

**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, August 22, 2018 at 6:00 p.m. at the Concorde Estates Clubhouse, located at 3151 Georgian Bay Lane, Kissimmee, Florida.

Present and constituting a quorum were:

Sailyn Alli	Chairperson
Edwin Diaz	Vice Chairman
Basam Alli	Assistant Secretary (Via Telephone)
Martha Mendez-Land	Assistant Secretary
Cesar Goyetche	Assistant Secretary

Also present were:

Anthony Jeancola	Rizzetta & Company, INC
Gregg Johnson	District Counsel
Steven N. Boyd, P.E.	Boyd Civil Engineering
Bob Koncar (via phone)	Inframark

Resident(s)

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

FIRST ORDER OF BUSINESS

Call to Order

A. Roll Call

Mr. Jeancola called the meeting to order and the Board of Supervisors identified themselves.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

None.

FOURTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

i. Discussion Regarding Response from Avex RE: Construction Debris

- Counsel reviewed response from Avex. Avex indicated they are in compliance with applicable erosion control measures and will monitor.
- Ms. Land voiced her concerns regarding Avex's wire construction vehicle in a difficult tow away zone and the past issues. Issues of general cleanliness around the construction site and hoses across the road were also voiced.
- Board members expressed their concerns over the mowing debris and the lack of accessible dumpsters.
- Ms. Land indicated that there was a confrontation between the superintendent of the construction zone and Mr. Darren Land. Police officers were involved.

Let the record reflect Mr. Basam Alli joined the meeting telephonically.

- Ms. Land indicated she had a Police Report number and will forward it to Mr. Johnson.
- A Resident commented on the construction site cleanliness. He noted there were debris, trash and bottles on the construction site.
- The President of Avex conducted an onsite inspection and indicated that street sweepers would be set up.
- Mr. Johnson commented on the firm's resignation as District Counsel and about obtaining proposals from a law firm and Inframark recommending attorneys.

SIXTH ORDER OF BUSINESS

Business Items

B. Execution of Inframark Contract for District and Facilities Services

- Mr. Johnson noted he and Mr. Koncar have been working together to facilitate the transition to Inframark Management Services.
- The Inframark contract effective date is September 1, 2018.
- Mr. Koncar commented that the sooner the contract is agreed upon, the sooner someone will be hired to fill the position as Facilities Manager.
- Ms. Land noted that the Rizzetta & CO contract ends on August 25 and expressed her concern that there will be no one to train the new staff. She inquired whether it would be feasible for someone to come in three days out

of the week to train and shadow the current Facilities Manager. Mr. Koncar advised the Board that as long as they agreed on the contract, it would be possible to have someone on the premises within a week.

- Mr. Diaz inquired whether that person would be a part-time or full-time employee. Mr. Koncar informed him it was one of the Inframark existing employees.
- Mr. Johnson requested if the contract could be backdated to August 22, 2018 once it is finalized. Mr. Koncar replied that would be fine and hourly compensation for the employee would be expected.
- Mr. Johnson noted that on Section 3.2, the District Manager and Facilities Manager compensation structure for the first year is fixed, but the subsequent years are tied to the approved budget for the District Manager. At no event can it be less than what they currently earn.
- Mr. Johnson noted on Section 3.4, there was a comment on the District being able to make a deduction if services are not performed properly.
- Ms. Land and Ms. Alli requested a checklist of services from the Facilities Manager. Mr. Koncar informed them that this information is provided to the Board of Supervisors in the monthly agenda package in the form of a report. The Inframark District Manager will provide a periodic checklist for items completed.
- Ms. Alli commented on the Section 3.4 clause pertaining to the District incurring a 1.5% interest fee if an item is not paid within 30 days.
- Mr. Johnson indicated that Section 4.2C on the contract states that a 90-day notice is required in order to terminate the contract by either party.
- Mr. Johnson commented on the Section 5.5 Limitation of Liability of Insurance Coverage for breach of contract.
- Mr. Johnson stated he had made a wording change to the second part of Section 5.1 with respect to any cause of action and/or claim arising in this agreement. Mr. Koncar confirmed his approval of the change.
- Dispute Resolution in Section 6.8 was discussed.
- Scope of Services were discussed.

- Two monthly reports from the Facilities Manager will be submitted by request.
- Recorded minutes will be available upon request at no charge.
- ADA Website Compliance is outside the scope of service of Inframark. Ensuring ADA compliance will incur additional costs.
- Field Manager will be on site once per month to conduct an inspection and to work with vendors on an as-needed basis.
- Field Manager will be accessible by telephone.
- Volleyball courts, clubhouse, pool areas, gazebos, picnic areas, exercise trails, soccer fields and parks will be added to the Maintenance Amenities list.
- Exercise equipment will be serviced as needed.
- The fee schedule is comprised of 13 meetings per year.
- Inframark does not provide tablets to Board Members. Districts are to provide their own devices.
- Records Custodian is responsible for maintaining storage for up to two years.
- Indemnity Clause for Board Members is covered by the insurance.
- Fees were lowered to \$500 in the event that the Board decides to have an additional meeting.
- Special community functions will incur an additional charge due to Community Manager's schedule.

On MOTION by Mr. Alli seconded by Mr. Diaz with Mr. Alli, Mr. Diaz, Mr. Goyetche and Ms. Alli voting in favor, and Ms. Land voting opposed, the Inframark District Manager and Amenities Contract, as amended, was approved, authorizing the Chair to execute the final form of the Contract. 4-1

On MOTION by Mr. Alli seconded by Ms. Alli with Mr. Alli, Mr. Diaz, Mr. Goyetche and Ms. Alli voting in favor, and Ms. Land voting opposed, the prior motion was amended to authorize the Vice Chair to execute the Contract in the absence of the Chair. 4-1

Let the record reflect Mr. Koncar left the meeting.

FOURTH ORDER OF BUSINESS

Staff Reports (Continued)

B. District Engineer

- Mr. Boyd provided a specific update list of actions to be performed. Some required physical repairs and some were aquatic in nature.
- The Chair requested Mr. Boyd obtain proposals from aquatic vendors to assess the pond.

C. District Manager

- Mr. Jeancola informed the Board that the two meeting minutes listed under separate cover are under review and will be submitted during the transition.
- Mr. Jeancola also thanked the Board for allowing him to serve them and the Community.
- Mr. Jeancola will provide and update to Inframark.

D. Clubhouse Manager

i. Amenity Management Report, August 2018

There being no discussion, the next item followed.

FIFTH ORDER OF BUSINESS

Business Administration

A. Consideration of the Minutes of the Board of Supervisors Continued Meeting Held on July 11, 2018

The minutes were reviewed by District Counsel.

On MOTION by Mr. Diaz seconded by Ms. Alli with all in favor the Minutes of the Continued July 11, 2018 Meeting were approved. 5-0
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B. Consideration of the Minutes of the Board of Supervisors Regular Meeting Held on July 25, 2018 (under separate cover)

Item under final review to be distributed to the Board of Supervisors and provided to new Management for inclusion in next meeting.

C. Consideration of the Minutes of the Board of Supervisors Special Meeting Held on August 6, 2018 (under separate cover)

Item under final review to be distributed to the Board of Supervisors and provided to new Management for inclusion in next meeting.

D. Consideration of Operation and Maintenance Expenditures July 2018

- o July 2018- \$33,038.93- Ms. Land commented on obtaining a new janitorial company under the new management company.

On MOTION by Mr. Diaz seconded by Mr. Goyetche with all in favor the Operation and Maintenance Expenditures for July 2018 in the amount of \$33,038.93 were ratified. 5-0

SIXTH ORDER OF BUSINESS

Business Items (Continued)

A. Consideration of Proposals in response to Landscape Maintenance and Irrigation Maintenance Services RFP

Proposals were reviewed.

i. Down to Earth Landscape Irrigation and Golf

Down to Earth proposed \$195,000 on an annual basis. The total over three years upon renewal would be \$602,725.50.

ii. Duval Landscape Management

Duval Landscape Management proposed \$151,497 on their initial year. The total over three years upon renewal would be \$457,520. A \$65 hourly fee is applied.

iii. Infinity Landscape Solutions

Infinity Landscape Solutions proposed \$228,148. The total over three years upon renewal is \$705,184.

iv. Sitex Landscape

Sitex Landscape proposed \$203,535. The total over three years upon renewal is \$610,605.

- o Additional items, including storm cleanup, irrigation, freeze protection and water truck option services are extra.
- o A proposed budget of \$150,000 was allotted for landscaping.
- o Landscaping discussion ensued.

On MOTION by Ms. Alli seconded by Mr. Diaz with all in favor the proposal from Duval Landscape Management in the amount of \$151,497 was approved, and the Chair or Vice Chair were authorized to execute the landscaping contract effective November 1, 2018. 5-0

C. Public Hearing on Fiscal Year 2018/2019 Final Budget

On MOTION by Mr. Diaz seconded by Ms. Alli with all in favor the Public Hearing on Fiscal Year 2018/2019 Final Budget was opened. 5-0

- o Mr. Jeancola provided an explanation of the tax roll.
- o Supervisor fees were discussed and will be updated.
- o Miscellaneous contingencies of \$63,895 were discussed.
- o The Reserve Study and expenditures were discussed.

On MOTION by Mr. Diaz seconded by Ms. Alli with all in favor the Public Hearing on the Fiscal Year 2018/2019 Final Budget was closed. 5-0

i. Consideration of Resolution 2018-11, Adopting Fiscal Year 2018/2019 Final Budget

On MOTION by Ms. Alli seconded by Mr. Diaz with all in favor Resolution 2018-11, the Annual Appropriation Resolution of the Concorde Estates Community Development District (“The District”) Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2018 and Ending September 30, 2018 was adopted. 5-0

ii. Consideration of Resolution 2018-12, Imposing Special Assessments and Certifying Assessment Roll

On MOTION by Ms. Alli seconded by Mr. Diaz with all in favor Resolution 2018-12, Making a Determination of Benefit; Imposing Special Assessments; Providing for the Collection and Enforcement of Special Assessments, including but not limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date was adopted. 5-0

D. Consideration of Resolution 2018-13, Setting Maximum Monthly Compensation for Supervisor Physical/Telephonic Meeting Attendance

On MOTION by Ms. Alli seconded by Mr. Goyetche with all in favor Resolution 2018-13, Setting Maximum Monthly Compensation for Supervisor Physical/Telephonic Meeting Attendance was adopted. 5-0

SEVENTH ORDER OF BUSINESS


Supervisor Requests and Audience Comments

- o Ms. Alli commented on the pool furniture. The original purchase of furniture was for \$11,178 versus Admiral’s fee of \$70 per chair, including the labor and the sling and \$115 per lounge. 22 chairs were purchased at \$1,540. 32 lounge chairs and 22 chairs will amount to \$5,220.
- o Mr. Johnson commented on Mr. Barbuck’s accountability as an Agent for the Board and liability.
- o A resident commented on Osceola County regulations for 18-wheelers and parking. Mr. Johnson will investigate legal options.
- o Discussion ensued regarding appointing Board Members to the HOA.
- o A resident commented on the ADA Website Compliance.
- o Discussion regarding an altercation on site ensued.

EIGHTH ORDER OF BUSINESS

Adjournment

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



 Assistant Secretary



 Chairperson/Vice Chairperson