



Concorde Estates Community Development District

Avid Property Management

2906 Bush Lake Blvd, Tampa, Florida 33614 Phone: 813-868-1104

December 06, 2023

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, Dec 06, 2023, at 1:00 pm in the Concorde Estates Clubhouse, 3151 Georgian Bay Lane, Kissimmee, FL 34746**. Following is the advance agenda for the meeting:

- 1. Call to Order/Roll Call**
- 2. Approval of Meeting Agenda**
- 3. Public Comments on Agenda Items (Limited to 3 Minutes)**
- 4. Chairman's Report**
 - A. Landscape Discussion
 - B. Discussion Stormwater/Wetlands Maintenance
 - C. Office Hours 2024
 - D. Pool Hours 2024
 - E. CDD Holidays 2024
 - F. HOA & CDD Office Sharing
 - G. Discussion CDD Direct Pay vs Tax Collector
- 5. District Manager's Report**
 - A. Consideration of CDD Lots 2024 HOA Due Payment of \$3,880.24
 - B. Resolution 2024-1 Online Signature
 - C. Resolution 2024-2 Capital Contribution
 - D. Consideration of November 2023 Invoice
 - E. Consideration of CDD Lots 2024 Property Taxes Payment of
- 6. Vendor Reports (In-Person or Document)**
- 7. Staff Reports**

ATTENDEES:

Please identify yourself each time you to speak to facilitate accurate transcription of meeting minutes.

- A. Monthly Field Manager's Report
- 8. District Counsel**
 - A. Discussion Foreclosure
- 9. District Engineer**
- 10. Supervisors' Requests and/or Comments**
 - A. Discussion of Clubhouse Usage
- 11. Public Comments (Limited to 3 Minutes)**
- 12. Adjournment**

Next Meeting, Feb 7th, 2023, at 1:00 pm (1st Wednesday)

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, do not hesitate to contact me.

All cellular phones must be placed on mute while in the meeting room. The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (813) 868-1104. 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), who can aid you in contacting the District Office.

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

Sincerely,

Avelino Vide III
District Manager

RESOLUTION 2024-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CONCORDE ESTATES COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR AND AUTHORIZING THE USE OF ELECTRONIC DOCUMENTS AND SIGNATURES; ADOPTING AND IMPLEMENTING ELECTRONIC DOCUMENT CONTROL PROCESSES AND PROCEDURES; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Concorde Estates Community Development District (the “District”) is a local unit of special purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, and situated within the City of Kissimmee, Osceola County, Florida; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to construct, install, operate, and/or maintain systems and facilities for certain basic infrastructure; and

WHEREAS, Chapter 190, Florida Statutes authorizes the District Board of Supervisors, to enter into various contracts for the purposes set forth therein; and

WHEREAS, the District Board of Supervisors finds that it is the interest of the District and its residents to reduce waste, costs, and to enhance services; and

WHEREAS, the District Board of Supervisors recognizes that the Florida Legislature, through the passage of The Electronic Signature Act of 1996, intended to, among other goals, facilitate economic development and efficient delivery of government services by means of reliable electronic messages and foster the development of electronic commerce through the use of electronic signatures to lend authenticity and integrity to writings in any electronic medium; and

WHEREAS, the District Board of Supervisors wishes to further these goals through the use of electronic documents and signatures.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CONCORDE ESTATES COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. INCORPORATION OF RECITALS. The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Resolution.

SECTION 2. FORCE AND EFFECT OF ELECTRONIC DOCUMENTS AND SIGNATURES. Unless otherwise provided by law, electronic documents and signatures submitted to and on behalf of the District may be used for all purposes and shall have the same force and effect as printed documents and manual signatures.

SECTION 3. AUTHORIZING UTILIZATION OF ELECTRONIC SIGNATURES AND DOCUMENTS. All contractors and personnel associated with the District are hereby authorized and encouraged to utilize electronic documents and signatures when reasonably practicable and as permitted by law. The District Manager is authorized and directed to obtain the provision of electronic document services or platforms offered by nationally recognized third party vendors that increase the efficiency of the District's operations.

SECTION 4. CONTROLS PROCESSES AND PROCEDURES. The District Board of Supervisors hereby authorizes and directs the District Manager to create control processes and procedures consistent with Florida Law to ensure adequate integrity, security, confidentiality, and auditability of all transactions conducted using electronic commerce.

SECTION 5. SEVERABILITY. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. EFFECTIVE DATE. This Resolution shall take effect upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 6th day of December,2023.

ATTEST:

**CONCORDE ESTATES
COMMUNITY DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair

RESOLUTION 2024-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CONCORDE ESTATES COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR AND AUTHORIZING THE INITIAL CONTRIBUTION AND RESALE CONTRIBUTION COLLECTION PROCESSES AND PROCEDURES; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Concorde Estates Community Development District (the “District”) is a local unit of special purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, and situated within the City of Kissimmee, Osceola County, Florida; and

WHEREAS, Chapter 190.011 (5), *Florida Statutes*, authorizes the District to adopt rules and orders pursuant to the provisions of chapter 120 prescribing the powers, duties, and functions of the officers of the district; the conduct of the business of the district; the maintenance of records; and the form of certificates evidencing tax liens and all other documents and records of the district. The board may also adopt administrative rules with respect to any of the projects of the district and define the area to be included therein. The board may also adopt resolutions which may be necessary of the conduct of district business.

WHEREAS, Chapter 190.011 (10), *Florida Statutes* authorizes the District Board of Supervisors, to raise, by user charges or fees authorized by resolution of the board, amounts of money which are necessary for the conduct of the district activities and services and to enforce their receipt and collection in the manner prescribed by resolution not inconsistent with law.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CONCORDE ESTATES COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. INCORPORATION OF RECITALS. The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Resolution.

SECTION 2. FORCE AND EFFECT OF INITIAL CONTRIBUTION COLLECTION AND PROCEDURES. Unless otherwise provided by law, the first purchaser of a Lot from the Declarant shall pay to the District an initial contribution in the amount of ONE THOUSAND AND NO/100 DOLLARS (\$1,000) for any such conveyance occurring pursuant to a purchase and sale agreement effectively dated on or after December 1, 2023, (the “**Initial Contribution**”), at the time of closing of the conveyance. The funds derived from the Initial Contributions are deemed income to the District and shall be used at the discretion of Board for any purpose, including without limitation, future and existing capital improvements, Operating Expenses, support costs and start-up costs.”

SECTION 3. FORCE AND EFFECT OF RESALE CONTRIBUTION COLLECTION AND PROCEDURES. Unless otherwise provided by law, the purchaser of a Lot from the Declarant shall pay to the District a resale contribution in the amount of ONE THOUSAND AND NO/100 DOLLARS (\$1,000) for any such conveyance occurring pursuant to a purchase and sale agreement effectively dated on or after December 1, 2023, (the “**Resale Contribution**”), at the time of closing of the conveyance. The funds derived from the Resale Contributions are deemed income to the District and shall be used at the discretion of Board for any purpose, including without limitation, future and existing capital improvements, Operating Expenses, support costs and start-up costs.”.

SECTION 4. CONTROLS PROCESSES AND PROCEDURES. The District Board of Supervisors hereby authorizes and directs the District Manager to create collection processes and procedures consistent with Florida Law to ensure adequate integrity, security, confidentiality, and auditability of all transactions conducted using electronic commerce.

SECTION 5. SEVERABILITY. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. EFFECTIVE DATE. This Resolution shall take effect upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 6th day of December,2023.

ATTEST:

**CONCORDE ESTATES
COMMUNITY DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair



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**Operation and Maintenance Expenditures
October 2023
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2023, through November 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$89,728.61**

Approval of Expenditures:

Chairperson

Vice Chairperson

Assistant Secretary



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Good day Residents.

To address the rising customer demand for our services, we have changed our operating hours from Monday to Friday [8:00 AM – 4:00 PM] to Sunday to Saturday [8:00 AM to 4:30 PM] and Summer operating hours Sunday to Saturday [8:00 AM to 6:00 PM]

We have determined that this new schedule will make us to be more accessible to our customers. As always, we only have the people's best interests in mind.

This change will take effect starting [January 1st, 2024]. Expect no other changes except the longer operating hours. You may visit our office during this time to avail of any of our usual services.

District Manager



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Good day Residents.

To address the rising customer demand for our services, we have changed our pool hours from Sunday to Saturday [Dusk to Dawn] to Sunday to Saturday [6:00 AM to 9: 00 PM]

We have determined that this new schedule will make the pool to be more accessible to our residents. As always, we only have the people's best interests in mind.

This change will take effect starting [January 1st, 2024]. Expect no other changes except the longer operating hours. You may visit our office during this time to avail of any of our usual services.

District Manager



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Concorde Estates CDD Holidays and Observances in 2024

January 1st	New Year's Day
January 15th	Martin Luther King Jr. Day
February 19th	Presidents' Day
May 27th	Memorial Day
June 19th	Juneteenth National Independence Day
July 4th	Independence Day
September 2nd	Labor Day
October 14th	Colombus Day
November 11th	Veterans Day
November 28th & 29th	Thanksgiving Day
December 24th & 25th	Christmas Day
December 31st	New Years Eve



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Expenditures				
	Budget	23/24 Expenses	November	Balance
Administrative				
P/R Board of Supervisor	\$20,000.00	\$2,800.00	\$1,800.00	\$17,200.00
FICA Taxes	\$1,530.00			\$1,530.00
Arbitrage	\$1,200.00			\$1,200.00
Engineering	\$50,000.00			\$50,000.00
Legal Services	\$150,000.00	\$12,286.30	\$5,356.30	\$137,713.70
Mgmt. Consulting Services	\$350,000.00	\$58,333.34	\$29,166.67	\$291,666.66
Special Assessment	\$5,250.00			\$5,250.00
Trustee Fees	\$13,003.00			\$13,003.00
Email Maintenance	\$2,000.00			\$2,000.00
Auditing Services	\$4,000.00			\$4,000.00
Insurance	\$10,000.00			\$10,000.00
Legal Advertising	\$2,600.00			\$2,600.00
Misc- Assessment Collection Cost	\$42,450.00			\$42,450.00
General & Administrative	\$1,500.00	\$757.69	\$163.39	\$742.31
Web Hosting	\$3,000.00	\$388.13	\$0.00	\$2,611.87
Annual District Filing Fee	\$175.00			\$175.00
Electric Utility Services				
Electricity General	\$22,000.00	\$822.29	\$822.29	\$21,171.71
Electricity Street lighting	\$123,664.00	\$8,732.90	\$4,366.71	\$114,931.10
Electricity Club House	\$10,000.00	\$906.39	\$906.39	\$9,093.61
Water Sewer Comb Services				
Utility Water	\$168,000.00			\$168,000.00

Backflow Assembly Testing	\$2,000.00	\$910.00	\$910.00	\$1,090.00
Flood Control Stormwater				
Aqua scaping	\$100,000.00	\$17,000.00	\$8,500.00	\$83,000.00
Fountain	\$1,500.00			\$1,500.00
Other Physical Environment				
Insurance	\$8,000.00			\$8,000.00
Irrigation	\$30,000.00			\$30,000.00
Landscape Replacement	\$10,000.00			\$10,000.00
Annual Mulching	\$40,000.00			\$40,000.00
Wetlands	\$50,000.00	\$4,900.00	\$4,900.00	\$45,100.00
Contingency				
Misc Contingency	\$95,000.00	\$8,151.41	\$3,002.89	\$86,848.59
Parks and Recreation				
Field Management	\$400,000.00	\$15,330.00	\$10,930.00	\$384,670.00
Pools	\$27,600.00	\$2,400.00		\$25,200.00
Telephone, Cable \$ Internet	\$3,500.00	\$708.24	\$354.12	\$2,791.76
Office Supplies	\$3,500.00			\$3,500.00
Dues, Licenses, Subscriptions	\$750.00			\$750.00
Cap Outlay	\$250,000.00	\$18,549.85	\$18,549.85	\$231,450.15
Total:	\$2,002,222.00	\$152,976.54	\$89,728.61	\$1,849,245.46



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Number	Lot	Property	Amount Due	Paid	Paid Off Date	
1	202629-307200011580	3227 Olivia Breeze Dr Kissimmee FL 34746	\$2,520.19			
2	202629-307200011270	2571 Grasmere View Pkwy N Kissimmee FL 34746	\$1,224.68			
3	202629-307200011300	2541 Grasmere View Pkwy N Kissimmee FL 34746	\$2,406.50			
4	202629307200011310	2531 Grasmere View Pkwy N Kissimmee FL 34746	\$2,644.16			
5	202629-307200012040	2321 Marshfield Preserve Way Kissimmee FL 34746	\$1,761.04			
6	202629-307200012169	2311 Marshfield Preserve Way Kissimmee FL 34746	\$571.97	\$16,370.36	07/13/2023	
7	202629-307200012070	2291 Marshfield Preserve Way Kissimmee FL 34746	\$1,761.04			
8	202629-307200012080	2281 Marshfield Preserve Way Kissimmee FL 34746	\$571.97	\$17,973.30	08/15/2023	
9	202629-307200012090	2271 Marshfield Preserve Way Kissimmee FL 34746	\$1,224.64			

10	202629-307200012100	2261 Marshfield Preserve Way Kissimmee FL 34746	\$17,911.19			
11	202629-307200012120	2241 Marshfield Preserve Way Kissimmee FL 34746	\$571.97	\$18,221.96	09/12/2023	
12	202629-307200012130	2231 Marshfield Preserve Way Kissimmee FL 34746	\$1,224.66			
13	202629-307200012140	2390 Marshfield Preserve Way Kissimmee FL 34746	\$1,259.33			
14	202629-307200012150	2380 Marshfield Preserve Way Kissimmee FL 34746	\$1,224.64			
15	202629-307200012160	2370 Marshfield Preserve Way Kissimmee FL 34746	\$1,224.64			
16	202629-307200012170	2360 Marshfield Preserve Way Kissimmee FL 34746	\$1,224.64			
17	202629-307200012180	2350 Marshfield Preserve Way Kissimmee FL 34746	\$1,224.64			
18	202629-307200012200	2330 Marshfield Preserve Way Kissimmee FL 34746	\$571.97	\$18,191.97	09/12/2023	
19	202629-307200012210	2320 Marshfield Preserve Way Kissimmee FL 34746	\$588.67	\$3,069.57	10/24/2023	
20	202629-307200012220	2300 Marshfield Preserve Way Kissimmee FL 34746	\$595.20			
21	202629-307200012230	2290 Marshfield Preserve Way Kissimmee FL 34746	\$1,822.82			
22	202629-307200012240	2280 Marshfield Preserve Way Kissimmee FL 34746	\$1,822.82			

23	202629-307200012250	2270 Marshfield Preserve Way Kissimmee FL 34746	\$1,822.82			
24	202629-307200012260	2260 Marshfield Preserve Way Kissimmee FL 34746	\$1,822.82			
25	202629-307200012270	2250 Marshfield Preserve Way Kissimmee FL 34746	\$1,822.82			
26	202629-307200012280	2240 Marshfield Preserve Way Kissimmee FL 34746	\$1,822.82			
27	202629-307200012300	3131 Oyster Bay Ln Kissimmee FL 34746	\$551.76			
28	202629-307200012290	3121 Oyster Bay Ln Kissimmee FL 34746	\$1,259.33			
Total			\$55,055.75	\$73,827.16	Total	\$128,882.91