

**CONCORDE ESTATES  
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA PACKAGE**

**DECEMBER 18, 2019**

# Concorde Estates Community Development District

Inframark, Infrastructure Management Services

210 North University Drive Suite 702, Coral Springs, Florida 33071 Phone: 954-603-0033 Fax: 954-345-1292

December 11, 2019

Board of Supervisors  
Concorde Estates Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Concorde Estates Community Development District is **scheduled to be held on Wednesday, December 18, 2019 at 4:00 p.m.** in the Concorde Estates Clubhouse, 3151 Georgian Bay Lane, Kissimmee, Florida. Following is the advance agenda for the meeting:

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Public Comments on Agenda Items (limited to 3 mins)**
4. **Staff Report - Site/Field Manager's Report**
  - A. Discussion of Weekly Clubhouse Attendant Report
  - B. Monthly Field Manager's Report
  - C. Consideration of District Home Depot Credit Card
  - D. Capital Land Report with Map of All Irrigation Repairs to Date
5. **Engineer's Report**
  - A. Maintenance Recommendations for Stormwater Ponds
6. **Attorney's Report**
  - A. Update Draft Rules of Procedure
  - B. Draft Special Assessments Collection Policy
  - C. Update on Termination of Pool Contract
  - D. Update on Duval Offset Matter
  - E. Update on Foreclosure Process
  - F. Other
7. **District Manager's Report**
  - A. Consent Agenda
    - i. Minutes of the November 20, 2019 Meeting
  - B. Ratification of Chair Authorized Expenses Between Meetings
8. **Supervisors' Requests and Comments**
9. **Audience Comments**
10. **Adjournment**

Enclosed are attachments available for the above agenda. Additional items may be provided under separate cover when they become available or they will be distributed at the meeting.

The balance of the agenda is routine in nature and staff will present and discuss their reports at the meeting. In the meantime, if you have any questions, please contact me.

Sincerely,  
*Kristen Suit*  
Kristen Suit, District Manager

## **Fourth Order of Business**

**4B**



# Concorde Estates CDD Field Management Report

December 2019

Ariel Medina | Field Services Supervisor



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FREDDY BLANCO | Assistant  
Maintenance Manager



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**COMPLETED ITEMS:**

- Meet with Capital Land for Landscaping Review
- Attended meeting to discuss landscape scope of work and areas of service
- Reviewed and processed invoices on a weekly basis
- Returned phone calls as necessary
- Respond to emails and communications as needed
- Installed electrical component for Christmas lights at entrance

**ATTACHMENTS**

- Completed Work Orders
- Inframark Landscaping Report
- Capital Land Monthly Report
- Sitex Monthly Report

## Work Orders Status Update

# Work Order and Special Projects Status Update

## **Work Orders**

Completed light review and installed electrical outlet at entrance  
Restored bench and trash can at St. Clair Park  
Completed removal of moss from tennis court

## **Splash Pad**

Splash Pad fan and control box repair to be completed during the week of December 16<sup>th</sup>







## **Playgrounds**





Creative Playthings ordered equipment. They are working on permits as the county asked for separate permits for each project. Work will be scheduled as soon as permits are approved.

## **Control Access System**

Servus@ already ordered equipment. Installation will be completed upon delivery of equipment.

# Inframark Landscaping Report

<b>Concorde Estates Landscaping Review</b>					
<b>Issue</b>	<b>Location</b>	<b>Date of Drive-thru</b>	<b>Status</b>	<b>Field Manager Comments</b>	<b>Photos</b>
Edging	At Coastal View Ct.	11/21/2019	Completed	Edging not completed accordingly	
Tree Branches.	At Saint Clair St. and Greatbear Way	11/21/2019	Not completed	Tree trimming have been done in 3 phases. Last phase will retouch trees left without trimming due to cars been parked on the way. Palm trees in front of the community will be included during last phase.	
Beds (weed control)	At Pleasant Hill	11/21/2019	Completed	Weeding is improving but still needs consistency. Met with vendor to follow up.	
Beds (weed control)	At Pleasant Hill Both side entrances	11/21/2019	Completed	Weeding is improving but still needs consistency. Met with vendor to follow up.	
Beds (weed control)	At Coastal View Ct.	11/21/2019	Not completed	Weeding is improving but still needs consistency. Met with vendor to follow up.	
Mowing	Throughout the community	11/21/2019	Not completed	Service behind vinyl fence not completed accordingly. Met with vendor to ensure is completed during next service date.	

Weed control.	Throughout the community	11/21/2019	<b>Completed</b>	several weed present between sidewalk.	
Brown spot on the sod.	Left side of the recreation center( Grasmere view Pkwy)	11/21/2019	<b>Pending</b>	Brown spot on the St. Augustine sod.	
Tree removal.	At Harbor View In.	11/21/2019	<b>Not completed</b>	Sycamore tree present angle of inclination and possible detachment of roots, provide proposal for remove.	
Weeds control.	At Grasmere View Pkwy.	11/21/2019	<b>Completed</b>	Weeds growing over the trees and small plants.	

# Capital Land Monthly Report



**Legend:**

VBC-Volley Ball Court

PP-Pocket Park

TC-Trash Can

EM-Easement

DP-Dog Park



# Concorde Estates CDD Monthly Report

## December.2019

**Detail Da Mow Crews**

Main Entrances, 1/2 Blvd		21-Nov	December 5,19	<b><u>Pine Bark Mulch</u></b>
Clubhouse, 1/2 Blvd	VBC, TC	27-Nov	December 5,19	12/2 - 12/3
3181 Stonington Run	PP,TC	5-Dec	December 5,19	
3101 Duxbury Dr	PP,TC	5-Dec	December 5,19	<b><u>Annuals</u></b>
2991 Stonington Run	Pond	5-Dec	December 5,19	Change out being scheduled
3207 Hopewell Dr	PG,DP,TC	5-Dec	December 5,19	
3201 Rydal Water Way	PP,TC	5-Dec	December 5,19	<b><u>Proposals</u></b>
2804 Grasmere View Pkwy	cul de sac	5-Dec	December 5,19	
2440 Tradewinds Dr	cul de sac	5-Dec	December 5,19	
2351 Tradewinds Dr	DP,TC	5-Dec	December 5,19	
3209 Jackson Grey Rd	PP	5-Dec	December 5,19	
2260 Tradewinds Dr	Pond	5-Dec	December 5,19	<b><u>Plant Insects</u></b>
3000 Harbor View Ln	2 Ponds	5-Dec	December 5,19	
3141 Oyster Bay Ln	Lift Station	19-Dec	December 5,19	
3131 Rocky River Rd	PP	19-Dec	December 5,19	<b><u>Turf Weeds</u></b>
3130 Rocky River Rd	PP	19-Dec	December 5,19	
2331 Marshfield Preserve Way	Easement	19-Dec	December 5,19	
2351 Marshfield Preserve Way	Pond,EM	19-Dec	December 5,19	<b><u>Turf Insects</u></b>
3150 Seasalt Dr	EM	19-Dec	December 5,19	Ants
3208 Olivia Breeze Dr	PP,TC	19-Dec	December 5,19	
3220 Jubilee Rd	Pond,EM	19-Dec	December 5,19	<b><u>Turf Disease</u></b>
2770 Marshfield Preserve Way	Bridge 1	19-Dec	December 5,19	
2820 Marshfield Preserve Way	Bridge 2	19-Dec	December 5,19	
2890 Marshfield Preserve Way	Pond,EM	19-Dec	December 5,19	<b><u>Problem Areas</u></b>
2990 Marshfield Preserve Way	Easement	19-Dec	December 5,19	
3461 Marshfield Preserve Way	2 Pine Trails	19-Dec	December 5,19	
3441 Marshfield Preserve Way	Lift Station	19-Dec	December 5,19	<b><u>Heavy Leaf Litter</u></b>
3000 Greatbear Way	PP,TC	2-Jan	December 5,19	
3041 Palemero Rose Way	2 Pine Trails	2-Jan	December 5,19	
3080 Palemero Rose Way	Pond,EM	2-Jan	December 5,19	<b><u>Fertilization</u></b>
3211 Marshfield Preserve Way	Easement	2-Jan	December 5,19	11/27/2019 with ant treatment
				Continued 12/2/19

# Sitex Monthly Report

**CONCORDE ESTATES COMMUNITY DEVELOPMENT DISTRICT**

**OPERATIONS & MAINTENANCE HIGHLIGHT**

**SITEX AQUATICS MANAGEMENT REPORT**



December 2019

**All ponds were treated for shoreline vegetation as needed with a custom grass mix targeted for specific species present. All ponds had trash removed as well.**

**POND1-** Algae treated.

**POND2-** Algae spot treated

**POND3-** Algae and treated

**POND4-** Grasses and Algae spot treated

**POND5-** Algae and grasses treated

**POND6-** Algae treatment

**POND7-** Algae and grasses treated

**POND8-** Algae and grasses spot treated

**POND9-** Algae treated

**POND10-** Algae and grasses treated

**ADDITIONAL NOTES:**

All ponds are looking great this time of year. All trash has been removed in and around the basins. Please don't hesitate to reach out to my staff or myself if you need anything at all.

Regards

Brian Fackler

Sitex Aquatics LLC.

**4D.**

PROPERTY:

LOCATION: At Club House

[illegible]

TECH NAME/DATE: 07/31/19 Crescenio

NAME/DATE: 07/31/19 / RESCEND 2  
N-NOZZLE, D-DRIP LINE, R-ROTOR, 4P/6P12P - POP UP SPRAY SIZE, LL - LATERAL LINE



# IRRIGATION INSPECTION REPORT

CONCORD

PROPERTY: \_\_\_\_\_

LOCATION: Park 1

ZONE	N	D	R	4P	6P	12P	LL	NOTES:	
1								3 Rotar need to be straighten	
2								2 Rotar need to be straighten	19.00
3			3						20.00
4								1 2 Rotar need to be straighten	
5									
6									53.00
7			1						33.00
8									33.00
9			1					<del>Rotar spinning</del>	
10			1					Rotar not spinning	
<p>Park 3 Start Time: 5:30am Zones: 2 Watering day Mon/Fri</p>									
1									
2			3 → rotors not spinning						
<p>mon/fri Start Time: 12:45 am</p>									
Program: A	Zones: 1, 3-10,							Start Time:	
Program: B	Zones:							Start Time:	
Program: C	Zones:							Start Time:	
Program: D	Zones:							Start Time:	
Program: E	Zones:							Start Time:	
Program: F	Zones:							Start Time:	
Program: G	Zones:							Start Time:	
INSPECTION TIME								8:40-10:00	
REPAIR TIME									

TECH NAME/DATE: Gianni 07/30/19 Crescenzo

N-NOZZLE, D-DRIp LINE, R-ROTOR, 4P/6P/12P - POP UP SPRAY SIZE, LL - LATERAL LINE

PROPERTY: \_\_\_\_\_

LOCATION: Park 2

[illegible]

TECH NAME/DATE: 07/31/19 Crescenzo

NAME/DATE: 07/21/19 WEST  
N-NOZZLE, D-DRIP LINE, R-ROTOR, 4P/6P12P - POP UP SPRAY SIZE, LL - LATERAL LINE

PROPERTY: \_\_\_\_\_

LOCATION: Park #4

[illegible]

TECH NAME/DATE: 07/31/19 Crescencio

NAME/DATE: 07/31/19 [illegible]  
N-NOZZLE, D-DRIP LINE, R-ROTOR, 4P/6P12P - POP UP SPRAY SIZE, LL - LATERAL LINE



PROPERTY:

**LOCATION:**

Park 5

[illegible]

TECH NAME/DATE: 07/31/19 Crescencio

NAME/DATE: D F 13/1/19 L 12312345  
N-NOZZLE, D-DRIP LINE, R-ROTOR, 4P/6P12P - POP UP SPRAY SIZE, LL - LATERAL LINE

PROPERTY: Concord Estates

LOCATION: Entrance

[illegible]

Program: A	Zones: 1-12
Program: B	Zones:
Program: C	Zones:
Program: D	Zones:
Program: E	Zones:
Program: F	Zones:
Program: G	Zones:

Mon/Fri Start Time: 12am

**Start Time:**

**Start Time:**

**Start Time:**

**Start Time:**

**Start Time:**

Start Time:

INSPECTION TIME	8-230
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### REPAIR TIME

TECH NAME/DATE: 8/21/19 G-1Y

NAME/DATE: 8/21/19 G-17  
N-NOZZLE, D-DRIP LINE, R-ROTOR, 4P/6P12P - POP UP SPRAY SIZE, LL - LATERAL LINE



# IRRIGATION INSPECTION REPORT

PROPERTY: Concord Estates

LOCATION: BLVD

	ZONE	N	D	R	4P	6P	12P	LL	NOTES:
S	1	3				1			
S	2	6				1			
S	3	1							
S	4	4				2			
S	5	6				1			
S	6	2							
	7								Diashere
S	8	5				1			
S	9	2				1			
S	10	7				1			
S	11	3				1			
S	12	5				1			
S	13	4							
R	14			1					
R	15			1					
S	16	3				1			
S	17								
S	18	2				2			
S	19	2				1			
S	20	2				1			
S	21	6							
S	22	4							
R	23			2					3 straighten
R	24			1					

Program: A Zones: 1-24  
 Program: B Zones:  
 Program: C Zones:  
 Program: D Zones:  
 Program: E Zones:  
 Program: F Zones:  
 Program: G Zones:

Mon/Fri Start Time: 7 PM

Start Time:

Start Time:

Start Time:

Start Time:

Start Time:

Start Time:

INSPECTION TIME 8-230

REPAIR TIME

TECH NAME/DATE: 8/21/19 Gc/y

N-NOZZLE, D-DRIIP LINE, R-ROTOR, 4P/6P12P - POP UP SPRAY SIZE, LL - LATERAL LINE



# IRRIGATION INSPECTION REPORT

PROPERTY: Concord Estates

LOCATION: Guthrie

	ZONE	N	D	R	4P	6P	12P	LL	NOTES:
R	1								
R	2								
R	3								
S/R	4				1				
R	5								
S	6	7				1			4 bubbler
R	7								
S	8	4							
R	9								
R	10								
R	11							1	
R	12	11							

Program: A	Zones:	Men/F	Start Time: 11 PM
Program: B	Zones:		Start Time:
Program: C	Zones:		Start Time:
Program: D	Zones:		Start Time:
Program: E	Zones:		Start Time:
Program: F	Zones:		Start Time:
Program: G	Zones:		Start Time:
INSPECTION TIME		8-230	
REPAIR TIME			

TECH NAME/DATE: 8/21/19 Gary

N-NOZZLE, D-DRIP LINE, R-ROTOR, 4P/6P/12P - POP UP SPRAY SIZE, LL - LATERAL LINE

PROPERTY: Concord Estates

LOCATION: Park 1

[illegible]

TECH NAME/DATE: 8/21/19 Gey  
N-NOZZLE, D-DRIP LINE, R-ROTOR, 4P/6P12P - POP UP SPRAY SIZE, LL - LATERAL LINE



PROPERTY: Concord Estates

LOCATION: P. 1K3

[illegible]

Mon/Fri: Start Time: 5:30 Am

**Start Time:**

**Start Time:**

**Start Time:**

**Start Time:**

**Start Time:**

**Start Time:**

~~SECRET~~

INSPECTION TIME	8-230
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## REPAIR TIME

TECH NAME/DATE: 8/21/19 Gary

NAME/DATE: 8/21/17 227  
N-NOZZLE, D-DRIP LINE, R-ROTOR, 4P/6P12P - POP UP SPRAY SIZE, LL - LATERAL LINE

PROPERTY: Concord Estate

LOCATION: Park 2

[illegible]

Program	Zones	Start Time
Program: A	Zones: 1, 2 4-14	Start Time: 12 AM
Program: B	Zones:	Start Time:
Program: C	Zones:	Start Time:
Program: D	Zones:	Start Time:
Program: E	Zones:	Start Time:
Program: F	Zones:	Start Time:
Program: G	Zones:	Start Time:

INSPECTION TIME	8-230
REPAIR TIME	

TECH NAME/DATE: 8/21/19 Gdy

NAME/DATE: 8/2/19 G-4  
N-NOZZLE, D-DRIP LINE, R-ROTOR, 4P/6P12P - POP UP SPRAY SIZE, LL - LATERAL LINE



PROPERTY: Concord Estates

LOCATION: Entrance

[illegible]

TECH NAME/DATE: 09/10/19 Crescencio

NAME/DATE: 09/10/19 Crescenzo  
N-NOZZLE, D-DRIP LINE, R-ROTOR, 4P/6P12P - POP UP SPRAY SIZE, LL - LATERAL LINE



117



# IRRIGATION INSPECTION REPORT

PROPERTY: Concord Estate

LOCATION: Concord Estate BLVD

	ZONE	N	D	R	4P	6P	12P	LL	NOTES:
S	1	3				1			
S	2	6				1			
S	3	2							
S	4	4				2			
S	5	6				1			
S	6	2							
	7								Alarm need to locate and diagnose
S	8	5				1			
S	9	2				1			
S	10	8				1			
S	11	3				1			
S	12	5				1			
S	13	4				1			
R	14			1					
R	15			1					
S	16	3				1			
S	17	1							
S	18	2							
S	19	2				2			
S	20	3				1			
S	21	6				1			
S	22	4							
R	23			2					
R	24			1					3 need to be straighten and adjust

6S  
 6S  
 2N  
 1N  
 1N  
 1N  
 6S  
 6S  
 6S  
 1R  
 1R  
 6S  
 1N  
 2-6S  
 1N  
 1N, 6S  
 1N, 6S

Program: A Zones: 1-24 mon/fri Start Time: 7pm  
 Program: B Zones: Start Time:  
 Program: C Zones: Start Time:  
 Program: D Zones: Start Time:  
 Program: E Zones: Start Time:  
 Program: F Zones: Start Time:  
 Program: G Zones: Start Time:

INSPECTION TIME 8:40 - 10:30  
 REPAIR TIME

TECH NAME/DATE: 04/11/19 Crusemeyer

N-NOZZLE, D-DRIP LINE, R-ROTOR, 4P/6P/12P - POP UP SPRAY SIZE, LL - LATERAL LINE

517

PROPERTY: Concord Estate

LOCATION: Club House

[illegible]

TECH NAME/DATE: 09/11/19 Crescenzo

NAME/DATE: 09/11/19 J. R. GERRARD  
N-NOZZLE, D-DRIP LINE, R-ROTOR, 4P/6P12P - POP UP SPRAY SIZE, LL - LATERAL LINE

PROPERTY: \_\_\_\_\_

LOCATION: Park 1

ZONE	N	D	R	4P	6P	12P	LL	NOTES:
1			2					2 Rotor need to be Straighten
2			1					1 Rotor need to be Straighten
3			3					
4			1				1	(2) Rotor need to be Straighten
5			1					
6								
7			1					
8								
9			1					
10			1					
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Park 3</div>								
1			3					Start time: 5:30 am Water days: Mon/Fri
<div style="display: flex; justify-content: space-between;"> <div> Program: A    Zones: 1-10  Program: B    Zones:  Program: C    Zones:  Program: D    Zones:  Program: E    Zones:  Program: F    Zones:  Program: G<sub>1</sub>    Zones: </div> <div> mon/fri  Start Time: 12:45am  Start Time:  Start Time:  Start Time:  Start Time:  Start Time: </div> </div>								
<div style="display: flex; justify-content: space-between;"> <div> INSPECTION TIME  REPAIR TIME </div> <div> 2:50-9:00 </div> </div>								

TECH NAME/DATE: 09/10/19 Crescenzo

NAME/DATE: 01/10/11 CRESCE-7210  
N-NOZZLE, D-DRIP LINE, R-ROTOR, 4P/6P12P - POP UP SPRAY SIZE, LL - LATERAL LINE



# IRRIGATION INSPECTION REPORT

PROPERTY:

Concord Estate

LOCATION:

Park #2

[illegible]

TECH NAME/DATE: 04/11/19 Crescencio

NAME/DATE: 09/01/11 L. J. SEC 210  
N-NOZZLE, D-DRIP LINE, R-ROTOR, 4P/6P12P - POP UP SPRAY SIZE, LL - LATERAL LINE

PROPERTY: Concord Estates

**LOCATION:** Entrance

[illegible]

TECH NAME/DATE: 10/08/19 Gary

NAME/DATE: 10/08/19 Gary  
N-NOZZLE, D-DRIP LINE, R-ROTOR, 4P/6P12P - POP UP SPRAY SIZE, LL - LATERAL LINE



PROPERTY: Concord Estates

LOCATION: BLVD

[illegible]

TECH NAME/DATE: 10/08/19 Gary

NAME/DATE: 10/08/19 Gary  
N-NOZZLE, D-DRIP LINE, R-ROTOR, 4P/6P12P - POP UP SPRAY SIZE, LL - LATERAL LINE

PROPERTY: Concord Estates

LOCATION: Clubhouse

[illegible]

TECH NAME/DATE: 10/08/19 Gary  
N-NOZZLE, D-DRIP LINE, R-ROTOR, 4P/6P12P - POP UP SPRAY SIZE, LL - LATERAL LINE

PROPERTY: Concord Estates

LOCATION: Park

[illegible][illegible]

TECH NAME/DATE: 10/08/19 Gary

NAME/DATE: 10/08/19 Gary  
N-NOZZLE, D-DRIP LINE, R-ROTOR, 4P/6P12P - POP UP SPRAY SIZE, LL - LATERAL LINE



PROPERTY: Concord Estate

LOCATION: Park 3

[illegible]

TECH NAME/DATE: 12/08/19

NAME/DATE: 9/08/19  
N-NOZZLE, D-DRIP LINE, R-ROTOR, 4P/6P12P - POP UP SPRAY SIZE, LL - LATERAL LINE

PROPERTY: Concord Estate

LOCATION: Park 2

ZONE	N	D	R	4P	6P	12P	LL	NOTES:
1			3					
2			4					
3								
4								
5			4					
6								
7			4					1 Rise up
8			2					1 need adjusted
9			2					
10	1							5 need to rise up
11			5					all rotors in bush
12								2 need straighten
13			2				1	
14	45				3			

Program: A Zones: 1, 2 4-14

Program: B Zones:

Program: C Zones:

Program: D Zones:

Program: E Zones:

Program: F Zones:

Program: G Zones:

mon/Fri

INSPECTION TIME 1, 2 4-14 17-145

REPAIR TIME

Start Time: 12:00 AM

Start Time:

Start Time:

Start Time:

Start Time:

Start Time:

Start Time:

TECH NAME/DATE: 10/08/19 Gary  
N-NOZZLE, D-DRIP LINE, R-ROTOR, 4P/5P12P - POP UP SPRAY SIZE, LL - LATERAL LINE

PROPERTY: Parkview at Lakeshore

LOCATION: Entrance / Commons

[illegible]

ATTN: Barbara Fuller  
Jubilee Rd. and Carnegie  
West Perry 2" valve needs  
to be replaced. There are  
leaks.

\* ~~Behind~~ 3298 Jubilee Rd.  
on GRASMORE VIEW. 2" Valve  
needs to be replaced. Valve  
had a leak. That Gertie  
Rance had to come and  
shut backflow off. BKF  
is now back on. However, Valve  
is shutdown.

Program: A	Zones:
Program: B	Zones:
Program: C	Zones:
Program: D	Zones:
Program: E	Zones:
Program: F	Zones:
Program: G	Zones:

Mars

~~1-30~~ 1-13

Start Time: 12 A.m.

**Start Time:**

**Start Time:**

**Start Time:**

**Start Time:**

**Start Time:**

**Start Time:**

7:30 - 12 P.M. 1 P.M. - 1:20 P.M.

**INSPECTION TIME**

## REPAIR TIME

TECH NAME/DATE: Christian/Willie

Nov/19/2019

NAME/DATE: Christian/Will's NOV 11 1994  
N-NOZZLE, D-DRIP LINE, R-ROTOR, 4P/6P12P - POP UP SPRAY SIZE; LL - LATERAL LINE

**PROPERTY:**

Concave

**LOCATION:**

Clubhouse CRK 3

[illegible]

TECH NAME/DATE: Willie/Christina Nov. 19, 2019  
N-NOZZLE, D-DRIP LINE, R-ROTOR, 4P/6P12P - POP UP SPRAY SIZE, LL - LATERAL LINE



**PROPERTY:**

Concord

LOCATION: CLK #2

ZONE	N	D	R	4P	6P	12P	LL	NOTES:
								Terracina Tr. 3 Grassmere View PKWY STUCK VALVE <sup>(Median)</sup> solenoid has an issue cut solenoid and valve shutdown. Flags at the valves
								*Behind 3298 Jubilee Dr: Flags are at stuck valve. Main Flow has been shutdown. Straight across stuck valve was discovered, <sup>(Median)</sup> tried turning valve off from main flow and valve continued to be stuck. Valve needs to be replaced.
								xWent to clock 2 and the clock has no power. It smells as if there are frid wires
Program: A	Zones:							Start Time:
Program: B	Zones:							Start Time:
Program: C	Zones:							Start Time:
Program: D	Zones:							Start Time:
Program: E	Zones:							Start Time:
Program: F	Zones:							Start Time:
Program: G	Zones:							Start Time:
INSPECTION TIME								7:30 AM + 12 PM - 1 PM - 1:20 PM
REPAIR TIME								

TECH NAME/DATE: Willie / Christian NOV. 19, 2019  
N-NOZZLE, D-DRIP LINE, R-ROTOR, 4P/6P12P - POP UP SPRAY SIZE, LL - LATERAL LINE

## **Fifth Order of Business**

**5A**

# Maintenance Recommendations for Stormwater Ponds

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*For*

*Concorde Estates Community Development District  
Osceola County, Florida*

*November 20, 2019*

*Prepared by:*



*6816 Hanging Moss Road  
Orlando, FL 32807  
407-494-2693*



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## 1. Purpose and Scope

This Stormwater Facilities Report is being prepared at the request of Concorde Estates Community Development District (the District). This report contains a general description of existing conditions Stormwater facilities owned by the District, and necessary steps to keep the Stormwater facilities operating within originally permitted standards.

## 2. General Site Description

The District encompasses the 370+/- acres Parkview at Lakeshore subdivision, located in Section 20, Township 26 South, Range 29 East in Osceola County, Florida.

The District owned and maintained stormwater facilities includes, but are not limited to the following:

- Stormwater Management System
- Wetlands

### **Stormwater Management System**

The stormwater management system was designed and constructed to both Osceola County and South Florida Water Management District (SFWMD) standards. The stormwater management system consists of ten (10) wet detention ponds integrated with existing onsite wetlands and the associated collection and routing system (storm inlets, storm manholes and storm pipes).

The District is responsible for maintaining those portions of the system that are outside the Osceola County and Homeowners Association owned right-of-ways.

### **Wetlands**

There are three (3) wetlands within the District. The District is responsible for the maintenance of onsite wetlands in accordance with the requirements of the SFWMD permit.

Please see the Stormwater Basin Map (Exhibit A) for an overall representation of the stormwater management system.

### 3. Existing Pond Conditions and Maintenance Recommendations

The stormwater management ponds and outfall structures were inspected on November 19, 2019. The following items were noted during the inspection:

#### **Pond 1 - Outfall Structure CS-4**

The control structure, CS-4, has a detached skimmer bracket and excess aquatic vegetation growth around the control structure's orifice.

#### **Recommendations:**

1. Reattach the skimmer bracket.
2. Cleanout vegetation within the control structure's skimmer.
3. Cleanout aquatic vegetation around the control structure's orifice.



### **Pond 2 – Outfall Structure CS-5**

The control structure, CS-5, has no issues. Outfall and pond are in good condition, no additional repairs are required at this time.



### **Pond 3 – Outfall Structure CS-3**

The control structure, CS-3, has no issues, outfall and pond are in good condition. Excess vegetation buildup around the spreader swale, location indication on Exhibit B.

#### **Recommendations:**

1. Removed excess vegetation around the spreader swale.





**Pond 4 & Pond 5 – Outfall Structure CS-2**

Ponds 4 and 5 are connected with an equalizer pipe and utilize a single control structure called CS-2 located in Pond 5. The control structure, CS-2, has no issues, outfall and pond are in good condition, no additional repairs are required at this time.

**Recommendations:**

1. Cleanout vegetation within the control structure's skimmer.



**Pond 8 – Control Structure CS-8**

The control structure, CS-8, has become detached from the skimmer in two locations. The grate has fallen off and into the control structure. There is excess aquatic vegetation growth around the control structure's orifice and excess vegetation growth around the spreader swale, location indication on Exhibit B.

**Recommendations:**

1. Reattach skimmer bracket that has become separated from the control structure.
2. Replace the missing skimmer bracket.
3. Reset grate atop the control structure.
4. Cleanout aquatic vegetation around the control structure's orifice.
5. Removed excess vegetation around the spreader swale.





### **Pond 10 – Control Structure CS-10**

The control structure's, CS-10, PVC orifice cover has become detached. There is excess aquatic vegetation around the control structure's orifice and excess vegetation growth around the spreader swale, location indication on Exhibit B.

#### **Recommendations:**

1. Reattach the PVC orifice cover, located behind the control structure.
2. Cleanout vegetation within the control structure's skimmer
3. Cleanout aquatic vegetation around the control structure's orifice.
4. Remove excess vegetation around the spreader swale.



**Pond 11 – Control Structure CS-11**

The control structure, CS-11, has a detached skimmer bracket and excess aquatic vegetation growth around the control structure's orifice.

**Recommendations:**

1. Replace the missing skimmer bracket.
2. Cleanout aquatic vegetation around the control structure's orifice.





**Pond 13 - Control Structure CS-13:**

The control structure, CS-13, has excess aquatic growth around the control structure's orifice.

**Recommendations:**

1. Cleanout aquatic vegetation around the control structure's orifice.



**Pond 14 – Control Structure CS-14:**

The control structure, CS-14, has sediment buildup around the orifice and vegetation growth over the orifice. There is excess vegetation growth around the spreader swale, location indication on Exhibit B.

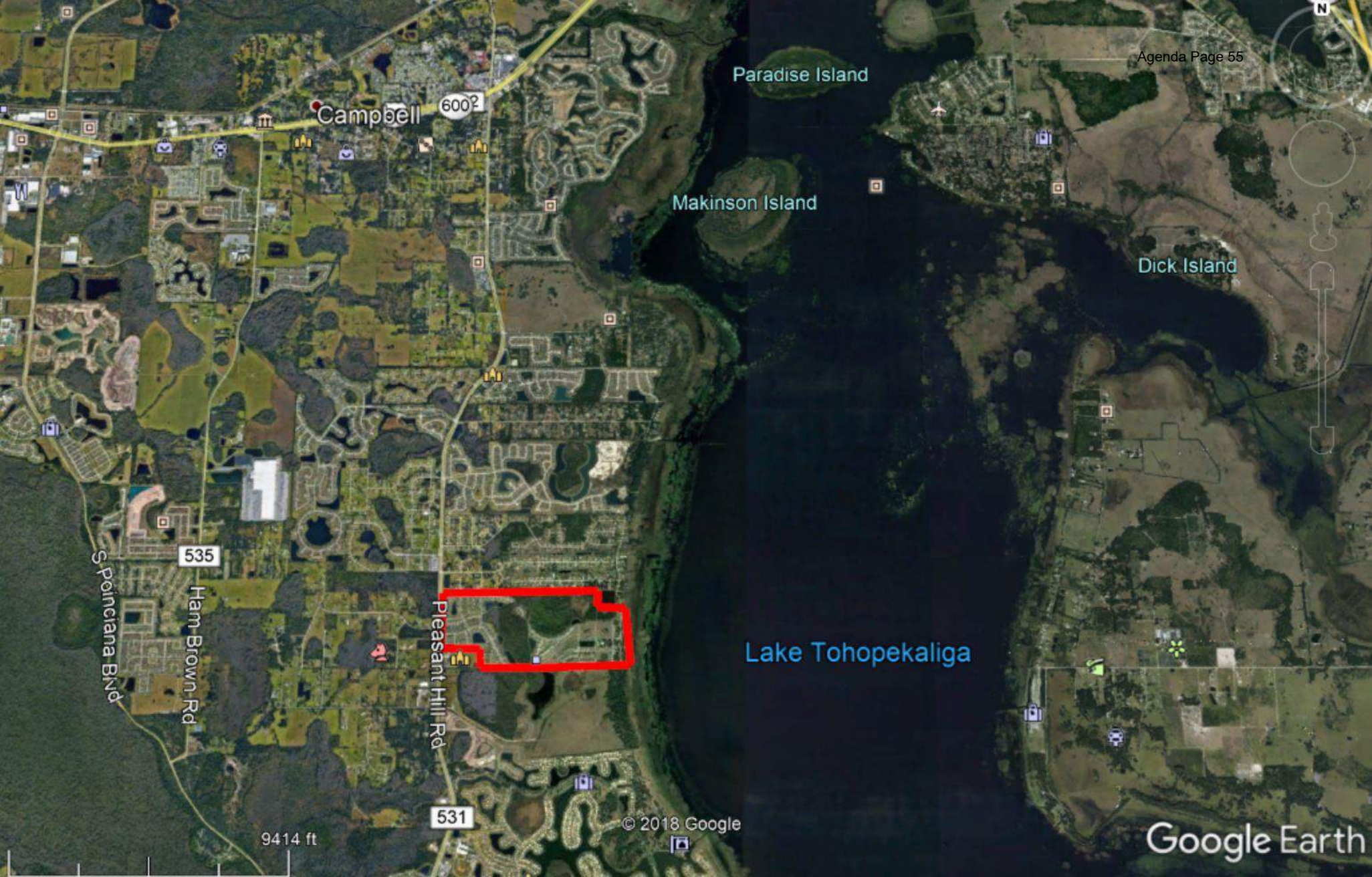
**Recommendations:**

1. Clear sediment buildup around the control structure's orifice.
2. Clear vegetation growth on the control structure's orifice.
3. Removed excess vegetation around spreader swale.



## **Exhibit A: Stormwater Facilities Map**





Paradise Island

Makinson Island

Dick Island

Lake Tohopekaliga

Campbell

S Poinciana Blvd

Ham Brown Rd

Pleasant Hill Rd

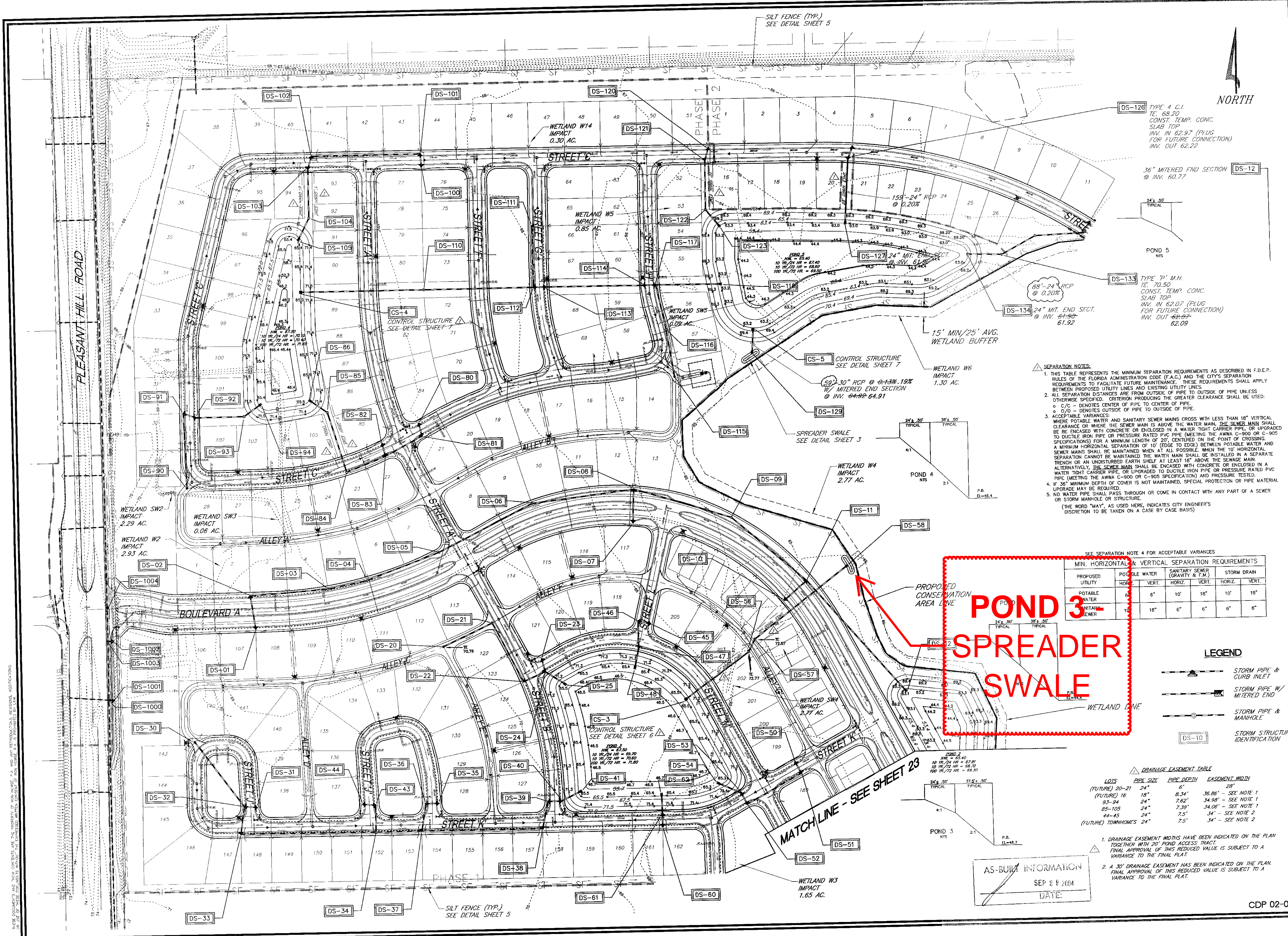
9414 ft

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Google Earth

## **Exhibit B: Spreader Swale Location Map**





- SEPARATION NOTES:**
- THIS TABLE REPRESENTS THE MINIMUM SEPARATION REQUIREMENTS AS DESCRIBED IN F.D.E.P. RULES OF THE FLORIDA ADMINISTRATION CODE (F.A.C.) AND THE CITY'S SEPARATION REQUIREMENTS TO FACILITATE FUTURE MAINTENANCE. THESE REQUIREMENTS SHALL APPLY BETWEEN PROPOSED UTILITY LINES AND EXISTING UTILITY LINES.
  - ALL SEPARATION DISTANCES ARE FROM OUTSIDE OF PIPE TO OUTSIDE OF PIPE UNLESS OTHERWISE SPECIFIED. CRITERION PRODUCING THE GREATER CLEARANCE SHALL BE USED:
    - C/C - DENOTES CENTER OF PIPE TO CENTER OF PIPE.
    - O/O - DENOTES OUTSIDE OF PIPE TO OUTSIDE OF PIPE.
  - ACCEPTABLE VARIANCES: WHERE POTABLE WATER AND SANITARY SEWER MAINS CROSS WITH LESS THAN 18" VERTICAL CLEARANCE OR WHERE THE SEWER MAIN IS ABOVE THE WATER MAIN, THE SEWER MAIN SHALL BE ENCASED WITH CONCRETE OR ENCLOSED IN A WATER TIGHT CARRIER PIPE, OR UPGRADED TO DUCTILE IRON PIPE OR PRESSURE RATED PVC PIPE (MEETING THE AWWA C-900 OR C-905 SPECIFICATIONS) FOR A MINIMUM LENGTH OF 20', CENTERED ON THE POINT OF CROSSING. SEWER MAINS SHALL BE MAINTAINED WHEN AT ALL POSSIBLE. WHEN THE 10' HORIZONTAL SEPARATION CANNOT BE MAINTAINED, THE WATER MAIN SHALL BE INSTALLED IN A SEPARATE TRENCH OR AN UNDISTURBED EARTH SHELVE AT LEAST 18" ABOVE THE SEWAGE MAIN. ALTERNATIVELY, THE SEWER MAIN SHALL BE ENCASED WITH CONCRETE OR ENCLOSED IN A WATER TIGHT CARRIER PIPE, OR UPGRADED TO DUCTILE IRON PIPE OR PRESSURE RATED PVC PIPE (MEETING THE AWWA C-900 OR C-905 SPECIFICATIONS) AND PRESSURE TESTED.
  - IF 36" MINIMUM DEPTH OF COVER IS NOT MAINTAINED, SPECIAL PROTECTION OR PIPE MATERIAL UPGRADE MAY BE REQUIRED.
  - NO WATER PIPE SHALL PASS THROUGH OR COME IN CONTACT WITH ANY PART OF A SEWER OR STORM MAINHOLE OR STRUCTURE.
- (THE WORD "MAY," AS USED HERE, INDICATES CITY ENGINEER'S DISCRETION TO BE TAKEN ON A CASE BY CASE BASIS)

SEE SEPARATION NOTE 4 FOR ACCEPTABLE VARIANCES

PROPOSED UTILITY	MIN. HORIZONTAL & VERTICAL SEPARATION REQUIREMENTS		POTABLE WATER		SANITARY SEWER (GRAVITY & P.M.)		STORM DRAIN	
	HORIZ.	VERT.	HORIZ.	VERT.	HORIZ.	VERT.	HORIZ.	VERT.
POTABLE WATER	6'	6"	10'	18"	10'	18"	10'	18"
SANITARY SEWER	10'	18"	6'	6"	6'	6"	6'	6"

- LEGEND**
- STORM PIPE & CURB INLET
  - STORM PIPE W/ MITERED END
  - STORM PIPE & MANHOLE
  - STORM STRUCTURE IDENTIFICATION

**DRAINAGE EASEMENT TABLE**

LOTS (FUTURE) 20-21	PIPE SIZE	PIPE DEPTH	EASEMENT WIDTH
20-21	24"	6"	28'
(FUTURE) 16	18"	8.34'	36.86' - SEE NOTE 1
93-94	24"	7.62'	34.98' - SEE NOTE 1
85-105	24"	7.30'	34.06' - SEE NOTE 1
44-45	24"	7.5'	34' - SEE NOTE 2
(FUTURE) TOWNHOMES	24"	7.5'	34' - SEE NOTE 2

- DRAINAGE EASEMENT WIDTHS HAVE BEEN INDICATED ON THE PLAN TOGETHER WITH 20' POND ACCESS TRACT. FINAL APPROVAL OF THIS REDUCED VALUE IS SUBJECT TO A VARIANCE TO THE FINAL PLAT.
- A 30' DRAINAGE EASEMENT HAS BEEN INDICATED ON THE PLAN. FINAL APPROVAL OF THIS REDUCED VALUE IS SUBJECT TO A VARIANCE TO THE FINAL PLAT.

AS-BUILT INFORMATION  
SEP 2 & 3 2004  
DATE:

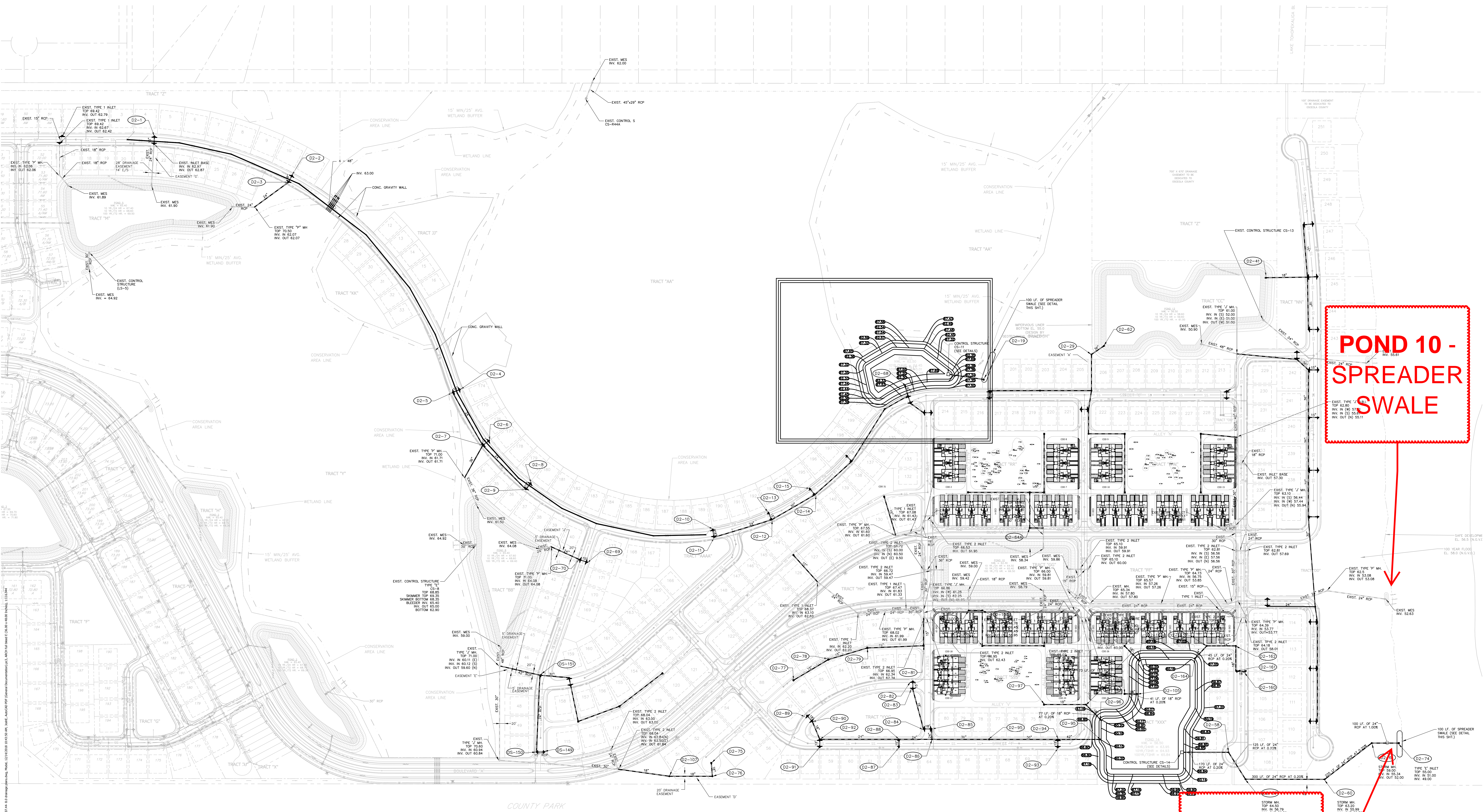
**POND 3-SPREADER SWALE**

MATCH LINE - SEE SHEET 23









**POND 10 -  
SPREADER  
SWALE**

**POND 14 -  
SPREADER  
SWALE**



## **Sixth Order of Business**

**6A.**

## **ARTICLES**

- ARTICLE I: DEFINITIONS
- ARTICLE II: CONCORDE ESTATES FEE STRUCTURE
- ARTICLE III: GENERAL FACILITY PROVISIONS GOVERNING DISTRICT FACILITIES
- ARTICLE IV: LOSS OR DESTRUCTION OF PROPERTY
- ARTICLE V: ACCESS CARDS
- ARTICLE VI: GENERAL SWIMMING POOL FACILITY RULES
- ARTICLE VII: TENNIS FACILITY RULES
- ARTICLE VIII: PLAYGROUND RULES
- ARTICLE IX: SAND VOLLEYBALL, SOCCER, AND BASKETBALL COURT RULES
- ARTICLE X: FITNESS CENTER RULES
- ARTICLE XI: LAKE, POND AND BRIDGE RULES
- ARTICLE XII: DISTRICT PARKS AND DOG PARKS RULES
- ARTICLE XIII: FACILITY RENTAL RULES
- ARTICLE XIV: SPECIAL EVENT APPLICATION PROCESS
- ARTICLE XV: USE OF DISTRICT RECREATION FACILITIES FOR SPECIAL EVENTS
- ARTICLE XVI: EXPULSION FROM PREMISES; SUSPENSION AND TERMINATION OF PRIVILEGES

## **LIST OF APPENDICES**

- APPENDIX I: DISTRICT FACILITY MAPS & PLANS
- APPENDIX II: ACCESS CARD REGISTRATION FORM
- APPENDIX III: FACILITY USAGE APPLICATION (PERSONAL)
- APPENDIX IV: FACILITY USAGE APPLICATION (COMPANY)

## **ARTICLE I** **DEFINITIONS**

**a. General Use**

Any use of any of the District maintained Recreation Facilities defined in Article I(i).

**b. Special Event**

Any Event held on District Property, which involves a group of people gathering to participate in an activity involving more than normal, everyday use of said Property. Examples of special events are available in Article XIV(c). The terms “Special Event” and “Event” are used interchangeably throughout this document to refer to such Special Events as defined in this section.

**c. Organizer**

The individual, entity, organization, or company in charge of an event.

**d. District**

The Concorde Estates Community Development District (or “CDD”)

**e. District Facility Center**

The District clubhouse located at 3151 Georgian Bay Lane, Kissimmee, FL 34746.

**f. District Office**

The office of the District Manager located at 313 Campus Street, Celebration, FL 34747. Phone number: 407-566-4378. Email Address: [admin@concordeestatescdd.org](mailto:admin@concordeestatescdd.org).

**g. District Manager**

The person(s) or entity contracted by the District who manages the works of the District.

**h. District Board of Supervisors**

The governing body of the CDD with those general and specific powers set for in Sections 190.011 and 190.012, Florida Statutes.

**i. District Recreation Facilities**

The Recreation Facilities maintained by the District, which include but are not limited to those parks and other facilities defined in Articles VI, VII, VIII, IX, X, XI, XII and XIII and as set forth on the Appendix I maps.

**j. District Swimming Pool Facility**

The District maintained Swimming Facility, as set forth on the Appendix I maps (also available at [Concordeestatescdd.org/index.php/documents](http://Concordeestatescdd.org/index.php/documents)).

**k. Facility Center Staff**

The onsite attendant of the District Facility Center. Facility Center Staff is charged with registering families and guests for District Facility access. Telephone: \_\_\_\_\_ -  
Email: [clubhousemanager@outlook.com](mailto:clubhousemanager@outlook.com)

**l. District Resident**

1. A Property Owner who currently resides in his or her home within the boundary of the District, aka District Resident.
2. A Property Owner who has elected to declare residency outside the boundaries of the District, but who also owns within the boundaries of the District and does not rent out said home to others, either on a long-term or a short-term basis;
3. A Long-term Renter/Leasee occupying a residence inside the boundaries of the District; and
4. The Children of Property Owners.

District Resident, as used in these Rules for Concorde Estates CDD, shall mean any person with Privileges to use any District Facilities, if such Privileges are not suspended or terminated.

**m. Family**

A group of individuals living under one roof or head of household. This can consist of individuals who have not yet attained the age of eighteen (18), together with their parents or legal guardians. This does not include visiting relatives, or extended family not residing in the home.

**n. Guest**

Any person(s) who are invited and accompanied for the day by a District Resident to participate in the use of the District Facilities.

**o. Non-District Owner**

A property owner who has elected not to occupy his or her home within the boundaries of the District, but who rents out his or her home to other occupants.

**p. Non-Resident User**

A person who does not own or rent property with the boundaries of the District and does not pay non-ad valorem special assessments levied against property with the District, but who has paid the fee required by these rules in order to access the District Facilities. Once the fees are paid a Non-Resident User has the same rights and obligations, under these rules, as a District Resident.

**q. Child Guardian**

A person who is not a resident of the District, who is at least eighteen (18) years of age, and who has been designated as a Guardian for one or more District Resident children who are under the age of thirteen (13) as evidenced by an executed a notarized Guardianship Power of Attorney form.

**r. Short-term Renter**

A person who rents or leases a home from a Non-District Owner for a period less than twelve (12) months.

**s. Long-term Renter/Leasee**

A District Resident who does not own property within the District but rents or leases a home from a Non-District Owner for period not less than twelve (12) months.

**t. Lease agreement**

A written contract granting use or occupation of property during a specified period in exchange for a specified rent.

**ARTICLE II**  
**CONCORDE ESTATES FEE STRUCTURE**

- a.** The annual access fee for a Non-Resident is \$3,500.00. This fee must be paid in full at the time of completion of the Non-Resident application and the corresponding agreement. This Fee will cover access to all District Facilities for one (1) full year from the date of receipt of payment by the District. Each subsequent annual access fee shall be paid in full on the anniversary date of application for membership. Such fee may be increased, not more than once per year, by action of the Board of Supervisors, to reflect increased costs of operation of the District Facilities; such increase may not exceed ten percent (10%) per year. This access is not available for commercial purposes.
- b.** District Residents shall register with the Facility Manager in order to received two (2) access cards and a wrist band for each member of the family and four (4) guest wristbands. Anyone at the pool not wearing a wrist band will be asked to leave the Pool Facility.
- c.** All Guests shall **register** with the Facilities Manager.
- d.** All persons renting or leasing a residential unit from a District Resident in the District are responsible for obtaining Facility Access Cards from the unit owner or Facility Staff. Renters/leasees will not be issued additional Facility Access Cards or wristbands.
- e.** The owner or renter/leasee of the unit is responsible for returning the cards and wristbands once the lease agreement has ended with the renter.

**ARTICLE III**  
**GENERAL FACILITY RULES**

- a.** District Residents, Guests, Non-Residents, and Renters/leasees of residential units within the District must present their access cards, wristbands, and register upon entering the District Facility Center.

- b.** Children under thirteen (13) years of age must always be accompanied by a parent, Guardian or Adult Guest in the District Facility Center. For the Pool and Fitness Center, children under sixteen (16) years of age must always be accompanied by a parent, Guardian, or Adult Guest.
- c.** The District Facility Center's hours of operation will be established and posted by the District depending upon the season of the year and other circumstances.
- d.** The sale, consumption, possession, or distribution of alcoholic beverages at special events is prohibited without the prior approval of the District Board of Supervisors (request must be presented to the District Manager in advance of the scheduled meeting of the Board of Supervisors). The granting of this request is contingent upon proof of event insurance maintained and held by the applicant with the District being named as an additional insured on such policy of insurance.

The applicant for the special event is required to hire or contract with a licensed and insured vendor of alcoholic beverages for purposes of distributing or selling alcoholic beverages at the event. Proof of such insurance and satisfaction of such other required conditions shall be provided to the District Manager's office prior to the scheduled event.

Notwithstanding the above, the consumption and possession of alcoholic beverages by individuals of legal age at the District Facility Center is not prohibited; however, such individuals are responsible for their actions.

- e.** Dogs and all other pets, including emotional support animals (with the exception of Service Animals as defined by Florida law and the Federal Americans with Disabilities Act ("ADA")) are not permitted within the District Facility Center.

In those areas where dogs are permitted, all dogs shall be leashed at all times. Resident Owners and Guests are responsible for picking up after all pets and properly disposing of any pet waste.

- f.** Vehicles shall be parked in designated parking areas only. Vehicles shall not be parked on CDD facilities or in any manner which disrupts the normal flow of traffic. See Appendix I Map of permitted parking areas.
- g.** Fireworks of any kind are not permitted on District Facilities.
- h.** No District Resident, visitor or Guest is permitted in the service areas of the District Center Facility without the permission of the Facilities Manager.
- i.** Smoking and the use of any tobacco products is prohibited within the District Facilities, unless in a designated area.
- j.** Guests shall be registered and accompanied by a District Resident before entering the District Facility Center.



- k.** Disregard for any of the District rules may result in expulsion and/or suspension from the facility and termination of privileges for District Residents and Guests. Please see Article XVI of these rules for further information.
- l.** Glass and other breakable items are not permitted within District Facilities.
- m.** District Residents and Guests shall treat all District Facilities staff with courtesy and respect.
- n.** Skateboarding is not permitted within any District Facilities.
- o.** Other than the streets and roadways designed for travel by the public, no vehicular traffic is permitted within any District Facility.
- p.** No person shall be allowed inside the District Facilities in a wet swimsuit or wet clothing.
- q.** No person shall be allowed inside the District Facilities unless fully clothed.
- r.** Swimming is prohibited in all District-maintained ponds.
- s.** No watercraft of any kind is allowed in any of the District-maintained ponds.
- t.** Surrounding each pond is a 20-foot, District-maintained buffer zone, for which public access is permitted 30 minutes after sunrise to 30 minutes before sunset. It is requested that anyone wishing to access a pond either walk or ride a bicycle; and that anyone who does access a pond be respectful of adjacent resident homes.
- u.** General hours of operation for all facilities, except the Fitness Center, are 30 minutes after sunrise to 30 minutes before sunset. Fitness Center hours are posted.
- v.** Continued violation of any District rule will result in immediate reporting to law enforcement.
- w.** Unauthorized use of District Facilities may result in a charge of Trespass pursuant to Chapter 810, Florida Statutes. Violations will be reported to the Sheriff of Osceola County and prosecuted to the full extent of the law.
- x.** Enforcement and Penalties pursuant to Section 190.041, Florida Statutes, the Board or any aggrieved person may have recourse to such remedies in law and at equity as may be necessary to ensure compliance with the provisions of these rules, including injunctive relief to enjoin or restrain any persons violating the provisions of these.
- y.** District Facility access may be suspended, and all access cards or wristbands of a family deactivated for misuse/abuse of any District Facility, not following these rules, and/or other offenses (e.g., vandalism, willful and malicious disregard for the rules, etc.) At the discretion of the District Manager, Access Cards of the offending parties may be

deactivated for up to 180 days, and all others within the family may be deactivated for up to 90 days with the removal of wristbands.

#### **ARTICLES IV** **LOSS OR DESTRUCTION OF PROPERTY**

- a. Each District Resident and each Guest as a condition of invitation to the premises of the District Facilities assumes sole responsibility for his or her property. The District and its contractors shall not be responsible for the loss or damage to any private property used or stored on the premises of the District Facilities.
- b. No person shall remove from District Facilities premises any property or furniture belonging to the District or its contractors without proper authorization.
- c. District Residents shall be liable for any property damage and/or personal injury at the District Facilities, or at any activity or function operated, organized, arranged or sponsored by the District or its contractors, caused by the member, any guests or any family members.
- d. The District reserves the right to pursue any and all legal and equitable measures necessary to remedy any losses due to property damage or personal injury.

#### **ARTICLE V** **ACCESS CARDS AND WRISTBANDS**

- a. In order to use the District Swimming Pool or Fitness Facilities an Access Card and wristband must be obtained by proving District Resident status and completing a Concorde Estates CDD Access Card Registration Form (Appendix II), which may be obtained through the Facilities Manager.
- b. District Residents in Concorde Estates shall be entitled to two (2) access cards, plus a wristband for each member of the family and four (4) guest wristbands. Anyone at the pool not wearing a wrist band will be asked to leave the Pool Facility.
- c. Resident Renters/leasees shall pay \$50.00 for an Access Card, and upon the start of each successive lease renewal period and shall bring the lease renewal to the Facility Manager. Renters shall follow Art. V (g) to prove their status. the Access card will last as long as the lease period, if a subsequent lease is entered into bring to the Facility Manager.
  - 1. Long Term renters shall obtain an access card. Long Term renter must come get the card renewed upon lease renewal.
  - 2. Short Term renters shall obtain an access card with the property management company title on the card.
- d. Replacement Access Cards are \$50.00 each. Cost to replace wristbands are \$25 each.

- e. Proof of Personal Identity, plus Proof of either homeownership or Renter status within Concorde Estates, must be provided in order to receive an Access Card.
- f. Proof of Personal Identity, for a District Resident, shall require identification in a verifiable form such as, but not limited to, a Passport, a Driver License, or an Identification Card (military, state, et al) which contains both the full name of the individual and a full face photograph. Proof of Ownership within the District shall require at least one of the items below:
  - 1. Purchase Closing Statement with name of Homeowner denoting proof of address within the boundaries of the District;
  - 2. Tax Notice with name of Homeowner denoting proof of address within the boundaries of the District; or
  - 3. Other suitable proof of home-Ownership.
- g. Proof of Long-Term Renter-Status within the District shall require:
  - 1. A signed memo (any format) from the property owner stating that owner's right to an access card for said rental property is relinquished to the Renter; and
  - 2. A copy of the Rental Lease Agreement showing the name of the Renter denoting proof of address within the District; and
  - 3. At least one of the items below:
    - i. Current utility bill with name of Renter denoting proof of address within the boundaries of the District;
    - ii. Current phone bill with name of Renter denoting proof of address within the boundaries of the District; or
    - iii. Other suitable proof of Renter address and current lease status.
- h. Property Owners utilizing property for short term rentals must provide access cards and guest wristbands to their guests. If a Property Owner is using a management company to facilitate the access cards, the District requires a copy of the management agreement be provided to the Facility Manager.
  - 1. Access Cards must be obtained from the Facility Manager during regular business hours.
  - 2. Property Owners renting short-term or through a management company shall contact the Facility Manager to let them know they have short-term renters that are staying in the home and provide the duration of stay.
- i. The District Manager or Facilities Manager shall have the discretion to determine whether proof of Ownership or Renter-status has been met.
- j. A person who is acting as Guardian for one or more Families at any given time may be issued one (1) Restricted Access Card upon payment of a non-refundable fee of \$10.00 under the following conditions:
  - 1. An Access Card issued to a Child Guardian shall be valid for one (1) year from the date of issuance and shall be subject to the suspension provisions of Article III, Section (y);

2. A Child Guardian who is being issued an Access Card must be at least eighteen (18) years of age; and
  3. Child Guardians shall be permitted access to the District Swimming Pool Facility only while accompanied by one or more of the children for whom they are acting as Guardian.
- k.** All Access Card and wristbands are CDD property and are non-transferable. District Residents are not allowed to sell their access card or wristbands.

## **ARTICLE VI**

### **GENERAL SWIMMING POOL FACILITY RULES**

- a.** The District Swimming Pool Facility is an unattended facility and persons using the District Swimming Pool Facility do so at their own risk.
- b.** The District Swimming Pool Facility must be maintained in a neat, clean, and sanitary condition pursuant to Florida law. A pool user must use his or her best efforts to deter vandalism and protect the premises, equipment, and improvements owned by the District. A pool user agrees to report any unusual incidents or hazardous conditions to the District as soon as possible; and, if a pool user is aware of such unusual incident or hazardous condition, said pool user agrees to refrain from use of the District Swimming Pool Facility. A pool user agrees to report any emergencies to the appropriate emergency personnel by calling 9-1-1.
- c.** All District Residents must register upon entry of the pool area. At any given time, a District Resident may be accompanied by up to four (4) guests at the District Swimming Pool Facility per household. All District Residents and guest must wear their wristbands at all time. All guests must be accompanied by a resident owner with an access card.
- d.** Children under thirteen (13) years of age must be accompanied by a Parent or Adult District Resident at all times for usage of the District Swimming Pool Facility.
- e.** Radios, televisions, and speakers are prohibited in the District Swimming Pool Facility.
- f.** Swimming is permitted only during designated hours, as posted at the District Swimming Pool Facility. Unless otherwise posted, swimming is only permitted from thirty (30) minutes after sunrise to 30 minutes before sunset. Night swimming is prohibited by the Florida Department of Health unless lighting is provided as approved by the jurisdictional building department. The Facility Manager may not be present at all times. District Residents and their guests swim at their own risk. The District Swimming Pool Facility may be closed for various periods of time to facilitate maintenance and keep it up to health code.
- g.** Showering is required before entering the District Swimming Pool Facility and splash pad.
- h.** Glass bottles or other glass containers are strictly prohibited in the District Swimming Pool Facility.

- i. Children under three (3) years of age, and those who are not reliably toilet trained, must wear rubber lined swim diapers, as well as a swimsuit over the swim diaper within the District Swimming Pool Facility to reduce the health risks associated with human waste in the District Swimming Pool Facility. Parents should take their children to the restroom before entering the pool. If contamination from human feces occurs, the District Swimming Pool Facility shall be closed.
- j. Play equipment, such as floats, rafts, snorkels, dive sticks, and flotation devices must meet with Facility Manager approval prior to use. The Facility Manager reserves the right to discontinue usage of such play equipment during times of peak or scheduled activity at the District Swimming Pool Facility or if the equipment poses a safety concern.
- k. Pets, bicycles, skateboards, roller blades, scooters and golf carts are not permitted within the District Swimming Pool Facility.
- l. Any person swimming during non-posted swimming hours may be suspended from using the facility, deactivation of his or her Access Card and/ or a charge of Trespass. Guests must be registered and accompanied by a District Resident before entering the District Swimming Pool Facility.
- j. Proper swim attire must be worn in the pool District Swimming Pool Facility at all times and footwear is prohibited inside the pool.
- k. No chewing gum is permitted in the District Swimming Pool Facility.
- l. Alcoholic beverages are not permitted in or around the District Swimming Pool Facility.
- m. No diving, jumping, pushing, running or other horseplay is allowed in the District Swimming Pool Facility.
- n. No one shall pollute the District Swimming Pool Facility. Anyone who does pollute the District Swimming Pool Facility is liable for any costs incurred in treating, cleaning and reopening the pool District Swimming Pool Facility.
- o. Radio controlled watercraft are not allowed in the District Swimming Pool Facility.
- p. District Swimming Pool Facility entrances must be kept clear at all times.
- q. Food and beverages are prohibited in the District Pool Facility.
- r. Furniture is not to be removed from the District Swimming Pool Facility.
- s. Loud, profane, obscene or abusive language is absolutely prohibited in the District Swimming Pool Facility.

- t. The District Swimming Pool Facility shall be considered closed upon any signs of lightning or thunderstorms until such storm(s) have left the area.

## **ARTICLE VII**

### **TENNIS FACILITY RULES**

- a. The Tennis Facility is an unattended facility and persons using the facility do so at their own risk.
- b. All District Residents and Non-Residents guests using the Tennis Facility are expected to conduct themselves in a responsible, courteous and safe manner in compliance with all policies and of the Concorde Estates Community Development District governing the District Facilities. Disregard or violation of the District's policies and misuse or destruction of Tennis Facility equipment may result in the suspension or termination of Tennis Facility privileges. Guests may use the Tennis Facility if accompanied by an adult District Resident.
- c. The Concorde Estates Tennis Facility is available for use by District Residents during normal operating hours which are posted. Courts in this facility may not be rented.
- d. Proper tennis shoes and attire are required at all times while on the court. No cutoffs, swimsuits, jeans, tank tops, or black soled shoes.
- e. District Residents may reserve a tennis court by contacting the Facilities Manager. Reservations may be made up to a week in advance for a period of up to two (2) hours. Only one (1) reservation may be held by a District Resident at any given time. If the Resident Owner is twenty (20) minutes late for their reservation, the reservation shall be forfeited. When not subject to a reservation, the tennis court is available on a first come, first serve basis. It is recommended that persons desiring to use the tennis court check with the Facility Manager to verify availability. Use of a tennis court is limited to one (1) hour when others are waiting unless the court is being used pursuant to a reservation discussed above.
- f. Proper tennis etiquette shall be adhered to at all times. The use of profanity or disruptive behavior is prohibited.
- g. The Tennis Facility is for the play of tennis only. Pets Animals, roller blades, bikes, skates, skateboards, and scooters are prohibited from the Tennis Facility.
- h. Beverages are permitted at the Tennis Facility if contained in non-breakable containers with sealed lids. No glass containers are permitted within the Tennis Facility. Alcoholic beverages are not permitted within the Tennis Facility.
- i. No chairs other than those provided by the District are permitted within the Tennis Facility.

- j. All users of the tennis facility must follow instruction given by Facilities Manager. Violators are subject to ejection and suspension from the facilities, per provisions of Article III, Section (y).

## **ARTICLE VIII**

### **PLAYGROUND RULES**

- a. No roughhousing on the playgrounds.
- b. District Residents and Guests using the Playground Facilities must clean up all trash. Glass containers are strictly prohibited within the Playground Facilities.
- c. Use of the playground may be limited from time to time due to a sponsored event, which must be approved by the District Manager or Facility Manager.
- d. The use of profanity or disruptive behavior is prohibited.
- e. Alcoholic beverages are not permitted in the Playground Facilities.
- f. Animals, roller blades, bikes, skates, skateboards, and scooters are prohibited in the Playground Facilities. Service animals are permitted as authorized by Florida law.
- g. All users of the playground facility must follow instruction given by the District Manager. Violators are subject to ejection and suspension from the facilities, per provisions of Article III, Section (y).

## **ARTICLE IX**

### **SAND VOLLEYBALL AND SOCCER FACILITY RULES**

- a. The Sand Volleyball and Soccer and Facilities (“SVS Facilities”) are generally available for use during daylight hours, weather permitting. Space may be limited due to event reservations or other District activities (see Article XIV for Event scheduling policies). Use of the SVS Facilities may be subject to Special Event fees and charges, as set forth in Article XIV and Article XV.
- b. Users must follow the procedure set forth in Article XIV to reserve an SVS Facility for a “Special Event,” as that term is defined therein. Users wishing to reserve any of the SVS Facilities for an Event must provide a Security Deposit, as set forth in Article XV(i).
- c. All participants shall adhere to published District rules and local, state, and federal laws. Access privileges may be suspended for not following the and/or other offenses (e.g., vandalism, willful and malicious disregard for the rules, etc.) per the provisions and penalties of Article III, Section (y).
- d. Use of the SVS Facilities is permitted only from dawn to dusk, which allows for seasonal adjustment.

- e. Any person using an SVS Facility outside hours of operation may be suspended indefinitely from using all of the facilities, per provisions of Article XVI.
- f. The use of profanity or disruptive behavior is prohibited.
- g. The Volleyball Facility is for the play of volleyball only.
- h. Beverages are permitted at the Volleyball Facility if they are contained in non-breakable containers with sealed lids. No alcohol, tobacco, or glass containers are permitted on the premises of any SVS Facility shown on the Appendix I maps during any scheduled Event.
- i. No chairs, other than those provided by the District, are permitted on the volleyball courts.
- j. Children under the age of thirteen (13) are not allowed to use the Volleyball Facility unless accompanied by an adult District Resident.
- k. District Residents and Guests using the Volleyball Facility must clean up all trash.
- l. Scaling, jumping, or climbing upon any SVS Facility equipment or structures is prohibited.
- m. Users of SVS Facilities agree to be responsible for all damages to the facilities incident to their use of the SVS Facilities. The District may inspect the subject premises at any time, as set forth in Article XV Section (c).
- n. A User organizing activities on any SVS Facility is responsible for ensuring that all participants are aware of the rules established by the District for use of District SVS Facilities. The organizing User is responsible for any and all damage to buildings, grounds, fields, and equipment caused by participants and attendees. If the User's activity on any SVS Facility is open to any non-residents of the District, then no person shall be denied the equal privileges and enjoyment of having free and open access to the user's event on the basis of race, color, creed, religion, national origin, or sexual orientation. Access may not be limited on the basis of age or sex except insofar as the goals or purposes of the activity require such limitation and are lawful.
- o. Any property left on any SVS Facility shall, after a period of ten (10) days from the last day of the scheduled use, be deemed abandoned and shall become property of the District to be disposed of or utilized at the District's sole discretion.

## **ARTICLE X**

### **FITNESS CENTER RULES**

- a. Please note the District Fitness Center is an unattended facility and persons using the facility do so at their own risk. District Fitness Center Staff are not present to provide Personal Training or Exercise Consultation to District Residents or Guests. Persons interested



in using the District Fitness Center are encouraged to consult with a physician prior to commencing a fitness program.

- b.** Prior to entering the District Fitness Center, persons are required to register with Facility Staff.
- c.** All District Residents and Guests using the District Fitness Center are expected to conduct themselves in a responsible, courteous and safe manner in compliance with all policies and of the District governing the District Center Facilities. Any disregard or violation of the District's policies and misuse or destruction of District Fitness Center equipment may result in the suspension or termination of District Center privileges.
- d.** The District Fitness Center is available for use by District Residents and their Guests during normal operating hours to be established and posted by the District.
- e.** District Residents and Guests sixteen (16+) years of age and older are permitted to use the District Fitness Center during designated operating hours. District Residents thirteen (13) years of age to fifteen (15) must be accompanied and supervised by an adult. No children under the age of thirteen (13) are allowed in the District Fitness Centers at any time.
- f.** Food (including chewing gum) is not permitted within the District Fitness Center. Water, however, is permitted in the District Fitness Center Facility if contained in a non-breakable container with a sealed lid. Alcoholic beverages are not permitted. Smoking is not permitted in the District Fitness Center Facility.
- g.** Appropriate attire and footwear (covering the entire foot; i.e. NO sandals or flip-flops) must be worn at all times in the District Fitness Center Facility. Appropriate attire includes t-shirts, shorts, leotards, and/or sweat suits (no jeans or wet swimsuits).
- h.** All fitness equipment shall be wiped clean after each use.
- i.** Fitness equipment shall not be removed from its location.
- j.** Hand chalk is not permitted to be used in the District Fitness Center.
- k.** Radios, tape players, CD players, speakers or other similar devices are not permitted unless they are personal units equipped with headphones.
- l.** No bags, gear, or jackets are permitted on the floor of the District Fitness Center or on the fitness equipment. Lockers are available on a daily basis in the bath houses for storage of personal items.
- m.** Please limit use of cardiovascular equipment to thirty (30) minutes and step aside between multiple sets of using gym equipment.

- n. Please be respectful of others. Allow other District Residents and Guests to also use equipment, especially the cardiovascular equipment.
- o. Weights shall be returned to their proper location after use.
- p. Free weights are not to be dropped and should be placed only on the floor or on equipment made specifically for storage of the weights.
- q. Lift at your own risk. If in doubt, please consult your doctor prior to using any fitness equipment.

## **ARTICLE XI**

### **LAKE, POND, AND BRIDGE RULES**

- a. Swimming and boating is prohibited in all lakes and ponds within the boundaries of the District.
- b. Jumping or diving from the bridge located near the District Facility Center is prohibited at all times. Swimming will only be permitted at the Concorde Estates Swimming Pool Facility. This is for the safety of District Residents and their Guests and the legal protection of the District.
- c. District Residents and their Guests may fish in the lakes within the District (the “Lakes”). Fishing is NOT permitted from private property without the permission of the owner of such property. District Residents and their Guests fishing in the Lakes shall remove and properly dispose of all garbage, fishing line, hooks and other waste. We ask that you respect your fellow landowners and access the Lakes through the proper access points. No watercraft of any kind is allowed in the Lakes.
- d. Concorde Estates CDD has a strict catch-and-release policy for all fish and any other aquatic wildlife caught in the Lakes, requiring that any fish or other aquatic wildlife caught be immediately returned to the Lake from which it was caught. The purpose of the Lakes is to facilitate the District’s natural water system for run off and overflow. The Lakes are not up to State code for keeping your catch, so please protect yourself and our fish population and return them to the water.
- e. Violations of these policies will be reported to local authorities.

## **ARTICLE XII**

### **DISTRICT PARKS AND DOG PARK RULES**

- a. All District Residents and their Guests must observe the rules listed below. Failure to follow the rules may result in a trespass warning. The District may close any park if public safety is threatened by any activity on the premises.
- b. Park hours of operation are daily from dawn to dusk.

- c. Children under the age of thirteen (13) shall be directly supervised by an adult.
- d. Pets must be restrained on a leash at all times. Attendees must clean-up after the animals.
- e. Loitering and soliciting are prohibited.
- f. Alcoholic beverages and other controlled substances are prohibited.
- g. Motorized vehicles are prohibited except in designated parking areas and roadways.
- h. No motor vehicles shall be left at the park after the posted hours of operation.
- i. Rollerblades, skateboards, and bicycles are permitted on sidewalks only.
- j. All trash shall be disposed of in designated waste receptacles.
- k. Parks are reserved on a first come, first-serve basis. Certain restrictions may apply. Only certain Parks within the CDD are available for reservation by a District Resident.
- l. Bounce houses are allowed only when rented from a licensed vendor. Bounce houses must be operated by generator and not by CDD's electrical outlets. [The Owner must use of the license vendors during the event, as the vendor had provided the CDD with the Additional Insured Certificate for general liability in the amount of \$1,000,000.00, Residents must bring a copy of their rental agreement on day of rental.]
- m. Petting zoos, pony rides, carnival rides and other amusement rentals other than bounce houses are prohibited on District property.
- n. Excessive noise or unruly behavior may result in the loss of park privileges. D.J. music and live bands are not permitted. iPods or radio music must be maintained within acceptable levels at all times as determined by the District Manager.
- o. The CDD does not provide cleaning for your event. Please be sure to clean up after your function to avoid all or a portion of the security deposit being forfeited.
- p. Food and beverages may only be served, not sold.
- q. Open flames and candles are prohibited in all rental facilities.
- r. The throwing of rice, birdseed and confetti is prohibited.
- s. Commercial or personal tents are prohibited in District Park Facilities.
- t. Access to the Dog Parks is limited to District Residents and their Guests and subject to the follow restrictions:

1. Handlers acting alone must be thirteen (13) years of age or older;
  2. The maximum number of dogs per handler is six (6);
  3. No unvaccinated dogs are permitted in an off-leash dog park area;
  4. No female dog in heat is allowed inside, or in close proximity to any dog entering or exiting, an off-leash dog park area;
  5. Dogs must be removed from a dog park at the first sign of aggression. No spiked collars are permitted;
  6. Handlers are responsible for any injuries or property damage caused by the dog(s) under their control;
  7. Handlers must fill in all holes dug up by the dog(s) under their control;
  8. Children younger than thirteen (13) years of age must be supervised by an adult while within the confines of an off-leash dog park;
  9. No smoking, alcoholic beverage, or glass container of any kind is permitted in an off-leash dog park area;
  10. No food is permitted in an off-leash dog park area, except for training treats; and
  11. Hanging objects of any kind on the fences surrounding a dog park or any structure within a dog park is prohibited.
- u. Users of the District Dog Parks do so at their own risk and must apply common sense when approaching or otherwise interacting with an unknown dog.
  - v. No animals other than dogs are allowed in the Concorde Estates Dog Parks. The off-leash areas of the dog parks are for the exclusive use of dogs, their handlers, and those accompanying them. No other use is permitted.
  - w. Organized people-dog activities that require a dedicated portion of the park or that may inhibit regular individual enjoyment must be requested through the Special Event Application Process, as outlined in Article XIV of these rules.
  - x. Handlers must pick up any waste left by their dogs. For the convenience of dog owners and dog park users, pot stations and waste receptacles are available in the dog parks and throughout the Concorde Estates community.

## ARTICLE XIII

## **FACILITY RESERVATIONS**

- a.** District Residents may reserve certain portions of the District Center Facility for special events. Only one (1) room or portion of the District Center Facility is available for rental during regular hours of operation and reservations may not be made more than four (4) months prior to the event. Persons interested in making a reservation should contact the Facilities Manager regarding the anticipated date and time of the event to determine availability. Please note that the District Center Facility is unavailable for special events on the following holidays:
  - 1. Easter Sunday;
  - 2. Memorial Day;
  - 3. 4th of July;
  - 4. Labor Day;
  - 5. Thanksgiving;
  - 6. Christmas Eve;
  - 7. Christmas Day;
  - 8. New Year's Eve; and
  - 9. New Year's Day
- b.** The District Center Facility is available for District Resident rental (capacity and rental fee established by rule) for up to six (6) total hours (including set-up and post-event cleanup) from 9am – 9pm with a maximum of forty-five (45) persons.
  - 1. Extraordinary use of District Facilities requires reservation requests to be made and approved by the Board each month.
  - 2. No Bounce Houses or other inflatables are allowed on CDD properties.
- c.** All District Center & Facility Rentals require a \$300.00 deposit[cashier check or money order or other approved payment methods accepted by the District manager].
- d.** The District Pool Facility is not available for private rental and shall remain open to Resident Owners and their guests during normal operating hours.
- e.** The District Resident renting any portion of the District Center shall be responsible for any and all damage and expenses arising from the event.
- f.** District Residents interested in reserving a room must submit to the Facility Manager a completed Facility Use Application. At the time of approval, a check or money order (no cash) in the amount of \$300 made out to the Concorde Estates Community Development District should be submitted to the Facility Manager in order to reserve the room. The Concorde Estates Facility Manager will review the Facility Use Application on a case-by-case basis and has the authority to reasonably deny a request. Denial of a request may be appealed to the District's Board of Supervisors for consideration.
- g.** During the District Center Facility normal operating hours in which a Facility Manager is present, Special Events held in the District Center with the max of forty-five (45)

persons or less are not required to pay for an additional staff person unless otherwise required by the District. For events outside of District Center Facility normal operating hours with a max of forty-five (45) persons or less additional staff will be required at a rate to be determined by the District.

- h.** To receive a full refund of the deposit, the following must be completed:
  1. Ensure that all garbage is removed and placed in the dumpster;
  2. Remove all displays, favors, or remnants of the event;
  3. Restore the furniture and other items to their original position;
  4. Wipe off counters, tabletops, chairs and sink area;
  5. Replace garbage liner;
  6. Clean out and wipe down the refrigerator, and all cabinets and appliances used;
  7. Sweep and mop the floor;
  8. Clean any windows and doors in the rented room;
  9. Ensure that no damage has occurred to the District Center and its property; and
  10. If additional cleaning is required, the District Resident reserving the room will be liable for any expenses incurred by the District to hire an outside cleaning contractor.

In light of the foregoing, District Residents may opt to pay for the actual cost of cleaning by a professional cleaning service hired by the District. The Concorde Estates District Manager shall determine the amount of deposit to return, if any.

- i.** District Residents are responsible for ensuring that their guests adhere to the policies set forth herein.
- j.** The volume of live or recorded music must not violate applicable Osceola County noise ordinances. This policy pertains to certain events the District feels should require additional liability coverage on a case-by-case basis to be reviewed by the District Manager or Board of Supervisors. The District is to be named on these policies as an additional insured party.
- k.** The Board of Supervisors or District Manager has the right to waive room deposit fees and usage limits that do not exceed the fire code for private rentals, events, or activities they have reviewed on a case-by-case basis at the request of the Field Manager or any District Resident.
- l.** No items may be affixed to walls, doors or windows (i.e. tape, thumbtacks, etc.).

#### **ARTICLE XIV**

#### **SPECIAL EVENT APPLICATION PROCESS**

- a.** District Recreation Facility Reservations. Use of District Facilities is scheduled on a “first-come, first-served basis.” Event Organizers must submit a Concorde Estates CDD Parks and Recreation Facility Usage Application to the Facilities Manager no later than fifteen (15) calendar days prior to the Event. Copies of the forms for individuals (refer to Appendix III)

and organizations (refer to Appendix IV) are available on the District website. In case of a date conflict, the Event Organizer will be notified by the Facilities Manager after the Facility Usage Application has been received and reviewed.

- b. Event Approval or Denial** After review of the application, the District Manager may approve or deny the application. The District Manager will inform the Event Organizer within five (5) calendar days after receipt of the application as to the approval or denial of the Event.
- c. The following list of Special Events does not identify every possible Special Event but should provide a guideline as to the types of Special Events that may be held on District property. Questions should be directed to the District Manager. Typical Events:**
  - 1. Birthday Parties;
  - 2. Anniversary Parties;
  - 3. Wedding, Graduation, and other receptions;
  - 4. Instructional Classes;
  - 5. Plays / Musicals;
  - 6. Club Activities;
  - 7. Registrations;
  - 8. Walk-a-thons;
  - 9. Beauty Pageants;
  - 10. Dog Shows or other pet shows;
  - 11. Magic Shows;
  - 12. Concerts Dances;
  - 13. Athletic Events
  - 14. Political Events; and/or
  - 15. Religious Events
- d. Review of Application.** In addition to the Special Event logistics, the Facilities Manager's review of the application will take into consideration and assess all factors in the best interests of the District:
  - 1. Time of the performance or function and the duration of the Special Event;
  - 2. Any disruption of the normal use of District Recreation Facilities;
  - 3. Whether the Special Event is consistent with the family atmosphere desired to be maintained in the Concorde Estates Community;
  - 4. Whether the Special Event is consistent with Concorde Estates' Restrictions, Guidelines, and Goals Concerning Companion; and Animals, Habitat, and Wildlife.
- e. The Event Organizer must provide the District Manager with detailed Event information and copies of required documents at the time the Event Organizer schedules the Event with the District Manager. Such information and documents may include, but are not limited to, the following:**
  - 1. **Payment of Fees:** Event Organizer must pay all applicable fees to the District Manager at the time the Event is scheduled with the District Manager. Individuals,

- organizations, or companies assessed fees during or after the Event will be invoiced by the District Manager. All fees must be paid to the District Manager no later than fifteen (15) calendar days after invoice date;
2. The fee(s) that an Event Organizer may be required to pay are assigned pursuant to Art. XV(i), as adopted by the Board and assessed by the District Manager;
  3. Event Map/ Layout A physical layout of the Event site, including parking and traffic flow and the location of any tents, stands, or other temporary structures, must be provided;
  4. A listing, with times, of all functions associated with an Event must be provided;
  5. The names, addresses, and phone numbers of all food and merchandise vendors, rental companies, subcontractors, and any other groups operating at an Event must be provided;
  6. The timing, personnel, and organizations that will be involved with the deliveries, setup, and cleanup of an Event must be clearly denoted;
  7. A tent permit can be obtained through the County Zoning and Code Enforcement
  8. Department. A tent structure covering an area of 100 square feet or greater must have a permit. To receive a permit, a map showing the location of all tents must be submitted and approved by the District;
  9. Proof of a fire-retardant certificate for each tent is required. For details on these matters, contact the County Zoning and Code Enforcement Office at the address provided on Event Application Form;
  10. County Alcohol Permit Approval of a County Alcohol Permit Application must be secured. For details on how this is done, contact the County Parks and Recreation Department at the address provided on the Event Application Form; and
  11. Other Approvals Street closure approval and any other applicable government-issued permits and approvals are the responsibility of the Event Organizer.

## **ARTICLE XV**

### **USE OF DISTRICT RECREATION FACILITIES FOR SPECIAL EVENTS**

- a. The Organizer shall not commit, nor cause to be committed, any waste on the District property. The premises must be maintained in a neat, clean and sanitary condition at all times and the Organizer must use his or her best efforts to deter vandalism and protect the premises, equipment, and improvements maintained by the District. The Organizer agrees to report any emergencies, unusual incidents, or hazardous conditions to the District as soon as possible.
- b. The District will perform ordinary maintenance for the subject premises; however, the Organizer will be responsible for preparing the premises for each Event and returning the premises to the condition in which it was found prior to the Event.
- c. The Facilities Manager or a designee will complete an inspection of the subject premises immediately following, or as close to the end of, an Event as is reasonable given the timing and duration of the Event. Upon inspection, the District Manager or a designee will assess`



any damage to the subject premises and will invoice the Event Organizer for the cost of the damage.

- d. The Organizer is permitted to place signs and/or banners at the District Recreation Facility no more than two (2) calendar days prior to the Event. All such signs/banners must be erected and dismantled at the Organizer's expense. This provision does not automatically authorize the placement of any specific sign and/or banner, and such placement shall be subject to any existing District Resolution/Rule or County Ordinance which regulates the placement of signs and/or banners. Upon completion of an Event, all signs and/or banners must be removed by 5:00 p.m. the following calendar day.
- e. All Events are to occur during normal operating hours of the identified District Recreation Facility in which the Event is being held, unless the District Manager authorizes an Event outside of the normal operating times.
- f. The Event Organizer assumes the sole and exclusive risk of weather conditions prohibiting performance of all or any part of the Special Events. The District makes no representations that the premises will be available on any dates, on which the Organizer may wish to reschedule an Event, other than the dates originally reserved.
- g. Pursuant to the authority in Section 190.011(10), Florida Statutes, and as may be provided by District resolutions adopted by the Board of Supervisors at publicly advertised meetings, the District may collect Special Event fees and/or charges as necessary for the conduct of District activities and services; per the schedule set forth in section (i) of this Article. "Special Event Fee Schedule."
- h. Any organization or individual who holds a Special Event on District property will be responsible for any area, park, or facility that is utilized during the Special Event. The Organizer must provide for cleanup after each Event. Any individual, organization, or company needing dumpster service in addition to the usual dumpster service provided by the District, must utilize Osceola County's current waste removal contractor, which is denoted on the Event Application Form.
- i. For each Event with ten (10) or more attendees, the District shall collect from the Event Organizer a security deposit of \$500.00 at the time the Organizer schedules the Event with the District Manager. For gazebo event a security deposit of \$100.00 at the time the Organizer schedules the Event with the District Manager.
- j. At the conclusion of the Event, and upon inspection, the District shall either (1) return the damage deposit to the Event Organizer if there is no damage to District property or (2) charge the Event Organizer for any damage to District property and apply the security deposit to the charge.
- k. If damage to the District property is less than the security deposit, the excess amount from the deposit shall be returned to the Event Organizer. If damage to District property exceeds the security deposit, the Event Organizer shall be charged for the excess property damage.

All damage charges must be paid to the District no later than fifteen (15) days after invoice date.

- l.** The Event Organizer shall sign the Concorde Estates Community Development Parks and Recreation Facility Usage Application and therefore agree for the entity, corporation, organization, or individual and all of its agents, officers, directors, employees, consultants, or similar persons to be liable for any and all damages, losses, and expenses incurred by the district, caused by the acts and/or omissions of the Organizer, or any of its agents, officers, directors, employees, or the like.
- m.** The event organizer agrees to indemnify, defend, and hold the District harmless for any and all claims, suits, judgments, damages, losses, and expenses, including but not limited to, court costs, expert witnesses, consultation services, and attorney's fees, arising from any and all acts and/or omissions of the Organizer, or any of its agents, officers, directors, employees, consultants, or similar persons.
- n.** The District Manager will provide written notification of the approval or denial of any special requests: e.g., insurance waiver or revisions, policy waivers, or any other special request submitted in writing by the Event Organizer.
- o.** No revisions or adjustments to a final approved application or related items may be made without prior written notification to and written approval from the District Manager or designee.
- p.** An organization or individual planning and executing an Event within the boundaries of the District will abide by all applicable State, County, District laws, ordinances, and policies. The Organizer will also supply the District Manager with all the information, documentation, and insurance requirements necessary to assure that all parties involved with the Event will be in compliance. Failure to abide by the policies stated in this policy may affect future Special Event requests submitted by the individual or organization.
- q.** The District has taken all readily achievable measures to ensure that all District Facilities comply with the Americans with Disabilities Act (ADA). In accordance with the provisions of the ADA, any person in need of Special accommodation(s) to utilize these recreational facilities. May contact the district manager at the address listed in [Concordeestatescdd.org](http://Concordeestatescdd.org)

## **ARTICLE XVI**

### **EXPULSION FROM PREMISES; SUSPENSION AND TERMINATION OF PRIVILEGES**

- a.** Notwithstanding anything contained herein, the District Facilities Staff may, at any time, remove any District Resident or their Daily Guest from the premises and/or restrict or suspend any District Resident's or Daily Guest's privileges to use any or all of the District Facilities (the procedures for which are outlined below), when such action is necessary to:

1. Protect the health, safety and welfare of other District Residents and their Daily Guests;
  2. Protect the health, safety and welfare of District and Recreation Facilities Staff; and
  3. Protect the District Facilities from damage.
- b.** Expulsion of a District Resident or Daily Guest from District premises shall be at the discretion of the District's Field Manager, District Manager, or the Board of Supervisors, resulting from hostile behavior that is a threat to other District Residents/Daily Guests, District Staff, and/or District Property. Such physical expulsion from the premises shall be undertaken only by local law enforcement personnel and not by District or District Facilities Staff, or a member of the Board of Supervisors.
- c.** The authority to restrict or suspend any District Resident's or their Daily Guest's privileges to use any or all of the District Facilities is formally granted by the Board of Supervisors to the District Field Manager or District Manager. Such action may be initiated by the District Manager with its final determination made by the Board of Supervisors at the next Board of Supervisors meeting (or as soon as practical). For more details, see "District Suspension and Termination Process" outlined below.
- d.** A District Resident's or Daily Guest's privileges of any or all District Facilities may be subject to various lengths of suspension or termination for up to one (1) calendar year by the Board of Supervisors, and a District Resident or Daily Guest may also be required to pay restitution for any property damage, if he or she:
1. Fails to abide by the District Policies and Fees for All District Facilities established and approved by the Board of Supervisors;
  2. Submits false information on the application for an Access Card or Daily Guest pass;
  3. Permits unauthorized use of an Access Card or Daily Guest pass.
  4. Violates applicable law or ordinance, treats District Staff or the personnel or employees of the District Facilities Staff in an unreasonable or abusive manner. Such treatment includes but is not limited to verbal and/or written communication;
  5. Engages in conduct that is improper or likely to endanger the welfare, safety or reputation of the District, Field or District Manager's staff; and/or
  6. Damages or destroys District property.
- e.** The following discipline process is imposed unless the actions by the Guest or Resident Owner is reasonably perceived by the District to create an unreasonable risk of harm, is detrimental to the interest of the community, is a criminal offense, and/or otherwise is reasonably considered to be such an infraction that is considered a threat to the community.

In response to any violation of the rules specified herein, including, but not limited to, those set forth in the preceding paragraph, the District shall follow the process outlined below with regard to suspension or termination of a District Resident's or Daily Guest's privileges to use the District Facilities:

1. First Offense – Issuance of either a Verbal or a Written Warning by Staff of policy violations. If verbal, a follow-up written summary by Staff shall be kept on file in the District Center office, with a letter of confirmation sent by registered mail to the resident's mailing address on file. (The warning may not necessarily occur immediately at the time of the violation, due to frequent, past instances of District Residents' refusal to provide their name or contact information to Staff.)
  2. Second Offense – Suspension of all District Facilities privileges by the District Field Manager, District Manager, or the Board of Supervisors until further notice, for a period of up to ninety (90) days. Again, confirmation of this action shall be sent by registered mail to the resident. A written report shall be provided to the District Manager and Board of Supervisors, and a final decision relating to the final term of suspension of privileges shall be made by the Board of Supervisors either within one(1) month of the incident or by the next Board of Supervisors meeting, whichever comes first.
  3. Third Offense – Automatic suspension of all District Facilities privileges for a minimum of ninety (90) days, with confirmation sent to the resident by registered mail. At the next Board of Supervisors meeting, a written account of all previous offenses shall be submitted and shall be reviewed by the Board of Supervisors, with possible suspension of privileges beyond ninety (90) days, including possible termination of the District Resident's/Daily Guest's privileges for one (1) or more years, recommended by Staff and requiring approval by the Board of Supervisors.
- f. Should a District Resident or a Daily Guest ignore or otherwise violate his or her suspension of privileges by such behavior as continuing to attempt to use the District facilities, Staff has the authority to call the Sheriff's deputy to report a trespass upon the District's premises.
  - g. Adherence to the above procedures for suspension and/or termination of district-use privileges has no bearing whatsoever on whether a District Resident or Daily Guest may be physically removed from District premises, as described previously.
  - h. Access card will be confiscated upon suspension and/or termination of privileges. Notwithstanding the above, the District shall retain the authority to immediately expel a guest or District Resident if actions by the Guest or District Resident is reasonably perceived by the District to create an unreasonable risk of harm, is detrimental to the interest of the community, is a criminal offense, and/or otherwise is reasonably considered to be such an infraction that is considered a threat to the community.

**APPENDIX I**  
**District Facility Maps & Plans**

DRAFT

## APPENDIX II

# **CONCORDE ESTATES CDD**

## **Access Card Registration Form**

**NAMES OF RESIDENTS** *(Please designate ages for children)*


**ADDRESS:** \_\_\_\_\_

☐ Owner    ☐ Renter/lease expiration date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

*Two (2) initial access cards are free to all resident owners. Residents who rent a home in Concorde Estates are required to pay a fee of \$50.00 per card. Replacement cards (for any reason) are \$50 each.*

### **POOL GUIDELINES: NO NIGHT TIME SWIMMING!**

- Swimming is only permitted during the posted hours of operation
- Children 15 years old and younger must be under adult supervision to use the pool
- Residents may bring a max of four (4) guests per family to the pool

**RULES:** For a complete list of recreational facility rules, please refer to the Concorde Estates Rules of Procedure, available on the website: <https://www.concordeestatescdd.org/docs/CE-rules-of-procedure.pdf>

**WAIVER:** I understand that the Concorde Estates Community Development District ("District") assumes no responsibility for injuries or illness that I may sustain as a result of my physical condition or resulting from my participation in any activities, sports, use of the pool, use of the boat dock, use of the playgrounds or other activities at any of the District's recreational facilities. I expressly acknowledge on behalf of myself and my heirs that I assume the risk for any and all injuries and illness that may result from my participation in the activities. I hereby release and discharge the Concorde Estates Community Development District, its agents, servants and employees from any claims for injury, illness, death, loss or damage that I may suffer as a result of my participation in those activities. I understand that the Concorde Estates Community Development District is not responsible for personal property lost or stolen while participating at the swimming facility, SV&S and other recreational facilities.

**ACCEPTANCE:** I acknowledge the waiver as set forth above and agree to its terms. I have read and agree to abide by the Concorde Estates CDD Rules of Procedure. I also understand that I am financially responsible for any damages caused by me or my family members.

\_\_\_\_\_  
Signature of Adult Resident

\_\_\_\_\_  
Date



## APPENDIX III

**CONCORDE ESTATES COMMUNITY DEVELOPMENT DISTRICT**  
**PARKS AND RECREATION FACILITY USAGE APPLICATION**

**PERSONAL/INDIVIDUAL USE APPLICATION**

**IMPORTANT:** Please type or print legibly. All sections must be completed. Some applications may require additional review and approval from the District. Usage will only be confirmed if all appropriate information has been supplied.

**APPLICANT INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**EVENT INFORMATION**

Type of event: \_\_\_\_\_

Requested location: \_\_\_\_\_

Event date(s): \_\_\_\_\_

Times From: \_\_\_\_\_ (a.m./p.m.) To: \_\_\_\_\_ (a.m./p.m.)

Anticipated # of attendees: \_\_\_\_\_ What age group? \_\_\_\_\_

**NOTE:** *If requesting use of a pool area, please be advised the access gates are not to be propped open at any time before or during the event. This is an electronic card reader access system and propping the gates will result in a default that disables the card readers where no one will have access.*

**DAMAGE DEPOSIT**

All District Center & Facility Rentals require a \$300.00 **Security Deposit** [no cash; only cashier check or money order or other approved payment methods accepted by the District Manager]. The District shall collect from the Event Organizer the Security Deposit at the time the event is

scheduled with the District Manager. For each Special Event with ten (10) or more attendees, the District shall collect from the Event Organizer Security Deposit in the amount of \$500.00 at the time the event is scheduled with the District Manager.

At the conclusion of the event and upon inspection, the District shall either (1) return the Damage Deposit to the event organizer if there is no damage to District property, or (2) charge the event organizer for any damage to the District property and apply the Damage Deposit to the charge.

If the damage to the District property is less than the Damage Deposit, the excess amount from the deposit shall be returned to the event organizer. If the damage to the District property exceeds the Damage Deposit, the event organizer shall be charged for the property damages. All damage charges must be paid to the District no later than 15 days after invoice date.

### VENDORS/MERCHANDISE

**Any vendor who will sell or give away merchandise must have a vendor agreement, a copy of their business license, and insurance on file with the Osceola County Parks and Recreation Department.**

How many vendor/merchandise locations will your event require? \_\_\_\_\_

Please describe vendors/type that will occur on day of event: \_\_\_\_\_

A complete detailed listing of names must be provided of all vendors. Please attach a list with the names, addresses, phone numbers and types of service of any person(s) that you have an agreement/contract for any service they will provide for you.

Attached: \_\_\_ Yes \_\_\_ No

### CATERING

Will your event require catering? \_\_\_ Yes \_\_\_ No

Name of Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell/Pager: \_\_\_\_\_ Email: \_\_\_\_\_

<p><b><u>CONTACT INFORMATION</u></b></p>
--

Contact information to obtain a County permit or additional waste management services, as required in the Concorde Estates Community Development Rules of Procedure

Osceola County Zoning and Code Enforcement:

One Courthouse Square, Suite 1200, Kissimmee, FL 34741  
Phone (407) 343-3400

Osceola County Parks and Recreation Department:

One Courthouse Square, Suite 1200, Kissimmee, FL 34741  
Phone (407) 343-2380

County Waste Management: Phone (407) 847-7370

<p><b>INDEMNIFICATION AND HOLD HARMLESS</b></p>
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**The EVENT ORGANIZER agrees that this application applies to the individual and all of his or her agents, officers, directors, employees, consultants or similar persons.**

**UPON SIGNATURE of this application, THE EVENT ORGANIZER AGREES TO BE LIABLE for any and all damages, losses and expenses incurred by the District, caused by the acts and/or omissions of the event organizer, or any of its agents, officers, directors, employees, consultants or similar persons.**

**THE EVENT ORGANIZER AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CONCORDE ESTATES COMMUNITY DEVELOPMENT DISTRICT HARMLESS for any and all claims, suits, judgments, damages, losses and expenses, including but not limited to, court costs, expert witnesses, consultation services and attorney's fees, arising from any and all acts and/or omissions of the organizer, or any of his or her agents, officers, directors, employees, consultants or similar persons.**

**The State, agency or subdivision of the State shall not be subject to this indemnification clause in accordance with Section 768.28(19), FL Statutes.**

**None of the indemnification or insurance requirements referenced in the Concorde Estates Community Development District Parks and Recreation Facilities Policy or in this Application constitute a waiver of sovereign immunity pursuant to Section 768.28, FL Statutes.**

SIGNATURE OF APPLICANT/EVENT ORGANIZER
--

**ACKNOWLEDGEMENT:**

- I understand that this is an application only and does not obligate the Concorde Estates Community Development District in any fashion to reserve any facility and/or approve any event.
- I have read, understand, and agree to abide by the policies set forth by the Concorde Estates Community Development District Rules of Procedure.
- If approved, I understand that I must have a copy of the signed, approved application in my possession at the event or I will be denied access for this event.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

<b>APPROVAL FROM CONCORDE ESTATES CDD</b>
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

## APPENDIX IV

# CONCORDE ESTATES COMMUNITY DEVELOPMENT DISTRICT PARKS AND RECREATION FACILITY USAGE APPLICATION

## ORGANIZATION/COMPANY USE APPLICATION

**IMPORTANT:** Please type or print legibly. All sections must be completed. Some applications may require additional review and approval from the District. Usage will only be confirmed if all appropriate information has been supplied.

### APPLICANT INFORMATION

Name of Entity/Organization/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Organization: ☐ Non-Profit ☐ Commercial ☐ Government ☐ Private

If Non-Profit, does your organization hold a current 503(c)(3) certificate? \_\_ Yes \_\_ No

Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### EVENT INFORMATION

Type of event: \_\_\_\_\_

Requested location: \_\_\_\_\_

Event date(s): \_\_\_\_\_

Times From: \_\_\_\_\_ (a.m./p.m.) To: \_\_\_\_\_ (a.m./p.m.)

Anticipated # of attendees: \_\_\_\_\_ What age group? \_\_\_\_\_

**NOTE:** *If requesting use of a pool area, please be advised the access gates are not to be propped open at any time before or during the event. This is an electronic card reader access system and propping the gates will result in a default that disables the card readers where no one will have access.*

### DAMAGE DEPOSIT

All District Center & Facility Rentals require a \$300.00 **Security Deposit** [no cash; only cashier check or money order or other approved payment methods accepted by the District manager]. The District shall collect from the Event Organizer the Security Deposit at the time the event is

scheduled with the District Manager. For each Special Event with ten (10) or more attendees, the District shall collect from the Event Organizer Security Deposit in the amount of \$500.00 at the time the event is scheduled with the District Manager.

At the conclusion of the event and upon inspection, the District shall either (1) return the Damage Deposit to the event organizer if there is no damage to District property, or (2) charge the event organizer for any damage to the District property and apply the Damage Deposit to the charge.

If the damage to the District property is less than the Damage Deposit, the excess amount from the deposit shall be returned to the event organizer. If the damage to the District property exceeds the Damage Deposit, the event organizer shall be charged for the property damages. All damage charges must be paid to the District no later than 15 days after invoice date.

### VENDORS/MERCHANDISE

**Any vendor who will sell or give away merchandise must have a vendor agreement, a copy of their business license, and insurance on file with the Osceola County Parks and Recreation Department.**

How many vendor/merchandise locations will your event require? \_\_\_\_\_

Please describe vendors/type that will occur on day of event: \_\_\_\_\_

A complete detailed listing of names must be provided of all vendors. Please attach a list with the names, addresses, phone numbers and types of service of any person(s) that you have an agreement/contract for any service they will provide for you.

Attached: \_\_\_ Yes \_\_\_ No

### CATERING

Will your event require catering? \_\_\_ Yes \_\_\_ No

Name of Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell/Pager: \_\_\_\_\_ Email: \_\_\_\_\_

## CONTACT INFORMATION

Contact information to obtain a County permit or additional waste management services, as required in the Concorde Estates Community Development Rules of Procedure

Osceola County Zoning and Code Enforcement:

One Courthouse Square, Suite 1200, Kissimmee, FL 34741  
Phone (407) 343-3400

Osceola County Parks and Recreation Department:

One Courthouse Square, Suite 1200, Kissimmee, FL 34741  
Phone (407) 343-2380

County Waste Management: Phone (407) 847-7370

## INDEMNIFICATION AND HOLD HARMLESS

**The EVENT ORGANIZER agrees that this application applies to the individual and all of his or her agents, officers, directors, employees, consultants or similar persons.**

**UPON SIGNATURE of this application, THE EVENT ORGANIZER AGREES TO BE LIABLE for any and all damages, losses and expenses incurred by the District, caused by the acts and/or omissions of the event organizer, or any of its agents, officers, directors, employees, consultants or similar persons.**

**THE EVENT ORGANIZER AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CONCORDE ESTATE COMMUNITY DEVELOPMENT DISTRICT HARMLESS for any and all claims, suits, judgments, damages, losses and expenses, including but not limited to, court costs, expert witnesses, consultation services and attorney's fees, arising from any and all acts and/or omissions of the organizer, or any of his or her agents, officers, directors, employees, consultants or similar persons.**

**The State, agency or subdivision of the State shall not be subject to this indemnification clause in accordance with Section 768.28(19), FL Statutes.**

**None of the indemnification or insurance requirements referenced in the Concorde Estates Community Development District Parks and Recreation Facilities Policy or in this Application constitute a waiver of sovereign immunity pursuant to Section 768.28, FL Statutes.**



SIGNATURE OF APPLICANT/EVENT ORGANIZER
--

**ACKNOWLEDGEMENT:**

- I understand that this is an application only and does not obligate the Concorde Estates Community Development District in any fashion to reserve any facility and/or approve any event.
- I have read, understand, and agree to abide by the policies set forth by the Concorde Estates Community Development District Rules of Procedure.
- If approved, I understand that I must have a copy of the signed, approved application in my possession at the event or I will be denied access for this event.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

APPROVAL FROM CONCORDE ESTATES CDD
------------------------------------

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**6B.**

**CONCORDE ESTATES CDD SPECIAL ASSESSMENT POLICY & PROCEDURE****PURPOSE**

The purpose of this policy is to document relevant policies and procedures involved in preparing assessments rolls and imposing, levying and collecting assessments on behalf of the District clients in accordance with Florida Statutes ("F.S."), Chapters 190, 170 and 197, by which a District can assess and collect revenue required to fund district debt payments, operations expenses, and maintenance expenses.

**BACKGROUND/DEVELOPER FUNDING**

One of the general powers of the District, exercised by the Board, is the power to determine, order, levy, impose, bill, collect and enforce special assessments pursuant to Chapter 190, 170 and 197, F.S.

Prior to the time when a district exercises its power to impose and levy special assessments, the cost incurred by the district may be funded by the developer. The details of this funding arrangement will be set forth in a Developer Funding Agreement. The policy regarding the form, use and limitation of the Developer Funding Agreement may be found in a separate policy document.

Once the District exercises its power to impose and levy special assessments, a Developer Funding Agreement is not appropriate and should not be used.

**IMPOSING, LEVYING AND COLLECTING SPECIAL ASSESSMENTS**Fundamental Principles

- Non-ad valorem assessments as defined in Section 197.3632, F.S. means only those assessments which are not based on millage and which can become a lien against the property assessed equal in rank and status to an ad valorem tax lien.
- A "special assessment" is a non-ad valorem assessment imposed and levied by a district on any property that the District Board of Supervisors determines receives special benefits which, as a logical connection, flow from the systems, facilities and services being provided by the District peculiar to that property, including acreage owned by a developer. Special assessments may be used to pay back any debt or bond financing for either the construction or acquisition of systems and facilities. Special assessments may also be used to pay for maintenance and sustained quality preservation of systems and facilities constituting infrastructure of the District.

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- All special assessments are liens on the property against which they are assessed until paid, provided that all of the procedural and substantive steps taken by the Board are followed to (1) determine the special assessment benefits peculiar to a property; and (2) apportion them in a manner that is fair and reasonable.
- These procedural and substantive steps are duties of the Board, assisted by the manager and any consultants, including specifically the engineer who prepares the engineer report, the person who prepares the assessment methodology and draft of the roll and the lawyer who prepares the resolution with the manager.
- Essentially, with the aid of the manager, consultants and district counsel, the Board must: use the engineer's cost report to allocate cost per acre or parcel; allocate any applicable debt per acre or parcel; compute and allocate the assessment per acre or parcel; determine the special benefits peculiar to the acres or parcels; apportion the special and peculiar benefits; and prepare and adopt the non-ad valorem assessment roll.
- There are two such special benefits that must flow as a logical connection from what is provided peculiar to the property. One is enhanced enjoyment and the other is increased use. These are terms directly from case law. From these special benefits flow related ones peculiar to the property such as decreased insurance premiums, if applicable, and increase value and marketability of the property. It is these special and peculiar benefits that the Board must determine and the Board, with the help of whoever prepares the assessment methodology, must apportion them in a manner that is fair and reasonable amongst all the properties.
- Acreage property owned by the developer can be determined to receive special benefits peculiar to that property from a system, facility or service provided by the District. If the Board determines that the property of the Developer does not receive special benefits peculiar to that property, then the District must not impose and levy assessments on that property.
- Regardless of the collection method used, all assessments that are imposed and levied in property must be on an assessment roll and all assessments imposed and levied must be collected.
- The Board cannot legally excuse or forgive a collectible lien and has a duty to enforce the lien with respect to all property owners, including a developer/landowner. The Board can exempt certain property from assessment before the assessment roll is prepared. Any such exemptions should be raised by the Board at a noticed meeting with reasons for the exemption shown on the record. The Board can also allow for deferred payments and installment payments for assessments that are billed using an alternative method

described below, provided that the decisions are timely and follow the provisions of law and rule.

- It is the policy of Concorde Estates Community Development District to use the Uniform Collection Method in all cases possible. However, there are several methods available to the District to bill and collect special assessments and the District may use more than one method. For example, some assessments may be on an assessment roll to be billed and collected by the tax collector using the Uniform Collection Method while other assessments may be on an assessment roll to be billed and collected by some other method, as described below.

#### Methods of Billing and Collection

- ❖ Non-ad valorem assessments may be collected pursuant to the Uniform Collection Method or pursuant to any alternative method which is authorized by law, as described below.
- ❖ The billing and collection method(s) for district assessments must be approved by the Board of Supervisors and communicated through the District Manager.
- ❖ More than one method of billing and collection may be used, provided that the use of an alternative method is authorized by the Board.

#### **1. Uniform Collection Method ("UCM")**

If the District chooses to use the UCM to bill and collect special assessments, the District must follow the procedures set forth in section 197.3632, F.S. and Rule 12D-18, Florida Administrative Code ("FAC"). Note that this law and related rule apply expressly to the local governing board that wishes to use the UCM to collect any assessments imposed and levied. the law and related rules also apply to the property appraiser and tax collector. These include procedures for:

- Entering into agreements with the property appraiser and tax collector
- Noticing and adopting a resolution of intent to use the UCM at a public hearing
- Receiving the required information from the property appraiser
- Preparing the non-ad valorem assessment roll (expressly a duty of the district board)
- Certifying the assessment roll timely to the tax collector on compatible electronic media tied to the property identification number, a duty expressly of the chair of the Board personally or his/her designee.

Under the UCM, the special assessments are billed by the tax collector with the property (ad valorem) taxes on a combined notice (the November bill from the tax collector). Payments are

subject to the same discounts and late payment penalties as property taxes. Special assessments are liens on the property against which they are assessed until paid. Under the UCM, the property owner is protected for a minimum of two years against automatic loss of property in the event of non-payment, in which case the tax collector must follow procedures for issuance and sale of a tax certificate. Therefore, the UCM procedures are fair to delinquent property owners while at the same time collecting assessments efficiently at a virtual 100% collection rate, which is important especially if the assessments are used to make bond payments. Finally, this process ensures accountability because of all the required notices and public information involved.

The Board will enter into agreements with the property appraiser and tax collector providing for reimbursement of their necessary administrative costs. The property appraiser may agree to a small percentage of the assessment roll as the basis for reimbursement. For districts, the tax collector is additionally compensated for the actual cost of collection or 2% on the amount of special assessments collected and remitted whichever is greater. Note that municipal or county governments only compensate the tax collector for the actual cost of collecting non-ad valorem assessments. The tax collector may agree to accept a percentage of the assessment roll as reimbursement for both necessary administrative costs and for actual collection costs. Negotiation of these agreements is advised. The Board may request that the district manager and/or district counsel negotiate these agreements.

The tax collector will remit special assessments to the district periodically as they are collected and will generally deduct the agreed costs and fees from the amount remitted.

**2. Certify Assessment Roll to Property Appraiser by August 31 in accordance with Section 190.021, F.S. – a special collection alternative applicable only and solely for billing, collection and enforcement of special benefit assessments and maintenance assessments**

Section 190.021, F.S. provides that the Board may evidence (prepare the assessment roll) and certify the assessment roll for benefit special assessments and maintenance special assessments to the property appraiser by August 31 of each year and the assessments shall be entered by the property appraiser on the county tax rolls and shall be collected and enforced by the tax collector in the same manner and at the same time as county property taxes. These procedures apply solely for community development district benefit assessments and maintenance assessments and do not apply to any other non-ad valorem assessments.

These benefit special assessments and maintenance special assessments are non-ad valorem assessments and therefore liens on the property and are enforceable in a like manner as county taxes.

While the assessments are billed and collected by the tax collector with the property taxes on a combined notice, this method is not the UCM and does not require the procedural steps set forth in 197.3632, F.S. In addition, the statute does not require that the Board enter into an agreement with the property appraiser and tax collector; however, agreements are recommended and negotiation of fees is advised.

This method of billing, collecting, enforcing and distributing special assessments provides the benefits of the UCM (efficiency of billing and collection, accountability and protection against immediate foreclosure in the event of non-payment) without all of the procedural steps required by Section 197.3632, F.S.

### **3. Bill and Collect by any other alternative method authorized by law**

Other methods are available to bill and collect special assessments without using the combined notice issued by the county tax collector. This is the least desirable option by the District, however other available billing options include:

- Billing and collection by Inframark on behalf of the District.
- Billing and collection by the county tax collector, not using the UCM and not on the combined tax notice, but on a separate bill (the benefits of the UCM including efficiency, fairness and accountability and protection against foreclosure are not available)
- Billing and protection by a public or private third party engaged by the Board

If the Board chooses an alternative method as described above to bill and collect special assessments from individual property owners such as the developer or landowner, the assessments are enforceable liens on the property and they must be collected. The property owner would not have the protection against immediate foreclosure that they would have under either of the other two methods and is actually subject to a harsher remedy (foreclosure) in the event of non-payment. Foreclosure is an expensive and lengthy process for the District and can be avoided by electing to use the UCM.

All assessments levied and imposed must be billed and collected, even if the district's assessments on adjacent parcels collected by the tax collector on the combined notice are sufficient to fund the district's expenditures. Thus, the developer may not refuse to pay special assessments on the grounds that the district does not need the funds to cover expenses.

The District's policy with regard to billing and collection of special assessments is to encourage the Board to use a single method to bill and collect all assessments, including those assessments on the developer's property. The District Manager is responsible for communicating with the

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Board and ensuring that the Board understands that alternative billing methods are permitted by law, but not recommended by District Counsel.

### RESPONSIBILITIES

#### District Manager

- In conjunction with the district's attorney, ensure that the Board is aware of and takes the procedural and substantive steps required by law to impose and to levy the non-ad valorem assessments as liens on the property.
- In conjunction with the district's attorney, ensure that the Board is aware of the options for billing and collecting special assessments, as well as the benefits and drawbacks associated with various methods.
- If the Board chooses to use the UCM, assist the Board, in conjunction with the district's attorney, in following the procedural steps required by Section 197.3632, F.S. and Rule 12D-18, FAC.
- Advise the Board that the use of a single billing and collection method is recommended for efficiency and consistency and that the use of the UCM or Section 190.021 (but only for district benefit assessments or maintenance assessments) is recommended. Ensure that the use of alternative billing method is approved by the Board and reflected in the minutes.
- Advise the accounting department personnel of the billing and collection method chosen by the Board, as well the details of agreements with property appraisers and tax collectors.
- If the Board chooses to use any method other than the UCM or Section 190.021, the district manager will advise the Board of any delinquent assessments. An Assessment will be considered delinquent if it is not paid within the terms specified in the billing, as approved by the Board. If the assessment is not paid in full by July 1 and the Board has not authorized deferred or installment payments, the district manager will advise the Board of the delinquency and will request, on the record, that the district attorney take action to collect payment or enforce the lien.
- Ensure that the District's budget properly reflects the revenue from special assessments, including discounts and collection costs and fees, in accordance with this policy.
- Immediately advise the Chairman of any practices by the Board related to special assessments that are inconsistent with or violate Florida Statutes and Florida Department of Revenue rule, including failure to take appropriate steps to collect assessments and enforce liens.

#### Treasury Services



- Coordinate with the property appraiser to receive by electronic medium the name, address and legal description of every property (parcel or acre) subject to assessment. Note that if assessments on property within the land area in the intent resolution are to be collected by the tax collector using the UCM and if that property is not yet platted, then the property appraiser must provide the name, address and legal description of the owner of the acreage. In other words, no owners of property subject to assessment should be excluded from the information provided by the property appraiser (name, address and legal description). All property owners, whether their real property is platted or acreage, can be billed using the UCM and, unless an alternative method is authorized by the Board, they must be billed using the UCM.
- Determine through contact with the developer if there are any errors, omissions or changes required to the ownership information provided by the property appraiser.
- Prepare the non-ad valorem assessment roll by applying the assessment methodology to the budget. If the Board determines that assessments on any platted parcels or acreage are to be billed and collected using an alternative method, prepare a separate assessment roll for such billings.
- Submit the non-ad valorem assessment roll to the Board for certification and certify the roll to the tax collector on behalf, and if and as the personal designee of the district chair person in accordance with the deadlines established by Section 197.3632, F.S. or to the property appraiser in accordance with Section 190.021, F.S., (only for district benefit assessments and maintenance assessments), as appropriate.
- Maintain the assessment roll(s), track bond payments and forward any monies received for bond payments to the Trustee.
- If the Board requests that Inframark, under an alternative method described above, to bill and collect special assessments, Inframark will bill the assessments in accordance with the terms approved by the Board. Those terms will include the approval of any discounts, any deferred or installment payments and any administrative and collection costs. All assessment billings prepared by Inframark for the District will include the following statement on the face of the invoice:

*These assessments are levied in accordance with Chapter 170, Florida Statutes and are liens on the property against which they are assessed. Failure to pay these assessments may result in loss of title.*

- Inframark will provide the Board with a copy of all such special assessment billings, along with the details of the terms approved by the Board.
- If the Board decides to use any other alternative method to bill and collect special assessments, Inframark will coordinate the billing and collection services with the

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designated party in accordance with the agreement entered into between the district and the designated party.

- In the event that a landowner chooses to pay off his, her or its portion of the bond, which removes the bond assessment from future assessment rolls, provide the landowner a payoff amount determined in accordance with the bond documents, along with a “good through” date and the district address for remittance.
- In the event that Inframark is advised by the Trustee that there are funds remaining in the trust account after B bonds have been paid in full, research the payment history and provide details to the district manager to seek direction from the Board. No money should be transferred or refunded without Board approval.

### Accounting

- Record in the district’s accounts the collection of assessments as distributed by the tax collector or as otherwise received under an alternative method. If the remittance does not include sufficient information to properly record the assessments, discounts and administrative and collection costs, Inframark will contact the tax collector and request the appropriate information.
- For any assessments billed by Accounting Dept. under the alternative billing method, track the receipt of payments and notify the District Manager if any payments are delinquent (based on the terms approved by the Board).

### **CALCULATION OF ASSESSMENTS**

If assessments are billed and collected on a combined notice with property taxes, either by the UCM or by the provisions of Section 190.021, F.S. (for district benefit or maintenance special assessments only), the property owner will be entitled to a discount for early payment as spelled out in Rule 12D-13, FAC, and the district will pay the collections costs to the county tax collector based on the agreement between the district and tax collector, and also reimburse both the tax collector and property appraiser for necessary administrative costs.

The number of property owners who will take advantage of the early payment discount is never known. To ensure that the district receives sufficient funds, after discounts, to pay budgeted expenses, the assumption is made in calculating the assessments that all property owners will take the early payment discount. Therefore, the amount of assessments will be calculated as follows:

Total budget divided by [1 – (early payment discount + administrative and collection costs)]

Example:

District budget = \$100,000

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Early payment discount = 4%

Administrative and Collection Costs = 3%

Assessment = \$100,000 / 0.93 = \$107,527

Property owners billed directly by Inframark or by another method should be assessed in the same manner as any other property owner (but the administrative and collection costs of any such method may be different). Assessments that are billed using an alternative method can be subject to discounts; however, such discounts must be properly approved by the Board.

### ACCOUNTING AND BUDGETING FOR ASSESSMENT REVENUE

District revenue from special assessments will be budgeted in a standard and consistent manner in accordance with this policy.

The gross amount of assessments to be billed before discounts and administrative and collection costs and fees will be budgeted as Assessment Revenue. Discounts will be budgeted as a contra-revenue. Administrative and Collection costs and fees will be budgeted as an expense.

Continuing the example above:

Assessment Revenue	\$107,000
Discounts	(\$4,000)
Net Budgeted Revenue	\$103,000
Collection and Administrative Costs and Fees budgeted as an expense	\$3,000
Other adopted budget expenses	\$100,000
Total budgeted expenses	\$103,000

Assessment revenue will be budgeted and recorded in separate line items depending upon the billing and collection method. Assessments that are billed on the combined notice either using the UCM or Section 190.021 (for district benefit and maintenance special assessments only) will be budgeted and recorded separately from those that are billed directly to the property owner by some alternative method. Assessment Revenue will not be termed "Developer Contributions," as this is an inaccurate characterization of the revenue and implies that it is not an assessment.

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As payments are received, they will be broken down and recorded in the same manner, i.e., discounts, administrative and collection costs and fees will be recorded against the appropriate budgeted line item. If the tax collector does not provide sufficient information with the remittance to properly record the assessments collected, the Accounting Department will contact the tax collector and request the breakdown of the remittance so that it can be recorded properly.

### **FLORIDA STATUTES**

The following Florida Statutes are attached to this policy for reference:

- Section 190.003 – Definitions
- Section 190.011 – General powers, specifically 190.011(14)
- Section 190.021 – Taxes, non-ad valorem assessments
- Section 190.022 – Special Assessments
- Section 197.3631 – Non-ad valorem assessments; general provisions
- Section 197.3632 – Uniform method of the levy, collection, and enforcement of non-ad valorem assessments.

The following rules are attached to this policy for reference:

- Rule 12D-18, Florida Administrative Code
- Applicable sections of Rule 12D-13, Florida Administrative Code

## **Seventh Order of Business**

**7Ai.**

# **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, November 20, 2019 at 1:00 p.m. at the Concorde Estates Clubhouse, located at 3151 Georgian Bay Lane, Kissimmee, Florida.

Present and constituting a quorum were:

Victor Cruz	Chairperson
Michael Barbuck	Vice Chairman
Cesar Goyetche	Assistant Secretary
Basam Alli	Assistant Secretary
Martha Land	Assistant Secretary (via telephone)

Also present were:

Kristen Suit	District Manager
Tim Qualls	District Counsel
Tristan LaNasa	Young Qualls, P.A.
Ariel Medina	Field Supervisor
Frank Sanchez	Clubhouse Manager
Capital Land Management Staff	

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

## **FIRST ORDER OF BUSINESS**

## **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**

There not being any, the next item followed.

## **FOURTH ORDER OF BUSINESS**

## **Staff Report- Site/Clubhouse Manager's Report**

- A. Discussion of Weekly Clubhouse Attendant Report
- B. Monthly Field Manager's Report

- Mr. Medina reviewed the monthly Field Management Report which was included in the agenda package.
- Proposal from Capital Land Management to clear brush at the end of Coastal View Court and removal of dead Palm tree in the amount of \$475 was discussed.
- A permit is required to remove the dead Cypress tree.

On MOTION by Mr. Goyetche seconded by Mr. Cruz with all in favor the proposal to remove dead palm tree in the amount of \$475 was approved. 5-0

- Landscape maintenance was discussed.

**C. Proposals for New Vendor Pool Maintenance Services**

- Proposals were received from Lexington Pool & Maintenance and Drip Pools LLC for new vendor pool maintenance services.
- The proposals and scope of work were discussed. This is for servicing the splash pad and the pool three days per week.

On MOTION by Mr. Goyetche seconded by Mr. Barbuck with all in favor to terminate contract with Churchills Group was approved. 5-0

On MOTION by Mr. Goyetche seconded by Mr. Cruz with all in favor the Lexington Pool & Maintenance proposal subject to District Counsel drafting a contract was approved. 5-0

**D. Consideration of Inframark Proposal for Removal of Moss**

On MOTION by Mr. Alli seconded by Mr. Cruz with Mr. Alli, Mr. Cruz, Mr. Barbuck and Ms. Land in favor and Mr. Goyetche opposed the Inframark proposal to remove moss from the tennis court in the amount of \$464 was approved. 4-1

**SIXTH ORDER OF BUSINESS**

**Attorney's Report**

**B. Update on Landscape Irrigation Contract Review: Labor Costs for Irrigation Repair**

- Mr. Qualls reported on labor costs for irrigation repair:



- When damage occurs due to forces out of the control of Capital Land Management, the District is responsible for the repair costs.
- The \$800 covers the monthly monitoring; it does not cover replacement or labor.
- Capital will replace what they damage.
- A pre-approval for a not to exceed amount for repairs to be made if needed by Capital Land Management was discussed.
- A monthly irrigation report was requested.
- An Addendum to contract for quarterly planting by the clubhouse in the amount of \$4,188 was discussed.

On MOTION by Mr. Goyetche seconded by Mr. Barbuck with all in favor the Capital Land Management Contract addendum for quarterly planting up front by the clubhouse in the amount of \$4,188 per year was approved. 5-0

## **FIFTH ORDER OF BUSINESS**

### **Engineer's Report**

#### **A. Update on SFWMD Permit**

- The annual stormwater inspection report was distributed for review by the Board.
- Proposals will be obtained for areas requiring work.
- This item was tabled to the next meeting pending review by the Board.

## **SIXTH ORDER OF BUSINESS**

### **Attorney's Report (continued)**

#### **A. Contract Status Update: Access Control System**

- Mr. Qualls reported the contract has been fully executed.

#### **B. Update on Landscape Irrigation Contract Review: Labor Costs for Irrigation Repair**

- This item was previously addressed.

#### **C. Update on Duval Offset Matter**

- Duvall continues to send invoices and we continue to respond that there should not be any more invoices for payment.

#### **D. Update on Foreclosure Process**

- Mr. Qualls provided an update on foreclosures.
- Required notifications have been sent to property owners.
- District Counsel will draft a special assessment imposition levy and collection policy for any future process if required.

**E. Resolution 2020-1 Setting Public Hearing Rules and Regulations**

- Mr. Qualls amended verbiage to read *for the purpose of adopting rules*.

On MOTION by Mr. Barbuck seconded by Mr. Goyetche with all in favor Resolution 2020-1 to designate date, time and place of public hearing on January 29, 2020 at 4:00 p.m. in the Concorde Estate Clubhouse; and authorization to publish notice of such hearing for the purpose of adopting rules; and providing an effective date was adopted. 5-0

**F. Other**

None.

**SEVENTH ORDER OF BUSINESS****District Manager's Report****A. Consent Agenda****i. Minutes of the October 30, 2019 Meeting**

On MOTION by Mr. Barbuck seconded by Mr. Alli with all in favor the Minutes of the October 30, 2019 Meeting were approved. 5-0

**ii. Financial Statements**

On MOTION by Mr. Goyetche seconded by Mr. Barbuck with all in favor the October 2019 Financials and Check Register were accepted. 5-0

**B. Consideration of Third Amendment to District Management Services Agreement**

- The Third Amendment to District Management Services Agreement combining management services and field services was discussed.

On MOTION by Mr. Goyetche seconded by Mr. Barbuck with Mr. Goyetche, Mr. Barbuck, Mr. Cruz and Ms. Land in favor and Mr. Alli opposed the Third Amendment to the District Manager Services Agreement between Concorde Estates CDD and Inframark, LLC was approved. 4-1

**C. Proposals for District Engineer Services****i. Dewberry Proposal****ii. Pegasus Proposal**

- Proposals for District Engineer Services from Dewberry and Pegasus were discussed.

On MOTION by Mr. Barbuck seconded by Mr. Goyetche with all in favor the proposal from Pegasus Engineering for District Engineering services was approved.  
5-0

**D. Ratification of Chair Authorized Expenses Between Meetings**

- Servusat Estimate E567 for separate camera to monitor the ATV was reviewed for ratification by the Board.

Mr. Qualls asked is this part of the contract we just did?

Ms. Suit responded no, this is an item between meetings that the Chair authorized.

Mr. Qualls asked does this have anything to do with the camera?

Ms. Suit responded no, this is the second camera they installed to monitor the ATV.

Mr. Qualls stated so in between meetings when the Chairman authorizes things, I thought that was for emergencies if things were broken. I am not saying this is a bad thing. I guess I just need to understand this resolution.

Mr. Cruz stated the reason it was brought to my attention by Ariel is that the place where it is going to be located and parked would have no monitoring and someone could just come and take it with them.

Mr. Qualls asked we have the ATV?

Mr. Cruz responded yes.

Mr. Qualls stated this was put in there to monitor the ATV?

Mr. Cruz responded yes.

Mr. Qualls stated what I would recommend just for your own coverage, and this is fine, and I hate to say this because you guys are doing a great job. That one to me is that if you have the time bring it to the Board. Thank you.

This one I can argue either way; when something is broken, and pipes are spewing that is when you cannot argue either way. So early in my career if I could come up with an argument I would say go ahead and do it; now I say if someone can come and state an argument on the other side let's not do it unless we have to. It is an over abundance of caution thing. I am not suggesting anything is wrong, in fact, this makes good sense. I just think that with the two-week timeframe we could have presented it.

On MOTION by Mr. Barbuck seconded by Mr. Goyetche with all in favor Servusat Estimate E567 in the amount of \$486.62 was ratified. 5-0

**EIGHTH ORDER OF BUSINESS**

**Supervisors' Requests and Comments**

- Mr. Alli commented on access to cameras.
- Mr. Cruz commented on issuing a credit card to the Field Supervisor for purchases made by him; inquired about status of park projects; and lights in need of repair.

**NINTH ORDER OF BUSINESS**

**Audience Comments**

- None.

**TENTH ORDER OF BUSINESS**

**Adjournment**

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

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Assistant Secretary

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Chairperson/Vice Chairperson

**7B**

## **Summary of Expenses**

### **Ratification of Expenses In Between Meetings**

1. Purchase of T8 Fluorescent bulbs for Clubhouse \$29.98
2. Purchase of Key Locking Cabinet for the office - \$24.99
3. Purchase of clothesline for flag in front of the community - \$18.21
4. Purchase of custodial and cleaning supplies for clubhouse - \$121.20

**Total Expenses - \$194.38**



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1651 S POINCIANA BLVD.  
KISSIMMEE, FL 34758 (407)932-2196

6851 00001 37539 11/21/19 12:14 PM  
CASHIER BETHSY

046677479718 PLCT8CW10P <A> 29.98N  
PLC 32W 4FT T8 DAYLIGHT DELUXE 10PK

SUBTOTAL 29.98  
SALES TAX 0.00

TAX EXEMPT TOTAL \$29.98

XXXXXXXXXXXX0549 MASTERCARD

AUTH CODE 003619/8016203 USD\$ 29.98  
AID A0000000041010 TA  
MASTERCARD

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-9201 SUMMARY  
THIS RECEIPT PO/JOB NAME: NO

PRO XTRA SPEND THIS VISIT: \$29.98

2019 PRO XTRA SPEND 11/20: \$251,823.09

This purchase qualifies for FUEL  
DISCOUNTS and 60 DAYS TO PAY on The Home  
Depot Commercial Credit Card. Ask an  
Associate to learn more or go to  
homedepot.com/financeoptions.



6851 01 37539 11/21/2019 2118

RETURN POLICY DEFINITIONS  
POLICY ID DAYS POLICY EXPIRES ON  
A 1 90 02/19/2020

\*\*\*\*\*  
DID WE NAIL IT?

Take a short survey for a chance TO WIN  
A \$5,000 HOME DEPOT GIFT CARD

Opine en español

[www.homedepot.com/survey](http://www.homedepot.com/survey)

User ID: HKY 82218 75368  
PASSWORD: 19571 75367

Entries must be completed within 14 days  
of purchase. Entrants must be 18 or  
older to enter. See complete rules on  
website. No purchase necessary.

FOR CONCORD STATE



REC. CENTER

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13121 S. ORANGE BLOSSOM TRAIL  
ORLANDO, FL 32837 (407)240-2491

6328 00005 72164 10/30/19 02:06 PM  
CASHIER JUAN

045899713365 48KEYCABINET <A> 24.99N  
48 KEY CABINET

	SUBTOTAL	24.99
	SALES TAX	0.00
TAX EXEMPT		
	TOTAL	\$24.99
XXXXXXXXXXXX0549	MASTERCARD	
		USD\$ 24.99
AUTH CODE 078270/0054900		TA
AID A0000000041010		MASTERCARD

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-9201 SUMMARY  
THIS RECEIPT PO/JOB NAME: CONCORD STATE

PRO XTRA SPEND THIS VISIT: \$24.99

2019 PRO XTRA SPEND 10/29: \$239,694.85

This purchase qualifies for FUEL  
DISCOUNTS and 60 DAYS TO PAY on The Home  
Depot Commercial Credit Card. Ask an  
Associate to learn more or go to  
homedepot.com/financeoptions.



6328 05 72164 10/30/2019 4936

RETURN POLICY DEFINITIONS

POLICY ID	DAYS	POLICY EXPIRES ON
A	1	90
		01/28/2020

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DID WE NAIL IT?

Take a short survey for a chance to WIN  
A \$5,000 HOME DEPOT GIFT CARD

Opine en español

[www.homedepot.com/survey](http://www.homedepot.com/survey)

User ID: H89 150945 144622  
PASSWORD: 19530 144617

Entries must be completed within 14 days  
of purchase. Entrants must be 18 or  
older to enter. See complete rules on  
website. No purchase necessary.





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1651 S POINCIANA BLVD.  
KISSIMMEE, FL 34758 (407)932-2196

6851 00001 76545 10/29/19 11:16 AM  
CASHIER BETHSY

030699727049 CLOTHESLINE <A> 18.21N  
1/4" X 200' ALL-PURPOSE CLOTHESLINE

SUBTOTAL 18.21  
SALES TAX 0.00

TAX EXEMPT TOTAL \$18.21

XXXXXXXXXXXX0549 MASTERCARD

AUTH CODE 086005/1014188 USD\$ 18.21  
AID A0000000041010 MASTERCARD

**PRO XTRA MEMBER STATEMENT**

PRO XTRA ###-###-9201 SUMMARY  
THIS RECEIPT PO/JOB NAME: CONCORE ESTATE

PRO XTRA SPEND THIS VISIT: \$18.21

2019 PRO XTRA SPEND 10/28: \$237,505.64

This purchase qualifies for FUEL  
DISCOUNTS and 60 DAYS TO PAY on The Home  
Depot Commercial Credit Card. Ask an  
Associate to learn more or go to  
homedepot.com/financeoptions.



6851 01 76545 10/29/2019 1680

**RETURN POLICY DEFINITIONS**  
POLICY ID DAYS POLICY EXPIRES ON  
A 1 90 01/27/2020

\*\*\*\*\*  
**DID WE NAIL IT?**

Take a short survey for a chance TO WIN  
A \$5,000 HOME DEPOT GIFT CARD

Opine en español

[www.homedepot.com/survey](http://www.homedepot.com/survey)

User ID: HXY 160230 153380  
PASSWORD: 19529 153379

Entries must be completed within 14 days  
of purchase. Entrants must be 18 or  
older to enter. See complete rules on  
website. No purchase necessary.

for CONCORD STATE



REC CENTER

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1651 S POINCIANA BLVD.  
KISSIMMEE, FL 34758 (407)932-2196

6851 00001 82089 10/31/19 02:24 PM  
CASHIER BETHSY

034411031629 WATER NOZZLE <A>	5.97N
METAL PISTOL GRIP NOZZLE	
037000762096 BTY12DRSAS <A>	19.97N
BOUNTY 12 DOUBLE ROLL SAS	
041785000557 MF CLOTH MOP <A>	9.97N
O CEDAR MICROFIBER CLOTH MOP	
043318005527 SG LVNDR 128 <A>	8.97N
SIMPLE GREEN APC LAVENDER 128OZ	
044600307909 CLOROX GERM <A>	4.47N
CLOROX GERMICIDAL BLEACH 121OZ	
019200798303 LY NAFM KIT <A>	
LYSOL AUTO NEUTRA AIR STARTER KIT	
2012.97	25.94N
061328371289 HDX BATH TIS <A>	17.97N
HDX 18 ROLL ULTRA SOFT BATH TISSUE	
019800122072 WINDEX PRO <A>	9.98N
WINDEX GLASS CLEANER PRO 128OZ	
732109470049 ODOBAN <A>	
ODOBAN EUCALYPTUS 128 OZ.	
208.98	17.96N

	SUBTOTAL	121.20
	SALES TAX	0.00
TAX EXEMPT	TOTAL	\$121.20
XXXXXXXXXXXX0549	MASTERCARD	
	USD\$	121.20
AUTH CODE 029948/9014385	TA	
AID A0000000041010	MASTERCARD	

PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-9201 SUMMARY  
THIS RECEIPT PO/JOB NAME: CONCO ESTATE

PRO XTRA SPEND THIS VISIT: \$121.20

2019 PRO XTRA SPEND 10/30: \$239,694.85

This purchase qualifies for FUEL  
DISCOUNTS and 60 DAYS TO PAY on The Home  
Depot Commercial Credit Card. Ask an  
Associate to learn more or go to  
homedepot.com/financeoptions.



6851 01 82089 10/31/2019 8491

RETURN POLICY DEFINITIONS		
POLICY ID	DAYS	POLICY EXPIRES ON
A	1	90
		01/29/2020

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DID WE NAIL IT?

Take a short survey for a chance TO WIN  
A \$5,000 HOME DEPOT GIFT CARD

Opine en español

[www.homedepot.com/survey](http://www.homedepot.com/survey)

User ID: HXY 171318 164468  
PASSWORD: 19531 164467