

**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, October 24, 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
Cesar Goyetche	Assistant Secretary
Martha Land	Assistant Secretary

Also present were:

Kristen Suit	District Manager
Tim Qualls	District Counsel
Ariel Medina	Project Coordinator (Via Telephone)
Alfredo Reyes	Clubhouse Manager
Russell Simmons	Field Service Manager
Steven N. Boyd, P.E.	District Engineer

Resident(s)

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

FIRST ORDER OF BUSINESS

Call to Order

A. Roll Call

Ms. Suit called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Public Comments on Agenda Items

- A resident commented on the bike racks.

FOURTH ORDER OF BUSINESS

Site/Clubhouse Manager's Report

A. Weekly Clubhouse Reports

Mr. Reyes reported on the following:

- A total of 13 access cards were given.
- There is currently a shortage of cards.
- The splash pad is now fully functional.
- The suction vent on the pool was replaced.
- Training was provided for the camera system and card system.
- Proposals were received from Enhanced Business Solutions, Martinez Painting and Inframark.
- Renters are required to provide lease agreement in order to receive access cards. New guidelines were added for access cards.
- A \$20 fee is charged to replace lost access cards.
- For weekend Clubhouse rentals, guests are required to leave the key in the designated box provided by the Clubhouse manager.

B. Monthly Field Manager's Report

Mr. Simmons reported on the following:

- Palm trees were trimmed
- Proposals are pending for new trash cans.
- Two gates were repaired.
- Signs were pressure-washed.
- Lights and batteries were replaced on emergency lights.

C. Status Update on Work Orders

Ms. Suit reported on the following:

- Work orders discussed at the last meeting were completed.

D. Duval Landscape Report and Estimate (Under Separate Cover)

- Duval Landscape did not send an estimate, but sent an email.
- Duval Landscapers were on site and reviewed the community.
- Ms. Land commented about Brightview not fulfilling the terms of their agreement. Deductions will be made from their payment.

On MOTION by Ms. Alli seconded by Mr. Diaz with all in favor, Payment of the Brightview Landscaping for the months of June, July and August invoices was approved. 4-0
--

Further landscaping discussion ensued.

E. Lake Maintenance Proposals

- The cost of trash clean-up was added to the proposal.
- Mr. Simmons recommended the Sitex proposal.
- Discussion ensued regarding aquatic maintenance services.

On MOTION by Ms. Alli seconded by Ms. Land with all in favor, the Sitex proposal for Monthly Maintenance Services in the amount of \$865.00 per month was approved. 4-0

F. Pressure Washing & Painting Proposals

Discussion ensued regarding proposals.

On MOTION by Ms. Alli seconded by Mr. Diaz with all in favor, the Inframark proposal for pressure washing and painting in the amount of \$4,100 plus a not to exceed additional 16 labor hours at \$29 per hour for Clubhouse Managers Office, painting, carpet removal and new flooring installation, and for Inframark staff to work with Ms. Land on office paint color and flooring type was approved. 4-0

G. Security Services Proposals for Clubhouse Monitoring

- Police reports are submitted for each visit from the Sheriff's Department.
- Proposals were reviewed.
- Discussion of Clubhouse security was tabled for the next meeting.

H. Pool and Playground Signs Proposals

- Proposals were received and Mr. Simmons and Mr. Medina both recommended Artistic Signs.

On MOTION by Mr. Diaz seconded by Ms. Land with all in favor, the Artistic Design Proposal for pool and playground signs in the amount of \$ 288.00 was approved. 4-0

I. Clubhouse Manager Desk Proposals

- The options presented were not approved by Board Members.

On MOTION by Mr. Diaz seconded by Ms. Alli with all in favor, the purchase of a Clubhouse Manager's desk and chair in an amount not to exceed \$ 400.00, and for Inframark Staff to work with Ms. Land on the purchase was approved. 4-0

J. ADT Warranty Proposal

- Alarm training was given to Mr. Medina and Mr. Reyes.

- ADT offered a contract of \$13 per month to monitor the security system.
- Security system upgrade proposals were requested for the next meeting.

FIFTH ORDER OF BUSINESS

Engineer's Report

A. Proposals for Structure Maintenance

Mr. Boyd obtained structure maintenance proposals and provided an explanation of repairs needed.

On MOTION by Ms. Alli seconded by Ms. Land with all in favor, the ABL Structure Maintenance Proposal in the amount of \$7,495.00 was approved. 4-0

B. Series 2004 Bond Proceeds Usage Report

Board Members will review the report. Further discussion was tabled for the November Meeting.

C. County's Report on Trespassing

Discussion regarding placement of fences ensued.

SIXTH ORDER OF BUSINESS

Attorney's Report

A. Status Update on Pending Items

Mr. Qualls thanked the Board for selecting his firm to represent the District and reported the following:

- Re-sliding of furniture requires a four-week lead time. Changes in the penalty will be reviewed.
- Avex homes will not repair busted pipes.
- Discussion ensued regarding redesigning of lots and Avex builders.
- The previous counsel reported he was never paid by the trustee for issuing his counsel opinion regarding a refinance. A \$3,000 invoice was sent to the District.

SEVENTH ORDER OF BUSINESS

Items for Consideration

A. Ratification of District Counsel Services Agreement

On MOTION by Mr. Diaz seconded by Ms. Land with all in favor the District Counsel Agreement was ratified. 4-0

B. Acceptance of 2018 Audit Engagement Letter

On MOTION by Ms. Alli seconded by Mr. Diaz with all in favor the McDirmit Davis FY 2018 Audit Engagement Letter in the amount of \$3,900 was accepted. 4-0

C. Discussion and Consideration of ILM and IRS Classification of Elected Officials

Tax discussion ensued.

D. Discussion of Avid Xchange Set Up and Training for Board Members

Discussion was tabled for the November 28, 2019 Meeting.

E. Discussion of Holiday Lighting/Flowers/Decoration at Entrance

Discussion regarding holiday lighting ensued.

Ms. Land will work with Inframark Staff to install holiday lighting.

On MOTION by Ms. Alli seconded by Mr. Diaz with all in favor the Board authorized Ms. Land to work with Inframark Staff on installing holiday lighting at the front entrance in an amount not to exceed \$1,500. 4-0

F. Discussion and Consideration of Deactivating and Reactivating Access Cards

All access cards will be deactivated and reactivated. A blast email will be sent to homeowners advising them of the change. Policies will be reviewed regarding card deactivation prior to sending emails to homeowners.

G. Discussion of Date Change for the November Board Meeting

Discussion ensued in regards to changing the November Meeting date.

EIGHTH ORDER OF BUSINESS

Manager’s Report

A. Consent Agenda

i. Minutes of the September 26, 2018 Meeting

On MOTION by Mr. Diaz Seconded by Ms. Alli with one Board Member abstaining the Minutes of the September 26, 2018 Meeting were approved. 3-0

ii. Financial Statements

Discussion ensued in regards to financials.

Ms. Land MOVED to reschedule the November 28, 2018 Meeting to November 14, 2018 and Mr. Goyetche Seconded the motion.

Further discussion ensued. The prior Motion failed.

On MOTION by Ms. Alli Seconded by Mr. Diaz with one Board Member abstaining the Financial Statements were approved. 3-0

B. Discussion of Reserve Study

- o Ms. Suit reported that there is currently an unassigned cash fund of \$946,040. Total expenses are \$74,580.
- o Discussion regarding Reserve Study ensued.

NINTH ORDER OF BUSINESS

Audience Comments

- o Complaints regarding trash pick-up and barriers were received.
- o A resident commented on re-grating the playground
- o A resident commented on bike racks on CDD property.
- o Discussion ensued regarding staff members' scope of services.

On MOTION by Ms. Alli Seconded by Ms. Land with all in favor the purchase of a bike rack in an amount not to exceed \$500 and for Inframark Staff to work with Mr. Goyetche as to where to place the bike rack was approved. 4-0

TENTH ORDER OF BUSINESS

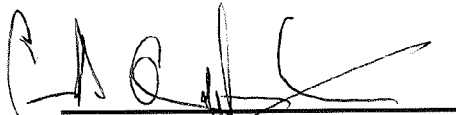
Supervisors' Requests and Comments

None.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Land seconded by Mr. Goyetche with all in favor the meeting was adjourned. 4-0



Assistant Secretary



Chairperson/Vice Chairperson