

**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 special meeting of the Board of Supervisors of Concorde Estates Community Development District was held on **Monday, August 6, 2018 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 Chairperson</b>
Basam Alli	<b>Board Supervisor, Assistant Secretary</b>
Cesar Goyetche	<b>Board Supervisor, Assistant Secretary</b> ( <i>joined in-progress</i> )
Martha Mendez - Land	<b>Board Supervisor, Assistant Secretary</b> ( <i>via phone</i> )

Also present were:

Anthony Jeancola	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Katie Reischmann	<b>District Counsel, Garganese, Weiss, D'Agresta &amp; Salzman, P.A.</b>
Steve Boyd	<b>Boyd Civil Engineering</b> ( <i>via phone</i> )
Audience Member	<b>Present</b> ( <i>Mr. Cruz, Mr. Land, Mr. Barbuck</i> )

**FIRST ORDER OF BUSINESS**

**Pledge of Allegiance**

Mr. Jeancola asked everyone to stand and recite the pledge of allegiance.

**SECOND ORDER OF BUSINESS**

**Call to Order**

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

**THIRD ORDER OF BUSINESS**

**Audience Comments on the Agenda Items**

Mr. Land commented on security not being present over the past two weekends.

**FOURTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel  
No Report.
- B. District Engineer  
Mr. Boyd indicated that the biggest problem with the ponds is the hydrilla mostly with ponds 4 and 5. Pond 8 is not as bad. These ponds need orifices to be cleared.

He took a look at the northeast gate and may have a solution on installing a gate on the berm.

Ms. Land stated that she sent a complaint to Avex via e-mail. Mr. Johnson sent an e-mail to them as well. Mr. Eric marks e-mailed Ms. Alli and indicated that Avex would be meeting on the 7<sup>th</sup> with their team. Ms. Land is concerned with the construction debris and trash in the roads and ponds. Brief discussion ensued.

- C. District Manager  
No Report.

He indicated that the clubhouse manager has returned to a Tuesday through Saturday schedule.

Mr. Jeancola stated agenda item 4A (*Minutes for the Board of Supervisors' Meeting held on July 11, 2018*) will be tabled and presented at the next meeting. They were provided to Mr. Johnson for review and commentary as applicable.

- D. Clubhouse Manager  
No Report.

**FIFTH ORDER OF BUSINESS**

**Consideration of District and/or Amenity  
Management Proposals**

Mr. Jeancola reviewed the proposals received by counsel's office.

Ms. Reischmann stated that they are required to be fair and that the decision is based on the proposal that is most advantageous to the District, not the lowest bid.

Mr. Aagaard from **DPFG Management & Consulting** presented and reviewed the proposal for District Management services in the amount of \$58,900.00.

There was an inquiry regarding field services. It was stated that the field service manager would be separate from the district manager and would conduct a grade sheet. Ms. Comings-Thibault indicated that it would be catered to zones/areas.

There was discussion regarding customizing financial statements and including them in monthly financials.

Ms. Comings-Thibault manages 8 Districts.

Ms. Alli asked if the contract includes holding a meeting 1 time per month. Mr. Aagaard responded that if a meeting runs for more than 3 hours, it would cost \$150.00 per hour. Workshops are acceptable.

Ms. Comings-Thibault indicated that she puts budget presentations together using graphs and pie charts.

Ms. Land asked if there was a lot of interaction with residents. Ms. Comings-Thibault indicated that she does interact with residents and that the website has a portal for resident correspondence.

A question was raised regarding how many times the field manager inspects the community. It was stated that it would be inspected once a month.

Ms. Comings-Thibault discussed waterway monitoring with Cornerstone.

Ms. Land asked if the field manager could come to the community more frequently. Ms. Comings-Thibault stated that they could but that the pricing would have to be adjusted.

Mr. Alli wanted to know pricing for additional meetings.

Ms. Comings-Thibault informed the Board that their CPS has a Master's degree in Finance.

Ms. Burns from ***GMS Central Florida*** presented and reviewed the proposal received for District Management and Amenity Management services.

She presented an overview of the company and stated that they have not experienced much turnover. She has over a decade of experience.

Field Services are an optional service in the amount of \$15,000.00 for 2 visits per month.

Mr. Diaz asked if that price included 2 inspections a month in addition to attending a Board meeting. Ms. Burns indicated that it was based on the inspection schedule.

Ms. Alli asked how many districts Ms. Burns managed. Ms. Burns stated that she manages 9 districts and that the average was 10-15.

Ms. Burns reviewed the fees with the Board. The total of \$81,900 was broken down as follows: \$65,000.00 was for amenity services and \$16,900.00 was for janitorial services.

They could begin providing District Management services as soon as possible and upon the conclusion of the current contract. Amenity services can take up to 30 days to restore and to hire management. There may be a temporary/interim until a full – time individual is hired.

Ms. Land asked if they drove around the community. Ms. Burns confirmed that she and the field services manager did drive through the community. Ms. Land asked what items they would address and/or change if they were awarded the contract. Ms. Burns indicated that janitorial and landscaping would first.

Ms. Suit and Mr. Konlar from ***Inframark Infrastructure Management Services*** presented and reviewed the proposal for District & Amenity Management services.

Inframark provides complete service and des such with their own personnel, not subcontractors. They also provide municipal services. They invested in a development of customized financial software that is specific to special districts and CDDs. They also discussed their web portal in regards to accounts payable, so that Board members have access to pending payments, approved payments, etc. Its is called Avid Xchange.

Ms. Suit discussed field services and stated that staff is their own personnel. They staff 13 individuals who are assigned to projects and paid \$29.00 per hour to perform in house miscellaneous maintenance.

Ms. Alli asked if there was an additional fee for a field manager. It was stated that field services are the District Manager's responsibility. However, if there is a specialized request made, an additional proposal may be required.

It was asked if the proposal included website, which was confirmed.

Ms. Land asked if they drove around the community and asked what their first plan of action would be. Mr. Konlar indicated that he would request a priority list from the Board. He would review it with the maintenance team and evaluate immediate needs.

*Mr. Goyetche joined the meeting*

Mr. Deary and Ms. Cortina from **Vesta Property Services** presented and reviewed the proposal for Amenity Management services.

Vesta focuses on HOA management and amenity management. The fees are as follows: \$67,850.00 for amenity management and \$19.00 per hour for pool monitoring. Mr. Deary noted that they have an amenity manager to transition from Anthem park to Concorde Estates (Ms. Maria Agosto). He mentioned that Vesta opened the clubhouse at Concorde Estates 10 years ago. Once the market collapsed, the Board consolidated services with District Management services.

Mr. Deary discussed Vesta Vantage which is the company's communication platform and available for \$119.00 per month.

Mr. Deary advised that the company welcomes the challenge and provided feedback on a District in Jacksonville that they turned around.

Mr. Deary stated that hours may need to be adjusted so that Ms. Agosto can be home by 6:00 pm, as she is a single mother. She will be able to attend meetings. Ms. Cortina indicated that she would attend as applicable. Ms. Alli asked if the manager would be available for after hour events. Mr. Deary indicated that after hour events would be at the same rate as the pool monitor. He would likely have other staff members to cover as well.

There was discussion regarding insurance requirements. Vesta has \$1,000,000.00 aggregate but the RFP requested \$2,000,000.00. It would cost the District an additional \$6,000.00 to bring it to the requested amount.

Mr. Deary indicated that he reviewed the proposed budget allocation for amenity management and felt that it wouldn't be enough to support a full-time employee.

There was discussion among the Board regarding Inframark being in line with the proposed budget allocations. Ms. Land did not feel that Inframark would resolve the District's issues and as more focused on their own software. Ms. Land prefers DPFPG and would like to obtain a field manager.

Mr. Alli feels that the District needs amenity services.

Ms. Land expressed her concern with one company providing both District & Amenity Management services.

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There was discussion regarding the Board only selecting a firm to provide District Management services tonight. Ms. Alli prefers to have both selected.

The Board inquired with GMS about revising their proposal to reflect less janitorial expenses. They indicated that they could but that the amenity manager would be cleaning, etc. They confirmed that they would have an interim.

Ms. Alli asked Vesta if the Amenity Manager would be stocking restrooms. Mr. Deary said that they would, but cautioned the Board additional responsibilities could lead to the scope of work not being followed. Ms. Alli asked if the price was negotiable and Mr. Deary stated that \$66,000.00 was the lowest that they would go.

Discussion ensued amongst the Supervisors pertaining to their preference in district and amenity management. Upon satisfactory discussion, the Board motioned as follows:

A motion was made by Mr. Diaz and seconded by Ms. Alli to select Inframark Infrastructure Management Services to provide District & Amenity Management services, for Concorde Estates Community Development District.

Ms. Land and Mr. Goyetche both opposed. Motion passed with majority vote of 3 – 2.

**SIXTH ORDER OF BUSINESS**

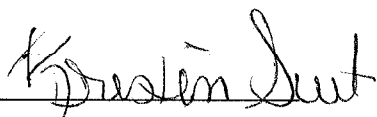
**Supervisor Requests and Audience Comments**

There were no supervisor requests or audience comments at this time.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Ms. Alli, seconded by Mr. Alli, with all in favor, the Board adjourned the meeting at 9:12 p.m., for Concorde Estates Community Development District.

  
Assistant Secretary

  
Chairperson/Vice Chairperson