

**MINUTES OF MEETING**

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.

**CONCORDE ESTATES  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Concorde Estates Community Development District was held on **Wednesday, January 25, 2017 at 10:05 a.m.**, at the Concorde Estates Clubhouse, located at 3151 Georgian Bay Lane, Kissimmee, Florida 34746.

Present and constituting a quorum:

Edwin Diaz	<b>Board Supervisor, Vice Chairman</b>
Basam Alli	<b>Board Supervisor, Assistant Secretary</b>
Lloyd Jones	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Anthony Jeancola	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Gregg Johnson	<b>District Counsel, Garganese, Weiss &amp; D'Agresta</b>
Kelly Ortiz	<b>Board Supervisor, Assistant Secretary (via phone)</b>
Rich McGath	<b>Clubhouse Manager</b>
Anne Marie Melvin	<b>Boyd Civil Engineering</b>
Audience Member	<b>Present</b>

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Jeancola called the meeting to order and read the roll.

**SECOND ORDER OF BUSINESS**

**Audience Comments on the Agenda Items**

Mr. Jeancola asked for any comments from the audience. There were none.

**THIRD ORDER OF BUSINESS**

**Staff Reports**

A. District Counsel

Mr. Diaz inquired about the executed contract with Avex. Mr. Johnson responded that Avex was supposed to close in January 2017. General discussion ensued.

*Agenda item 5B – Continued Discussion Regarding Alleyway Repairs/Repaving was taken out of order.*

Mr. Johnson reviewed the draft agreement with the Board and said that it does not have too much detail. He believes that more specifics could lead to more of a chance of someone saying that something was not done, etc. He would like to add a repair protocol subject to the Districts Engineer's input. It would basically state that if a roadway

is damaged, it is expected to be repaired a specific way. If the repairs are not made or done within a certain time period, we have the option of performing the repairs ourselves and requesting reimbursement. This could lead to a lawsuit.

Ms. Melvin commented on making a general note regarding existing conditions being maintained. She suggested videotaping every road for preexisting conditions (as well as post) in order to document them as photos may leave something out. She also indicated that bid documents request that bidders bid/schedule in a phased manner.

Mr. Jones commented on residents' complaints regarding lighting within the dark areas. He suggested that the work be performed in some type of order as opposed to doing the models first. Residents should be properly noticed regarding pending work.

Mr. Johnson will pass the draft agreement on to Avex.

**B. District Engineer**

Ms. Melvin indicated that most of Agenda item 5B regarding the Alleyway Repairs/Repaving was just covered under the District Counsel's staff report. She stated that the draft description of work was submitted for the RFP. There are a few minor things that still need to be done. She would like to add a total for each phase based on the District's budget as well as an overall total for all phases.

Mr. Johnson indicated that this is a unit based contract. There is an option to add a liquidated damages clause into the contract. Discussion ensued.

Mr. Johnson indicated that bid package specifications are needed and that no damage for delay clause needs to be added to protect the District from additional costs.

Mr. Jeancola stated that we need to also include ranking and establish a point scale.

Mr. Johnson also suggested making it a straight competitive bid which states that by law, you must award it to the lowest cost and most responsible/responsive bidder. The contract should state that Avex is responsible for coordination with other construction contactors.

**C. District Manager**

Mr. Jeancola mentioned needing an RFP for auditing services and discussing it at the next scheduled meeting.

**D. Clubhouse Manager**

Mr. McGath reviewed the amenity management report for January 2017. He stated that the splash dome needs to be replaced. He would like to order 2 to have one on reserve as one is already showing signs of cracking. The furniture re-strapping is scheduled for this coming Friday, January 27<sup>th</sup>, 2017. He expressed his concern regarding a transient trespassing at the front of the community. He is in the process of getting the clubhouse pressure washed. The tree was removed from the back.

Mr. Diaz asked if the existing frames can be strapped.

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**FOURTH ORDER OF BUSINESS**

**Consideration of the Minutes of the Board of Supervisors' Meeting held on December 28, 2016**

Mr. Jeancola stated that the minutes were reviewed by District Counsel.

Mr. Johnson noted that prior to the meeting, Mr. Land stated that the minutes were missing information but did not specify. He has since left the meeting. Brief discussion ensued.

On a motion by Mr. Diaz, seconded by Mr. Alli, with all in favor, the Board approved the Minutes of the Board of Supervisors' Meeting held on December 28, 2016, for Concorde Estates Community Development District.

**FIFTH ORDER OF BUSINESS**

**Ratification of Operation and Maintenance Expenditures for December 2016**

Mr. Jeancola reviewed the expenditures with the Board.

On a motion by Mr. Diaz seconded by Mr. Jones, with all in favor, the Board approved the Operation and Maintenance Expenditures for December 2016 in the amount of \$42,921.91 for Concorde Estates Community Development District.

**SIXTH ORDER OF BUSINESS**

**Presentation of Monthly Maintenance Reports, BrightView Landscape**

The Board reviewed the December 2016 maintenance report from BrightView Landscape.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Landscape Related Proposals**

The Board reviewed the Playground Mulch Proposal (Palermo Rose Way) received from BrightView Landscape in the amount of \$3,300.00. It was suggested that any excess be used for the splash pad area.

On a motion by Mr. Alli, seconded by Mr. Diaz, with all in favor, the Board approved the Playground Mulch Proposal received from BrightView Landscape in the amount of \$3,300.00, and use any excess in the splash pad area, for Concorde Estates Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Continued Discussion Regarding Alleyway Repairs/Repaving**

*Agenda item 5B – Continued Discussion Regarding Alleyway Repairs/Repaving was taken out of order and covered under staff reports.*

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**NINTH ORDER OF BUSINESS**

**Supervisor Requests and Audience Comments**

Mr. Alli commented on Mr. Land's comment regarding Mr. and Mrs. Alli only attending meetings to collect funds. He indicated that if it were true, they would attend every month and not miss a meeting. Ms. Alli attended several meetings prior to sitting on the Board. He feels that he is trying to put the blame on them because they dropped the ball in meeting the proper criteria etc. He also suggested exploring the lights situation (previously brought up by Mr. Jones earlier in the meeting) after the paving RFP is completed. He asked if there is a standard/minimum in person attendance requirement for supervisors (as opposed to calling in). Mr. Johnson responded that there isn't a requirement but a quorum of at least 3 people must be established.

Mr. Jeancola stated that the next meeting would be held on Wednesday, February 22, 2017 at 6:00 p.m. at the Concorde Estates Clubhouse, located at 3151 Georgian Bay Lane, Kissimmee, Florida 34746.

There were no audience comments at this time.

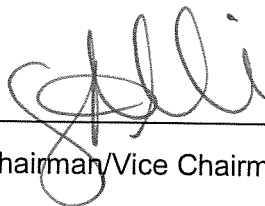
**TENTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. Diaz, seconded by Mr. Jones, with all in favor, the Board adjourned the meeting at 11:23 a.m. for Concorde Estates Community Development District.



Assistant Secretary



Chairman/Vice Chairman