requires three quotes to consider completing business.

Mr. Woodcock reported on the fence encroachment review for 3354 Rennes Court, noting that they reviewed it on July 23, and were unable to see if the resident's fence was encroaching onto CDD property through Google Earth or through the property appraisers, so they had received a proposal through Stivender for $1,325. Ms, Thibault reported that Greg Woodcock had received a proposal from W.C. Sherrill for $550, noting that she had sent him an email requesting the formal proposal so they could go to contract. Mr. Woodcock confirmed he would reach out to W.C. Sherrill.

B. Kutak Rock – District Counsel – Kyle Magee

1. Presentation and Discussion of Updated Employee Handbook

Ms. Thibault discussed the option of including language in the handbook that would allow an employee to make up missed time later during the work week. Supervisor Cisternas advised that she did not have a problem with implementing that policy with some provisions. She suggested that 2 or 3 hours taken to come in late or leave early would need to be

made up within the same work week while also implementing a limit that can be made up. She recommended 2 to 3 hours. The board agreed to put a cap on 3 business hours. Mr. Magee agreed to apply the changes to the handbook.

1. Consideration for Adoption Resolution 2026-16; Adopting the Annual Meeting Schedule for the Fiscal Year 2026-2027

On a MOTION by Chairwoman LaBarbera, SECONDED by Supervisor Wagner, WITH ALL IN FAVOR, the Board Approved Resolution 2026-16 Adopting the Annual Meeting Schedule for the Fiscal Year 2026-2027 for the Concord Station Community Development District.

Ms. Thibault informed the Board that the biometric clock had arrived, noting that the team will have a month to get used to the clock. Supervisor Cisternas asked what would happen if someone was approved to come in early. Ms. Thibault advised that the clock would start counting their time from the moment they clocked in.

Ms. Thibault introduced the workers' comp conversation, advising that all employees were covered by workers' comp, but they did not offer a hybrid classification for coverage meaning the full salary would have to be taken to the higher-class rate. Supervisor Griffin expressed concerns over the lack of a hybrid option, noting other workplaces have ways of working with similar situations. The Board discussed the current worker's comp carrier. Supervisor Griffin confirmed he would reach out to receive confirmation from the company. Supervisor Cisternas expressed concerns that they may not need a 10-hour maintenance person in 3 months.

Ms. Thibault advised that they would likely require a permit for the pergola. She noted they would have to put together a draft plan. The board discussed the amount of maintenance work Olivia could be working on, noting the amount of work available now versus what might need to be done at a later time.

Ms. Thibault opened the floor to audience comments.

On a MOTION by Chairwoman LaBarbera, SECONDED by Supervisor Wagner, WITH ALL IN FAVOR, the Board Agreed to Move Olivia to a Full-Time Concierge Role with the Same Rate of Pay and with the Understanding her Responsibility for Other Duties as Assigned for the Concord Station Community Development District.

Supervisor Cisternas asked about the status of the Tot Lot on Trilby. Mr. Magee reported that he had heard from the HOA attorney that they did not have edits or changes to the draft MOU. He continued, sharing that the HOA attorney would be presenting it to the HOA. Mr. Magee requested a motion to approve the MOU in substantial form.

Ms. Thibault opened the floor to audience comments. Hearing none.

On a MOTION by Chairwoman LaBarbera, SECONDED by Supervisor Cisternas, WITH ALL IN FAVOR, the Board Approved the MOU with the HOA in Substantial Form for the Concord Station Community Development District.

Chairwoman LaBarbera asked what this would do to any contracts that the HOA may have with individuals who are maintaining those properties. Mr. Magee responded that the District would take over the maintenance, and it would be the HOA's responsibility to assign those contracts. Mr. Magee confirmed that the CDD would have to assent to the assignment of any contracts, it would not be automatic.

F. Clubhouse and Amenities Manager 7:30 PM

Ms. Thibault reported that the District had terminated Suncoast Rust, noting that the 2 proposals she had obtained were over $2,000 a month. She explained that they had entered a contract with Suncoast Rust years ago, the reason why the price point had been so low. Ms. Thibault advised that they were budgeted at $15,000, and she had been receiving quotes between $2,000 and $3,000 per month. She explained that there were 4 tanks involved, two of them 200 gallons and two of them 120 gallons and only one of the tanks was full. She noted that Suncoast Rust needed to retrieve their equipment. Ms. Thibault reported that Ms. Cordero confirmed that she would check what the Steadfast price point for

rust management would be. Ms. Cordero had advised that she would run a water test to determine how the water may have affected the rust. Supervisor Cisternas asked if it would be a cheaper option to have the maintenance team use a product that removes rust from the sidewalks if the problem is water being pulled from a well with a rust issue. Supervisor Griffin advised that they likely would not be able to keep up with it. Supervisor asked about the variance between the quotes, noting that they did not want to sacrifice the quality of the service. Ms. Thibault advised that the second quote was $2,200 a month, but the equipment cost about $7,000, though it would become property of the District. Supervisor Griffin expressed concerns over owning the equipment versus leasing it. Ms. Thibault advised that she had yet to find a company that would lease the equipment without an exorbitant fee. Supervisor Cisternas asked if the equipment would be universal and work with other potential vendors. Ms. Thibault advised that she and Ms. Cordero were looking into it.

Supervisor Griffin advised that he only had one candidate for the clubhouse manager position, Guiselt Santos-Banks, as the other candidates had not followed up with him. Ms. Thibault advised that she had sent him another candidate who had followed up. The Board discussed the open amenity manager position. Supervisor Griffin suggested they make Ms. Santos-Banks an offer. The Supervisors requested to see other candidates and discussed advertising the position. The Board noted they would like someone bilingual in the role. Supervisor Cisternas reported that a resident had applied and had not heard back. Supervisor Griffin noted that he was against a resident filling the clubhouse manager position, though Supervisor Cisternas stated that she was willing to consider it. Chairwoman LaBarbera advised that she was unable to ethically have any input on the specific resident the Board was discussing. She stated that she was not in favor of a resident filling the clubhouse manager role. Supervisor Cisternas noted that a resident would not be ideal, but she believed they should still be considered. Supervisor Wagner suggested that it would not be fair to the resident regarding their own use of the amenities if they were to fulfill the clubhouse manager role. The Board suggested advertising through Indeed and LinkedIn. The Board discussed the upcoming election. The Board decided to wait another month to consider additional candidates.

1. **Presentation of the Amenity Manager Report**

Mr. Hernandez reported that they had received 10 trash cans, noting the cost was about $4,300 for the cans combined. He asked the Board if they had specific areas in mind to place the trash cans, noting that Mr. Salas had suggested they replace the 4 cans that they have on the pool deck with the new ones. Supervisor Cisternas mentioned a concrete slab in Wellington and the lot in Wilmington that was supposed to have another bench and trash can. Mr. Hernandez asked if he and Mr. Salas could drive around and pick spots for the trash cans. The Board agreed that they could use their best judgement.

The board discussed the Christmas event, noting the train, crafts, and funnel cake/vendor options. The Board discussed the YTE vendor pricing per hour. Supervisor Cisternas asked if they could get a face painter and balloon artist for the event. Mr. Hernandez advised that most face painters charge around $150, noting that he would look into it. Chairwoman LaBarbera asked if they could work with residents in the community as potential vendors. The Board noted certain liabilities regarding face painting. Mr. Hernandez advised that Chanya with YTE had already signed a document for the event. Ms. Thibault detailed the increase in costs for the vendors, noting that the face painter remained the same, the balloon artist increased, the funnel cake rental had increased, and Kiki the Elf remained the same. Ms. Thibault advised that the projected cost for this year, including Santa, was $3,975 compared to previous year's $3,100. Mr. Hernandez confirmed he would reach out about finding Santa.

Ms. Thibault opened the floor to agenda items.

On a MOTION by Chairwoman LaBarbera, SECONDED by Supervisor Cisternas, WITH ALL IN FAVOR, the Board Approved the Not-to-Exceed Amount of $4,000 for the Christmas Event for the Concord Station Community Development District.

Mr. Hernandez reported that they needed 5 more of the Polywood tables for the pool deck for $500.

Ms. Thibault opened the floor to audience comments. Hearing none.

On a MOTION by Chairwoman LaBarbera, SECONDED by Supervisor Berdeguez, WITH ALL IN FAVOR, the Board Approved the Purchase of 5 Polywood Tables at $500 for the Concord Station Community Development District.

Mr. Hernandez reported an issue in the men's restroom regarding wet spots on the floor that have been occurring daily, with the cleaning crew noting a sewage smell. He reported that they ran a test and it appeared as though the water was coming through the tile. Chairwoman LaBarbera asked if it could have been caused by previous maintenance done to the toilets. The board discussed the grout lines. The Board issued direction to have Mr. Salas take the tile out and investigate.

Mr. Hernandez discussed the pool project, noting he had spoken to Sean from Suncoast Pools, who had reported small holes that could be patched up momentarily with underwater material. He confirmed that Suncoast Pools should be filling out a log. Mr. Hernandez noted that Suncoast Pools had shared that they would have to drain the pool to take stock of all the issues. Ms. Thibault noted that Long Lake Ranch was having similar issues with their pool, sharing that Pool Doctors was the vendor for that district.

. She reported that Long Lake Ranch was utilizing G.B. Collins to oversee the resurfacing project, noting that they were about 6 months out. Ms. Thibault asked Mr. Magee to put together an RFP for the pool work. Mr. Magee stated that all he should need from Mr. Woodcock would be a scope of the work needed. Chairwoman LaBarbera commended Mr. Hernandez on his communication and initiative.

IV. District Manager

V. Administrative Items

A. Consideration for Acceptance – July 2026 Unaudited Financial Statements

Supervisor Berdeguez asked how often the cleaning service is there. Ms. Thibault answered twice a week.

On a MOTION by Supervisor Wagner, SECONDED by Supervisor Berdeguez, WITH ALL IN FAVOR, the Board Accepted the July 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 July 9, 2026

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

VI. Other Items to be Introduced

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

VIII. Supervisor Requests

Supervisor Cisternas noted that the HOA delivers a small bonus to their manager at the end of the year, dependent on performance. She proposed extending the possibility of a small bonus to Mr. Hernandez at the end of the calendar year. The Board agreed to place it on the November agenda.

IX. Adjournment – 8:27

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

On a MOTION by Chairwoman LaBarbera, SECONDED by Supervisor Wagner, 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 **_____, 2026**.

_____	_____
Signature	**Signature**
_____	_____
Printed Name □ Secretary □ Assistant Secretary	**Printed Name** □ Chairman □ Vice Chairman

EXHIBIT 19

RETURN TO AGENDA

FLORIDA LIGHTING SERVICE AGREEMENT

Customer Information:
CONCORD STATION CDD
PATRICIA@HAVENMGTSOL.COM
..

Project Information:
0000 TRINITY COTTAGE DR
LAND O LAKES Florida 34638

Account Number:
9100 8845 0087

Installation Number:
7006031739

Work Order Number:
60867193

Duke Energy Representative Contact Info:
Kendrick Washington

This Lighting Service Agreement is hereby entered into this 8th day of June, 2026, between Duke Energy (hereinafter called the "Company") and CONCORD STATION CDD (hereinafter referred to as the "Customer") for lighting service at the above location(s). The Customer agrees to receive and pay for lighting service from the Company in accordance with the rates, terms and provisions of the Company's Rate Schedule LS1U and Service Regulations, or its successor, as the same is on file with the Florida Public Service Commission (FLORIDA PUBLIC SERVICE COMMISSION) and as may be amended and subsequently filed with the FLORIDA PUBLIC SERVICE COMMISSION.

To the extent there is any conflict between this Agreement and the Lighting Service Rate Schedule, the Lighting Service Rate Schedule shall control. In the event of termination by the Customer during the initial term of this agreement under this rate schedule or upon early termination of service under this schedule, the customer agrees to pay remaining terms of this agreement as delegated by the FLORIDA PUBLIC SERVICE COMMISSION.

The date of *initiation* of service shall be defined as the date the first light(s) is energized. It is further agreed that Duke Energy reserves the right to discontinue service and remove any Duke Energy-owned facilities from the Customers premise if the Customer violates any of the terms of the Service Regulations, Rate Schedule or this Agreement.

Customer Print Name_____ Date Signed _____

Customer Signature _____ Date Signed _____

Duke Energy Representative _____ Date Signed _____

THIS IS NOT A BILL. PLEASE DO NOT SEND A PAYMENT IN RESPONSE TO THIS COMMUNICATION.

Summary of Estimated Charges				
Minimum Service Term	**Initial Monthly Cost**	**Total One Time Charges**	**Total Cost for Initial term**	**Ongoing Monthly Charge post Term**
10 Years (120) Months	$438.31	$0.00	$52,597.20	$438.31

Monthly Base Charges							
Service Required	**Quantity**	**Product Description Fixtures and Poles**	**Equipment**	**Maintenance**	**Energy**	**Unit Total**	**Sub-Total**
I	53	Light Fixture Roadway LED 50W Gray Type III (formerly M	$4.87	$2.04	$1.36	$8.27	$438.31
R	37	REM ONLY: Light Fixture Roadway High Pressure Sodium 10	$0.00	$0.00	$0.00	$0.00	$0.00
R	1	Light Fixture Roadway LED 50W Black Type III (formerly	$0.00	$0.00	$0.00	$0.00	$0.00
R	15	Light Fixture Roadway LED 50W Gray Type III (formerly M	$0.00	$0.00	$0.00	$0.00	$0.00
		Subtotal Based On Quantity:	$258.11	$108.12	$72.08		
		Estimated Monthly Charge					$438.31

THIS IS NOT A BILL. PLEASE DO NOT SEND A PAYMENT IN RESPONSE TO THIS COMMUNICATION.

Outdoor lighting Terms and Conditions

Duke Energy will call for locate of all public facilities. Any customer owned utilities would need to be located and marked at your expense.

If any or all of these lighting facilities will eventually be submitted to a governmental agency for inclusion into a taxing district, MSTU or MSBU special assessment program, please verify that these facilities meet the requirements within that jurisdiction. Should the agency not accept these facilities into their program, the entity who signs the Lighting Service Contract will remain responsible for payment.

Rate per Month:

The monthly charges consist of the items below. These charges may be adjusted subject to review and approval by the Florida Public Service Commission.

Customer Charge	
Pole Charge	
Light Fixture Charge	
Light Fixture Maintenance Charge	
Energy and Demand Charge:	
Non-fuel Energy Charge Plus the Cost Recovery Factors listed in Rate Schedule BA-1, Billing Adjustments**, except the Fuel Cost Recovery Factor and Asset Securitization Charge Factor:	See Sheet No. 6.105 and 6.106
Fuel Cost Recovery Factor **:	See Sheet No. 6.105
Asset Securitization Charge Factor:	See Sheet No. 6.105

***Charges are normally revised on an annual basis.*

Additional Charges:

Certain additional charges may also apply to the installation.

Gross Receipts Tax Factor:	See Sheet No. 6.106
Right-of-Way Utilization Fees:	See Sheet No. 6.106
Municipal Tax:	See Sheet No. 6.106
Sales Tax:	See Sheet No. 6.106

THE CUSTOMER AGREES:

1. To purchase from the Company all of the electric energy used for the operation of the Lighting System.

2. To be responsible for paying, when due, all bills rendered by the Company pursuant to the Company's currently effective Lighting Rate Schedule LS-1, or its successor, for facilities and service provided in accordance with this Contract.

3. To be responsible for trimming trees that may either obstruct the light output from fixture(s) or that obstruct maintenance access to the facilities.

IT IS MUTUALLY AGREED THAT:

4. Requests for exchanging facilities, upgrades, relocations, etc. are subject to Section III, paragraph 3.05, of the Company's General Rules and Regulations Governing Electric Service.

THIS IS NOT A BILL. PLEASE DO NOT SEND A PAYMENT IN RESPONSE TO THIS COMMUNICATION.

5. The Company does not guarantee continuous lighting service and will not be liable for damages for any interruption, deficiency or failure of service, and reserves the right to interrupt service at any time for necessary repairs to lines or equipment. Nothing in this Contract is intended to benefit any third party or to impose any obligation on the Company to any such third party.

6. Installation shall be made only when, in the judgment of the Company, the location and the type of the facilities are, and will continue to be, easily and economically accessible to the Company's equipment and personnel for both construction and maintenance. In the event the Customer or its contractor, subcontractor or other agent changes the grading, which requires the Company to move its facilities or otherwise incur costs to ensure compliance with applicable code requirements, Customer shall compensate the Company for all such costs incurred by the Company to comply with any applicable code requirements. In the event Customer fails to pay the Company within 30 days of the completion of such work, Customer shall pay the Company any amounts owing the Company, including interest and any attorneys and other fees and costs the Company incurs to collect any amounts owed to the Company.

7. Modification of the facilities provided by the Company under this Contract may only be made through the execution of a written amendment to this Contract.

8.The Company will, at the request of the Customer, relocate the lighting facilities covered by this Agreement, if provided sufficient rights-of-way or easements to do so. The Customer shall be responsible for the payment of all costs associated with any such Customer-requested relocation of the Company's lighting facilities.

9. The Company may, at any time, substitute for any luminaire/lamp installed hereunder another luminaire/lamp which shall be of at least equal illuminating capacity and efficiency.

10. Customer agrees to take responsibility for the cost incurred to repair or replace any fixture or pole which has been willfully damaged. The Company shall not be required to make such repair or replacement prior to payment by the Customer for damage.

11. The Company will repair or replace malfunctioning lighting fixtures maintained by the Company in accordance with Section 768.1382, Florida Statutes (2005).

12. This Contract shall be for a term of ten (10) years from the date of initiation of service. The date of initiation of service shall be defined as the date the first lights are energized.

13. Should the Customer fail to pay any bills due and rendered pursuant to this Contract or otherwise fail to perform the obligations contained in this Contract, said obligations being material and going to the essence of this Contract, the Company may cease to supply electric energy or service until the Customer has paid the bills due and rendered or has fully cured such other breach of this Contract. Service charges associated with the reconnection of service after disconnection for nonpayment or violation of Company or Commission Rules may be assessed for each lighting installation on an account. Any failure of the Company to exercise its rights hereunder shall not be a waiver of its rights. It is understood, however, that such discontinuance of the supplying of electric energy or service shall not constitute a breach of this Contract by the Company, nor shall it relieve the Customer of the obligation to perform any of the terms and conditions of this Contract.

14. If the Customer no longer wishes to receive service under this schedule, the Customer may terminate the Contract by giving the Company at least sixty (60) days advance written notice to the Company. Upon early termination of service, the Customer shall pay an amount equal to the remaining monthly customer charges, remaining Contribution in Aid of Construction ("CIAC"), if applicable, and remaining pole and fixture lease amounts for the term of the contract. The Customer will be responsible for the cost of removing the facilities.

15. In the event of the sale of the real property upon which the facilities are installed, or if the Customer's obligations under this Contract are to be assigned to a third party, upon the written consent of the Company, this Contract may be assigned by the Customer to the Purchaser or to the third party. No assignment shall relieve the Customer from its obligations hereunder until such obligations have been assumed by the Purchaser or third party and agreed to by the Company.

16. This Contract supersedes all previous contracts or representations, either written, oral or otherwise between the Customer and the Company with respect to the facilities referenced herein and constitutes the entire Contract between the parties. This Contract does not create any rights or provide any remedies to third parties or create any additional duty, obligation or undertakings by the Company to third parties.

17. This Contract shall inure to the benefit of, and be binding upon the successors and assigns of the Customer and the Company.

18. This Contract is subject to the Company's Tariff for Retail Service, or as they may be hereafter revised, amended or supplemented. In the event of any conflict between the terms of this Contract and the provisions of the Company's Tariff for Retail Services, the provisions of the Company's Tariff for Retail Service and FPSC Rules shall control, or as they may be hereafter revised, amended or supplemented.

19. The obligation to furnish or purchase service shall be excused at any time that either party is prevented from complying with this Contract by strikes, lockouts, fires, riots, acts of God, the public enemy, governmental or court actions, lightning, hurricanes, storms, floods, inclement weather that necessitates extraordinary measures and expense to construct facilities and/or maintain operations, or by any other cause or causes not under the control of the party thus prevented from compliance, and the Company shall not have the obligation to furnish service if it is prevented from complying with this Contract by reason of any partial, temporary or entire shut-down of service which, in the sole opinion of the Company, is reasonably necessary for the purpose of repairing or making more efficient all or any part of its generating, transmission, distribution or other electrical equipment.

20. In no event shall the Company, its parent corporation, affiliate corporations, officers, directors, employees, agents, and contractors or subcontractors be liable to the Customer, its employees, agents or representatives, for any incidental, indirect, special, consequential, exemplary, punitive or multiple damages resulting from any claim or cause of action, whether brought in contract, tort (including, but not limited to, negligence or strict liability), or any other legal theory.

THIS IS NOT A BILL. PLEASE DO NOT SEND A PAYMENT IN RESPONSE TO THIS COMMUNICATION.

EXHIBIT 20

RETURN TO AGENDA

DUKE ENERGY. | Outdoor Lighting

INTERNAL

Lighting Estimate

DE Contact: Laura Stapleton <laura.stapleton@duke-energy.com>

Address: 3300 Exchange Place Lake Mary, Fl 32746

Phone: 407.942.9205

WR 63920685

October 5, 2026

Project Details	
Customer:	CONCORD STATION CDD
Account:	910088449448
Premise:	5206234883
Site:	LAND O LAKES, MENTMORE BLVD 18933
Contact:	Patricia Thibault <Patricia@havenmgtsol.com>
Phone:	

Scope of Request

REMOVE: 100W & 400W HPS Roadway light fixtures
REMOVE: 100W HPS Monticello light fixtures

INSTALL: 50W & 220W LED Roadway light fixtures
INSTALL: 50W LED Monticello

Existing Poles to Remain

Note: Quantities & Wattages subject to Field Verification

EXISTING INVENTORY

Quantity	Product Description Fixtures and Poles	Per Unit				Sub-Total
		Monthly Charge	Maint.	Fuel & Energy	Unit Total	
24	400W HPS ROADWAY S169R	$6.00	$1.94	$14.55	$22.49	$539.76
16	100W HPS ROADWAY S42RH	$4.15	$2.87	$3.62	$10.64	$170.24
13	50W LED Roadway 3K OH Type III Gray L17RMO3	$3.77	$2.04	$1.46	$7.27	$94.51
1	50W LED Roadway 3K UG Type V Gray L17RMH5	$4.87	$2.04	$1.46	$8.37	$8.37
6	100W HPS Monticello BLK S49PM	$12.79	$2.87	$4.22	$19.88	$119.28
					$0.00	$0.00
30	30' CONCRETE P405	$6.68	$0.00	$0.00	$6.68	$200.40
6	16' COLONIAL SINGLE BLK P492	$9.79	$0.00	$0.00	$9.79	$58.74
					$0.00	$0.00
	Fixture & Pole Charge, Maintenance, F&E Totals:	$600.16	$138.26	$452.88		
					Existing Estimated Monthly Rates	**$1,191.30**

PROPOSED INVENTORY

Quantity	Product Description Fixtures and Poles	Per Unit				Sub-Total
		Monthly Charge	Maint.	Fuel & Energy	Unit Total	
24	220W LED Roadway 3K UG Gray Type III L76R3G	$7.81	$2.04	$6.54	$16.39	$393.36
29	50W LED Roadway 3K UG Type III Gray L17RMH3	$4.87	$2.04	$1.46	$8.37	$242.73
1	50W LED Roadway 3K UG Type V Gray L17RMH5	$4.87	$2.04	$1.46	$8.37	$8.37
6	50W LED Monticello 3K Type III Blk L17BLT3	$16.34	$2.04	$1.46	$19.84	$119.04
					$0.00	$0.00
30	30' CONCRETE P405	$6.68	$0.00	$0.00	$6.68	$200.40
6	16' COLONIAL SINGLE BLK P492	$9.79	$0.00	$0.00	$9.79	$58.74
					$0.00	$0.00
					$0.00	$0.00
	Fixture & Pole Charge, Maintenance, F&E Totals:	$690.72	$122.40	$209.52		
					Proposed Estimated Monthly Rates	**$1,022.64**

Monthly rates are subject to tariff rate changes as per LS-1 Rate Schedule

✧ **CIAC** ONE TIME PAYMENT	**$0.00**
* **MLDF** MONTHLY PAYMENT	**$0.00**

Estimates valid for 30 days and subject to change.

20261001

Estimated Monthly Rates *excludes any applicable taxes, franchise fees or customer charges.*

✧ ***CIAC -*** *The one time invoice for the Contribution in Aid of Construction will be mailed to you separately upon approval of this estimate and payment is due before the work can be released to scheduling of construction.*

OR

* ***MLDF*** *- This Monthly Lighting Distribution Fee will be billed to you seperately each month is 0.96% of the Underground or Overhead Service feed and pole installation.*

In order for us to proceed with the above proposed lighting design we will need an authorized signature on this estimate. Do not remit payment with this form.

Thank you for your lighting request. We look forward to working with you on this project.

Authorized Signature _____ Date _____

(Please sign and date to approve this estimate and return via email or the mailing address above)

EXHIBIT 21

RETURN TO AGENDA

DUKE ENERGY. | Outdoor Lighting

INTERNAL

Lighting Estimate

DE Contact: Laura Stapleton <laura.stapleton@duke-energy.com>
Address: 3300 Exchange Place Lake Mary, Fl 32746
Phone: 407.942.9205

WR 63922080

October 5, 2026

Project Details	
Customer:	CONCORD STATION CDD
Account:	910088479022
Premise:	5205120126
Site:	LAND O LAKES, STREETLIGHTS 576
Contact:	Patricia Thibault <Patricia@havenmgtsol.com>
Phone:	

Scope of Request

REMOVE: 100W, 150W & 250W HPS Roadway light fixtures

INSTALL: 50W, 110W & 150W LED Roadway light fixtures

Existing Poles to Remain

Note: Quantities & Wattages subject to Field Verification

EXISTING INVENTORY

Quantity	Product Description Fixtures and Poles	Per Unit				Sub-Total
		Monthly Charge	Maint.	Fuel & Energy	Unit Total	
160	100W HPS ROADWAY S42RG	$6.01	$2.89	$3.62	$12.52	$2,003.20
52	250W HPS ROADWAY S104RH	$5.84	$2.89	$8.95	$17.68	$919.36
13	150W HPS ROADWAY S65RG	$6.30	$2.87	$5.60	$14.77	$192.01
4	100W HPS ROADWAY S42RH	$4.15	$2.87	$3.62	$10.64	$42.56
64	50W LED Roadway 3K OH Type III Gray L17RMO3	$3.77	$2.04	$1.46	$7.27	$465.28
18	50W LED Roadway 3K UG Type III Gray L17RMH3	$4.87	$2.04	$1.46	$8.37	$150.66
3	150W LED Roadway Gray UG Type III L51RG	$6.13	$2.04	$4.39	$12.56	$37.68
2	50W LED Roadway 3K UG Type II Gray L17RMH3	$4.87	$2.04	$1.46	$8.37	$16.74
1	40W LED Roadway UG L14RG	$5.15	$2.04	$1.21	$8.40	$8.40
1	70W LED Roadway UG L24RG	$5.75	$2.04	$2.07	$9.86	$9.86
260	30' CONCRETE P405	$6.68	$0.00	$0.00	$6.68	$1,736.80
	Fixture & Pole Charge, Maintenance, F&E Totals:	$3,468.55	$843.03	$1,270.97		
					Existing Estimated Monthly Rates	**$5,582.55**

PROPOSED INVENTORY

Quantity	Product Description Fixtures and Poles	Per Unit				Sub-Total
		Monthly Charge	Maint.	Fuel & Energy	Unit Total	
250	50W LED Roadway 3K UG Type III Gray L17RMH3	$4.87	$2.04	$1.46	$8.37	$2,092.50
52	150W LED Roadway 3K UG Gray Type III L51ZG	$6.13	$2.04	$4.39	$12.56	$653.12
16	110W LED Roadway 3K UG Gray Type III L38R3G	$6.08	$2.04	$3.27	$11.39	$182.24
					$0.00	$0.00
260	30' CONCRETE P405	$6.68	$0.00	$0.00	$6.68	$1,736.80
					$0.00	$0.00
					$0.00	$0.00
					$0.00	$0.00
					$0.00	$0.00
	Fixture & Pole Charge, Maintenance, F&E Totals:	$3,370.34	$648.72	$645.60		
					Proposed Estimated Monthly Rates	**$4,664.66**

Monthly rates are subject to tariff rate changes as per LS-1 Rate Schedule

Estimates valid for 30 days and subject to change.

✧	**CIAC** ONE TIME PAYMENT	**$0.00**
*	**MLDF** MONTHLY PAYMENT	**$0.00**

20261001

Estimated Monthly Rates *excludes any applicable taxes, franchise fees or customer charges.*

✧ ***CIAC -*** *The one time invoice for the Contribution in Aid of Construction will be mailed to you separately upon approval of this estimate and payment is due before the work can be released to scheduling of construction.*

OR

* ***MLDF*** *- This Monthly Lighting Distribution Fee will be billed to you seperately each month is 0.96% of the Underground or Overhead Service feed and pole installation.*

In order for us to proceed with the above proposed lighting design we will need an authorized signature on this estimate. Do not remit payment with this form.

Thank you for your lighting request. We look forward to working with you on this project.

Authorized Signature _____ Date _____

(Please sign and date to approve this estimate and return via email or the mailing address above)

EXHIBIT 22

RETURN TO AGENDA

Services LLC

P.O. Box 2288
Jupiter, Florida 33468-2288
(561) 744-1225
(866) 771-RUST (7878)
office@rusttechservices.com
www.rusttechservices.com

RUST TECH SERVICES PROVIDES A WATER TREATMENT ADDITIVE FOR WELL WATER IRRIGATION SYSTEMS TO CONTROL STAINING. THE SOLUTION IS A FOOD GRADE COMPLEX POLYPHOSPHATE LIQUID CONCENTRATE ADDITIVE WHICH WILL REDUCE CLOGGING IN SPRINKLER HEADS, VALVES AND LINES.

Date: 10/1/26

This agreement ensures Rust Tech Services will maintain a rust inhibitor system for:
Concord Station CDD, 18636 Mentmore Blvd., Land O' Lakes, FL 34638
c/o Haven Management Solutions
Attn: Patrica patricia@havenmgtsol.com

This agreement includes:
Existing well water stains will be removed at no charge.
Rust Tech Services technicians service the property, maintain the rust inhibitor equipment and fill the chemical tank every two weeks.
You will only be billed for service, never a delivery charge.
The monthly price is based on irrigating 3-4 days per week. Any additional irrigating will be billed accordingly.
Our service technicians will remove any recurring rust stains at no charge.
Rust Tech will supply the rust inhibitor system.

The cost of Rust Tech Services is based on irrigating 3-4 days per week:
Monthly service charge $2795.00

Rust Tech Services, LLC requires either party's thirty-day cancellation notice. In the event of a service agreement, invoices submitted are due within 30 days of invoice date. Delinquent accounts of 60 days or more are subject to a 1.5% monthly finance charge. If delinquent accounts are referred for collection or legal action, the customer agrees to pay all reasonable costs for collection including reasonable attorney fees.
Any fees associated with electronic payment network companies, vendor management companies, insurance management companies, permits and all other outside fees will be invoiced to the customer.
A 5% increase in the cost of monthly service will be implemented each year on the service anniversary date.
Proposals are valid for 30 days.

Mike Blann
_____ _____
Mike Blann Customer Signature
Rust Tech Services Representative

IN RUST WE TRUST!

EXHIBIT 23

RETURN TO AGENDA

SERVICE AGREEMENT

Rust Doctors FL LLC
6453 W Rogers Circle Suite S1
Boca Raton, FL 33487
(561) 866-9005 | info@rustdoctorsfl.com
https://rustdoctorsfl.com/

Service Information

Concord Station CDD | 10437 | (813) 909-4569
18636 Mentmore Blvd,
Land O' Lakes, FL 34638
concordstationmgr@gmail.com

Billing Information

| Concord Station CDD | 10437
18636 Mentmore Blvd,
Land O' Lakes, FL 34638
concordstationmgr@gmail.com

Rust Control - Bi Weekly: Rust Doctors FL LLC

Rust Doctors FL LLC specializes in rust removal and prevention services, offering both sprinkler and irrigation system rust prevention as well as direct rust removal. This proposal is for rust control services. If equipment and installation are required to provide these services, they will be included as separate line items within this proposal.

This Service Agreement Includes:

Comprehensive Rust Removal:
Rust Doctors FL LLC will remove all existing rust from all exterior surfaces on the property **during each scheduled service visit** using our proprietary treatment process. This ensures the property is fully restored and consistently maintained free of visible rust buildup. If, during the initial service, Rust Doctors determines that a deep initial rust restoration and/or pressure cleaning is necessary to properly prepare the property for ongoing maintenance, such services will be performed only upon approval and billed as a separate one-time initial service charge. The recurring monthly service fee will remain unchanged regardless of any additional work performed during the initial service.

Ongoing Rust Prevention:
We do not just remove rust — we actively work to keep it from returning. Our service includes continuous treatment methods designed to prevent future rust formation between visits. Our rust prevention formula is food-grade and NSF-approved, making it safe for surrounding areas, including trees, plants, landscaping, pets, and wildlife.

Ongoing Service & Maintenance:
As part of the monthly service, we will:

- Service and maintain all installed rust prevention equipment.
- **Refill all rust prevention system tanks with our proprietary rust prevention formula to ensure continuous protection against new rust formation.**
- Perform a comprehensive inspection of the property for any visible rust formation.
- Remove any rust identified during the inspection using our proprietary rust removal process.
- Make any necessary adjustments to the rust prevention system to maintain optimal performance.

For properties without a rust prevention system installed, Rust Doctors FL LLC will perform a comprehensive property inspection and rust removal service during each scheduled visit. Rust prevention between visits is not included unless a rust prevention system is installed.

Rust Prevention System (If Required):
If needed, Rust Doctors FL LLC will provide and install a rust prevention system for the customer’s irrigation system to address the source of rust at its origin.

- Equipment and installation pricing are determined on a case-by-case basis.
- Equipment is sold as a standalone item; installation is required and billed separately.
- All installations will be performed by Rust Doctors FL LLC unless otherwise specified.
- Upon full payment, ownership of the equipment transfers to the customer.
- If the rust prevention equipment has not been purchased by the customer, Rust Doctors FL LLC retains ownership and reserves the right to reclaim the equipment upon cancellation of services.
- Rust Doctors FL LLC reserves the right to decline installation services and may require the customer to arrange installation independently with notice.

Billing Structure:

- Services are typically billed on a monthly basis regardless of service frequency. Unless otherwise specified in the proposal or agreed to by both parties, the monthly service fee remains fixed based on the scope of services provided. **Billing Frequency - Monthly.**
- Additional irrigation beyond the agreed schedule may result in additional charges due to increased rust exposure.
- Monthly pricing may adjust based on water quality and the volume of treatment chemicals required.
- A standard 5% annual price increase will be applied on January 1st of each calendar year unless otherwise specified in the proposal.

Service Frequency:
The number of service visits per month is mutually agreed upon and outlined within the proposal. These visits form the basis for scheduling and monthly frequency.

- **Service Frequency - Every 14 Days.**

Contract Terms:
This Agreement shall have an initial term of twelve (12) months. Following the initial term, either party may terminate this Agreement for any reason upon thirty (30) days’ prior written notice to the other party. Rust Doctors FL LLC reserves the right to cancel this Agreement at any time for any reason upon thirty (30) days' written notice.

Payment Terms:

- Residential accounts are due upon receipt and require a valid payment method on file for automatic payment of recurring services and approved add-ons.
- Approved commercial accounts may be invoiced under Net 30 terms, with payment due within thirty (30) days of the invoice date.
- Rust Doctors FL LLC reserves the right to suspend services for accounts more than thirty (30) days past due until the balance is paid in full.

Taxes:
Sales tax applies to all equipment purchases and installation services and will be added to the final invoice in accordance with state and local tax regulations.

Rust Doctors FL LLC: Read our Terms and Conditions – https://rustdoctorsfl.com/terms/

Customer Notes:

Rust Control - Bi Weekly Subscription

Sep '26	Oct '26	Nov '26	Dec '26	Jan '27	Feb '27
3x(S)8,500.00	2x(S)2,000.00	2x(S)2,000.00	2x(S)2,000.00	2x(S)2,000.00	2x(S)2,000.00

Mar '27	Apr '27	May '27	Jun '27	Jul '27	Aug '27
3x(S)2,000.00	2x(S)2,000.00	2x(S)2,000.00	2x(S)2,000.00	2x(S)2,000.00	2x(S)2,000.00

Initial Service / Warranties

First Month:	$2,000.00
Initial Discount:	($0.00)
230V Plug (UniDose) Pump:	$400.00
230V Plug (UniDose) Pump:	$400.00
230V Plug (UniDose) Pump:	$400.00
230V Plug (UniDose) Pump:	$400.00
200GL Rust Control System	$750.00

Recurring Services

Service Charge:	$2,000.00
Tax (7%):	$0.00
Recurring Total:	$2,000.00

Tank:	
200GL Rust Control System	$750.00
Tank:	
125GL Rust Control System	$500.00
Tank:	
125GL Rust Control System	$500.00
Tank:	
Installation Pump and Tank:	$100.00
Installation Pump and Tank:	$100.00
Installation Pump and Tank:	$100.00
Installation Pump and Tank:	$100.00
Sub Total:	$6,500.00
Tax (7%):	$315.00
Initial Total:	$6,815.00

Billing Info

| Concord Station CDD | 10437
18636 Mentmore Blvd,
Land O' Lakes, FL 34638

Payment Information

| Concord Station CDD

If elected, I authorize Rust Doctors FL LLC to automatically bill my debit/credit card upon completion of each service. Residential accounts are required to elect autopay.

Customer Signature: _____

Date: _____

Sign Agreement Below

EXHIBIT 24

RETURN TO AGENDA

EXHIBIT 25

RETURN TO AGENDA

LLS Tax Solutions Inc.
1645 Sun City Center Plz,
#5027
Sun City Center, FL 33571
Telephone: 850-754-0311
Email: liscott@llstax.com

September 15, 2026

Concord Station Community Development District
c/o Haven Management Solutions
255 Primera Boulevard, Suite 160
Lake Mary, Florida 32746

Thank you for choosing LLS Tax Solutions Inc. ("LLS Tax") to provide arbitrage services to Concord Station Community Development District ("Client") for the following bond issue. This Engagement Letter describes the scope of the LLS Tax services, the respective responsibilities of LLS Tax and Client relating to this engagement and the fees LLS Tax expects to charge.

- $24,120,000 Concord Station Community Development District Capital Improvement Revenue and Refunding Bonds, Series 2016A-1 (Senior Lien)
  $4,305,000 Concord Station Community Development District Capital Improvement Revenue and Refunding Bonds, Series 2016A-2 (Subordinate Lien)

SCOPE OF SERVICES

The procedures that we will perform are as follows:

- Assist in calculation of the bond yield, unless previously computed and provided to us.
- Assist in determination of the amount, if any, of required rebate to the federal government.
- Issuance of a report presenting the cumulative results since the issue date of the issue of bonds.
- Preparation of necessary reports and Internal Revenue Service ("IRS") forms to accompany any required payment to the federal government.

As a part of our engagement, we will read certain documents associated with each issue of bonds for which services are being rendered. We will determine gross proceeds of each issue of bonds based on the information provided in such bond documents. You will have sole responsibility for determining any other amounts not discussed in those documents that may constitute gross proceeds of each series of bonds for the purposes of the arbitrage requirements.

TAX POSITIONS AND REPORTABLE TRANSACTIONS

Because the tax law is not always clear, we will use our professional judgment in resolving questions affecting the arbitrage calculations. Unless you instruct us otherwise, we will take the reporting position most favorable to you whenever reasonable. Any of your bond issues may be selected for review by the IRS, which may not agree with our positions. Any proposed adjustments are subject to certain rights of appeal. Because of the lack of clarity in the law, we cannot provide assurances that

the positions asserted by the IRS may not ultimately be sustained, which could result in the assessment of potential penalties. You have the ultimate responsibility for your compliance with the arbitrage laws; therefore, you should review the calculations carefully.

The IRS and some states have promulgated "tax shelter" rules that require taxpayers to disclose their participation in "reportable transactions" by attaching a disclosure form to their federal and/or state income tax returns and, when necessary, by filing a copy with the Internal Revenue Service and/or the applicable state agency. These rules impose significant requirements to disclose transactions and such disclosures may encompass many transactions entered into in the normal course of business. Failure to make such disclosures will result in substantial penalties. In addition, an excise tax is imposed on exempt organizations (including state and local governments) that are a party to prohibited tax shelter transactions (which are defined using the reportable transaction rules). Client is responsible for ensuring that it has properly disclosed all "reportable transactions" and, where applicable, complied with the excise tax provision. The LLS Tax services that are the subject of this Engagement Letter do not include any undertaking by LLS Tax to identify any reportable transactions that have not been the subject of a prior consultation between LLS Tax and Client. Such services, if desired by Client, will be the subject of a separate engagement letter. LLS Tax may also be required to report to the IRS or certain state tax authorities certain tax services or transactions as well as Client's participation therein. The determination of whether, when and to what extent LLS Tax complies with its federal or state "tax shelter" reporting requirements will be made exclusively by LLS Tax. LLS Tax will not be liable for any penalties resulting from Client's failure to accurately and timely file any required disclosure or pay any related excise tax nor will LLS Tax be held responsible for any consequences of its own compliance with its reporting obligations. Please note that any disclosure required by or made pursuant to the tax shelter rules is separate and distinct from any other disclosure that Client might be required to or choose to make with its tax returns (e.g., disclosure on federal Form 8275 or similar state disclosure).

PROFESSIONAL FEES AND EXPENSES

Our professional fees for the services listed above for the annual bond year beginning August 29, 2025, through the period ending August 28, 2026, is $500, which includes reasonable out-of-pocket expenses. We will bill you upon completion of our services. Our invoices are payable upon receipt. Additionally, you may request additional consulting services from us upon occasion; we will bill you for these consulting services at a beforehand agreed upon rate.

Unanticipated factors that could increase our fees beyond the estimate given above include the following (without limitation). Should any of these factors arise we will alert you before additional fees are incurred.

- Investment data provided by you is not in good order or is unusually voluminous.
- Proceeds of bonds have been commingled with amounts not considered gross proceeds of the bonds (if that circumstance has not previously been communicated to us).
- A review or other inquiry by the IRS with respect to an issue of bonds.

ACCEPTANCE

You understand that the arbitrage services, report and IRS forms described above are solely to assist you in meeting your requirements for federal income tax compliance purposes. This Engagement Letter constitutes the entire agreement between Client and LLS Tax with respect to this engagement, supersedes all other oral and written representations, understandings or agreements relating to this engagement, and may not be amended except by the mutual written agreement of the Client and LLS Tax.

Please indicate your acceptance of this agreement by signing in the space provided below and returning a copy of this Engagement Letter to us. Thank you again for this opportunity to work with you.

Very truly yours,
LLS Tax Solutions Inc.

By: *Linda L. Scott*
Linda L. Scott, CPA

AGREED AND ACCEPTED:
Concord Station Community Development District

By: _____

Print Name _____

Title _____

Date: _____