### NOTICE OF REGULAR MEETING CONCORDE ESTATES COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given that the Board of Supervisors ("Board") of the Concorde Estates Community Development District ("District") will hold a regular meeting of the Board on:

DATE: June 24, 2020

### **REGULAR MEETING**

TIME: 4:00 p.m.

https://meetingsamer14.webex.com/ or by phone 1-408-418-9388 Meeting # 126 109 8774 Password: QTjieppx796 (78543779)

The regular meeting will be conducted by means of communications media technology pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020 and March 20, 2020 respectively, as extended by Executive Orders 20-114 and 20-139 and pursuant to Section 120.54(5)(b)2., Florida Statutes. The regular meeting is being held for the necessary public purpose of conducting district business. At such time the Board is so authorized and may consider any business that may properly come before it.

While it is necessary to hold the above referenced meeting of the District's Board of Supervisors utilizing communications media technology due to the current COVID-19 public health emergency, the District encourages public participation in a safe and efficient manner. Pursuant to Section 286.0114, Florida Statutes, and District policy, participants who wish to comment should submit questions and comments to the District Manager, by emailing the District Manager at **kristen.suit@inframark.com**. You shall provide in the email's title, "Written Comments, June 24, 2020 Meeting", along with your name, address, and email address. If you desire for your written comments to be read into the record during the meeting, please so indicate.

The agenda will be posted on the District's website <a href="www.concordeestatescdd.org">www.concordeestatescdd.org</a> and may also be obtained by contacting the District Manager at <a href="kristen.suit@inframark.com">kristen.suit@inframark.com</a>. The meeting is open to the public and will be conducted in accordance with Chapters 190 and 286, Florida Statutes. The public hearing and meeting may be continued to a date, time, and place to be specified on the record at the hearing or meeting. There may be occasions when staff or board members may participate by speaker telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

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

District Manager Kristen Suit

### **Concorde Estates Community Development District**

#### **Inframark, Infrastructure Management Services**

210 North University Drive Suite 702, Coral Springs, Florida 33071 Phone: 954-603-0033 Fax: 954-345-1292

June 17, 2020

**Board of Supervisors** 

Concorde Estates Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Concorde Estates Community Development District is scheduled to be held on Wednesday, June 24, 2020 at 4:00 p.m. via WebEx: <a href="https://meetingsamer14.webex.com/">https://meetingsamer14.webex.com/</a> Meeting #126 109 8774

Password: QTjieppx796

Anyone wishing to listen and participate in the meeting telephonically can do so at

1-408-418-9388 Meeting #126 109 8774, Password: 78543779

Following is the advance agenda for the meeting:

- 1. Roll Call
- 2. Public Comments on Agenda Items (limited to 3 mins)
- 3. Staff Report Site/Field Manager's Report
  - A. Monthly Field Manager's Report
  - **B.** Summary of Proposals for Paver Removal & Replacement
    - i. Creation and Renovation Inc.
    - ii. OM General Services LLC
    - iii. Paver King
    - iv. Guillen Brick Pavers
  - C. Pool Leak (Pipe) Repairs Discussion
  - D. Summary of Proposals for Pool Resurfacing
    - i. B&L Pool Resurfacing Inc.
    - ii. SPIES
  - E. Tree Removal Proposal Robinson Wetland
- 4. Engineer's Report
  - A. South Stewart Street Ditch Outfall Modifications Update
  - **B.** Consideration of the (3) Outfall Structure Repairs
  - C. Consideration of Wetland Maintenance Proposals
- 5. Attorney's Report
  - A. Update on Duval Offset Matter
  - B. Update on Foreclosure Litigation
  - C. Other
- 6. District Manager's Report
  - A. Consent Agenda
    - i. Minutes of the May 27, 2020 Meeting
    - ii. Financial Statements
  - **B.** Ratification of Chair Authorized Expenses Between Meetings
- 7. Supervisors' Requests and Comments
  - A. Access Control & Video Surveillance System Maintenance Proposals Supervisor Goyetche
- 8. Adjournment

Enclosed are attachments available for the above agenda. Additional items may be provided under separate cover when they become available or they will be distributed at the meeting.

The balance of the agenda is routine in nature and staff will present and discuss their reports at the meeting. In the meantime, if you have any questions, please contact me.

Sincerely,

Kristen Suit, District Manager

### **Third Order of Business**

## 3A.

Ariel Medina | Field Services Supervisor



313 Campus Street, Celebration, FL 34747 **(O)** 407-566-4122| **(M)** 281-831-0139 | www.inframarkims.com

FREDDY BLANCO | Assistant Maintenance Manager



313 Campus Street| Celebration, FL 34747 Office: 1.407.566.1935| Mobile: 1.407.947.2489|www.inframarkims.com

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## Concorde Estates CDD Field Management Report

June 2020







### **COMPLETED ITEMS:**

- Meet with Capital Land for Landscaping Review
- Met with contractors to obtain proposals
- Met with Sitex for lake review
- Reviewed and processed invoices on a weekly basis
- Returned phone calls as necessary
- Respond to emails and communications as needed

### **ATTACHMENTS**

- Field Management Update
- Inframark Landscaping Report
- Capital Land Monthly Report
- Sitex Monthly Report

## Work Orders Status Update

Arranged gym to open as per Board of Supervisors instruction Continue with pressure washing program
Repairs were completed throughout the clubhouse
Repaired wall border in clubhouse
Repaired architectural frame on clubhouse
Pick up trash throughout the community
Installed new flags
Completed various repairs in the clubhouse
Sanitize clubhouse on a daily basis

## Inframark Landscaping Report

				Concorde Estates Landscaping Rev	view
Issue	Location	Date of Drive- thru	Status	Field Manager Comments	Photos
Irrigation boxes condition	Throughout the community	6/9/2020	Not completed	Several irrigation boxes are showing poor maintenance service and missing caps.	
Irrigation issue	At Greatbear Way.	6/9/2020	Pending	Lack of irrigation is killing the viburnum plants.	
Weed control.	Throughout the community	6/9/2020	Not completed	Poor weed control on different beds on the front entrance and other one beds.	
Dead Flowers beds	Rec. center	6/9/2020	Pending	Dead flowers on the beds. After Four week this issue is still present.	

Trimming service	Grassmere View Pkwy.	6/9/2020	Not completed	Trimming service pending for weeks around the irrigation control and all the way down the PVC fence at Grassmere View Pkwy.	
Trimming service	Throughout the community	6/9/2020	Not completed	Trimming service pending several branches is too low and the tree base need the trimming service as well.	
Edging service	Marshfield Preserve way.	6/9/2020	Not completed	The edging service don't was complete after de mowing service.	
Palm tree Trimming	Grassmere view Pkwy.	6/9/2020	Pending	Palms need trimming service at the community entrance.	

Palm tree Trimming	At Coastal View Ct.	6/9/2020	Not completed	Palms need trimming service around the park area. Just some palm trees were trimmed, several still without the service.	
Remove Pine Nuggets mulch.	At the Recreation Center.	6/9/2020	Completed	Remove pine nuggets mulch from the playground and install the right playground mulch. This situation have more of three month.	
Tree removal.	At Harbor View In.	6/9/2020	Not completed	Sycamore tree present angle of inclination and possible detachment of roots, tree was removed but the stump is still there. After more of 90 days the stump is there.	
Viburnum installation	St Clair St. And Greatbear Way.	6/9/2020	Completed	Provide proposal to install Viburnum at the playground area. This project is pending for more of 60 days.	
Remove dead pine tree	Grassmere view Pkwy.	6/9/2020	Completed	Remove dead palm tree was approved and the palm is still there	

Sod installation.	Throughout the community	6/9/2020	Ongoing	Installation partially completed of St. Augustine sod as there are some brown spot throughout the community.	
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## Capital Land Monthly Report

### Legend:

VBC-Volley Ball Court PP-Pocket Park TC-Trash Can EM-Easement DP-Dog Park



# Concorde Estates CDD Monthly Report May.2020

		<u>Detail Day</u>	Mow Crews
Main Entrances, 1/2 Blvd		7-May	May 7,14,21,28
Clubhouse, 1/2 Blvd	VBC, TC	7-May	May 7,14,21,28
3181 Stonington Run	PP,TC	7-May	May 7,14,21,28
3101 Duxbury Dr	PP,TC	7-May	May 7,14,21,28
2991 Stonington Run	Pond	7-May	May 7,14,21,28
3207 Hopewell Dr	PG,DP,TC	14-May	May 7,14,21,28
3201 Rydal Water Way	PP,TC	14-May	May 7,14,21,28
2804 Grasmere View Pkwy	cul de sac	14-May	May 7,14,21,28
2440 Tradewinds Dr	cul de sac	14-May	May 7,14,21,28
2351 Tradewinds Dr	DP,TC	14-May	May 7,14,21,28
3209 Jackson Grey Rd	PP	14-May	May 7,14,21,28
2260 Tradewinds Dr	Pond	14-May	May 7,14,21,28
3000 Harbor View Ln	2 Ponds	14-May	May 7,14,21,28
3141 Oyster Bay Ln	Lift Station	22-May	May 7,14,21,28
3131 Rocky River Rd	PP	22-May	May 7,14,21,28
3130 Rocky River Rd	PP	22-May	May 7,14,21,28
2331 Marshfield Preserve Way	Easement	22-May	May 7,14,21,28
2351 Marshfield Preserve Way	Pond,EM	22-May	May 7,14,21,28
3150 Seasalt Dr	EM	22-May	May 7,14,21,28
3208 Olivia Breeze Dr	PP,TC	22-May	May 7,14,21,28
3220 Jubilee Rd	Pond,EM	29-May	May 7,14,21,28
2770 Marshfield Preserve Way	Bridge 1	29-May	May 7,14,21,28
2820 Marshfield Preserve Way	Bridge 2	29-May	May 7,14,21,28
2890 Marshfield Preserve Way	Pond,EM	29-May	May 7,14,21,28
2990 Marshfield Preserve Way	Easement	29-May	May 7,14,21,28
3461 Marshfield Preserve Way	2 Pine Trails	29-May	May 7,14,21,28
3441 Marshfield Preserve Way	Lift Station	29-May	May 7,14,21,28
3000 Greatbear Way	PP,TC	29-May	May 7,14,21,28
3041 Palemero Rose Way	2 Pine Trails	29-May	May 7,14,21,28
3080 Palemero Rose Way	Pond,EM	29-May	May 7,14,21,28
3211 Marshfield Preserve Way	Easement	29-May	May 7,14,21,28

### Pine Bark Mulch

changed out playground

### **Annuals**

### **Proposals**

park proposals

### **Plant Insects**

Scheduled for June 11 treat ants on scheduled visits *Turf Weeds* 

Scheduled for June 11

### **Turf Insects**

Scheduled for June 11

### **Turf Disease**

Scheduled for June 11

### **Problem Areas**

### **Heavy Leaf Litter**

### **Fertilization**

scheduled for June 11

## Sitex Monthly Report

### **CONCORDE ESTATES COMMUNITY DEVELOPMENT DISTRICT**

### **OPERATIONS & MAINTENANCE HIGHLIGHT**

### **SITEX AQUATICS MANAGEMENT REPORT**



June 2020

All ponds were treated for shoreline vegetation as needed with a custom grass mix targeted for specific species present. All ponds had trash removed as well.

**POND1-** Algae grasses and hydrilla treated.

**POND2-** Algae and grasses treated

**POND3-** Algae and grasses treated

**POND4**- Algae and grasses treated

**POND5-** Grasses and algae treated

**POND6-** Algae treated

**POND7**- Hydrilla and algae treated

**POND8**- Algae and grasses treated

**POND9**- Hydrilla and algae treated

**POND10-** Algae and grasses treated

### **ADDITIONAL NOTES:**

We have received much needed rainfall this past month. The water levels are returning to normal. All trash in and around ponds have been removed as well. Please don't hesitate to reach out to my staff or myself if you need anything at all.

Regards

Brian Fackler

Sitex Aquatics LLC.

**3B.** 

### **Pool Pavers Summary of Proposals**

Contractor Name	Amount
Creation and Renovation Inc.	\$55,780.00
OM General Services LLC	\$52,800.00
Paver King	\$60,200.00
Guillen Bricks Pavers	\$50,628.00

## 3Bi.

### **CREATION & RENOVATION, INC**

CUSTOM DRIVEWAY\* WALKWAY \*SIDEWALKS\* PATIOS \* POOL DECKS \* RETAINING WALL \*

### \* CONCRETE REMOVAL & DIRT REMOVAL\*

CELL: (407) 948-4070

creation-renovation@hotmail.com

SOLD TO OWNER / BUILDER:	PHONE:	DATE: 06/11/2020			
NAME: Inframark	JOB NAME:				
STREET: 3151 Georgian Bay lane	STREET:				
NAME: Inframark	CITY:				

\*\*Two Years Warranty on Labor\*\*

FIELD	BORDER	AREA
SHAPE: COLOR:	SHAPE: COLOR:	

All prices are valid for thirty (30) days after the date of this Quotation; provided, however, that all prices are subject to change due to fluctuation in material or component prices.

### SCOPE OF WORK:

#### Pool deck area.

Remove and Haul about 5800 square feet of pavers.

Supply and apply recycle concrete material.

Supply and install about 5800 square feet of pavers.

Supply and install about 100 linear feet of 3" drain.

Supply and install 2-12x12 box drain. Install about 100 feet of French drain.

Supply and apply concrete on border edge.

Supply and apply masonry sand.

Clean up waste from the job site.

Payment method: 50% down 50% upon job completion.

Total: \$ 55,780.00

#### Owner/BUILDER is responsible for the following:

### A. Permit to perform work on site.

- B. To inspect materials for proper color and shape prior to installation.
- C. All underground utilities.
- D. Water and electricity available on job site.
- \* Any changes in layout which requires additional materials, will be on a separate contract and installed after original contract has been completed.
- \* A Notice to owner, which is a standard Florida Law, will be send by the paver manufactory to inform that an order of pavers has been placed to your property.
- \* We are not responsible for damage caused by owner neglect, other sub-contractors during or after installation, misuse, acts of nature or settling due to failure of sub grade.
- \* We are not responsible for lawns, shrubs or other materials in the job site, access or equipment areas.
- \*Service is weather permitting
- \*When installing bullnose pavers around a pool, precautions are taken to avoid grout and thin set from falling into your swimming pool. However, it is virtually impossible to keep it all out. Most of it can be removed when you have your pool cleaned, however, it is the responsibility of the homeowners to clean the pool themselves or hire someone to do it.
- \* All sales are made in accordance with the reseller's samples which purchaser covenants that he has seen and approved.
- \* NO GUARANTEE OF EXACT COLOR SHADE IS MADE.

Manufacturer's products have color variations from plant to plant and from one production run to another. This is standard throughout industry. Further, the samples in any brochure or sample board may vary in color appearance to the actual product.

\* Shipping dates given in advance of actual shipment are estimated, **Seller** shall not be liable for **delays** resulting from causes beyond Seller's reasonable control...

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received, customer agrees to pay all collection cost including, but not limited to reasonable attorney fees and cost of suit if suit becomes necessary. County of venue shall be Orange County, Florida.

\*Withdrawal of Proposal by Creation & Renovation, Inc.

Proposals for work expire within 30 days of estimate. In addition, Creation & Renovation, Inc. reserves the right to withdraw a proposal for work for any reason upon verbal and/or written notification to the authorized signer. In cases where Creation & Renovation, Inc. withdraws its proposal (before work begun), all deposits and payments will be refunded in full to the client. If the work had already begun, then we will determine individually if there will be a partial charge, this will depend mostly on the reasons we were forced to stop work.

**Disclaimer:** During the excavation process, Creation & Renovation, Inc, we are not responsible for anything by near including water pipes, cable, electric, irrigation or telephone lines. Normal excavation goes 4-5" inches below grade.

\* By signing this agreement, a quote, or approving a job from Creation & Renovation, Inc. you acknowledge that you have carefully read, understand and fully agree to the terms and conditions. Any details not included in writing in this agreement are not binding upon either party.

SALESPERSON:	ACCEPTED BY	DATE
_		

<sup>\*\*</sup> Signed contract and initial deposit must be received before order for material can be placed. \*\*

## 3Bii.



### **O&M General Services LLC**

### 60% Deposit Required.

Estimate expired on June 13, 2020

#### **Estimate #000014**

June 14, 2020

#### Customer

Concorde Estate CDD ariel.medina@inframark.com FL 34747

#### Message

We look forward to working with you.

### Pool Paver project Price \$52,800.00

Consist of the following scope of work. 1-Removal of all exiting Pavers around pool areas and Pool Edge.

- 2-Secure and place all pavers to Secure area designated by Victor or Ariel Medina from Inframark.
- 3-Fix and re configure land, edges and re align levels of pool area where new Pavers will be installed.
- 4-Place new Paver polymet sand and compact ground accordingly.
- 5- Level via GPS all areas for better slope and level area for drain system.
- 6-Install 3" drain system with removal covers for better cleaning and drainage.
- 7- Install new Pavers according to Concord State Code or rules on colors and measure.
- 8-Polymer and compact Areas
- 9-Seal treatment and clean up.

Subtotal \$52,800.00

Total \$52,800.00

### O&M General Services LLC omhomerenovation@gmail.com +1 (407) 433-3731

### **Workmanship and Labor Limited 2 Year Warranty**

O&M General Services, LLC is providing a limited 2-year warranty on the workmanship or labor for the installation of pool area pavers under the following terms;

### Coverage

O&M General Services, LLC will repair issues that arise as a result of faulty or poor workmanship or labor on installation of pool pavers at Concord State CDD, if O&M General Services, LLC is notified of the issue during the warranty period. O&M General Services, LLC reserves the right to inspect any issues in order to determine that the issue was caused by faulty of poor workmanships. O&M General Services, LLC reserves the right to charge a service fee if it is determined that the issue was not a result of poor or faulty workmanship or labor on the part of O&M General Services, LLC or covered under the warranty terms.

For issues covered by this workmanship and labor limited Warranty, O&M General Services, LLC will provide, at no additional cost to the customer, both materials and labor necessary to repair the issue. Examples of work covered under this warrant are;

Broken or cracked pavers
Factory poorly manufactured products
Uneven pavers
Potholes
Depression
Raveling

### What is Not Covered

- Normal expected wear and tear associated with exposed to normal traffic
- Improper maintenance
- Exposure to unsuitable environmental conditions (including but not limited to lightning
- strikes, stomp, fire, flood, etc.)
- Unauthorized or abnormal use, repair, modification, or enhancements
- Negligence or accidents
- Pavers or areas that have had work performed on them by contractors or individuals other than O&M General Services. LLC

#### **Miscellaneous Provisions**

ibis limited warranty will be governed and interpreted exclusively in accordance with the law of the state of Florida, without reference to provisions concerning conflicts of law. If any provision of this limited warranty is found by any court or arbitrator to be invalid, illegal or unenforceable, the validity,

legality and enforceability of the remaining provisions will not be affected thereby. 'Ibis limited warranty constitutes the entire contract between the parties concerning the subject matter of this warranty and supersedes all marketing brochures and other expectations, understandings, communications, representations and agreements, whether verbal or written, between the parties.

## 3Biii.

# PAVER KING

1472 Farrindon Circle • Heathrow, FL 32746 407.221.1718

PROPOSAL SUBMITTED TO:	Date: 06/11/3030
Name: INFRAMARK Street: 3151 Georgian Bay Ln City: Kissimmee 34746 Phone: 407-963-1453 Cell: Email: Cruzbudach @. gmail.com	Comments
We hereby propose to furnish the materials and perform the	a labor passage of the state of
2. PAVENS 5567DJ	pavers It install New.
4. INSTAUL 100 LF OF	
6. INStall 2 BOX DI	MINS 12 X12 1200
7. 8. INStall_100LF OF 9.	French Drain 5000°
10.	total 602000
11.	
12.	
13	
Any alteration or deviation from above specifications involv will become an extra charge over and above the estimate. Al	ving extra costs will be executed only upon written orders, and ll material is guaranteed to be as specified, and the above work cations submitted for above work and completed in a substantial Dollars \$
Balance on completion	Deposit
Respectfully submitted:	Balance
OWNER ACCEP The prices, specifiations and conditions are satisfactory as specified. Payment will be made as outline above".	PTANCE OF PROPOSAL, and are hereby accepted. Paver King is authorized to do the work
Date: Signature:	

## 3Biv.



8144 Sun Vista Way Orlando, FL, 32822 321-895-8286 javiguillen24@gmail.com https://m.facebook.com/javiguillen24/

### **Guillen Brick Pavers**

**Estimate** 

06/12/2020

For: Concorde Estates CDD

Ariel.medina@inframark.com

3151 Georgian Bay Ln Kissimmee, FL, 34746

Ship To: 3151 Georgian Bay Ln

Kissimmee, FL, 34746

Estimate No:

Date:

Tracking No: Ship Via:

Free Shipping

Code	Description	Quantity	Rate	Amount
Remove pavers and haul	Labor	5,766	\$1.50	\$8,649.00
Installation of pavers	Pool deck	5,766	\$6.50	\$37,479.00
Deck drain 3"	Recommend 3"	100	\$20.00	\$2,000.00
Box drain	French drain	100	\$25.00	\$2,500.00
		Subtotal		\$50,628.00
Payment Details		TAX 0%		\$0.00
A 50% deposit of \$25,314.00 is required by	06/12/2020.	Shipping		\$0.00
		Total		\$50,628.00
	_			
		Total		\$50,628.00

☐ Pay Now

Deposit due 06/12/2020 \$25,314.00

Comments Agenda Page31

This price included all materials

Labor

Remove old pavers and haul

Clean up

50% of deposit required and the other 50% when the job is done

2 years warranty on labor

Reference

Brad Smith 910-274-8025

Fernando López 497-209-7241

Rick flores 1 (407) 715-1283



Attachment #1 Agenda Page32



Attachment #2 Agenda Page33





Attachment #3 Agenda Page34





Archivo adjunto n.° 4

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Archivo adjunto n.° 5

	N-9 Hember 2017) Hit of the Treasury:		ntification Numb		Give Form to the requester. Do not send to the IRS.				
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	GUILLEN BRICK	DAYERS, LLG	Effection store					_	
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4 2	single-member LL					Energic	payer-2008:	(Fary)	
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l. I am	U.S. citizen or othe	er U.S. person (defin	ed below); and						
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fler they were published, go to www.rs.gov/FormW9.				transactions by brokers;  • Form 1099-S proceeds from real estate transactions)					
Purpose of Form				Form 1099-K (merchant card and third party network transactions)					
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Archivo adjunto n.° 6

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# 3D.

# **Pool Resurfacing Summary of Proposals**

Contractor Name	Amount
SPIES	\$43,057.00
B L Pool Resurfacing	\$53,500.00

# 3Di.

1435 North Combee Rd Lakeland, FL 33801 CPC 1456633 WE NOW ACCEPT CREDIT CARDS WITH a 3% PRCESSING FEE

ADDRESS



SWIMMING POOL PROPOSAL/CONTRACT

Agenda Page41

Phone: (863) 668-8660 Toll Free: 877-314-5060 Fax: (863) 667-2042

www.bnlpool.net bleoolresurface@aol.com

9+5	ARSI
ELL:	
HONE:	281-381-0139
2	TD.

SWIMMING POOL SQUARE FOOT

		CON	TROL.	BRING THE SURFACE TO THE REQUIRED STANDARD AND/OR GET THE SURI THE JOB MAY REQUIRE SANDBLASTING OR WELL POINTING COST TO BE DET	ERMINED.		HO
	Pool	100	Spa	Complete Fiberglass Surface (1 yr on surface/1-yr on labor)	COST	\$	
				EUSAD II)	meder	\$	-
V	Pool		Spa	Complete (10) yr limited (manufacturer warranty) Standard Biscayrle Blue Exposed Aggregate Surface With (1-one year labor only)	COST	42900	
		12.70		Vinyl Liner Replacement (20/20 MIL□ ) (20/27 MIL add \$250.00 □ ) (27/27 MIL add	COST		
	Pool		Spa	\$500.00 □ ) (Track or accessories not included)	Standard	\$	
	Pool		Spa	Convert Vinyl Liner pool to Fiberglass surface (1 yr on surface/1-yr on labor)	COST	\$	
	Pool		Spa	Concrete Floor □ Concrete Steps □ Concrete Shell □	COST	\$	
	1001		Opa	Sandblast or Water Blast to remove paint ☐ Fiberglass ☐			
	Pool		Spa	Exposed aggregate □	COST	\$	
	Pool		Spa	Well point ground area around swimming pool (TBD)	COST	\$	
	Pool		Spa	Drain and Clean swimming pool	COST	\$	
Lin	Pool	50	Spa Spa	MUD CAP TILE] and [\$500.00 on UPGRADE TILE] Tile Company Color Step Cap Tile: LinFt  Spot Tile @ NO CHG # of 3x3:  Color  No NSkio 50	COST Standard COST	\$ 9350°	
MIS	C. Pool	Equ		WONSHO 20	LF	101111111111	
	Outer	r Ste	eps		COST	\$	□ CK BOX I
	Pump		Filter	Timer Lite Bulb Lite Fixture Transformer	COST	\$	COST TBD
c			(WE	DO NOT DO ELECTRICAL WORK) Tota/	5	3,500	
1		W S	na ka	AGREEMENT			
	-	В&	TOTA	Resurfacing, Inc hereby agrees to furnish the materials and labor-complete in accordance with all AL CONTRACT PRICE: (NOTE: COMMERICAL JOBS REQUIRE 50% DOWN & 50% G( ) SB( ) Or CONCRETE FL( ) ST( ) SHELL( ) S&R(	WHEN WAT	VL ONVERSION	EXPO AGG ( )
50	)% dow	/n	\$	\$ \$ \$ \$ S	\$	(r. XBID) ADS	\$
В	FINAL ALANC	E	\$	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	\$	uspinier i	\$

ON SIGNING OF CONTRACT PAYMENT TO BE MADE AS FOLLOWED ABOVE: (Note: WORK WILL NOT START WITHOUT A DEPOSIT OR DRAW PAYMENT)

FINAL PAYMENT is to be made on swimming pool WHEN WATER is STARTED if we do not have final payment the startup chemicals will not be added. Startups are done as a courtesy. Failure to make final payment in FULL and within 5 days of completion of swimming pool resurfacing or other work that is preformed will result in further action being taken to secure final payment and you will not receive a warranty. A Claim of Lien will be filed with the Clerk of Courts and Homeowner will pay for Lien and filing fees and certified mail in the sum of \$300.00 plus interest on amount owed.

I, THE UNDERSIGNED HOMEOWNER, AND HEREBY AGREE THAT IN THE EVENT OF DEFAULT IN THE PAYMENT OF ANY AMOUNT DUE, AND IF THIS ACCOUNT IS PLACED IN THE HANDS OF AN AGENCY OR ATTORNEY FOR COLLECTION OR ANY FORM OF LEGAL ACTION BY B&L POOL RESURFACING OR BY HOMEOWNER. HOMEOWNER WILL PAY AN ADDITIONAL CHARGE EQUAL TO THE COST OF COLLECTION INCLUDING AGENCY AND ATTORNEY FEES AND COURT COSTS PLUS INTEREST INCURRED AND PERMITTED BY LAWS GOVERNING THESE TRANSACTIONS. PLEASE SEE REVERSE SIDE OF PROPOSAL/CONTRACT ON NEW MANDATORY WARNING REQUIRED FOR DIRECT CONTRACTS RELATED TO RESIDENTIAL DWELLINGS. I UNDERSTAND THAT A WARRANTY IS GIVEN FOR THE RESURFACE OF SWIMMING POOL AND I HAVE (30) DAYS TO ND FINAL PAYMENT HAS BEEN MADE. All

# PLEASE READ YOUR CONTRACT AND THE ADDENDUM TO CONTRACT

## PLEASE NOTE: IF WE HAVE NOT RECEIVED PAYMENT AS REQUIRED FOR WORK TO BE PERFORMED, WORK MAY BE DELAYED UNTIL WE HAVE RECEIVED DRAW PAYMENT!

The following items represent a comprehensive list of items for which B&L Pool Resurfacing, Inc WILL NOT assume any responsibility now or in the future as most of these items fall completely outside of our control and is and will be the homeowners' responsibility. By signing this contract homeowner agrees to the addendum.

- Upon starting work we must have water, power and access to work area.
- If you have a problem with pool equipment or a leaky pool or spa, please let us know prior to starting work.
- Homeowner does not have to be there during job B&L Pool Resurfacing, Inc is not responsible if you plan to be there on the tentative start date and we are not able to start on the tentative date. Due to safety reasons homeowner is not allowed near or in pool during renovation process.
- The work we perform is construction; therefore we are unable to give an exact hour/minute that we will arrive on the tentative date or the hour/minute that 4
- we will be on the job site performing the work! Please make note that we have several jobs at one time in progress.
- Weather related damage of any kind Acts of God the work cannot be preformed in the rain or cold.
- B&L Pool Resurfacing, Inc is not responsible when cleaning dust or debris that may or will get on your pool enclosures due to various ages of screen 6. material, nor house, furniture and deck from grinding or sandblasting of pool surface and tile. We will not be responsible for neighbor's property
- Any pre-existing defects in your landscape, plumbing, deck furniture, screen or other property are not our responsibility and photos are taking of the 7. surrounding area prior to work beginning.
- We will not be responsible for your pets and we will not take responsibility for homeowners not reading proposal/contract or the addendum to contract. 8
- We strive to inform you of all the details & communicate as much as possible and make & return phone calls 9
- When work has started a pump will be dropped to remove water, pump or pumps MUST NOT BE MOVED or SHUT OFF with out consulting our 10
- **NEVER** reposition a water hose placed by our technicians during the refill process. 11
- When pool surface has been applied the fill water flow may be reduced BUT NEVER SHUT OFF until water reaches the middle of the tile and then you 12. must shut off water, we do not come back to shut off your water
- Call the office and advise when water is filled to the middle of the waterline tile and if final payment has been made, we will arrange for the startup 13 chemicals to be added. Please note that startups are done as a courtesy to the homeowner.
- Operate filtration system continuously for minimum of 72 hours. DO NOT add chlorine for 48 hours and DO NOT turn on pool heater until there is no 14 plaster dust in pool.
- If you are on well water there will be an additional charge for pool chemicals and we will do everything possible to prevent staining, there is no guarantee. 15.
- Exposed aggregate will appear streaked, blotchiness, spots, white spots, shade and color variations this is not to be considered a failure. IT IS 16.
  - MANDATORY TO BRUSH POOL SURFACE ONCE OR TWICE DAILY with a combination brush according to contract & warranty specifications, this is done to even color and remove cream.
- On an exposed aggregate surface vacuuming during the first 30 days must only be accomplished with a brush vacuum. Surface debris on pool floor may be 17. pushed to the main drain or vacuumed away. Please do not use a pool cleaner for the first 28 days.
- On an exposed aggregate surface you will have to clean your filter 2-3 times a day for the first 2 weeks along with the brushing process. 18.
- On a fiberglass surface please do not use a pool cleaner for the first 2 weeks. B&L pool Resurfacing, Inc is not responsible for staining of the fiberglass 19 surface or exposed aggregate surface
- Swimming pool resurface has 1 year from date of completion on labor. 20
- B&L Pool Resurfacing. Inc DOES NOT warranty or guarantee broken/not working properly or loss of water from tile, tile grout joints, skimmer, light, 21 returns, main drain, vinyl liner fiberglass steps, plumbing or pool equipment from leaks on all types of pool and spa surfaces. WE DO NOT DO LEAK DETECTION!
- Work items shared or coordinated with other companies must leave pool clean free of debris and stains or a \$500.00 (Five Hundred Dollars) cleaning fee 22. will be accessed
- Warranty procedures must be followed. If you do not follow the procedures according to your warranty, if B&L Pool Resurfacing, Inc comes out to look at 23 any problems with swimming pool/spa after thirty (30) days of completion of swimming pool/spa remodel there will be a \$85.00 (Eighty Dollar) service call and \$85.00 (Eighty Five Dollars) per hour plus cost of any chemicals or parts etc.
- If there is anything else that is to be done in the remodeling process of the swimming pool then it must be written in the comment section of the 24. proposal/contract and signed by the homeowner
- Tile installations must be accomplished prior to any deck coping installation. 25.
- B&L Pool Resurfacing, Inc DOES NOT clean or maintain swimming pools, we remodel only. It is the homeowners' responsibility to maintain their
- swimming pool/spa or hire a swimming pool cleaning service. Instructions will be giving on swimming pool maintenance on completion of job As with all vinyl liner replacement's we strive to do the best we can to remove all wrinkles from the liner, but sometimes due to circumstances beyond our 27. control one or more may appear or not be able to be worked out.

HOMWOWNER INTIALS: If ground water is high and ground water control is needed to keep pool liner from floating up, and a mud hog pump
is required there will be a add on charge of \$350.00 to \$550.00.
HOMWOWNER INTIALS: If pool bottom or walls of pool require rebuilding or reshaping, prior to new liner installation, which you would only
know after you remove old liner, please add \$500.00 to \$700.00.
HOMWOWNER INTIALS: If foam is needed for the pool walls prior to liner installation, please add \$345.00.

### NEW MANDATORY WARNING REQUIRED FOR DIRECT CONTRACTS RELATED TO RESIDENTIAL **DWELLINGS**

ACCORDING TO FLORIDA'S CONSTRUCTION LIEN LAW (SECTION 713.001-713.37, FLORIDA STATUTES), THOSE WHO WORK ON YOUR PROPERTY OR PROVIDE MATERIALS AND ARE NOT PAID IN FULL HAVE A RIGHT TO ENFORCE THEIR CLAIM FOR PAYMENT AGAINST YOUR PROPERTY. THIS CLAIM IS KNOWN AS A CONSTRUCTION LIEN. IF YOUR CONTRACTOR OR A SUBCONTRACTOR, FAILS TO PAY SUBCONTRACTORS, SUB-SUBCONTRACTORS, OR MATERIAL SUPPLIERS OR NEGLECTS TO MAKE OTHER LEGALLY REQUIRED PAYMENTS, THE PEOPLE WHO ARE OWED MONEY MAY LOOK TO YOUR PROPERTY FOR PAYMENT, EVEN IF YOU HAVE PAID YOUR CONTRACTOR IN FULL. IF YOU FAIL TO PAY YOUR CONTRACTOR, YOUR CONTRACTOR MAY ALSO HAVE A LIEN ON YOUR PROPERTY. THIS MEANS IF A LIEN IS FILED YOUR PROPERTY COULD BE SOLD AGAINST YOUR WILL TO PAY FOR LABOR, MATERIALS, OR OTHER SERVICES THAT YOUR CONTRACTOR OR A SUBCONTRACTOR MAY HAVE FAILED TO PAY. FLORIDA'S CONSTRUCTION LIEN LAW IS COMPLEX AND IT IS RECOMMENDED THAT WHENEVER A SPECIFIC PROBLEM ARISES, YOU CONSULT AN ATTORNEY.

# 3Dii.

 Commercial Swimming Pool Chemicals & Supplies

 Chlorine for Treatment of Drinking & Waste Water



Agenda Page44
• Parts, Repairs and Renovations
Lic # CP C043205
• Pool Heater Sales
and Repair
Lic # 12152

CONCORDE ESTATES CDD 3151 GEORGIA BAY LN. KISSIMMEE, FL.

06/12/20

ATTN: C/O ARIEL,

**RESURFACE POOL** WITH EXPOSED QUARTZ FINISH. ALSO INCLUDES OPTIONS FOR INSTALLING NEW TILE AND LED LIGHTS.

#### SCOPE OF WORK FOR POOL AREA

- DRAIN POOL
- CHIP OFF LOOSE AND DELAMINATED MATERIAL UP TO 250 SQ. FT

# (NOTE: ANY ADDITIONAL DELAMINATION BEYOND 250 SQ. FT. WILL BE BILLED FOR AT A COST TO YOU OF \$5 PER SO. FT.)

- DIAMOND SAW CUT AND BEVEL EXISTING FINISH APPROXIMATELY 1 ½'-2" WIDE, AROUND ALL WALL
  PENETRATIONS, (INCLUDING LIGHTS, MAIN DRAINS AND RETURN LINE FITTINGS, VACUUM LINES) AND
  NEXT TO TILE PROVIDE FULL DEPTH AND FLUSH INSTALLATION OF THE NEW FINISH
- CHIP AND REMOVE NEEDED SURFACE FROM GUTTER TO ACHIEVE 2" SLOPE FROM THE FRONT TO THE BACK OF THE GUTTER (PER STATE CODE)
- 4,000 PSI PRESSURE WASH ENTIRE POOL SURFACE
- ACID WASH
- RETILE THE WATERLINE INSTALL NEW 2"X6" SKID RESISTANT TILE ON THE GUTTER LIP SET AT A 2" PITCH FROM THE FRONT TO THE BACK OF THE GUTTER (PER FBC 454)
- INSTALL NEW 2"X6" CONTRASTING SKID RESISTANT STEP TILE ON STEPS AND BENCH (PER FBC 454)
- REPLACE 26 SLOTTED FLOOR RETURN GRATE COVERS
- REPLACE THE 2-12"X12" MAIN DRAIN FRAMES AND GRATES WITH NEW VGBA GRATES
- APPLY BOND KOTE TO PREPARE OLD SURFACE (COVERING FLOOR, GUTTER, AND WALLS)
- RESURFACE POOL WITH SMOOTH, MONOLITHIC LAYER OF EXPOSED QUARTZ FINISH (3/8" TO ½" THICK)
- REMOVE ALL WASTE FROM JOB
- REFILL POOLS WITH YOUR WATER, COMPLETELY BALANCE THE WATER CHEMISTRY USING YOUR CHEMICALS, START UP SYSTEM, INSTRUCT YOUR OPERATOR IN THE PROPER TECHNIQUE OF CARING FOR THE NEW FINISH

801 Sawdust Trail Kissimmee, FL 34744



407-847-2771 Fax 407-847-8242

www.spiespool.com

• Commercial Swimming Pool Chemicals & Supplies

 Chlorine for Treatment of Drinking & Waste Water



Agenda Page45
• Parts, Repairs and Renovations
Lic # CP C043205
• Pool Heater Sales
and Repair
Lic # 12152

#### **POOL RESURFACING**

 LIMITED 5YR. MANUFACTURER WARRANTY (POOL FINISH ONLY) ALL OTHER MATERIALS AND LABOR 1 YEAR WARRANTY

TOTAL: \$32,862.00

#### OPTION #1

- INSTALL 5 NEW LED LIGHTING FIXTURES IN EXISTING LIGHT NICHES. MANUFACTURER STATES AN 86% ENERGY COST SAVINGS.
  - (ANY WORK TO EXISTING LIGHTING SYSTEM, I.E. TRANSFORMERS, CONDUITS, BOND WIRE, ETC. ARE NOT INCLUDED. IF ANY ADDITIONAL WORK IS NEEDED, A PROPOSAL WILL BE PROVIDED BEFORE WORK IS COMPLETED.)

TOTAL: \$2,975.00

#### OPTION #2

RETILE THE INSIDE BEAM, INSTALL NEW 6"X6" TILE WITH NEW DEPTH MARKERS (PER STATE CODE)

**TOTAL: \$4,700.00** 

#### OPTION #3

 REPLACE TOP OF BEAM MARKER TILE. INSTALL NEW 6" NON-SKID DEPTH AND NO DIVE MARKER TILE ON THE TOP OF THE BEAM LIKE EXISTING (PER STATE CODE)

TOTAL: \$2,520.00

\*\*NOTE: THE POOL DECK AREA WILL NEED TO BE CLOSED WHILE THE REFINISHING IS BEING DONE.

THE WORK WILL TAKE 15 WORKING DAYS (3 WEEKS TO HAVE POOL PREPPED, RESURFACED, RE-FILLED, BRUSHED, AND START-UP). WEATHER AND GROUNDWATER CONDITIONS MAY INCREASE THE LENGTH OF THE JOB. WE DO REQUIRE A PAYMENT SCHEDULE WITH A 50% DEPOSIT DUE UPON RECEIVING A COPY OF THE SIGNED CONTRACT AND THE REMAINING 50% DUE UPON COMPLETION AND SUBMITTAL OF OUR FINAL INVOICE. PLEASE HAVE AN AUTHORIZED PERSON SIGN THE QUOTE; RETURN AN EXECUTED SET TO US FOR CONVENIENT SCHEDULING OF THE WORK. IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CALL ME.

#### THIS QUOTE IS GOOD FOR 90 DAYS

ACCEPTED AND AGREED:

REGARDS,

BY: \_\_\_\_\_\_

DATE:

OPTION #1 OPTION #2

OPTION #3

801 Sawdust Trail Kissimmee, FL 34744



DEREK SCHWAN PROJECT MANAGER SPIES POOL, LLC. CP C043205

> 407-847-2771 Fax 407-847-8242

www.spiespool.com

# 3E.

### **ESTIMATE**

### **Concorde Estates Community Development District**

#### **Robinson Wetland**

2704 Rooks Road Davenport, Fl 33837

Phone: (863) 604-7290

Email: robinsonwetland@gmail.com Web: www.robinsonwetland.com

Estimate # 000635 06/02/2020 Date

**Description Total** 

Tree Removal \$9,500.00

- -Remove hazardous tree for residents back yard
- Grind stump for removal
- Remove any wood chips and left over debrisInstall sod over impacted area for coverage

\$9.500.00
\$9,500.00

Thank you for your business!

Concorde Estates Community Development District

# **Fourth Order of Business**

# 4C.

### **ESTIMATE**

## Concorde Estates Community Development District

#### **Robinson Wetland**

2704 Rooks Road Davenport, Fl 33837

Phone: (863) 604-7290

Email: robinsonwetland@gmail.com Web: www.robinsonwetland.com Estimate # Date 000634

05/04/2020

**Description** Total

#### Shoreline maintenance- Bi-monthly

\$27,000.00

- Tractor bush hog/mow shoreline area to keep maintained
- Weed eat around tree areas and culvert areas
- Pick up loose trash and debris
- Spray herbicide around culvert areas to help with flow outs
- Estimate includes all machines and material to complete maintenance
- Work bid is for Bi monthly service for one year starting July 1st 2020 and ending on June 30th 2021 for a total of 6 services at \$4500 per service totaling \$27000 per year

\$27.000.00
\$27,000.00

Thank you for your business!

Concorde Estates Community Development District

## Farming Innovation, LLC

PO Box 2094 Davenport, FL 33836 863.287.2351 ESTIMATE Estimate No. 6920 Date: 6/12/2020

Estimate To: Concord Estates Community

Kissimmee, FL

Waterfront Maintenance for Community

- This estimate is for bi-monthly maintenance for a term of one year from date of contract.

#### Description of Work:

- Mowing waterfront including weed eating as needed.
- Litter removal
- Aquatic weed management as needed.

Total Amount for One Year of Maintenance: \$31,200.00

\*\* This quote pricing is valid for 30 days from the quote date.

Please keep us in mind for any other future work. Thank you for the opportunity.

# **Sixth Order of Business**

# 6Ai

#### MINUTES OF MEETING CONCORDE ESTATES COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Concorde Estates Community Development District was held on Wednesday, May 27, 2020 at 1:00 p.m. via WebEx.

Present and constituting a quorum were:

Victor CruzChairpersonMichael BarbuckVice ChairmanBasam AlliAssistant SecretaryCesar GoyetcheAssistant SecretaryMartha LandAssistant Secretary

Also present were:

Kristen Suit District Manager
Tim Qualls District Counsel
Tristan LaNasa Young Qualls, P.A
David Hamstra District Engineer
Ariel Medina Field Supervisor

Resident

The following is a summary of the minutes and actions taken.

#### FIRST ORDER OF BUSINESS Roll Call

Ms. Suit called the meeting to order and called the roll.

# SECOND ORDER OF BUSINESS Public Comments on Agenda Items (limited to 3 minutes)

 An email was received from Brent Trauger requesting his written comments as noted below be entered into the meeting record:

Each month the fourth order of business includes the Monthly Field Manager's Report. In the Agenda Package it consistently shows "Returned phone calls as necessary" and "Respond to emails and communication as needed" under the Completed Items.

Prior to Inframark, I received a response to all my emails. Since Inframark, I rarely receive a response to my emails.

I have seven outstanding emails without a response. That is unsatisfactory.

Please consider revising Inframark's duties to: Return all phone calls" and "Respond to all emails and communications". Residents deserve a response; Inframark employees should not decide what is "as necessary" or "as needed".

As a follow up, residents should have access to know the status of a request -received, no action required, action scheduled, action completed, etc. County and City governments provide this service. The CDD should also.

• Mr. Cruz decided to move this discussion to under Supervisors comments.

#### THIRD ORDER OF BUSINESS

Presentation of Fiscal Year 2020/2021 Proposed Budget

- A. Consideration of Resolution 2020-5, Approving the Fiscal Year 2020/2021 Proposed Budget and Setting a Public Hearing for July 29, 2020 at 1:00 p.m.
- As discussed at the budget workshop:
  - Assessments will be kept flat.
  - Reserving as per reserve study.
  - ➤ Budget line items were kept within somewhat of same range as per the Assessment Methodology in order to keep assessments flat.

On MOTION by Mr. Goyetche seconded by Mr. Barbuck with all in favor Resolution 2020-5 approving proposed budget for Fiscal Year 2020/2021 and setting a public hearing on July 29, 2020 at 1:00 p.m. was adopted. 5-0

#### FOURTH ORDER OF BUSINESS

Staff Report-Site/Clubhouse Manager's Report

#### A. Monthly Field Manager's Report

- The monthly Field Management Report was included in the agenda package.
- Mr. Medina reported on pool resurfacing and repairs; and paver repair/replacement needed prior to opening of the pool.
- Discussion ensued with regard to pool and paver repairs. Mr. Cruz to work as liaison to Field Supervisor to obtain proposals.

On MOTION by Mr. Barbuck seconded by Mr. Goyetche with all in favor Mr. Cruz to serve as liaison to Field Supervisor and District Engineer for the purposes of obtaining proposals for pool resurfacing, repairs; and paver repairs/replacement to be provided to the Board for consideration at the June Board meeting was approved. 5-0

Discussion ensued with regard to re-opening the gym.

Mr. Alli MOVED to open the gym on June 4, 2020, adhering to guidelines and requiring residents to sign waiver subject to District Counsel providing waiver and Mr. Barbuck seconded the motion.

• The prior motion was discussed.

On Voice VOTE with Mr. Cruz, Mr. Barbuck, Mr. Goyetche and Mr. Alli in favor and Ms. Land opposed the prior motion was approved.

4-1

#### FIFTH ORDER OF BUSINESS

#### **Engineer's Report**

Mr. Hamstra reported on the following:

#### A. South Stewart Street Ditch Outfall Modifications Update

- Mr. Hamstra reported that the County Engineer agreed to the conceptual improvement plans with the most cost-effective solution for the South Stewart Street ditch outfall modifications. They are not requiring submittal of a formal permit to do the work. They deem it maintenance related. Bids will be solicited.
- Inspection was done with Robinson Wetlands on the shoreline maintenance and the work appears to be completed. Waiting for before and after photographs prior to making payment in full. The area has been roped off for safety.
- Robinson Wetlands will submit proposal for a full year of maintenance.
- The Building Department is not in possession of original construction plans for the pool deck. A geotechnical engineer will be needed to inspect the areas.
- District maintenance of the area was discussed. It was reported it is the responsibility of the District. Drainage easement plat reads it is within boundaries of the District. It will be reviewed again with Engineer and District Counsel.
- The surveying of outlet locations was discussed.

On MOTION by Mr. Goyetche seconded by Mr. Barbuck with all in favor the District Engineer was authorized to proceed with Surveyor locating the three (3) outfall structures and staking area in an amount not to exceed \$1,000. 5-0

 Conceptual options and costs to implement outfall improvements will be discussed at the June meeting.

#### SIXTH ORDER OF BUSINESS

#### Attorney's Report

Mr. Qualls reported the following:

#### A. Update on Duval Offset Matter

 No response has been received from Duvall Counsel. This matter will continue to be monitored.

#### **B.** Update on Foreclosure Litigation

- Interests calculations have been updated and we are analyzing how best to proceed.
   Notice will be sent to all with additional interest amount that has accrued.
   Foreclosure is moving forward.
- Avex has responded they will pay the outstanding O&M within the next 60 days.

#### C. Other

None.

#### SEVENTH ORDER OF BUSINESS

**District Manager's Report** 

- A. Consent Agenda
  - i. Minutes of the April 29, 2020 Meeting

Mr. Barbuck MOVED to approve the Minutes of the April 29, 2020 Meeting and Mr. Alli seconded the motion.

• Discussion ensued with regard to a comment made at the prior meeting.

On Voice VOTE with all in favor the prior motion to approve the Minutes of the April 20, 2020 Meeting was approved. 5-0

#### ii. Financial Statements

On MOTION by Mr. Alli seconded by Ms. Land with all in favor the April 2020 Financials and Check Register were accepted. 5-0

#### iii. Number of Registered Voters

• A report from the Osceola County Supervisor of Elections indicates there were 908 registered voters within the District as of April 15, 2020.

#### **B.** Ratification of Chair Authorized Expenses Between Meetings

 A summary of Chair authorized expenses between meetings in the amount of \$2,182.51 was included in the agenda package.

Mr. Barbuck MOVED to ratify Chair authorized expenses between meetings in the amount of \$2,182.51 and Mr. Goyetche seconded the motion.

• The prior motion was discussed.

On Voice VOTE with all in favor the prior motion to was approved. 5-0

#### EIGHTH ORDER OF BUSINESS

# Supervisors' Requests and Comments

- Ms. Land inquired about the pressure washing schedule; trash pick-up; and the timely opening of the pool.
- Mr. Goyetche commented on the maintenance of exercise equipment along the paths.
- Mr. Alli commented on park landscape maintenance.
- Mr. Cruz thanked staff for doing a great job and on improvements of the community.

#### NINTH ORDER OF BUSINESS

#### **Audience Comments**

 A resident commented on shoreline erosion maintenance and a sink hole. District Engineer to follow up. • Mr. Goyetche reported Creative Playthings is installing equipment today; and removal of a dead tree at 3370 Tradewinds.

### TENTH ORDER OF BUSINESS

## Adjournment

On MOTION by Mr. Barbuck seconded by Mr. Alli with all in favor the meeting was adjourned. 5-0

Assistant Secretary	Chairperson/Vice Chairperson

# 6Aii

# Concord\_Estates Community\_Development\_District

Financial Report
May 31, 2020

## Community Development District

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# Concorde Estates Community Development District

**Financial Statements** 

(Unaudited)

May 31, 2020

#### Balance Sheet May 31, 2020

ACCOUNT DESCRIPTION	G	ENERAL FUND	SE	2004 DEBT 2011 DEBT SERVICE SERVICE FUND FUND		ERVICE	2017B DEBT SERVICE FUND		TOTAL	
<u>ASSETS</u>										
Cash - Checking Account	\$	195,567	\$	-	\$	-	\$	-	\$	195,567
Assessments Receivable		67,499		-		20,102		-		87,601
Investments:										
Money Market Account		894,113		-		-		-		894,113
Prepayment Account B		-		-		688	2,5	00,000	2	2,500,688
Prepayment Fund (A-2)		-		-		9,481		-		9,481
Reserve Fund (A-1)		-		-		322,813		-		322,813
Revenue Fund (A-1)		-		-		135,077		-		135,077
Revenue Fund (A-2)		-		-		18,855		-		18,855
Revenue Fund B		-		-		39		1,487	1,526	
TOTAL ASSETS	\$	1,157,179	\$	-	\$	507,055	\$ 2,5	01,487	\$ 4	4,165,721
LIABILITIES  Accounts Payable	\$	61,381	\$	-	\$	-	\$	-	\$	61,381
Accrued Expenses		11,614		-		-		-		11,614
Due to Landowners		-		-		22,468		-		22,468
Deferred Revenue		67,499	-		20,102		-			87,601
Other Current Liabilities		2,164		_	-		-			2,164
Revenue Bonds Payable-Current		-	7,	903,426	3,013,428		-		10,916,854	
TOTAL LIABILITIES		142,658	7,	903,426		3,055,998	-		11,102,082	
FUND BALANCES										
Restricted for:										
Debt Service		-	-		-		2,501,487		2	2,501,487
Assigned to:										
Operating Reserves		244,991		-		-	-			244,991
Reserves - Other		75,307	-		-		-			75,307
Unassigned:		694,223	(7,903,426)		(2,548,943)		943) -		(9	9,758,146)
TOTAL FUND BALANCES	\$	1,014,521	<b>\$ (7</b> ,	903,426)	\$ (	2,548,943)	\$ 2,5	01,487	\$ (6	6,936,361)
TOTAL LIABILITIES & FUND BALANCES	\$	1,157,179	\$	-	\$	507,055	\$ 2,5	01,487	\$ 4	1,165,721

For the Period Ending May 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	PTED YEAR TO DATE		YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)		MAY-20 ACTUAL	
REVENUES								
Interest - Investments	\$ 7,4	04	\$ 4,936	\$ 6,715	\$ 1,779	\$	193	
Interest - Tax Collector		-	-	361	361		-	
Rents or Royalties	3,2	00	2,136	863	(1,273)		-	
Special Assmnts- Tax Collector	948,0	53	948,053	857,653	(90,400)		3,637	
Special Assmnts- CDD Collected	59,0	78	59,078	3,260	(55,818)		-	
Special Assmnts- Discounts	(37,9	22)	(37,922)	(31,808)	6,114		47	
Other Miscellaneous Revenues		-	_	3	3		-	
Pool Access Key Fee	1:	50	100	-	(100)		-	
TOTAL REVENUES	979,9	63	976,381	837,047	(139,334)		3,877	
<u>EXPENDITURES</u>								
Administration								
P/R-Board of Supervisors	13,0	00	8,668	8,000	668		1,000	
FICA Taxes	9:	95	664	612	52		77	
ProfServ-Arbitrage Rebate	1,2	00	1,200	_	1,200		-	
ProfServ-Engineering	8,0	00	5,336	17,631	(12,295)		4,484	
ProfServ-Legal Services	25,0	00	16,664	65,724	(49,060)		9,042	
ProfServ-Mgmt Consulting Serv	110,0	00	73,336	96,213	(22,877)		13,743	
ProfServ-Special Assessment	5,2	50	5,250	5,250	-		-	
ProfServ-Trustee Fees	10,7	75	10,775	13,003	(2,228)		-	
ProfServ-E-mail Maintenance	16,1	00	10,728	3,328	7,400		-	
Auditing Services	4,0	00	4,000	4,000	-		-	
Insurance - General Liability	6,3	25	6,325	6,593	(268)		-	
Legal Advertising	2,60	00	1,736	442	1,294		187	
Misc-Assessmnt Collection Cost	18,9	61	18,961	16,517	2,444		74	
Annual District Filing Fee	1	75	175	175	-		-	
Total Administration	222,3	81	163,818	237,488	(73,670)		28,607	
Public Safety								
Pool/Clubhouse Security	16,0	00	10,664	_	10,664		-	
Total Public Safety	16,0		10,664		10,664	_	-	
Electric Utility Services								
Electricity - General	16,0	00	10,664	8,750	1,914		1,462	
Electricity - Streetlighting	119,0	00	79,336	78,237	1,099		9,560	
Electricity - Rec Center	12,0		8,000	6,550	1,450		890	
Total Electric Utility Services	147,0		98,000	93,537	4,463		11,912	

**CONCORDE** ESTATES

## Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	MAY-20 ACTUAL
Water-Sewer Comb Services					
Utility - Water	118,000	78,664	47,898	30,766	9,500
Backflow Assembly Testing	750	504	777	(273)	777
Total Water-Sewer Comb Services	118,750	79,168	48,675	30,493	10,277
Flood Control/Stormwater Mgmt					
Contracts-Ponds	10,380	6,920	6,920	-	865
R&M-Aquascaping	10,000	6,664	-	6,664	-
R&M-Fountain	1,200	800	1,465	(665)	-
R&M Lake & Pond Bank	5,000	3,336	1,238	2,098	-
Total Flood Control/Stormwater Mgmt	26,580	17,720	9,623	8,097	865
Other Physical Environment					
Contracts-Landscape	156,000	104,000	104,000	-	13,000
Insurance - Property	9,567	9,567	9,193	374	
R&M-Entry Feature	500	336	-	336	
R&M-Irrigation	8,500	5,664	10,215	(4,551)	
Landscape Replacement	15,000	10,000	5,662	4,338	349
Annual Mulching & Tree Trimming	23,400	23,400	20,275	3,125	
Misc-Decorative Lighting	1,500	1,000	37	963	-
Total Other Physical Environment	214,467	153,967	149,382	4,585	13,349
Contingency					
Misc-Contingency	100,000	66,664	57,118	9,546	40,026
Total Contingency	100,000	66,664	57,118	9,546	40,026
Parks and Recreation - General					
Contracts-Pools	8,100	5,400	9,550	(4,150)	1,600
Contracts-Pest Control	1,500	1,000	250	750	
Telephone, Cable & Internet Service	2,820	1,880	1,602	278	123
R&M-Clubhouse	6,500	4,336	2,432	1,904	52
R&M-Fence	3,500	2,336	464	1,872	
R&M-Pools	8,500	5,664	1,643	4,021	
R&M-Fitness Equipment	3,000	2,000	360	1,640	
R&M-Pressure Washing	3,500	2,336	-	2,336	
R&M-Parks & Facilities	13,300	8,864	10,819	(1,955)	1,443
Office Supplies	1,500	1,000	1,923	(923)	
Clubhouse Cleaning Service G&A	2,940	1,960	980	980	
Dues, Licenses, Subscriptions	525	525	-	525	
Cap Outlay - Other			125,866	(125,866)	
Total Parks and Recreation - General	55,685	37,301	155,889	(118,588)	3,218

**CONCORDE** ESTATES

### Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2020

ACCOUNT DESCRIPTION		ANNUAL ADOPTED BUDGET		YEAR TO DATE BUDGET		YEAR TO DATE ACTUAL		VARIANCE (\$) FAV(UNFAV)		MAY-20 ACTUAL	
<u>Reserves</u>											
Reserve		79,100						-			
Total Reserves		79,100	-			-			-		
TOTAL EXPENDITURES & RESERVES		979,963		627,302		751,712		(124,410)		108,254	
Excess (deficiency) of revenues Over (under) expenditures		-		349,079		85,335		(263,744)		(104,377)	
Net change in fund balance	\$	-	\$	349,079	\$	85,335	\$	(263,744)	\$	(104,377)	
FUND BALANCE, BEGINNING (OCT 1, 2019)		929,186		929,186		929,186					
FUND BALANCE, ENDING	\$	929,186	\$	1,278,265	\$	1,014,521					

For the Period Ending May 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET		YEAR TO DATE BUDGET		YEAR TO DATE ACTUAL		VARIANCE (\$) FAV(UNFAV)		MAY-20 ACTUAL	
<u>REVENUES</u>										
Interest - Investments	\$	-	\$	-	\$	-	\$	-	\$	-
TOTAL REVENUES		-		-		-		-		-
<u>EXPENDITURES</u>										
TOTAL EXPENDITURES		-		-		-		-		-
Excess (deficiency) of revenues  Over (under) expenditures		-								<u> </u>
Net change in fund balance	\$	-	\$		\$		\$		\$	
FUND BALANCE, BEGINNING (OCT 1, 2019)		-		-		(7,903,426)				
FUND BALANCE, ENDING	\$	-	\$		\$	(7,903,426)				

For the Period Ending May 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET		YEAR TO DATE BUDGET		YEAR TO DATE ACTUAL		VARIANCE (\$) FAV(UNFAV)		 MAY-20 ACTUAL
REVENUES									
Interest - Investments	\$	5,163	\$	3,440	\$	6,416	\$	2,976	\$ 558
Special Assmnts- Tax Collector		516,263		516,263		441,565		(74,698)	1,873
Special Assmnts- Prepayment		-		-		157,646		157,646	9,481
Special Assmnts- CDD Collected		25,465		25,465		1,316		(24,149)	-
Special Assmnts- Discounts		(20,651)		(20,651)		(16,377)		4,274	24
TOTAL REVENUES		526,240		524,517		590,566		66,049	11,936
<u>EXPENDITURES</u>									
<u>Administration</u>									
Misc-Assessmnt Collection Cost		10,325		10,325		8,504		1,821	 38
Total Administration		10,325		10,325		8,504		1,821	 38
<u>Debt Service</u>									
Principal Debt Retirement A-1		130,000		130,000		130,000		-	130,000
Principal Debt Retirement A-2		75,000		75,000		65,000		10,000	65,000
Prepayments Series A-2		-		-		255,000		(255,000)	150,000
Interest Expense Series A-1		194,513		194,513		194,513		-	97,256
Interest Expense Series A-2		112,613		112,613		100,474		12,139	48,701
Total Debt Service		512,126	_	512,126		744,987		(232,861)	 490,957
TOTAL EXPENDITURES		522.451		522.451		753,491		(231,040)	490,995
						,		(===,===)	,
Excess (deficiency) of revenues		2.700		2.000		(400,005)		(4.04.004)	(470.050)
Over (under) expenditures		3,789		2,066		(162,925)		(164,991)	 (479,059)
OTHER FINANCING SOURCES (USES)									
Contribution to (Use of) Fund Balance		3,789		-		-		-	-
TOTAL FINANCING SOURCES (USES)		3,789		-		-		-	-
Net change in fund balance	\$	3,789	\$	2,066	\$	(162,925)	\$	(164,991)	\$ (479,059)
FUND BALANCE, BEGINNING (OCT 1, 2019)		(2,386,018)		(2,386,018)		(2,386,018)			
FUND BALANCE, ENDING	\$	(2,382,229)	\$	(2,383,952)	\$	(2,548,943)			

For the Period Ending May 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET		YEAR TO DATE BUDGET		YEAR TO DATE ACTUAL		VARIANCE (\$) FAV(UNFAV)		MAY-20 ACTUAL	
REVENUES										
Interest - Investments	\$	-	\$	-	\$	3	\$	3	\$	1
Special Assmnts- Prepayment		-		-		2,500,000		2,500,000		-
TOTAL REVENUES		-		-		2,500,003		2,500,003		1
EXPENDITURES										
TOTAL EXPENDITURES		-		-				-		-
Excess (deficiency) of revenues Over (under) expenditures		-				2,500,003		2,500,003		1_
Net change in fund balance	\$	-	\$		\$	2,500,003	\$	2,500,003	\$	1_
FUND BALANCE, BEGINNING (OCT 1, 2019)		-		-		1,484				
FUND BALANCE, ENDING	\$	-	\$		\$	2,501,487				

# Concorde Estates ☐ Community Development District ☐

Supporting Schedules
May 31, 2020

# Notes to the Financial Statements *May 31, 2020*

#### Financial Overview / Highlights

- Assessments receivable includes outstanding assessments due from prior fiscal years.
- ▶ Revenue Bonds Payable-Current represents series 2004 and 2011B matured principal and accrued interest.

#### Variance Analysis

Account Name	Annual Budget	YTD Actual	% of Budget	Explanation
Expenditures				
Administrative				
Payroll-Board of Supervisors	\$13,000	\$8,000	62%	Five member board payroll for meeting attendance.
FICA Taxes	\$995	\$612	62%	Payroll taxes.
ProfServ-Engineering	\$8,000	\$17,631	220%	Pagasus Engineering is providing general matter, erosion and drainage services. Costs have been recorded thru April.
ProfServ-Legal Services	\$25,000	\$65,724	263%	Young Qualls provides general, Avex collection and bond matters.
ProfServ-Mgmt Consulting Serv	\$110,000	\$96,213	87%	Inframark provides management services.
ProfServ-Trustee Fees	\$10,775	\$13,003	121%	Series 2011 and 2017 trustee services provided by U.S. Bank.
Insurance-General Liability	\$6,325	\$6,593	104%	EGIS general liability, public officials insurance and auto.
Flood Control/Stormwater Mgmt				
R&M-Fountain	\$1,200	\$1,465	122%	Quarterly fountain service and replacement of control box.
Water-Sewer Comb Services				
Backflow Assembly Testing	\$750	\$777	104%	A-Z backflow testing.
Flood Control/Stormwater Mgmt				
R&M-Fountain	\$1,200	\$1,465	122%	Quarterly fountain service and replacement of control box.
Other Physical Environment				
R&M-Irrigation	\$8,500	\$10,215	120%	Irrigation repairs provided by Capital Land Mgmt Corp.
Parks and Recreation				
Contracts-Pools	\$8,100	\$9,550	118%	The district changed vendors from Churchill Group to Lexington Pool in February.
R&M-Parks and Facilities	\$13,300	\$10,819	81%	Tennis court resurfacing, gate, splash pad contact repair and ancillary services and supplies.
Office Supplies	\$1,500	\$1,923	128%	Various office supply purchases reimbursed to Inframark.
Capital Outlay - Other	\$0	\$125,866		Playground equipment and access control system.

#### **Non-Ad Valorem Special Assessments**

Osceola County Tax Collector - Monthly Collection Report For the Fiscal Year ending September 2020

					ALLOCATION BY FUND		
		DISCOUNT/		GROSS	GENERAL	SERIES 2011	
DATE	NET AMOUNT	(PENALTIES)	TAX	AMOUNT	FUND	GROSS	
RECEIVED	RECEIVED	AMOUNT	COLLECTOR	RECEIVED	001	ASSESSMENTS	
Assessment	ts Levied FY 202	20		\$1,436,160	\$948,053	\$488,108	
Allocation %				100.00%	66.01%	33.99%	
11/08/19	10,562	511	216	11,288	7,452	3,836	
11/21/19	56,988	2,423	1,163	60,574	39,987	20,587	
12/06/19	931,116	39,588	19,002	989,706	653,335	336,371	
12/09/19	2,292	25	47	2,364	1,561	803	
12/23/19	87,250	3,548	1,781	92,578	61,114	31,465	
01/10/20	34,101	1,076	696	35,873	23,681	12,192	
01/13/20	6,091	192	124	6,408	4,230	2,178	
02/12/20	27,976	583	571	29,130	19,230	9,900	
02/12/20	682	22	14	718	474	244	
03/09/20	28,976	316	591	29,883	19,727	10,156	
04/10/20	6,280	-	128	6,408	4,230	2,178	
04/10/20	28,228	(26)	576	28,779	18,998	9,781	
05/12/20	703	-	14	718	474	244	
05/12/20	4,767	(72)	97	4,792	3,163	1,629	
TOTAL	\$ 1,226,013	\$ 48,185	\$ 25,021	\$ 1,299,218	\$ 857,653	\$ 441,565	

% Collected 90% 90% 90%

TOTAL OUTSTANDING \$ 136,942 \$ 90,400 \$ 46,543

Report Date: 6/11/2020 9

#### **Cash and Investment Report**

May 31, 2020

ACCOUNT NAME	MATURITY	BANK NAME	YIELD	<u> </u>	BALANCE	
GENERAL FUND						
Checking Account - Operating		Bank United	0.00% Subtotal	\$	195,567 195,567	
Money Market		Bank United	0.25%	\$ \$	894,113 894,113	
DEBT SERVICE FUNDS						
Series 2011 Prepayment Account B Series 2011 Prepayment Fund (A-2) Series 2011 Reserve Fund (A-1) Series 2011 Revenue Fund (A-1) Series 2011 Revenue Fund (A-2) Series 2011 Revenue Fund B Series 2017 Prepayment Fund B Series 2017 Revenue Fund B		US Bank	0.02% 0.02% 0.02% 0.02% 0.02% 0.02% 0.02% Subtotal	\$	688 (1 9,481 (1 322,813 (1 135,077 (1 18,855 (1 39 (1 2,500,000 (1 1,487 (1 2,988,440	l) l) l) l)
			Total	\$	4,078,120	

NOTE 1 - Invested in Fidelity Govt Portfolio

Report Date: 6/11/2020 10

#### Community Development District

#### Payment Register by Bank Account

For the Period from 5/1/20 to 5/31/20 (Sorted by Check / ACH No.)

Date	Payee Type	Payee⊞	Invoice®No.®	PaymentiDescription <b>□</b>	Invoice///GLIDescriptionII	G/L⊪Account⊪	Amount <b></b> Paid□
BANK UN	ITED  GF  C	HECKING: (ACCT#XXXXX6364)					
CHECK#154	160						
05/01/20	Employee	BASAM@M.@ALLI@	PAYROLL	May 101, 12020 Payroll Posting			\$184.70
						Check Total □	\$184.70
CHECK#154 05/01/201	17 Employee	VICTORICRUZI	PAYROLL	Mayi01,ii2020iiPayrolliiPostingii			\$164.70
00/01/20	Linployous	VIOLOT GOTCO	TATTOLLS	mayas razozoar ayronar osanga		 Check:Total□	\$164.70
CHECK#154	190						
05/01/20	Employee	CESARIA.IGOYETCHEI	PAYROLL	Mayi01,i2020iPayrolliPostingi		_	\$184.70
CHECK:#:54	201					Check:Total□	\$184.70
05/01/20	Employee	MARTHA!MENDEZ-LAND!	PAYROLL	May@1,@2020@Payroll@Posting@			\$184.70
	. ,					Check:Total □	\$184.70
CHECK# 54							
05/07/20	Vendor	ANAGO!OF!!ORLANDO!	59954.1	FEBIJANITORIALISRVCSI	Clubhouse@Cleaning@Service@G&A@	001-552082-57201  Check Total	\$245.00 \$245.00
CHECK#154	22					Cneck ⊥otai □	\$243.00
05/07/20	Vendor	CAPITALILANDIMANAGEMENTICORPI	208081	APRILIINSPECTIONSI&IRPRSI	R&M-Irrigation®	001-546041-539081	\$432.50
						Check Total □	\$432.50
CHECK:#:54: 05/07/20	23 Vendor	MCDIRMIT(DAVIS)	448770	FYI2019IAUDITI- FINALII	Auditing®Services®	001-532002-51301	\$4,000.00
03/07/201	Veridorii	WICDINWII IIDAVIGI	440771	TIE2019EAODITE-TINALE	Additingsoetvicess	Check Total	\$4,000.00
CHECK#154	240					•//···	<b>\$</b> 1,000.00.
05/14/20	Vendor	LEXINGTON:POOL:&:MAINT:LLC:	6327 <sup>II</sup>	SPLASH@PAD@FILTERS@	R&M-Pools1	001-546074-572010	\$632.64
0115016-11-54						Check Total □	\$632.64
CHECK:#:54: 05/14/20:	25 Vendor	OMAR:ORTIZ:MORALES:	0000301	DEPOSITIPATIO#FRENCH#DOOR#INSTALL#	Misc-Contingency	001-549900-53985	\$1,661.00
						Check Total □	\$1,661.00
							, .,

Report Date: 6/11/2020

#### Community Development District

#### Payment Register by Bank Account

For the Period from 5/1/20 to 5/31/20 (Sorted by Check / ACH No.)

Date	Payeel Typel	Payee	Invoice®No.®	Payment/Description/	Invoice//iGL/Description	G/L□Accounti#□	Amount⊓ Paid⊪
CHECK#1542	26⊓						
05/14/20	Vendor	PEGASUSIENGINEERINGI	2249980	03/01/20-03/28/20IENGISRVCSI	ProfServ-Engineering	001-531013-51501	\$2,439.91
						Check:Total □	\$2,439.91
CHECK # 542	270						
05/14/201	Vendor	YOUNG@QUALLS,@P.A.@	159941	GENICOUNSELITHRUI04/30/20201	ProfServ-Legal  Services	001-531023-51401	\$5,057.50
						Check:Total □	\$5,057.50
CHECK # 542							
05/21/20	Vendor	A-ZIBACKFLOW,IINC.II	20-302	BACKFLOWITESTING	Backflow@Assembly@Testing@	001-546375-53601	\$776.95
						Check⊡otal□	\$776.95
CHECK # 542		MIQUATION SPARRUOKS	DAY/DOLLS	M correspond lieb it is			<b>6404 70</b> 2
05/27/201	Employee	MICHAELIA.IBARBUCKII	PAYROLL	Mayi27,i2020iPayrolliiPostingii		<u> </u>	\$184.70
CHECK#1543	200					Check:Total □	<b>\$184.70</b> 1
05/28/20	Vendor	CAPITALILANDIMANAGEMENTICORPI	2081530	MAYILANDSCAPE/IRR/PLANTINGI	Contracts-Landscape	001-534050-53908	\$13,000.00
05/28/20	Vendor		2081530	MAYILANDSCAPE/IRR/PLANTINGI	Landscape@Replacement@	001-546338-53908	\$349.00
					·	Check:Total□	\$13,349.00
CHECK #1543	<b>31</b> 0						. ,
05/28/201	Vendor	INFRAMARK, ILLC	514661	MAYIMANAGEMENTISRVCSII	ProfServ-MgmtiConsultingiServi	001-531027-51201	\$13,742.67
05/28/201	Vendor	INFRAMARK, ILLC	51466	MAY!MANAGEMENT!SRVCS!	Misc-Contingency®	001-549900-57201	\$8.80
05/28/201	Vendor	INFRAMARK, ILLC I	514661	MAYIMANAGEMENTISRVCSII	Misc-Contingency	001-549900-57201	\$6.50
05/28/20	Vendor	INFRAMARK, ILLC	514661	MAYIMANAGEMENTISRVCSI	HOME DEPOT PAVERS	001-549900-53985	\$10.53
						Check Total ☐	\$13,768.50
CHECK#1543							
05/28/20	Vendor	LEXINGTON IPOOL I& IMAINTILL CI	62681	MAYIPOOL/SPLASHIPADIMAINTI	Contracts-Pools	001-534078-57201	\$1,600.00
	_					Check⊡otal□	<b>\$1,600.00</b> 1
CHECK:#:543 05/28/20:	Vendor	CONCORDE/ESTATES/C/O/U.S./BANKI	052220-1	TRXFRIASSESSISERIESI2011IIA-1II	Due: From: Other: Funds:	1310000	\$1.300.23
U3/20/2U	vendorii	CONCORDELES LA LESIG/OLO.S.IIDANNI	U3ZZZU- III	I NAFRIMOSESSISERIESIZU I IIA-III	Dueuriomio(neiurunasii		. ,
CHECK#1543	eon.					Check:Total □	\$1,300.23
05/28/20	Vendor	CONCORDE/ESTATES/C/O/U.S./BANK/	052220-20	TXFR:IASSESS:ISERIES:I2011:IA-2:I	Due:From:Other:Funds:	1310001	\$558.86
JULUILU	· Jildolii	33.133.13 <u>Labor 7 (1 Loso) 950.0.557</u> (1 N	VVIII	a location mediant in the	2 doi: 10.1120010161 diffuoi	Check Total □	\$558.86
						Clieck   Oldi	φυυυ.00

Report Date: 6/11/2020

#### **CONCORDE ESTATES**

#### Community Development District

#### Payment Register by Bank Account

For the Period from 5/1/20 to 5/31/20 (Sorted by Check / ACH No.)

Date	Payeel Typel	Payee	Invoice®No.	Payment Description:	Invoice//iGL/iDescription/	G/L□Accounti#□	Amountil Paidil
ACHI#DD192	20						
05/14/20	Vendor	TOHO:WATER:AUTHORITY: ACH	041520\ACH\(\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\tint{\text{\tint{\text{\text{\tint{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\tint{\text{\text{\tin}\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\tint{\text{\text{\text{\text{\text{\text{\text{\text{\text{\ti}\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\tin}\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\tin}}}\\ \text{\text{\text{\text{\text{\text{\text{\text{\text{\tin}\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\text{\texi}\text{\text{\text{\text{\text{\tex{\text{\text{\text{\text{\text{\text{\texi}\text{\text{\text{\text{\text{\text{\text{\text{\texi}\tint{\text{\text{\text{\tin}}\t	03/14-04/15/20:IUTILITY:ISRVCS:	Utiltiy-Water1	001-543018-53601	\$9,108.14
						ACH Total	\$9,108.14
ACHI#DD194	<b>I</b> 0						
05/25/20	Vendor	BRIGHT:HOUSE:NETWORKS:- ACH:	026041204050920IACHII	05/08-06/07/2000412-040Tv,0Int,0Phn0	Telephone, Cable & Internet Service	001-541016-57201	\$123.45
						ACH Total □	\$123.45
ACH #DD195 05/12/20	ill Vendorl	Kual- Achi	042320-2480\(\text{IACH}\(\text{I}\)	03/25/20-04/23/20iUTILITYISRVCSI	Floatrisit (Chroatlighting)	001-543013-53100	\$5,506.16
05/12/20	vendoru	KUAI: ACHI	U4232U-240UJACHI	03/23/20-04/23/20:0 FILTI Y::SRVC5::	Electricity !- Streetlighting !	ACH (Total □	\$5,506.16
ACH#DD196	<b>t</b> n					ACHIOIAI	\$5,500.10I
05/12/20	Vendor	KUAI- ACHI	042420IACHI	03/18/20-04/17/20:UTILITY:\(\text{SRVCS}\)\(\text{1}\)	Electricity  Rec  Center	001-543040-53100	\$864.29
05/12/20	Vendor	KUAI- ACHII	042420IACHI	03/18/20-04/17/20@UTILITY©SRVCS@	Electricity :- Streetlighting	001-543013-53100	\$4,199.25
05/12/20	Vendor	KUAI- ACHII	042420\(\text{ACH}\(\text{\text{\$}}\)	03/18/20-04/17/20@UTILITY@SRVCS@	Electricity: General:	001-543006-531000	\$1,373.89
						ACH Total	\$6,437.43
ACHI#DD197							
05/29/20	Vendor	ADTISECURITYICORPI- ACHII	766900790IACHI	05/28-06/27/20\SECURITY\MONITORING\	R&M-Clubhouse	001-546015-57201	\$51.991
						ACH:Total□	\$51.99
						Account®Total®	\$67,952.76
BANK:UN	ITED:MMA	⊩ <u>(ACCT#XXXXX6402)</u> □					
CHECK#163	<b>7</b> 11						
05/07/20	Vendor	CONCORDEIESTATESICDDII	0506201	Transfer@Funds- MMA@to@Checking@	CashiwithiFiscaliAgenti	1030001	\$90,000.00
						Check Total ☐	\$90,000.00
						Account®Total®	\$90,000.00
						Total  Amount  Paid	\$157,952.76

Report Date: 6/11/2020

## 6B.

### **Ratification of Chair Authorized Expenses Between Meetings**

Purchase Description	Amount
Home Depot – Purchase of Janitorial Supplies for Rec Center	\$70.83
Home Depot – Purchase of supplies and materials to repair architectural border at Clubhouse	\$24.54
Capital Land – Irrigation Repairs	\$682.50
Total Expenses	\$777.87

Agenda Page80



#### More saving. ® More doing."

1651 S POINCIANA BLVD. KISSIMMEE, FL 34758 (407)932-2196

6851 00001 06807 06/08/20 01:15 PM SALE CASHIER JULESSA

651124750298 140ZFTK ECO <A> ECOLOGIC FLYING INSECT KILLER 140Z 14.91N 304.97 062338820934 AIRWICKREFIL <A> 7.98N AIRWICK AUTO FRESH WATERS 2 PK
052338937915 AWSO FW 5CT <A> 10
AIRWICK PISO FRESH WATER 5PK
070183500604 RDUP .5 GAL <A> 37
ROUNDUP WEED&GRASS KLR 640Z CONC 10.47N 37.47N

PUDTATAL

TAX EXEMPT	SALES TAX	0.00
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	TOTAL MASTERCARD /8012760	\$70.83 70.83 TA

#### PROTXTRA MEMBER STATEMENT

PRO XTRA ###-###-9201 SUMMARY THIS RECEIPT PO/JOB NAME: CONQUEST STATE

PRO XTRA SPEND THIS VISIT:

\$70.83

\$72.79

2020 PRO XTRA SPEND 06/07: \$154,856.94 INCLUDES: Pro Xtra Paint 2019 Savings

This purchase qualifies for FUEL DISCOUNTS and 60 DAYS TO PAY on The Home Depot Commercial Credit Card. Ask an Associate to learn more or go to homedepot.com/financeoptions.



6851 01 06807 06/08/2020 1335

RETURN POLICY DEFINITIONS POLICY ID DAYS POLICY EXPIRES ON 180 12/05/2020

Due to COVID-19, we have extended our returns policy for most items. Please see homedepot.com for details. \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* DID WE NAIL IT?

Take a short survey for a chance TO WIN A \$5,000 HOME DEPOT GIFT CARD

Opine en español

www.homedepot.com/survey

User ID: HTJ 20754 13904 PASSWORD: 20308 13903

Entries must be\_completed within 14 days of purchase. Entrants must be 18 or older to enter. See complete rules on website. No purchase necessary

TO REPAIN COUNTING PAGE 81
REC. CENTER



#### More saving. More doing."

1651 S POINCIANA BLVD. KISSIMMEE, FL 34758 (407)932-2196

6851 00001 25526 06/15/20 11:59 AM SALE CASHIER BETHSY

022078190728 LIQ NAIL HD <A>
LN HEAVY DUTY 10 OZ
202.57 5.14N
070798181014 ACRYL CAULK <A>
ALEX PLUS WHITE 10.1 OZ
292.58 5.16N
076174100457 25MM KNIFE <A>
9.97N

076174100457 25MM KNIFE <A> 9.97N DEWALT 25MM METAL SNAP OFF KNIFE 076174117264 SNAP BLADES <A> 4.27N DEWALT 25MM SNAP BLADES 3PK

#### PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-9201 SUMMARY THIS RECEIPT PO/JOB NAME: CONCORE ESTATE

PRO XTRA SPEND THIS VISIT: \$24.54

2020 PRO XTRA SPEND 06/14: \$159,492.99 INCLUDES: Pro Xtra Paint 2019 Savings \$72.79

This purchase qualifies for FUEL DISCOUNTS and 60 DAYS TO PAY on The Home Depot Commercial Credit Card. Ask an Associate to learn more or go to homedepot.com/financeoptions.



RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
1 180 12/12/2020

Due to COVID-19, we have extended our returns policy for most items.
Please see homedepot.com for details.

Take a short survey for a chance TO WIN A \$5,000 HOME DEPOT GIFT CARD

Opine en español

www.homedepot.com/survey

User ID: HTJ 58192 51342 PASSWORD: 20315 51341

Entries must be completed within 14 days of purchase. Entrants must be 18 or older to enter. See complete rules on website. No purchase necessary



### Capital Land Management Corporation P.O.Box 130 Matlacha, Florida 33993

Page page 300378

Created: 05/21/2020 From: Reynaldo Moreno

**Proposal For** Location

Concorde Estates CDD

Inframark - Concorde Estates CDD 313 Campus Street Celebration, FL 34747

main: 407-947-1238 ariel.medina@inframark.com

5131 Georgian Bay Ln Kissimmee, FL 34746

Terms Net 15

Concorde Estates CDD **QUANTITY** ITEM DESCRIPTION **AMOUNT** 1) Irrigation Material Repair 1 ea \$437.50 Clk4 Marshfield Zone8-(1)Rotor Zone4-(2)Rotor

Clk5 Manitou LN

Zone 14-(1) Nozzle

Zone1-(1)Nozzle(1)6"spray

Zone2-(1)Nozzle(1)6"spray

Zone8-(1)Nozzle (1)6"spray

Zone9-(5)Nozzle (5)6"spray

Zone 11-(7) Nozzle

Zone 12-(11) Nozzle

Zone 16-(5) Nozzle

Zone 17-(2) Nozzle

Zone 18-(2) Nozzle (1) 6"spray

Zone26-(1)Nozzle (1)6"spray



### Capital Land Management Corporation P.O.Box 130 Matlacha, Florida 33993

Page posade#300378 Created: 05/21/2020

From: Reynaldo Moreno

Clock7/Common

Zone 1-(1) Rotor

Zone3-(1)Rotor

Zone5-(1)Rotor

2) Irrigation Labor Irrigation Labor	4 Hour	\$ 240.00
3) Irrigation Field Supplies Cleaner, Primer, Glue, pipe dope, pipe tape, ect.	1 ea	\$ 5.00

#### **Client Notes**

Repairs needed for issues found during May wet check

All work will be completed in accordance with these plans unless subsequent changes are agreed upon in writing. Balances not paid by the due date (15) days of completion, are subject to late fees. All Trees, Palms, Plants and Turf are warrantied for (30) days once installed. Theft and Vandalism is not warrantied. No warranty applies to Mother Nature events such as but not limited to, freeze, drought, flood, winds, ect. are not warrantied. No warranty applies to mechanical failure such as but not limited to irrigation systems, wells and ect. unless Contractor is found negligent. Unwanted grassy weeds in turf cannot be warranted to be fully prevented such as but not limited to, Torpedo, Carpet, Crab, Goose, Bermuda and ect.

\$682.50 TOTAL \$682.50

Signature

x Victor Cruz
Please sign here to accept the terms and conditions

Contacts

Ariel Medina Freddy Blanco

ariel.medina@inframark.com freddy.blanco@inframark.com

06/03/2020

## **Seventh Order of Business**

**7A** 



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Phones: 407-250-3813 407-729-6819

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# PREVENTIVE ACCESS CONTROL SYSTEM & VIDEO SURVEILLANCE SYSTEM MAINTENANCE SERVICE PLAN PROPOSAL

## ACCESS CONTROL SYSTEM AREAS WE ADDRESS IN EACH SESSION

**SERVUSAT, LLC** perform routine preventive maintenance on Access Control Systems in the Following areas for each session:

- ✓ Physical Cleaning
  - 1. Internal & external cleaning
  - 2. Vacuuming and blowing as necessary
  - 3. Electronic Contact Cleaning Product applies as necessary
  - 4. Server (PC) internal & external cleaning and blowing
  - 5. Card Printer internal & external cleaning and blowing
- ✓ Data Integrity Maintenance & Backup
  - 6. Verification of Server Hard Drive functions
  - 7. Physical Drive Sector Analysis
  - 8. Disk cleanup (Removal of user temporary files/folders, History as necessary)



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- 9. NET2 Software PRO Data Base Index
  - 10. Data Base Backup as necessary
  - 11. Check Automatic Backup Routine

#### ✓ System Infrastructure General Inspection

- 12. Check history of system since last maintenance visit
- 13. Visually inspect all major components (include cabling & connections where accessible) for signs of deterioration or damage and rectify as necessary
- 14. Check all control equipment (e.g.s, Controllers, Card Readers, Strikes, Etc.) for correct operational and programming
- 15. Check doors Hardware operation and adjusts as necessary
- 16. Check doors functionality view and adjust as necessary
- 17. Check the satisfactory communication between devices (where applicable)
- 18. Inspect brackets, housings & associated fittings for corrosion or damage
- 19. Repair any minor faults

#### ✓ <u>Software & Security</u>

- 20. Inspection NET2 PRO Software Version (Software Updates)
- 21. Inspection POE Switch Operating System Version (Software Updates)
- 22. Inspection Controllers Operative System Version (Software Updates)
- 23. Check Server Operative System Updates & Upgrades
- 24. Check Printer Software Version (Software Updates)



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- 25. Check User Access Credentials & Level List (Server / NET2 Software PRO)
- 26. Check & Remove Server Operative System Infection(s)

#### ✓ Power & Communication

- 27. Check POE Switch Power IN/OUT
- 28. Check Power Supply Power IN/OUT
- 29. Check Battery Backup Functionality
- 30. Check Battery Backup Unit Life
- 31. Check Communication Cable Integrity
- 32. Inspect Power Supply Fuses



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## VIDEO SURVEILLANCE SYSTEM AREAS WE ADDRESS IN EACH SESSION

**SERVUSAT, LLC** perform routine preventive maintenance on Video Surveillance System in the Following areas for each session:

- ✓ Physical Cleaning
  - 1. Internal cleaning
  - 2. Vacuuming and Blowing
  - 3. Clean cameras lenses & housings as necessary
  - 4. Contact Cleaning Product applies as necessary
  - 5. Exterior cleaning and blowing
- ✓ Data Integrity Maintenance & Data Backup
  - 6.- Verification of Hard Drive Functions
  - 7.- Disk cleanup (Removal of temporary files and old videos as necessary)
  - 8.- Video Data Backup as necessary
  - 9.- Physical Drive Sector Analysis
- ✓ General Inspection System Infrastructure
  - 10. Check history of system since last maintenance visit



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- 11.- Visually inspect all major components (include cabling & connections where accessible) for signs of deterioration or damage and rectify as necessary
- 12.- Check all control equipment (e.g. monitors, DVRs/NVRs, Etc.) for correct operational and programming. (Include time/date settings)
- 13.- Check lenses for correct focusing & operation of auto-ins and adjust as necessary
- 14.- Check lenses for correct field of view and adjust as necessary
- 15.- Check the satisfactory transmission of images to remote site (where applicable)
- 16.- Inspect brackets, housings & associated fittings for corrosion or damage
- 17.- Ensure clamping bolts/brackets are tightened correctly
- 18.- Repair any minor faults

#### ✓ Software & Security

- 19.- Inspection of NVR Operating System (Software Updates)
- 20.- Check Security Vulnerabilities
- 21.- Analysis of Security (Physical / Cyber)
- 22.- Inspection of POE Switch Operating System (Software Updates)

#### ✓ Power & Communication

- 23.- Check POE Switch Power IN/OUT
- 24.- Check Battery Backup Functionality



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25.- Check Battery Backup Unit Life

26.- Check Cable Integrity & Communication

- ✓ <u>Documentation & Consulting</u>
  - 27.- General security analysis and recommendations
  - 28.- Documentation of system access credentials available



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This proposal is dated on June 8, 2020 created for the Concord Estates CDD Access Control System (03 Doors, 03 Gates, 01 POE Switch, 01 Windows Base Server PC, 01 Card Printer & 01 Battery Backup) installed in the HOA's Club House and created for the Video Surveillance System (13 IP Cameras, 01 NVR, and 01 Battery Backup) installed in the Same Building. Our proposal price is based on our customer loyalty and equipment's lifetime

#### 1 YEAR LOYALTY SPECIAL MAINTENANCE PRICE

#### **SERVICE CONTRACT:**

(Payment Terms: due as soon as the job is finished)

#### IMPORTANT NOTES:

If you agree this proposal please send it back signed. Our Administration department will send you the terms and conditions of the System's Maintenance Service Agreement



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	<b>30</b>	
Approved by:	Date:	
Printed Name:		



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#### **@**/

#### PREVENTIVE ACCESS CONTROL SYSTEM

#### MAINTENANCE SERVICE PLAN

#### **OVERVIEW**

In a world where technology quickly becomes more sophisticated and efficient, we tend to ignore the fact that with sophistication and efficiency also becomes a responsibility to maintain proper operating conditions for that technology. As our Access Control devices get smaller and yield more, so they are more sensitive to the negative aspects of our environment. We take for granted the conditions we provide for the operation of our Access Control Systems until buildup over months of neglect manifests itself in system failure and system downtime, resulting in frequently huge drops in productivity and thus losses of revenue which could be entirely avoided with the proper attention to the upkeep and maintenance of sensitive Access Control System

In an effort to mitigate the negative effects of system failure and downtime on the efficiency, performance and productivity of Access Control Systems, *SERVUSAT*, *LLC* offers a comprehensive Service Plan designed specifically to avoid system failure which results in downtime and loss of revenue. Our recommendation is to implement a practical plan of action to suit your system and budget as well, at the same time, provide the necessary upkeep and maintenance of your Access Control Systems to avoid system failure.



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#### WHAT AREAS WE ADDRESS IN EACH SESSION

**SERVUSAT, LLC** perform routine preventive maintenance on Access Control Systems in the Following areas for each session:

- ✓ Physical Cleaning
  - 1. Internal & external cleaning
  - 2. Vacuuming and blowing as necessary
  - 3. Electronic Contact Cleaning Product applies as necessary
  - 4. Server (PC) internal & external cleaning and blowing
  - 5. Card Printer internal & external cleaning and blowing
- ✓ Data Integrity Maintenance & Backup
  - 6. Verification of Server Hard Drive functions
  - 7. Physical Drive Sector Analysis
  - 8. Disk cleanup (Removal of user temporary files/folders, History as necessary)
  - 9. NET2 Software PRO Data Base Index
  - 10. Data Base Backup as necessary
  - 11. Check Automatic Backup Routine
- ✓ System Infrastructure General Inspection
  - 12. Check history of system since last maintenance visit



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- 13. Visually inspect all major components (include cabling & connections where accessible) for signs of deterioration or damage and rectify as necessary
- 14. Check all control equipment (e.g.s, Controllers, Card Readers, Strikes, Etc.) for correct operational and programming
- 15. Check doors Hardware operation and adjusts as necessary
- 16. Check doors functionality view and adjust as necessary
- 17. Check the satisfactory communication between devices (where applicable)
- 18. Inspect brackets, housings & associated fittings for corrosion or damage
- 19. Repair any minor faults

#### ✓ Software & Security

- 20. Inspection NET2 PRO Software Version (Software Updates)
- 21. Inspection POE Switch Operating System Version (Software Updates)
- 22. Inspection Controllers Operative System Version (Software Updates)
- 23. Check Server Operative System Updates & Upgrades
- 24. Check Printer Software Version (Software Updates)
- 25. Check User Access Credentials & Level List (Server / NET2 Software PRO)
- 26. Check & Remove Server Operative System Infection(s)

#### ✓ Power & Communication

- 27. Check POE Switch Power IN/OUT
- 28. Check Power Supply Power IN/OUT



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- 29. Check Battery Backup Functionality
- 30. Check Battery Backup Unit Life
- 31. Check Communication Cable Integrity
- 32. Inspect Power Supply Fuses



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## REASONS TO MAINTAIN YOUR ACCESS CONTROL SYSTEM HARDWARE & SOFTWARE

To help in your decision to join in the effort to increase productivity in your Access Control System, the following points are provided for your consideration.

As well planned and implemented Preventive Maintenance Service Plan benefits your HOA in the following key areas:

- ✓ Reduces need for full time Technician staff expenses
- ✓ Fixed maintenance costs
- ✓ Guaranteed quicker response time to address problems
- ✓ Minimizes downtime due to quicker service and prevention schedule
- ✓ Onsite servicing
- ✓ Discounted excess labor rates
- ✓ Cost savings due to minimized failures in between sessions
- ✓ Overall cost savings due to discounted service rates

**SERVUSAT, LLC** offers the following Preventive Maintenance plans to our clients as partners in an effort to avoid system failure and loss of revenue while at the same time increasing efficiency and productivity, a total solution for your Access Control System needs:



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This proposal is dated on February 20, 2020 created for the Concord Estates CDD Access Control System (03 Doors, 03 Gates, 01 POE Switch, 01 Windows Base Server PC, 01 Card Printer & 01 Battery Backup) installed in the HOA's Club House. Our proposal price is based on our customer loyalty and equipment's lifetime

#### 1 YEAR LOYALTY SPECIAL MAINTENANCE PRICE

#### **NON SERVICE CONTRACT:**

(Payment Terms: 50% in Advance & 50% as soon as the job is finished)

#### **SERVICE CONTRACT:**

01 Access Control **Bi-Annual** Preventive Maintenance (**12% Discounted**) **US\$ 1,081.00** (Each Visit)

01 Access Control System Quarterly Preventive Maintenance (15% Discounted)

US\$ 655.00
(Each Visit)

(Payment Terms: due as soon as the job is finished)

#### IMPORTANT NOTES:

If you agree this proposal please send it back signed. Our Administration department will send you the terms and conditions of the Access Control Maintenance Service Agreement



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Phones: 407-250-3813 407-729-6819

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_		
Approved by:	 Date:	 
Printed Name:		





#### Video Surveillance System Proactive Preventive Service Plan

#### Overview

In world where technology quickly becomes more sophisticated and efficient, we tend to ignore the fact that with sophistication and efficiency also comes a responsibility to maintain proper operating conditions for that technology. As our Surveillance devices get smaller and yield more, so they are more sensitive to the negative aspects of our environment. We take for granted the conditions we provide for the operation of our Surveillance systems until buildup over months of neglect manifests itself in system failure and system downtime, resulting in frequently huge drops in productivity and thus losses of revenue which could be entirely avoided with the proper attention to the upkeep and maintenance of sensitive security surveillance systems.

In an effort to mitigate the negative effects of system failure and downtime on the efficiency, performance and productivity of Surveillance Systems, SERVUSAT, LLC offers a comprehensive Service Plan designed specifically to avoid system failure which results in downtime and loss of revenue. Our recommendation is to implement a practical plan of action to suit your system and budget as well, at the same time, provide the necessary upkeep and maintenance of your Surveillance systems to avoid system failure.

#### What Areas We Address in each session

SERVUSAT, LLC perform routine preventive maintenance on Video Surveillance Systems in the

Following areas for each session:

- ✓ Cameras & Housing
- ✓ Wiring & Cables
- ✓ Control Equipment's
- ✓ Physical Cleaning:



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- 1. Internal cleaning
- 2. Vacuuming and Blowing.
- 3. Clean cameras lenses & housings as necessary.
- 4. Contact Cleaning Product applies as necessary
- 5. Exterior cleaning and blowing
- ✓ Data Integrity Maintenance & Data Backup
  - 6. Verification of Hard Drive Functions
  - 7. Disk cleanup (Removal of temporary files and old videos as necessary)
  - 8. Video Data Backup as necessary
  - 9. Physical Drive Sector Analysis
- ✓ General inspection system infrastructure
  - 10. Check history of system since last maintenance visit
  - 11. Visually inspect all major components (include cabling & connections where accessible) for signs of deterioration or damage and rectify as necessary.
  - 12. Check all control equipment (e.g. monitors, NVR/DVRs, Switches Etc.) for correct operational and programming
  - 13. Check lenses for correct focusing & operation of auto-ins and adjust as necessary
  - 14. Check lenses for correct field of view and adjust as necessary
  - 15. Check that the motion detection sensors are working



- 16. Check the satisfactory transmission of images to remote site (where applicable)
- 17. Inspect brackets, housings & associated fittings for corrosion or damage
- 18. Ensure clamping bolts/brackets are tightened correctly
- 19. Repair any minor faults
- 20. Power Supply Unit or POE Switches Check
- 21. UPS Unit Battery Check
- 22. Inspection of Operating System (Software Updates)
- 23. General security analysis and recommendations
- 24. Documentation of system access credentials.
- 25. Maintenance Visit Report by e-mail



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## Reasons to Maintain your Video Surveillance System

#### **Hardware & Software**

To help in your decision to join in the effort to increase productivity in your security system, the following points are provided for your consideration.

As well planned and implemented Preventive Maintenance Service Plan benefits your company in the following key areas:

- ✓ Reduces need for full time Technician staff expenses
- ✓ Fixed maintenance costs
- ✓ Guaranteed quicker response time to address problems
- ✓ Minimizes downtime due to quicker service and prevention schedule
- ✓ Onsite servicing
- ✓ Discounted excess labor rates
- ✓ Cost savings due to minimized failures in between sessions
- ✓ Overall cost savings due to discounted service rates

**SERVUSAT, LLC** offers the following Preventive Maintenance plans to our clients as partners in an effort to avoid system failure and loss of revenue while at the same time increasing efficiency and productivity, a total solution for your Surveillance System needs:



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

#### Concord Estates CDD Proposal

#### Starting Maintenance Price (No Contract)

01 Video Surveillance System Preventive Maintenance US\$ 900.00 (ONLY One Visit)

(Payment Terms: 50% in Advance & 50% as soon as the job is finished)



**One Year Service Contract Service Proposal** 

#### Service Contract Maintenance Prices:

01 Video Surveillance System Bi-Annual Preventive Maintenance \$ 732.00 (Each Visit)

01 Video Surveillance System Quarterly Preventive Maintenance \$ 420.00 (Each Visit)

#### Payments Terms:

Payment is due within 30 days

#### Important Notes

Any Additional labor repair for your system will not be included in this proposal.