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**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, November 29, 2017 at 6:00 p.m.**, at the Concorde Estates Clubhouse, located at 3151 Georgian Bay Lane, Kissimmee, Florida 34746.

Present and constituting a quorum:

Sailyn Alli	<b>Board Supervisor, Chairperson</b>
Edwin Diaz	<b>Board Supervisor, Vice Chairman</b>
Basam Alli	<b>Board Supervisor, Assistant Secretary</b>
Martha Mendez - Land	<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>
Rich McGath	<b>Clubhouse Manager</b>
Steve Boyd	<b>Boyd Civil Engineering</b>
Hilario Perez	<b>Account Manager, Brightview</b>
Jason Nelson	<b>Account Manager, Brightview</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  
No Report.
  
- B. District Engineer  
Mr. Boyd updated the Board regarding the alleyway repaving project. The work has been completed and the punch list is still underway. He indicated that there are a few areas that they would like to have the contractor revisit. He requested that the Board pay the contractor the substantial amount (80%) minus retainage which is usually about 10% - 20% for the punch list items. A few areas of concern include a need for the edges to be tightened up and asphalt clean up.

Mr. Alli commented on manholes that may need to be addressed and cleaned up.

Mr. Boyd took before and after photographs of the work that was performed. He recommended that the release of final retainage be approved at an upcoming scheduled meeting upon completion of the punch list items.

On a motion by Mr. Diaz seconded by Ms. Land, with all in favor, the Board authorized 80% of the contractual amount to be released and paid to the contractor with final retainage paid upon completion of the punch list items, for Concorde Estates Community Development District.

Mr. Boyd will have the invoice sent directly to Rizzetta & Co.

Mr. Diaz would like Mr. Boyd to inquire when the county may be on schedule to fix the roadways.

C. District Manager

Mr. Jeancola discussed field services as they pertain to the oversight of landscaping. The field services reports are beneficial to Districts that incorporate having a field operations manager (Rizzetta & Co.) work along with the community's landscape vendor. This is an added expense.

Ms. Alli stated that landscaping has been a big concern within the community and is in agreement that landscape improvements are needed.

Mr. Jeancola suggested performing a field inspection every other month.

The Board agreed to table this item until further notice in an effort to save on additional expenses. Additionally, BrightView will need to provide an action plan to resolve the District's landscape concerns.

Mr. Jeancola updated the Board regarding an individual who was injured due to a fall on the sidewalk in the back section. An insurance claim was filed and is undergoing the claims process. An adjuster was retained and the section of sidewalk was repaired within a week of the reported incident. The area was spray painted/flagged. Mr. McGath diagnosed some areas that were a hazard and reported them to the County. Mr. McGath will inspect the whole community and already examined CDD sidewalks.

Ms. Alli commented that she was under the impression that all of the sidewalks within the community were the County's responsibility. Mr. Johnson stated that if a sidewalk is adjacent to the road and is in the right of way of the County road then it belongs to the County. Anything outside of that belongs to the CDD. He suggested that Mr. McGath contacts the County in writing as it formally puts them on notice.

D. Clubhouse Manager

Mr. McGath reviewed the November 2017 amenity report with the Board. He stated that the holiday decorations in the process of being put up. He indicated that there has been some dumping on the SPE lots. He contacted Mr. Bishop who stated that it will be cleaned up. There hasn't been anything cleaned up yet. He received the fabric for the pavilion and asked the Board to choose a color.

Ms. Alli inquired about the entry landscape lighting at the north entrance that keeps turning off. Mr. McGath will have them replaced and will work on obtaining a proposal to replace them with LED lights. Mr. Jeancola added that they replaced the lighting at another District with LED lighting and that it has proven to be less expensive so far.

Mr. Diaz asked about Blown Away's pressure washing schedule for the south wall. Mr. McGath contacted the vendor regarding price and they agreed to bring their cost down by \$700.00. He will contact them again regarding a schedule for the work to be performed.

Ms. Alli asked if the patrol services provider fixed their contact information on their postings/signage. Mr. McGath stated that the information is correct on the flyers and that signage is being replaced.

Ms. Land indicated that there is a semi-truck being driven on the newly paved road. She suggested that it be towed as this individual has been warned several times by security and Mr. McGath. Mr. McGath said that security was advised to have the truck towed immediately if seen on the newly paved road again.

Mr. Alli asked about readjusting the line by the back park. Mr. McGath and Mr. Jeancola met with Mr. Perez from Brightview who has asked the tractor company to come out every week until the line is pushed back. It grows in quicker during the summer due to flooding. It gets pushed back during the dry season. This is being done at no extra cost to the District as part of the landscaping services. Mr. McGath asked that they address the same issue over by pond number eleven. Mr. Perez stated that they have to stay within the property line and that they cannot go into the conservation area.

Mr. Perez updated the Board on upcoming landscaping initiatives. He stated that one week they will be mowing, edging, blowing and performing routine work on the turf. The next week they will be detailing and trimming, weeding, trimming palm trees and cleaning up broken limbs from trees as a courtesy. He provided a scheduling map to the Board.

Ms. Land indicated that grass clippings have been left in the ponds and asked if the grass can be mowed in the opposite direction. Mr. Perez stated that they mow 10 feet up the pond and weed whack the remainder. He stated that they will try to be more mindful in the future. He noted that they remove trash from the bank but not from the pond itself. Discussion ensued.

There was a question as to whether annuals were included as part of the District's landscaping contract. Mr. Perez responded that annuals are provided at an extra cost.

Ms. Land recommended that a checklist containing overall concerns be created and verified on a weekly basis. Discussion ensued. Brightview will be more proactive and provide information and proposals to district management as needed. Discussion ensued. Ms. Alli would like Brightview to provide a plan of action, checklist and a detailed schedule. Mr. Perez said that the Board will receive a monthly report of what was done and of what will be done along with pictures.

A resident requested a breakdown of the scope of services. Ms. Alli stated that a detailed scope of services was provided when the bid was submitted. This information is also located in the contract. The monthly invoice is based off of the annual contract amount and divided into twelve months. Anything outside of the scope of work is considered an out of pocket expense. Discussion ensued.

Ms. Alli indicated that the Board was waiting for a proposal regarding the trees that are down on the Boulevard. It was recommended that the Board hold off on this issue as many vendors put hurricane pricing into effect after the hurricane. There are over forty trees that have to be uprooted and removed. The Board needs to decide if they want to spend all of that money to replace the trees.

Mr. Jeancola noted that about a quarter of those trees cannot be replaced with like material due to them being old growth.

Ms. Land asked if there was a law that protected oak trees. It was confirmed that they have to be replaced if they are voluntarily taken down. She noted that there are trees in the back that are leaning.

#### **FOURTH ORDER OF BUSINESS**

#### **Consideration of the Minutes of the Board of Supervisors' Meeting held on October 25, 2017**

Mr. Jeancola presented the Minutes of the Board of Supervisors' Meeting held on October 25, 2017. There weren't any comments made by the Board.

On a motion by Mr. Diaz seconded by Ms. Alli, with all in favor, the Board approved the Minutes of the Board of Supervisors Meeting held on October 25, 2017, for Concorde Estates Community Development District.

#### **FIFTH ORDER OF BUSINESS**

#### **Ratification of Operation and Maintenance Expenditures for September 2017**

Mr. Jeancola reviewed the September 2017 expenditures with the Board. There was discussion regarding the employee insurance reimbursement on page 77. Mr. Jeancola will inquire with the RASI department manager to obtain clarity on the item.

On a motion by Mr. Diaz, seconded by Ms. Alli, with all in favor, the Board ratified the Operation and Maintenance Expenditures for September 2017 in the amount of \$80,026.92, for Concorde Estates Community Development District.

Ms. Alli stated that she has received several complaints from residents expressing concern regarding the facilities and the amenities manager. Mr. Jeancola suggested that they set up a time to discuss the issues at hand with the Director of Amenity Management. Further steps to address these items can then be taken.

**SIXTH ORDER OF BUSINESS**

**Presentation of Monthly Maintenance Reports, American Ecosystems and BrightView**

The Board reviewed the October 2017 maintenance reports from American Ecosystems and Brightview.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-03, Re-Designating Officers**

Mr. Jeancola presented and reviewed Resolution 2018-03, Re-Designating Officers. The Board appointed Ms. Silyn Alli as Chairperson, Mr. Edwin Diaz as Vice Chairperson and the remaining Board members as Assistant Secretaries. This would formally recognize Ms. Martha Mendez-Land as an Assistant Secretary.

On a motion by Ms. Alli, seconded by Mr. Diaz, with all in favor, the Board approved Resolution 2018-03, Re-Designating Officers, for Concorde Estates Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-04, Setting Date/Time/Location of Public Hearing for Purpose of Hearing Public Comment on Imposition of Special Assessment on Certain Property Located within the District**

Mr. Jeancola presented Resolution 2018-04, Setting Date/Time/Location of Public Hearing for Purpose of Hearing Public Comment on Imposition of Special Assessment on Certain Property Located within the District with the Board.

Mr. Johnson reviewed Resolution 2018-04, and stated that this is the second step in the process. This is usually combined with the first part which approved the restructuring of the bonds. As a result of the foreclosures that took place, the delinquent properties were issued special 2011B bonds. Some portions were sold off (Avex Homes) and some went to a tax deed sale (owned by various individuals). The SPE asked to restructure and bifurcate these properties and exchange them for 2017B bonds in the same amount. He asked the Board to approve the resolution setting the public hearing for January 24, 2018 at 10:00 am.

Ms. Land asked when the original bonds were supposed to mature. Mr. Johnson stated that the bonds were set to mature in May 2017 but the bondholders asked to extend that maturity date through November 1<sup>st</sup>, 2017. The bondholder did not default.

Mr. Johnson stated that the public hearing is to approve the assessment methodology report. This is the final hearing in this process before signing.

On Motion by Mr. Alli, seconded by Mr. Diaz, with all in favor, the Board approved Resolution 2018-04, Setting Date/Time/Location of Public Hearing (January 24, 2018 at 10:00 am at the Concorde Estates Clubhouse, located at 3151 Georgian Bay Lane, Kissimmee, FL 34746) for Purpose of Hearing Public Comment on Imposition of Special Assessment on Certain Property Located within the District, for Concorde Estates Community Development District.

## NINTH ORDER OF BUSINESS

### Supervisor Requests and Audience Comments

Mr. Barback commented on the legal fees paid for District Counsel to attend the meetings and suggested that Mr. Johnson call into meetings. This would save the District a substantial amount of money. Mr. Johnson stated that some Districts do choose to have Counsel call in. The Board will consider having Mr. Johnson call in and/or attend meetings as necessary.

Ms. Ingrid Desarmos asked for clarification regarding Resolution 2018-04 and whether the delinquent properties were paying. Mr. Johnson stated that when the economy crashed, DR Horton owned all of the lots. DR Horton stopped paying O&M assessments and bond assessments. The bondholders instructed Garganese, Weiss & D'Agresta to initiate the foreclosure against DR Horton. As a result of the foreclosure, they entered into a deal where DR Horton agreed to turn over title to those lots to a single purpose entity set up by the bondholders. New bonds were issued on those lots in the same amount as the previous bonds. The same obligations have to be met.

Mr. Cruz expressed concern regarding the gate repair and the need for hinges. Ms. Alli stated that the amenities manager will get it taken care of right away. Discussion ensued.

Mr. Braverman wanted to know the reasoning for proceeding with the alleyway repaving and would have liked to see a dock built instead. Mr. Boyd explained that there is an obligation for the alleyways to be maintained and typically need to be heavily serviced every ten years. The back alleyways were in very bad shape. A public bid was put out. Although these alleyways are not used as much, asphalt/pavement is flexible and needs some type of traffic to keep it flexible. If not, it becomes brittle and cracks. The total contract cost was approximately \$254,000.00 and the lowest bidder was chosen. Discussion ensued.

Mr. Braverman also asked if assessments would go down as more homes are built. Mr. Jeancola stated that this is not the case with a CDD as assessments are based on a per parcel/lot basis. This is the case whether there is a home built on the land or not and is based on the lot type. Discussion ensued.

Mr. Johnson stated that they will put Avex on notice as sales people are providing inaccurate information regarding the construction of a pier. Discussion ensued.

Mr. Land asked if there was information regarding his question that was raised at the previous meeting about how the bond money was used. Mr. Johnson responded that the money was not used for a dock and that the bonds were taken out as a lump sum. As he stated in the last meeting, the bonds were used for the current infrastructure and construction. Mr. Johnson stated that he researched this matter after the last meeting and found a memo. The developer had every intention of building the dock, but underestimated the cost. There wasn't enough bond money left. When they declared that construction

was completed, the remaining bond money was applied to the bonds. Therefore, this decreased the bond assessments. Discussion ensued.

Mrs. Velez asked if a reserve study was considered for the infrastructure. She also asked about the proper protocol to submit a complaint to management. Ms. Alli asked that on-site amenity management be contacted first. If a response is not received within a week, contact Mr. Jeancola, District Manager, at Rizzetta & Company. If there isn't a response from District Management, then attend a meeting to let the Board know. Mr. Jeancola stated that the Board can obtain reserve study proposals. These can typically be done every 3-5 years. There is a general fund surplus (reserves) account that can be utilized to assist in funding a designated reserve. Discussion ensued.

An audience member asked Mr. Boyd if speed bumps have been considered for the alleyways. There has been discussion regarding speed bumps on the main roads. Mr. Boyd will look into some options. The audience member also requested that the County set up a radar detector to collect data. This can be done free of charge.

Mr. Velez asked if there were plans to fix the playground gazebo/awning. Mr. Jeancola confirmed the Board of Supervisors approved a proposal at a prior meeting to replace the awning material. Ms. Alli indicated that the District can charge for individuals to use the gazebos. Mr. Jeancola commented that this is typically done with fenced in areas. Discussion ensued.

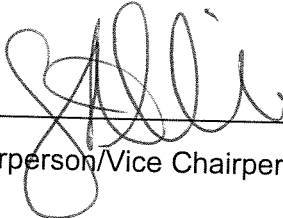
Mr. Cruz observed fleas in some of the common areas. The District will have this looked into and see what treatment options may be available.

**TENTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Ms. Alli, seconded by Mr. Diaz, with all in favor, the Board adjourned the meeting at 8:16 p.m. for Concorde Estates Community Development District.

  
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Assistant Secretary

  
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Chairperson/Vice Chairperson