

**CONCORDE ESTATES
COMMUNITY DEVELOPMENT DISTRICT**

AGENDA PACKAGE

FEBRUARY 26, 2020

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

February 19, 2020

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, February 26, 2020 at 1:00 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. Monthly Field Manager's Report
 - B. Proposals for Soccer Nets
 - C. Discussion About Roof Leak Repair
 - D. Inframark – Field Services Proposal – Bench/Bike Install/Concrete Platform for Dumpster
 - E. Proposal for Dumpster/Trash Service
 - F. AC Repair Proposal
 - G. Proposal to Install New Pumps for Chlorine and PH Systems
5. **Engineer's Report**
 - A. Proposal for Shoreline Maintenance
6. **Attorney's Report**
 - A. Final Special Assessments Collection Policy
 - B. Update on Duval Offset Matter
 - C. Draft Shoreline Cleanup Agreement
 - D. Update on Foreclosure Litigation
 - E. Pond/Drainage Easement Maintenance
 - F. Legislative Audit Letter
 - G. Other
7. **District Manager's Report**
 - A. Consent Agenda
 - i. Minutes of the January 29, 2020 Meeting
 - ii. Financial Statements
 - B. Ratification of Chair Authorized Expenses Between Meetings
8. **Supervisors' Requests and Comments**
 - A. Consideration of Playground Equipment
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

4A.

Concorde Estates CDD Field Management Report

February 2020

Ariel Medina | Field Services Supervisor



313 Campus Street, Celebration, FL 34747
(O) 407-566-4122 | (M) 281-831-0139 |
www.inframarkims.com

FREDDY BLANCO | Assistant
Maintenance Manager



313 Campus Street | Celebration, FL 34747
Office: 1.407.566.1935 | **Mobile:**
1.407.947.2489 | www.inframarkims.com



COMPLETED ITEMS:

- Meet with Capital Land for Landscaping Review
- Met with Lexington Pools to go over specification of new contract
- Met with Sitex for lake concerns and follow up
- Reviewed and processed invoices on a weekly basis
- Returned phone calls as necessary
- Respond to emails and communications as needed
- Met with vendors as necessary
- Started training for Clubhouse Attendant and Lead General Maintenance Technician.

ATTACHMENTS

- Playgrounds Installation Update
- Inframark Landscaping Report
- Capital Land Monthly Report
- Sitex Monthly Report

Work Orders Status Update

Completed repairs of drain structures as per approved work order.

Pressure Washer program started on 2/14/2020

Repair suffix that was affected by winds




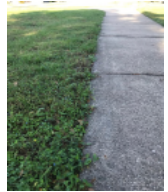

Follow up with Creative Playthings on Installation of Playgrounds

Removed fence and bushes to provide access for playground material at both locations.

Playgrounds Installation Update

- Creative Playthings started the project on 2/3/2020. As of 2/13/2020 half of the structures have been installed.
- Installation of equipment is scheduled to be completed by 2/15/2020. Surface will be completed during the following week.
- I will be meeting with Capital Land to provide a proposal to install plant material in both playgrounds.
- Supervisor Cesar Goyetche requested a proposal from Creative Playthings to add more equipment to the playground. Supervisor Goyetche will be discussing this during the meeting.

Inframark Landscaping Report

Concorde Estates Landscaping Review					
Issue	Location	Date of Drive-	Status	Field Manager Comments	Photos
Mowing	Throughout the community	2/6/2020	Completed	service behind the PVC fence not completed on months.	
Trimming	At Coastal View Ct.	2/6/2020	Completed	Trimming service around the Volleyball court.	
Ants mounts	Throughout the community	2/6/2020	Ongoing	provide schedule for ants treatments.	
Edging.	At Coastal View Ct.	2/6/2020	Completed	provide the edging service at sidewalks	
Trimming tree.	At Coastal View Ct.	2/6/2020	Not completed	Provide the trimming service. Some tree branches tree are too low at the park area.	

Palm tree Trimming	At Coastal View Ct.	2/6/2020	Not completed	Palm tree need trimming service around the park area.	
Palm tree Trimming .	At Grasmere View Pkwy.	2/6/2020	Not completed	Palm tree need trimming service.	
Trimming.	At Marshfield Preserve Way.	2/6/2020	Completed	Trimming service around the station.	
Remove Pine Nuggets mulch.	At the Recreation Center.	2/6/2020	Not completed	Remove pine nuggets mulch from the playground.	
Tree removal.	At Harbor View In.	2/6/2020	Not completed	Sycamore tree present angle of inclination and possible detachment of roots, provide proposal for remove and install new one.	
Vivurnum intallation	St Clair st. And Greatbear Way.	2/6/2020	Not completed	Provide proposal for installs Viburnum plans at the playground area.	

Sod installation.	Throughout the community	2/6/2020	Not completed	Provide proposal for install new St. Augustine sod at the several brown spot throughout the community.	
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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

January.2020

		<u>Detail Day</u>	<u>Mow Crews</u>	
Main Entrances, 1/2 Blvd		2,	16,30	<u>Pine Bark Mulch</u>
Clubhouse, 1/2 Blvd	VBC, TC	9,	16,30	
3181 Stonington Run	PP,TC	16,	16,30	
3101 Duxbury Dr	PP,TC	16,	16,30	<u>Annuals</u>
2991 Stonington Run	Pond	16,	16,30	March
3207 Hopewell Dr	PG,DP,TC	16,	16,30	
3201 Rydal Water Way	PP,TC	16,	16,30	<u>Proposals</u>
2804 Grasmere View Pkwy	cul de sac	16,	16,30	Dead tree removal
2440 Tradewinds Dr	cul de sac	16,	16,30	Irrigation
2351 Tradewinds Dr	DP,TC	16,	16,30	
3209 Jackson Grey Rd	PP	16,	16,30	
2260 Tradewinds Dr	Pond	16,	16,30	<u>Plant Insects</u>
3000 Harbor View Ln	2 Ponds	23,	16,30	
3141 Oyster Bay Ln	Lift Station	23,	16,30	
3131 Rocky River Rd	PP	23,	16,30	<u>Turf Weeds</u>
3130 Rocky River Rd	PP	23,	16,30	
2331 Marshfield Preserve Way	Easement	23,	16,30	
2351 Marshfield Preserve Way	Pond,EM	23,	16,30	<u>Turf Insects</u>
3150 Seasalt Dr	EM	23,	16,30	
3208 Olivia Breeze Dr	PP,TC	23,	16,30	
3220 Jubilee Rd	Pond,EM	23,	16,30	<u>Turf Disease</u>
2770 Marshfield Preserve Way	Bridge 1	23,	16,30	
2820 Marshfield Preserve Way	Bridge 2	23,	16,30	
2890 Marshfield Preserve Way	Pond,EM	23,	16,30	<u>Problem Areas</u>
2990 Marshfield Preserve Way	Easement	23,	16,30	
3461 Marshfield Preserve Way	2 Pine Trails	23,	16,30	
3441 Marshfield Preserve Way	Lift Station	23,	16,30	<u>Heavy Leaf Litter</u>
3000 Greatbear Way	PP,TC	30,	16,30	
3041 Palemero Rose Way	2 Pine Trails	30,	16,30	
3080 Palemero Rose Way	Pond,EM	30,	16,30	<u>Fertilization</u>
3211 Marshfield Preserve Way	Easement	30,	16,30	Shrubs February 10,

Sitex Monthly Report

CONCORDE ESTATES COMMUNITY DEVELOPMENT DISTRICT

OPERATIONS & MAINTENANCE HIGHLIGHT

SITEX AQUATICS MANAGEMENT REPORT



February 2020

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 and treated.

POND2- Algae treated

POND3- Planktonic algae treated

POND4- Algae spot treated

POND5- Algae and grasses treated

POND6- Algae treated

POND7- Algae treated

POND8- Algae and treated

POND9- Algae and Hydrilla treated

POND10- Algae treated

ADDITIONAL NOTES:

We have a few ponds with Planktonic algae blooms and the Dissolved oxygen levels are being monitored. All trash has been removed in and around the ponds. Please don't hesitate to reach out to my staff or myself if you need anything at all.

Regards

Brian Fackler

Sitex Aquatics LLC.

4B





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PRODUCT	PRICE	QTY	SUBTOTAL
 <p>Probound Soccer Goal Wheel Kit, Set of 2 SKU: A12-512 <i>Typically ships in 1-2 business days.</i></p>	\$159.95	2 Edit	\$319.90
 <p>Pro-Bound 7'x21' Quick Kick Official Soccer Goal (ea) SKU: A12-520 <i>Typically ships in 1-2 business days.</i></p>	\$1,299.95	2 Edit	\$2,599.90

PROCEED TO CHECKOUT

-OR-

Check out with **PayPal**

SUBTOTAL	\$2,919.80
SHIPPING & HANDLING (STANDARD SHIPPING)	\$506.36
48 CONTIGUOUS UNITED STATES	
FL STATE TAX (6%)	\$205.58
FL COUNTY TAX (1.5%)	\$51.40
TAX	\$256.98

GRAND TOTAL **\$3,683.14**

SHOPPING GUARANTEE

Discount Codes

COUPON CODE

[APPLY](#)

Items marked "In Stock" ship from our CT warehouse. [Click here for transit times.](#)

Items marked "Typically Ships" are not currently in-stock at our CT warehouse location. Allow 2-5 business days for transit beyond the estimated ship date for these items to arrive. [Click here for details.](#)

Express Shipments: Call Anthem Sports for pricing or request a quote in the comments section when you checkout. Please include your need-by date.

Shipping Disclaimer: Shipping calculations are for the 48 contiguous United States. Please contact us for other destinations including APO/FPO addresses.

Easy Returns: Order with confidence. [Click here for details.](#)

Tax Exempt Organizations: Include a note in Order Comments and your tax will be refunded when your





7'H x 21'W

Pro-Bound 7'x21' Quick Kick Official Soccer Goal (ea)

Retail \$1,535.95

Anthem Part # A12-520

You Save **15%** -\$236.00

\$1,299.95
(ea)

Qty:

1

ADD TO CART

Typically ships in 1-2 business days.



Add to Quote



Calculate Shipping Cost



SHOPPING
GUARANTEE

FEATURES

- 7'x21'
- Portable and transportable
- **Includes net, net fasteners and (8) J-hook goal anchors**
- Net is 3mm twisted polyethylene cord (color: white)
- Zip tie net attachment
- Upright and top bar constructed of 4" round, white powder coated aluminum
- Corners made of heavy duty steel
- Backstay ground bar is constructed of 1-5/8" O.D. white powder coated steel
- Hidden connector system
- Clean face construction
- Excellent on all playing surfaces
- Easy to assemble and disassemble
- **SINGLE GOALS SHIP UPS** – ships in 5 boxes
- 3 year warranty

? Contact us with a question about this product

DESCRIPTION	BRAND	ADDITIONAL INFO
<p>This Pro-Bound 7'x21' Quick Kick official soccer goal is the only official soccer goal that is both portable and transportable. A patented "Hidden Connector System" makes the Quick Kick the only official sized soccer goal that can be air shipped and the least expensive to ground ship. The sectionalized top bar is connected through a series of hidden internal expansion clamps. The goal uprights and top bar are constructed of 4" round, aluminum, power coated for extreme strength and durability. The goal corners are made of heavy duty carbon steel with a backstay ground bar that is constructed of 1-5/8" OD powder coated steel to add strength, stability, and counter weight. With its clean face construction, there is no hardware on the face of the Quick Kick goal. The Pro-Bound Quick Kick 7'x21' goal is strong, lightweight, and easy to assemble and disassemble. The Quick Kick soccer goal is excellent on all playing surfaces. Meets NCAA, NHSA, NFHS and FIFA specifications.</p>		



Probound Soccer Goal Wheel Kit, Set of 2

Retail \$189.95

Anthem Part # A12-512

You Save 16% -\$30.00

\$159.95
(set)

Qty:

 ADD TO CART

Typically ships in 1-2 business days.

 Add to Quote

 Calculate Shipping Cost



SHOPPING
GUARANTEE 

 Contact us with a question about this product

FEATURES

- Fits any backstay bar measuring 1.5" to 2.5"
- Kit fits on 1 goal
- Set includes 2 double-wheel assemblies (4 pneumatic tires w/ball bearings), steel undercarriages, axles, washers, and quick clips
- Attachment strap and assembly instructions also included
- No tools or drilling required
- Installs and removes in less than 5 minutes

DESCRIPTION

BRAND

The Probound soccer goal wheel kit includes 2 double wheel assemblies to fit on one goal. This wheel kit easily installs and removes in less than 5 minutes with no tools or drilling required. The kit will fit any backstay bar measuring 1.5" to 2.5".

4D.

February 12, 2020

Concorde Estates CDD	
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Prepared by Inframark, Ariel Medina, Field Manager

313 Campus Street, Celebration, FL 407-566-1935] russ.simmons@inframark.com

ULINE

1-800-295-5510


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REVIEW AND SUBMIT

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Billing Address	Shipping Address Change	Shipping Change	Payment Change
CONCORDE ESTATES CDD 313 CAMPUS ST CELEBRATION, FL 34747-4982 Uline Account #: 11854216 Order Placed by: ARIEL MEDINA	Concorde Estates CDD 313 CAMPUS ST CELEBRATION, FL 34747-4982 ATTN: Ariel Medina	Motor Freight - Averitt Express Delivery Time: 1 day Ships: 2/17/2020 Delivers on: 2/18/2020 Ships From: BRASELTON, GA Add Freight Options ? Add Special Instructions	Bill me (net 30 account) Add PO# Add Priority code ?

Order Notes

 UPS Ground is not available for this order. Certain item(s) exceed UPS Ground size, weight, or hazardous material restrictions.

Model #	Description	Unit Cost	Qty	Ext. Cost
H-2544BL	5-Loop Wave Style Bike Rack - 7 Bike Capacity, Black	\$450.00 / EA	1	\$450.00
You qualify for a free item! Select here.				
				Subtotal = \$450.00
				Tax =
				Shipping/Handling = \$89.84
				Total = \$539.84

[Edit Cart](#)[Pricing Request \(pdf\)](#) [?](#)

An order confirmation will be sent to ARIEL.MEDINA@INFRAMARK.COM [?](#)

☒ Email me a shipping confirmation.

☐ Email me a reorder reminder on 3/17/2020

[Submit Order](#)

5-Loop Wave Style Bike Rack - 7 Bike Capacity, Black



Upscale stylish look for downtown shopping and business districts.

- For stadiums, parks and athletic fields.
- 10-gauge steel with attractive powder coating.
- 2 3/8" diameter bar.
- Bike rack mounting hardware included.

[More Images](#)

MODEL NO.	DESCRIPTION	SIZE L x W x H	BIKE CAP.	WT. (lbs.)	PRICE EACH		IN STOCK SHIPS TODAY
					1	3+	
H-2544BL	5-Loop	68 x 2 1/2 x 39"	7	80	\$450	\$430	<input type="text" value="1"/> <input type="button" value="ADD"/>

SHIPS VIA MOTOR FREIGHT

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SAME DAY SHIPPING

HUGE SELECTION IN STOCK

SHIPS FROM 11 LOCATIONS

4E.



Service Agreement

TEMPORARY Agenda 26

PERMANENT _____

A. CUSTOMER SITE INFORMATION

Site Name:		Effective Date:	Account #:
Service Address:		Service Area:	Salesperson:
City/State:	Zip Code:	Contact Name:	
Email:	Telephone:	Fax:	Mobile:

B. BILLING INFORMATION

Billing Name:		P.O. # Required? Y / N	
Billing Address:		Billing Cycle:	Customer Payment:
City/State:	Zip Code:	Contact Name:	
Email:	Telephone:	Fax:	Mobile:

C. EQUIPMENT / SERVICE SPECIFICATIONS

Qty	Service Type	Material	Size	Freq.	Compact Y/N	Locks	Wheels	Gates	Rate	Schedule
									Month Haul	S M T W T F S
									Month Haul	S M T W T F S
									Month Haul	S M T W T F S
									Month Haul	S M T W T F S

D. ADDITIONAL FEES

Delivery: \$150 _____	Relocate:	Lockbar:	Casters:
Container Maintenance:		Franchise Fee:	
Disposal:	Maximum Tons/Yards: Minimum Tonnage Fee: 2 tons	Roll off box not active after 14 days. \$5.00 per day service charge.	
Additional Yardage Fee:		*A fuel surcharge and environmental compliance cost recovery charge, calculated as a percentage of the Charge(s), will be included on your invoice.	
Extra Pickup:	Dry Run Fee:		

Other Instructions: _____

Special Service: _____

THE UNDERSIGNED INDIVIDUAL SIGNING THIS AGREEMENT ON BEHALF OF THE CUSTOMER ACKNOWLEDGES THAT HE/SHE HAS READ AND UNDERSTANDS THE TERMS AND CONDITIONS OF THIS AGREEMENT, ON THE REVERSE SIDE, AND THAT HE/SHE HAS THE AUTHORITY TO SIGN ON BEHALF OF THE CUSTOMER

Customer Signature _____ Date _____

Waste Pro Representative _____ Date _____

Print Name _____

TERMS & CONDITIONS ON THE REVERSE



Collection Service Agreement Terms & Conditions

1. SERVICES RENDERED; WASTE MATERIALS. Customer grants to Company the exclusive right to provide equipment and services to collect and dispose of and/or recycle all of Customer's non-hazardous Waste Material. Customer represents and warrants that the materials to be collected under this Agreement shall be only "Waste Materials" as defined herein. For purposes of this Agreement, "Waste Materials" means all non-hazardous putrescible and non-putrescible solid waste and recyclable materials generated by Customer or at Customer's Service Address. Waste Materials includes Special Waste, such as industrial process wastes, asbestos containing material, petroleum contaminated soils, treated/de-characterized wastes, and demolition debris, provided that Customer has completed a Waste Profile for such Special Waste which has been approved by Company in writing. Waste Materials specifically excludes, and Customer agrees not to deposit or permit the deposit for collection of, any radioactive, volatile, corrosive, flammable, explosive, biomedical, infectious, biohazardous, regulated medical or hazardous waste, toxic substance or material, as defined by, characterized or listed under applicable federal, state, or local laws or regulators, or Special Waste not approved in writing by Company (collectively, "Excluded Materials"). Title to and liability for Excluded Material shall remain with Customer at all times.

LOADING RESTRICTIONS. Customer must adhere to recommended safety precautions when loading container. This includes, but is not limited to weight restrictions, capacity limits, and material restrictions as stated above. Materials must be loaded into the container in order to be removed. Service will not be rendered until these requirements are met.

2. A. TERM (Permanent). The initial term ("Term") of this Agreement is sixty (60) months from the Effective Date set forth above ("Initial Term"). This Agreement shall automatically renew thereafter for additional terms of sixty (60) months each ("Renewal Term") unless either party gives to the other party written notice (See Section 10) of termination at least ninety (90) days, prior to the termination of the then-existing term.

B. TERM (Temporary). This agreement is a legally binding contract and shall extend for the duration of the project.

3. SERVICES GUARANTY. If the Company fails to perform the services described within five business days of its receipt of written demand from Customer (See Section 10), Customer may terminate this Agreement with the payment of all monies due through the termination date.

4. CHARGES; PAYMENTS; ADJUSTMENTS. Upon receipt of the invoice, Customer shall pay for the services and/or equipment (including repair and maintenance) furnished by Company in accordance with the charges on the reverse side, or as adjusted over the term of the contract as noted herein. Company reserves the right to charge a late fee no greater than that allowed by law on balances not paid within thirty (30) days of the date of the invoice. Company may increase the charges: to address any increase in or recoup all or any portion of, fuel or environmental compliance costs; to address any change in the composition of the Waste Materials or increases in the average weight per container of Waste Materials; to address increased costs due to uncontrollable circumstances, including, without limitation, changes in local, state or federal laws or regulation, imposition of taxes, fees or surcharges or acts of God such as floods, fires, hurricanes, natural disasters, etc. Company may also increase the charges to reflect increases in disposal and/or transportation costs and increases in the Consumer Price Index for the municipal or regional area in which the Service Address is located. Increases in charges for reasons other than as provided above require the consent of Customer which may be received verbally, in writing, by payment of the invoice or by the actions and practices of the parties. Company reserves the right to charge an additional fee if the following additional services are provided to Customer: Enclosure Charge, Services on High Demand Days, Pull/Push Out Services, Container Relocation Fee, or Seasonal Restart Fee. Company reserves the right to charge a fee no greater than that allowed by law on all Customer checks returned for insufficient funds.

5. CHANGES. Changes in level of service, schedule of charges, type or amount of equipment may be agreed to orally or in writing, by the parties. Oral changes shall be evidenced by the actions and practices of the parties. If customer changes its service address during the term of this Agreement, this Agreement shall remain valid and enforceable with respect to services rendered at Customer's new service location if such location is within Company's service area.

6. EQUIPMENT, ACCESS. All equipment furnished by Company shall remain the property of Company; however, Customer shall have care, custody and control of the equipment and shall bear responsibility and liability for all loss or damage to the equipment and to its contents while at Customer's location. Customer shall not overload, move or alter the equipment and shall use the equipment only for its intended purpose. At the termination of this Agreement, Customer shall return the equipment to Company in the condition in which it was provided, normal wear and tear excepted. Customer shall provide unobstructed access to the equipment on the scheduled collection day. Customer shall pay, if

charged by Company, an additional fee for any service modifications caused by or resulting from Customer's failure to provide access. Company shall not be responsible for any damage to Customer's property, including pavement, subsurface, curbing, resulting from Company's provision of services hereunder. Customer warrants that Customer's right of way is sufficient to bear the weight of Company's equipment and vehicles.

7. LIQUIDATED DAMAGES. In the event Customer terminates this Agreement prior to the expiration of any term for any reason other than a default by Company, or in the event Company terminates this Agreement for Customer's default, Customer shall pay the following liquidated damages in addition to the Company's legal fees: 1) if the remaining Initial Term under this Agreement is six or more months, Customer shall pay its most recent monthly charges multiplied by six; 2) if the remaining Initial Term under this Agreement is less than six months, Customer shall pay its most recent monthly charges multiplied by the number of months remaining in the Term; 3) if the remaining Renewal Term under this Agreement is three or more months, Customer shall pay its most recent monthly charges multiplied by three; or 4) if the remaining Renewal Term under this Agreement is less than three months, Customer shall pay its most recent monthly charges multiplied by the number of months remaining in the Renewal Term. Customer acknowledges that the actual damage to Company in the event of termination is difficult to fix or prove, and the foregoing liquidated damages amount is reasonable and commensurate with the anticipated loss to Company resulting from such termination and is an agreed upon fee and is not imposed as a penalty. Company shall not be liable under any circumstances for any special, incidental or consequential damages arising out of or in connection with performance of this Agreement. Customer shall pay liquidated damages of \$100 for every customer waste tire that is found at the disposal facility.

8. INDEMNITY. The Company agrees to indemnify, defend and save Customer harmless from and against any and all liability which Customer may be responsible for or pay out as a result of bodily injuries (including death), property damage, or any violation or alleged violation of law, to the extent caused by any negligent act, negligent omission or willful misconduct of the Company or its employees, which occurs (1) during the collection or transportation of Customer's Waste Materials, or (2) as a result of the disposal of Customer's Waste Material's, after the date of this Agreement, in a facility owned by a subsidiary of Waste Pro provided that the Company's indemnification obligations will not apply to occurrences involving Excluded Materials.

Customer agrees to indemnify, defend and save the Company harmless from and against any and all liability which the Company may be responsible for or pay out as a result of bodily injuries (including death), property damage, or any violation or alleged violation of law to the extent caused by Customer's breach of this Agreement or by a negligent act, negligent omission or willful misconduct of the Customer or its employees, agent or contractors in the performance of this Agreement or Customer's use, operation or possession of any equipment furnished by the Company. Neither party shall be liable to the other for consequential, incidental or punitive damages arising out of the performance of this Agreement.

9. RIGHT OF FIRST REFUSAL. Customer grants to Company a right of first refusal to match any offer relating to services similar to those provided hereunder which Customer receives (or intends to make) upon termination of this Agreement for any reason and Customer shall give Company prompt written notice of any such offer and a reasonable opportunity to respond to it. Additionally, if Customer desires to recycle, Company has the right of first refusal.

10. MISCELLANEOUS. (a) Except for the obligation to make payments hereunder, neither party shall be in default for its failure to perform or delay in performance caused by events or significant threats of events beyond its reasonable control, whether or not foreseeable, including, but not limited to, strikes, labor trouble, riots, imposition of laws or governmental orders, fires, acts of war or terrorism, acts of God, and the inability to obtain equipment; and the affected party shall be excused from performance during the occurrence of such events; (b) This Agreement shall be binding on and shall inure to the benefit of the parties hereto and their respective successors and assigns; (c) This Agreement represents the entire agreement between the parties and supersedes any and all other agreement, whether written or oral, that may exist between the parties; (d) This Agreement shall be construed in accordance with the law of the state in which the services are provided; and (e) All written notification to Company required by this Agreement shall be by Certified Mail, Return Receipt Requested. If any provision of this Agreement is declared invalid or unenforceable, then such provision shall be severed from and shall not affect the remainder of this Agreement; however, the parties shall amend this Agreement to give effect, to the maximum extent allowed, to the intent and meaning of the severed provision. In the event the Company successfully enforces its rights against Customer hereunder, the Customer shall be required to pay the Company's attorneys' fees and court costs.

4F.



3151 Georgian Bay Lane, Kissimmee, FL 34746

2-11-2020

Israel Puga

Puga Ventures

111 N. Orange Ave Suite #800

Orlando, FL 32801

Overview

At approximately 3:20pm, technician Felix arrived at the location and proceeded to perform diagnostic on (2) 2007 Trane heat pump split systems. Fitness center is a 4 ton and other zone is a 5 ton. Employee there reported to technician that fitness center does not cool properly when more people are in the area and both units run constantly. Office room also has many factors affecting air conditioner performance such as computers, tvs, etc that increase btu's (british thermal units).

For 4 ton system, the technician found outdoor unit motor shaft going bad which could cause blade to come off or to motor to burn out. Also, found the system low on refrigerant but high on head pressure 65/256 (please refer to pictures attached) which should read 75/225 average. He also diagnosed low capacitor reading.

For 5 ton system, he found filter was due to be changed as well as a dirty coil. He also found another capacitor needing to be replaced reading 3.7 microfarads which should be at 5 mfd. This system was also reading low on refrigerant (please refer to pictures attached)

Both systems being low on refrigerant could mean there is a leak inside the system, coils need cleaning, or txv is restricting.

Both systems reading high pressure could mean txv is restricting, dirty condenser coils, or dirty evaporator coils.

Both systems are using phased out refrigerant r22 also which have gone up in cost since 1-1-2020 due to it being phased out and parts getting more expensive.

Both systems are 13 years old which are past the 10 year mark for efficiency.

Recommendations are explained below.

Goals

1. Provide many different options to solve the problem and help customer find the best solution.

Recommendations

Option #1: Replace both r22 systems with upgrading the 4 ton system for fitness area to 5 ton system and adding 1 ton mini split to office room. Installation includes new heatpump indoor and outdoor units, new thermostats, new pads, new safety switches, new locking

caps, new sheetmetal metal stands, may include new lineset run, drain line pvc, and thermostat wire run, and applicable permits with osceola county.

Includes 10 year parts warranty with free online registration provided by whoever is in charge (owners) and 1 year labor warranty

Options for seer and brands are:

(2) 16 seer heatpump Bryant 2 stage 5 ton systems \$19,000

(2) 16 seer heatpump Goodman 5 ton systems \$16,000

(2) 14 seer heatpump Ducane 5 ton systems \$11,000

Adding mini split to room is extra \$2100

Option #2: Complete system restoration which includes cleaning all coils, cleaning blower motor cages, replacing fan motor that is going bad, installing new filter driers, replacing all capacitors, and replacing filters.

Includes 90 day labor warranty and 1 yr on applicable parts such as motors, capacitors, etc.

Price: \$3500

Option #3: Adding mini split 12,000 btu to office room and cleaning both split systems coils \$2600

Payment Terms: \$500 to write up contract, 60% of remaining project cost to reserve systems, materials, and to cover labor on day of installation. 40% due upon completion of project.

testo

550



Set

R

Mode

Min/Max
Mean

P=0

Esc

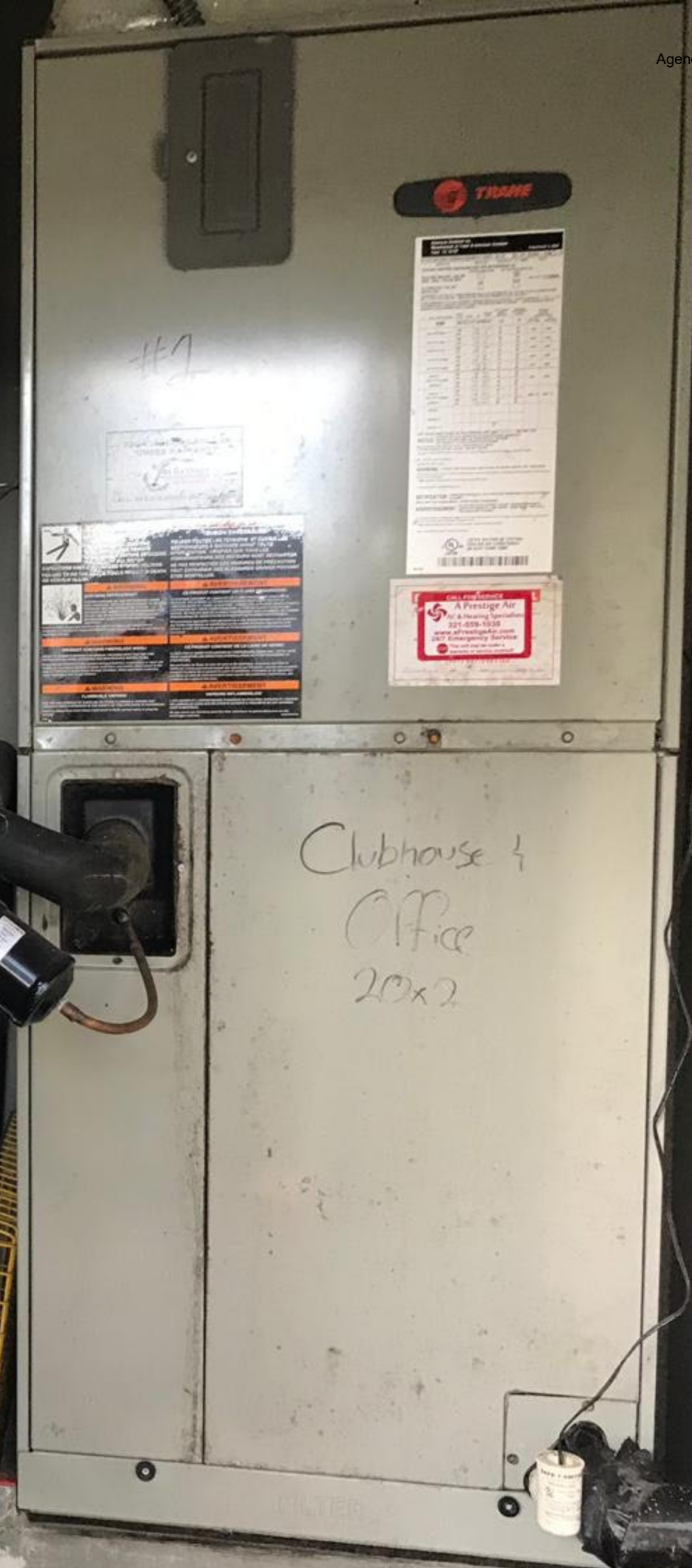


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4G.

**Lexington Pool & Maintenance, LLC**

2869 Wilshire Drive
Suite # 202
Orlando, Florida 32835

Proposal**Proposal Date:** 1/31/2020**Proposal #:** 1632**Project:****Bill To:**

Concorde Estates CDD
313 Campus Street
Celebration, Florida 34747

Description	Est. Hours/Qty.	Rate	Total
Supply & Install two (2) Stenner Pumps for the Chlorine Systems for the Pool & Splash Pad	2	585.00	1,170.00
Supply & Install two (2) Stenner Pumps for the PH Systems for the Pool & Splash Pad	2	585.00	1,170.00
Supply two (2) 15 Gallon Tank for the Chlorine and PH Systems for the Pool	2	45.00	90.00
Supply two (5) Gallon Tanks for the Chlorine and PH Systems for the Splash Pad	2	15.00	30.00
Lines to feeder tanks for the System, Approx. (50 feet for all pumps)	1	60.00	60.00
Labor & Material to replace Splash Pad SPST Switch, (unit got wet)	1	25.00	25.00
Re-Wire or repair Existing Wiring. N/C as per Paul N.		0.00	0.00
Total			\$2,545.00

Phone:	Fax:	E-mail
407-778-5055	407-778-5057	paul@lexingtonmanagement.net

Sixth Order of Business

6A.

Concorde Estates

Community Development District

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 on 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

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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;
- Notice 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

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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.

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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. Billing and Collection 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. While this is the least desirable option by the District, the available billing options include:

- Billing and collection by the District Manager 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 collection by a public or private third party engaged by the Board.

ENFORCEMENT OF DISTRICT MANAGER BILLING & COLLECTION

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 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 rather direct collection.

The Board shall, in conjunction with the District Manager and District Counsel:

1. Adopt & Levy the Special Assessments no later than August 31.
2. Send notice to Property Owners by November 1 that the Special Assessments are due on December 1 and become delinquent on April 1.
3. On April 2, District Management shall send registered mail to delinquent Property Owners giving notice that they have thirty (30) days to pay their Special Assessments before the District forecloses on the property.

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4. On May 2, claim of liens shall be recorded against the delinquent property with the county clerk of court.
5. After May 2, District Counsel shall commence the filing of a foreclosure suit against any remaining delinquent properties.

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 Board and ensuring that the Board understands that alternative billing methods are permitted by law, however these alternative methods are 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 option 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. Advise the Board that collection by the District Manager is not recommended and 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 the UCM or Section 190.021, the District Manager will advise the Board of any delinquent assessments. An Assessment will be

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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 December 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 property 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 the District Manager, under an alternative method described above, to bill and collect special assessments, the District Manager will bill the

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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 District Manager 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.

- The District Manager 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, the District Manager will coordinate the billing and collection services with the 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 the District Manager is advised by the Trustee that there are funds remaining in the trust account after B bonds have been paid in full, the accounting department shall 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

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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 $[1 - (\text{early payment discount} + \text{administrative and collection costs})]$

Example:

District budget = \$100,000

Early payment discount = 4%

Administrative and Collection Costs = 3%

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

Property owners billed by the District Manager 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)

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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.

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

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ATTACHMENTS:

Florida Statutes

190.003 Definitions.—As used in Chapter 190, the term:

(1) "Ad valorem bonds" means bonds which are payable from the proceeds of ad valorem taxes levied on real and tangible personal property and which are generally referred to as general obligation bonds.

(2) "Assessable improvements" means, without limitation, any and all public improvements and community facilities that the district is empowered to provide in accordance with this act.

(3) "Assessment bonds" means special obligations of the district which are payable solely from proceeds of the special assessments levied for an assessable project.

(4) "Board" or "board of supervisors" means the governing board of the district or, if such board has been abolished, the board, body, or commission succeeding to the principal functions thereof or to whom the powers given to the board by this act have been given by law.

(5) "Bond" includes "certificate," and the provisions which are applicable to bonds are equally applicable to certificates. The term "bond" includes any general obligation bond, assessment bond, refunding bond, revenue bond, and other such obligation in the nature of a bond as is provided for in this act, as the case may be.

(6) "Community development district" means a local unit of special-purpose government which is created pursuant to this act and limited to the performance of those specialized functions authorized by this act; the governing head of which is a body created, organized, and constituted and authorized to function specifically as prescribed in this act for the purpose of the delivery of urban community development services; and the formation, powers, governing body, operation, duration, accountability, requirements for disclosure, and termination of which are as required by general law.

(7) "Compact, urban, mixed-use district" means a district located within a municipality and within a community redevelopment area created pursuant to s. 163.356, that consists of a maximum of 75 acres, and has development entitlements of at least 400,000 square feet of retail development and 500 residential units.

(8) "Cost," when used with reference to any project, includes, but is not limited to:

(a) The expenses of determining the feasibility or practicability of acquisition, construction, or reconstruction.

(b) The cost of surveys, estimates, plans, and specifications.

(c) The cost of improvements.

(d) Engineering, fiscal, and legal expenses and charges.

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- (e) The cost of all labor, materials, machinery, and equipment.
- (f) The cost of all lands, properties, rights, easements, and franchises acquired.
- (g) Financing charges.
- (h) The creation of initial reserve and debt service funds.
- (i) Working capital.
- (j) Interest charges incurred or estimated to be incurred on money borrowed prior to and during construction and acquisition and for such reasonable period of time after completion of construction or acquisition as the board may determine.
- (k) The cost of issuance of bonds pursuant to this act, including advertisements and printing.
- (l) The cost of any election held pursuant to this act and all other expenses of issuance of bonds.
- (m) The discount, if any, on the sale or exchange of bonds.
- (n) Administrative expenses.
- (o) Such other expenses as may be necessary or incidental to the acquisition, construction, or reconstruction of any project or to the financing thereof, or to the development of any lands within the district.
- (p) Payments, contributions, dedications, fair share or concurrency obligations, and any other exactions required as a condition to receive any government approval or permit necessary to accomplish any district purpose.
- (9) "District" means the community development district.
- (10) "District manager" means the manager of the district.
- (11) "District roads" means highways, streets, roads, alleys, sidewalks, landscaping, storm drains, bridges, and thoroughfares of all kinds and descriptions.
- (12) "Elector" means a landowner or qualified elector.
- (13) "General obligation bonds" means bonds which are secured by, or provide for their payment by, the pledge, in addition to those special taxes levied for their discharge and such other sources as may be provided for their payment or pledged as security under the resolution authorizing their issuance, of the full faith and credit and taxing power of the district and for payment of which recourse may be had against the general fund of the district.
- (14) "Landowner" means the owner of a freehold estate as appears by the deed record, including a trustee, a private corporation, and an owner of a condominium unit; it does not include a reversioner, remainderman, mortgagee, or any governmental entity, who shall not be counted and need not be notified of proceedings under this act. Landowner shall also mean the owner of a ground lease from a

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governmental entity, which leasehold interest has a remaining term, excluding all renewal options, in excess of 50 years.

(15) "Local general-purpose government" means a county, municipality, or consolidated city-county government.

(16) "Project" means any development, improvement, property, utility, facility, works, enterprise, or service now existing or hereafter undertaken or established under the provisions of this act.

(17) "Qualified elector" means any person at least 18 years of age who is a citizen of the United States, a legal resident of Florida and of the district, and who registers to vote with the supervisor of elections in the county in which the district land is located.

(18) "Refunding bonds" means bonds issued to refinance outstanding bonds of any type and the interest and redemption premium thereon. Refunding bonds shall be issuable and payable in the same manner as the refinanced bonds, except that no approval by the electorate shall be required unless required by the State Constitution.

(19) "Revenue bonds" means obligations of the district which are payable from revenues derived from sources other than ad valorem taxes on real or tangible personal property and which do not pledge the property, credit, or general tax revenue of the district.

(20) "Sewer system" means any plant, system, facility, or property, and additions, extensions, and improvements thereto at any future time constructed or acquired as part thereof, useful or necessary or having the present capacity for future use in connection with the collection, treatment, purification, or disposal of sewage, including, without limitation, industrial wastes resulting from any process of industry, manufacture, trade, or business or from the development of any natural resource. Without limiting the generality of the foregoing, the term "sewer system" includes treatment plants, pumping stations, lift stations, valves, force mains, intercepting sewers, laterals, pressure lines, mains, and all necessary appurtenances and equipment; all sewer mains, laterals, and other devices for the reception and collection of sewage from premises connected therewith; and all real and personal property and any interest therein, rights, easements, and franchises of any nature relating to any such system and necessary or convenient for operation thereof.

(21) "Water management and control facilities" means any lakes, canals, ditches, reservoirs, dams, levees, sluiceways, floodways, curbs, gutters, pumping stations, or any other works, structures, or facilities for the conservation, control, development, utilization, and disposal of water, and any purposes appurtenant, necessary, or incidental thereto. The term "water management and control facilities" includes all real and personal property and any interest therein, rights, easements, and franchises of any nature

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relating to any such water management and control facilities or necessary or convenient for the acquisition, construction, reconstruction, operation, or maintenance thereof.

(22) "Water system" means any plant, system, facility, or property and additions, extensions, and improvements thereto at any future time constructed or acquired as part thereof, useful or necessary or having the present capacity for future use in connection with the development of sources, treatment, or purification and distribution of water. Without limiting the generality of the foregoing, the term "water system" includes dams, reservoirs, storage, tanks, mains, lines, valves, hydrants, pumping stations, chilled water distribution systems, laterals, and pipes for the purpose of carrying water to the premises connected with such system, and all rights, easements, and franchises of any nature relating to any such system and necessary or convenient for the operation thereof.

190.011 General powers.—The district shall have, and the body may exercise, the following powers:

(1) To sue and be sued in the name of the district; to adopt and use a seal and authorize the use of a facsimile thereof; to acquire, by purchase, gift, devise, or otherwise, and to dispose of, real and personal property, or any estate therein; and to make and execute contracts and other instruments necessary or convenient to the exercise of its powers.

(2) To apply for coverage of its employees under the state retirement system in the same manner as if such employees were state employees, subject to necessary action by the district to pay employer contributions into the state retirement fund.

(3) To contract for the services of consultants to perform planning, engineering, legal, or other appropriate services of a professional nature. Such contracts shall be subject to public bidding or competitive negotiation requirements as set forth in s. 190.033.

(4) To borrow money and accept gifts; to apply for and use grants or loans of money or other property from the United States, the state, a unit of local government, or any person for any district purposes and enter into agreements required in connection therewith; and to hold, use, and dispose of such moneys or property for any district purposes in accordance with the terms of the gift, grant, loan, or agreement relating thereto.

(5) To adopt rules and orders pursuant to the provisions of chapter 120 prescribing the powers, duties, and functions of the officers of the district; the conduct of the business of the district; the maintenance of records; and the form of certificates evidencing tax liens and all other documents and records of the district. The board may also adopt administrative rules with respect to any of the projects

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of the district and define the area to be included therein. The board may also adopt resolutions which may be necessary for the conduct of district business.

(6) To maintain an office at such place or places as it may designate within a county in which the district is located or within the boundaries of a development of regional impact or a Florida Quality Development, or a combination of a development of regional impact and a Florida Quality Development, which includes the district, which office must be reasonably accessible to the landowners. Meetings pursuant to s. 189.015(3) of a district within the boundaries of a development of regional impact or Florida Quality Development, or a combination of a development of regional impact and a Florida Quality Development, may be held at such office.

(7)(a) To hold, control, and acquire by donation, purchase, or condemnation, or dispose of, any public easements, dedications to public use, platted reservations for public purposes, or any reservations for those purposes authorized by this act and to make use of such easements, dedications, or reservations for any of the purposes authorized by this act.

(b) When real property in the district is owned by a governmental entity and subject to a ground lease as described in s. 190.003(14), to collect ground rent from landowners pursuant to a contract with such governmental entity and to contract with the county tax collector for collection of such ground rent using the procedures authorized in s. 197.3631, other than the procedures contained in s. 197.3632.

(8) To lease as lessor or lessee to or from any person, firm, corporation, association, or body, public or private, any projects of the type that the district is authorized to undertake and facilities or property of any nature for the use of the district to carry out any of the purposes authorized by this act.

(9) To borrow money and issue bonds, certificates, warrants, notes, or other evidence of indebtedness as hereinafter provided; to levy such tax and special assessments as may be authorized; and to charge, collect, and enforce fees and other user charges.

(10) To raise, by user charges or fees authorized by resolution of the board, amounts of money which are necessary for the conduct of the district activities and services and to enforce their receipt and collection in the manner prescribed by resolution not inconsistent with law.

(11) To exercise within the district, or beyond the district with prior approval by resolution of the governing body of the county if the taking will occur in an unincorporated area or with prior approval by resolution of the governing body of the municipality if the taking will occur within a municipality, the right and power of eminent domain, pursuant to the provisions of chapters 73 and 74, over any property within the state, except municipal, county, state, and federal property, for the uses and purposes of the district relating solely to water, sewer, district roads, and water management, specifically including, without

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limitation, the power for the taking of easements for the drainage of the land of one person over and through the land of another.

(12) To cooperate with, or contract with, other governmental agencies as may be necessary, convenient, incidental, or proper in connection with any of the powers, duties, or purposes authorized by this act.

(13) To assess and impose upon lands in the district ad valorem taxes as provided by this act.

(14) To determine, order, levy, impose, collect, and enforce special assessments pursuant to this act and chapter 170. Such special assessments may, in the discretion of the district, be collected and enforced pursuant to the provisions of ss. 197.3631, 197.3632, and 197.3635, chapter 170, or chapter 173.

(15) To exercise all of the powers necessary, convenient, incidental, or proper in connection with any of the powers, duties, or purposes authorized by this act.

(16) To exercise such special powers as may be authorized by this act.

190.021 Taxes; non-ad valorem assessments.—

(1) AD VALOREM TAXES.—An elected board shall have the power to levy and assess an ad valorem tax on all the taxable property in the district to construct, operate, and maintain assessable improvements; to pay the principal of, and interest on, any general obligation bonds of the district; and to provide for any sinking or other funds established in connection with any such bonds. An ad valorem tax levied by the board for operating purposes, exclusive of debt service on bonds, shall not exceed 3 mills, except that a district authorized by a local general-purpose government to exercise one or more powers specified in s. 190.012(2) may levy an additional 2 mills for operating purposes, exclusive of debt service on bonds. The ad valorem tax provided for herein shall be in addition to county and all other ad valorem taxes provided for by law. Such tax shall be assessed, levied, and collected in the same manner and same time as county taxes. The levy of ad valorem taxes shall be approved by referendum when required by the State Constitution.

(2) BENEFIT SPECIAL ASSESSMENTS.—The board shall annually determine, order, and levy the annual installment of the total benefit special assessments for bonds issued and related expenses to finance district facilities and projects which are levied under this act. These assessments may be due and collected during each year that county taxes are due and collected, in which case such annual installment and levy shall be evidenced to and certified to the property appraiser by the board not later than August 31 of

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each year, and such assessment 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 taxes, and the proceeds thereof shall be paid to the district. However, this subsection shall not prohibit the district in its discretion from using the method prescribed in either s. 197.363 or s. 197.3632 for collecting and enforcing these assessments. Notice of the proposed amount of the assessment pursuant to s. 200.069 that includes the date and time of the hearing may be used in lieu of the notice provisions of s. 197.3632(4)(b). These benefit special assessments shall be a lien on the property against which assessed until paid and shall be enforceable in like manner as county taxes. The amount of the assessment for the exercise of the district's powers under ss. 190.011 and 190.012 shall be determined by the board based upon a report of the district's engineer and assessed by the board upon such lands, which may be part or all of the lands within the district benefited by the improvement, apportioned between benefited lands in proportion to the benefits received by each tract of land.

(3) **MAINTENANCE SPECIAL ASSESSMENTS.**—To maintain and preserve the facilities and projects of the district, the board may levy a maintenance special assessment. This assessment may be evidenced to and certified to the property appraiser by the board of supervisors not later than August 31 of each year and 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 taxes, and the proceeds therefrom shall be paid to the district. However, this subsection shall not prohibit the district in its discretion from using the method prescribed in either s. 197.363 or s. 197.3632 for collecting and enforcing these assessments. Notice of the proposed amount of the assessment pursuant to s. 200.069 that includes the date and time of the hearing may be used in lieu of the notice provisions of s. 197.3632(4)(b). These maintenance special assessments shall be a lien on the property against which assessed until paid and shall be enforceable in like manner as county taxes. The amount of the maintenance special assessment for the exercise of the district's powers under ss. 190.011 and 190.012 shall be determined by the board based upon a report of the district's engineer and assessed by the board upon such lands, which may be all of the lands within the district benefited by the maintenance thereof, apportioned between the benefited lands in proportion to the benefits received by each tract of land.

(4) **ENFORCEMENT OF TAXES.**—The collection and enforcement of all taxes levied by the district shall be at the same time and in like manner as county taxes, and the provisions of the Florida Statutes relating to the sale of lands for unpaid and delinquent county taxes; the issuance, sale, and delivery of tax certificates for such unpaid and delinquent county taxes; the redemption thereof; the issuance to individuals of tax deeds based thereon; and all other procedures in connection therewith shall be

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applicable to the district to the same extent as if such statutory provisions were expressly set forth herein. All taxes shall be subject to the same discounts as county taxes.

(5) WHEN UNPAID TAX IS DELINQUENT; PENALTY.—All taxes provided for in this act shall become delinquent and bear penalties on the amount of such taxes in the same manner as county taxes.

(6) TAX EXEMPTION.—All bonds issued hereunder and interest paid thereon and all fees, charges, and other revenues derived by the district from the projects provided by this act are exempt from all taxes by the state or by any political subdivision, agency, or instrumentality thereof; however, any interest, income, or profits on debt obligations issued hereunder are not exempt from the tax imposed by chapter 220. Further, districts are not exempt from the provisions of chapter 212.

(7) TRANSITIONAL PROVISIONS.—Nothing in this act shall be deemed to affect any benefit tax, maintenance tax, non-ad valorem assessment, ad valorem tax, or special assessment imposed by a community development district as of June 21, 1991. Nothing in this act shall be construed to affect any tax or assessment pledged to secure or authorized pursuant to a trust indenture under this chapter, and the district imposing such tax or assessment is hereby authorized to impose such tax or assessment under the terms required by the trust indenture. The terms benefit taxes or maintenance taxes used in this chapter prior to June 21, 1991, are redesignated as benefit or maintenance special assessments pursuant to this act, and such terms may be used interchangeably under the terms of an existing trust indenture.

(8) STATUS OF ASSESSMENTS.—Benefit special assessments, maintenance special assessments, and special assessments are non-ad valorem assessments as defined by s. 197.3632.

(9) ASSESSMENTS CONSTITUTE LIENS; COLLECTION.—Benefit special assessments and maintenance special assessments authorized by this section, and special assessments authorized by s. 190.022 and chapter 170, shall constitute a lien on the property against which assessed from the date of imposition thereof until paid, coequal with the lien of state, county, municipal, and school board taxes. These non-ad valorem assessments may be collected, at the district's discretion, by the tax collector pursuant to the provisions of s. 197.363 or s. 197.3632, or in accordance with other collection measures provided by law.

(10) LAND OWNED BY GOVERNMENTAL ENTITY.—Except as otherwise provided by law, no levy of ad valorem taxes or non-ad valorem assessments under this chapter, or chapter 170, chapter 197, or otherwise, by a board of a district on property of a governmental entity that is subject to a ground lease as described in s. 190.003(14), shall constitute a lien or encumbrance on the underlying fee interest of such governmental entity.

190.022 Special assessments.—

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(1) The board may levy special assessments for the construction, reconstruction, acquisition, or maintenance of district facilities authorized under this chapter using the procedures for levy and collection provided in chapter 170 or chapter 197.

(2) Notwithstanding the provisions of s. 170.09, district assessments may be made payable in no more than 30 yearly installments.

197.3631 Non-ad valorem assessments; general provisions.—

(1) Non-ad valorem assessments as defined in s. 197.3632 may be collected pursuant to the method provided for in ss. 197.3632 and 197.3635. Non-ad valorem assessments may also be collected pursuant to any alternative method which is authorized by law, but such alternative method shall not require the tax collector or property appraiser to perform those services as provided for in ss. 197.3632 and 197.3635. However, a property appraiser or tax collector may contract with a local government to supply information and services necessary for any such alternative method. Section 197.3632 is additional authority for local governments to impose and collect non-ad valorem assessments supplemental to the home rule powers pursuant to ss. 125.01 and 166.021 and chapter 170, or any other law. Any county operating under a charter adopted pursuant to s. 11, Art. VIII of the Constitution of 1885, as amended, as referred to in s. 6(e), Art. VIII of the Constitution of 1968, as amended, may use any method authorized by law for imposing and collecting non-ad valorem assessments.

(2) For non-ad valorem special assessments based on the size or area of the land containing a multiple parcel building, regardless of ownership, the special assessment must be levied on and allocated among all the parcels in the multiple parcel building on the same basis that the land value is allocated among the parcels in s. 193.0237(3). For non-ad valorem assessments not based on the size or area of the land, each parcel in the multiple parcel building shall be subject to a separate assessment. For purposes of this subsection, the terms "multiple parcel building" and "parcel" have the meanings as provided in s. 193.0237(1).

197.3632 Uniform method for the levy, collection, and enforcement of non-ad valorem assessments.—

(1) As used in this section:

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(a) "Levy" means the imposition of a non-ad valorem assessment, stated in terms of rates, against all appropriately located property by a governmental body authorized by law to impose non-ad valorem assessments.

(b) "Local government" means a county, municipality, or special district levying non-ad valorem assessments.

(c) "Local governing board" means a governing board of a local government.

(d) "Non-ad valorem assessment" means only those assessments which are not based upon millage and which can become a lien against a homestead as permitted in s. 4, Art. X of the State Constitution.

(e) "Non-ad valorem assessment roll" means the roll prepared by a local government and certified to the tax collector for collection.

(f) "Compatible electronic medium" or "media" means machine-readable electronic repositories of data and information, including, but not limited to, magnetic disk, magnetic tape, and magnetic diskette technologies, which provide without modification that the data and information therein are in harmony with and can be used in concert with the data and information on the ad valorem tax roll keyed to the property identification number used by the property appraiser.

(g) "Capital project assessment" means a non-ad valorem assessment levied to fund a capital project, which assessment may be payable in annual payments with interest, over a period of years.

(2) A local governing board shall enter into a written agreement with the property appraiser and tax collector providing for reimbursement of necessary administrative costs incurred under this section. Administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming.

(3)(a) Notwithstanding any other provision of law to the contrary, a local government which is authorized to impose a non-ad valorem assessment and which elects to use the uniform method of collecting such assessment for the first time as authorized in this section shall adopt a resolution at a public hearing prior to January 1 or, if the property appraiser, tax collector, and local government agree, March 1. The resolution shall clearly state its intent to use the uniform method of collecting such assessment. The local government shall publish notice of its intent to use the uniform method for collecting such assessment weekly in a newspaper of general circulation within each county contained in the boundaries of the local government for 4 consecutive weeks preceding the hearing. The resolution shall state the need for the levy and shall include a legal description of the boundaries of the real property subject to the levy. If the resolution is adopted, the local governing board shall send a copy of it by United States mail to the property appraiser, the tax collector, and the department by January 10 or, if the property appraiser, tax collector, and local government agree, March 10.

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(b) Annually by June 1, the property appraiser shall provide each local government using the uniform method with the following information by list or compatible electronic medium: the legal description of the property within the boundaries described in the resolution, and the names and addresses of the owners of such property. Such information shall reference the property identification number and otherwise conform in format to that contained on the ad valorem roll submitted to the department. The property appraiser is not required to submit information which is not on the ad valorem roll or compatible electronic medium submitted to the department. If the local government determines that the information supplied by the property appraiser is insufficient for the local government's purpose, the local government shall obtain additional information from any other source.

(4)(a) A local government shall adopt a non-ad valorem assessment roll at a public hearing held between January 1 and September 15, or between January 1 and September 25 for any county as defined in s. 125.011(1), if:

1. The non-ad valorem assessment is levied for the first time;
2. The non-ad valorem assessment is increased beyond the maximum rate authorized by law or judicial decree at the time of initial imposition;
3. The local government's boundaries have changed, unless all newly affected property owners have provided written consent for such assessment to the local governing board; or
4. There is a change in the purpose for such assessment or in the use of the revenue generated by such assessment.

(b) At least 20 days prior to the public hearing, the local government shall notice the hearing by first-class United States mail and by publication in a newspaper generally circulated within each county contained in the boundaries of the local government. The notice by mail shall be sent to each person owning property subject to the assessment and shall include the following information: the purpose of the assessment; the total amount to be levied against each parcel; the unit of measurement to be applied against each parcel to determine the assessment; the number of such units contained within each parcel; the total revenue the local government will collect by the assessment; a statement that failure to pay the assessment will cause a tax certificate to be issued against the property which may result in a loss of title; a statement that all affected property owners have a right to appear at the hearing and to file written objections with the local governing board within 20 days of the notice; and the date, time, and place of the hearing. However, notice by mail shall not be required if notice by mail is otherwise required by general or special law governing a taxing authority and such notice is served at least 30 days prior to the authority's public hearing on adoption of a new or amended non-ad valorem assessment roll. The published notice shall contain at least the following information: the name of the local governing board; a

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geographic depiction of the property subject to the assessment; the proposed schedule of the assessment; the fact that the assessment will be collected by the tax collector; and a statement that all affected property owners have the right to appear at the public hearing and the right to file written objections within 20 days of the publication of the notice.

(c) At the public hearing, the local governing board shall receive the written objections and shall hear testimony from all interested persons. The local governing board may adjourn the hearing from time to time. If the local governing board adopts the non-ad valorem assessment roll, it shall specify the unit of measurement for the assessment and the amount of the assessment. Notwithstanding the notices provided for in paragraph (b), the local governing board may adjust the assessment or the application of the assessment to any affected property based on the benefit which the board will provide or has provided to the property with the revenue generated by the assessment.

(5)(a) By September 15 of each year, or by September 25 for any county as defined in s. 125.011(1), the chair of the local governing board or his or her designee shall certify a non-ad valorem assessment roll on compatible electronic medium to the tax collector. The local government shall post the non-ad valorem assessment for each parcel on the roll. The tax collector shall not accept any such roll that is not certified on compatible electronic medium and that does not contain the posting of the non-ad valorem assessment for each parcel. It is the responsibility of the local governing board that such roll be free of errors and omissions. Alterations to such roll may be made by the chair or his or her designee up to 10 days before certification. If the tax collector discovers errors or omissions on such roll, he or she may request the local governing board to file a corrected roll or a correction of the amount of any assessment.

(b) By December 15 of each year, the tax collector shall provide to the department a copy of each local governing board's non-ad valorem assessment roll containing the data elements and in the format prescribed by the executive director. In addition, a report shall be provided to the department by December 15 of each year for each non-ad valorem assessment roll, including, but not limited to, the following information:

1. The name and type of local governing board levying the non-ad valorem assessment;
2. Whether or not the local government levies a property tax;
3. The basis for the levy;
4. The rate of assessment;
5. The total amount of non-ad valorem assessment levied; and
6. The number of parcels affected.

(6) If the non-ad valorem assessment is to be collected for a period of more than 1 year or is to be amortized over a number of years, the local governing board shall so specify and shall not be required to

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annually adopt the non-ad valorem assessment roll, and shall not be required to provide individual notices to each taxpayer unless the provisions of subsection (4) apply. Notice of an assessment, other than that which is required under subsection (4), may be provided by including the assessment in the property appraiser's notice of proposed property taxes and proposed or adopted non-ad valorem assessments under s. 200.069. However, the local governing board shall inform the property appraiser, tax collector, and department by January 10 if it intends to discontinue using the uniform method of collecting such assessment.

(7) Non-ad valorem assessments collected pursuant to this section shall be included in the combined notice for ad valorem taxes and non-ad valorem assessments provided for in s. 197.3635. A separate mailing is authorized only as a solution to the most exigent factual circumstances. However, if a tax collector cannot merge a non-ad valorem assessment roll to produce such a notice, he or she shall mail a separate notice of non-ad valorem assessments or shall direct the local government to mail such a separate notice. In deciding whether a separate mailing is necessary, the tax collector shall consider all costs to the local government and taxpayers of such a separate mailing and the adverse effects to the taxpayers of delayed and multiple notices. The local government whose roll could not be merged shall bear all costs associated with the separate notice.

(8)(a) Non-ad valorem assessments collected pursuant to this section shall be subject to all collection provisions of this chapter, including provisions relating to discount for early payment, prepayment by installment method, deferred payment, penalty for delinquent payment, and issuance and sale of tax certificates and tax deeds for nonpayment.

(b) Within 30 days following the hearing provided in subsection (4), any person having any right, title, or interest in any parcel against which an assessment has been levied may elect to prepay the same in whole, and the amount of such assessment shall be the full amount levied, reduced, if the local government so provides, by a discount equal to any portion of the assessment which is attributable to the parcel's proportionate share of any bond financing costs, provided the errors and insolvency procedures available for use in the collection of ad valorem taxes pursuant to s. 197.492 are followed.

(c) Non-ad valorem assessments shall also be subject to the provisions of s. 192.091(2)(b), or the tax collector at his or her option shall be compensated for the collection of non-ad valorem assessments based on the actual cost of collection, whichever is greater. However, a municipal or county government shall only compensate the tax collector for the actual cost of collecting non-ad valorem assessments.

(9) A local government may elect to use the uniform method of collecting non-ad valorem assessments as authorized by this section for any assessment levied pursuant to general or special law or

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local government ordinance or resolution, regardless of when the assessment was initially imposed or whether it has previously been collected by another method.

(10)(a) Capital project assessments may be levied and collected before the completion of the capital project.

(b)1. Except as provided in this subsection, the local government shall comply with all of the requirements set forth in subsections (1)-(8) for capital project assessments.

2. The requirements set forth in subsection (4) are satisfied for capital project assessments if:

a. The local government adopts or reaffirms the non-ad valorem assessment roll at a public hearing held at any time before certification of the non-ad valorem assessment roll pursuant to subsection (5) for the first year in which the capital project assessment is to be collected in the manner authorized by this section; and

b. The local government provides notice of the public hearing in the manner provided in paragraph (4)(b).

3. The local government is not required to allow prepayment for capital project assessments as set forth in paragraph (8)(b); however, if prepayment is allowed, the errors and insolvency procedures available for use in the collection of ad valorem taxes pursuant to s. 197.492 must be followed.

(c) Any hearing or notice required by this section may be combined with any other hearing or notice required by this section or by the general or special law or municipal or county ordinance pursuant to which a capital project assessment is levied.

(11) The department shall adopt rules to administer this section.

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Florida Administrative Code

CHAPTER 12D-18

NON-AD VALOREM ASSESSMENTS AND SPECIAL ASSESSMENTS

- 12D-18.001 Scope
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12D-18.001 Scope.

This chapter applies to non-ad valorem assessments including special assessments, which are, or have been, qualified to be liens on homestead real property. This rule chapter applies to property appraisers, tax collectors, and local governing boards which elect to implement the levy, collection and enforcement provisions of Sections 197.363 through 197.3635, F.S., for non-ad valorem assessments or special assessments. A local government may elect to prepare a non-ad valorem assessment roll and certify it to the tax collector for collection in accordance with this rule chapter. A local government and property appraiser may elect to have special assessments certified to the tax collector on the tax roll of the property appraiser regardless of whether such has been done prior to January 1, 1990, and if certain conditions are met in accordance with this rule chapter. The provisions of this rule chapter are, therefore, in part, an option for property appraisers, and local governing boards which comply with this rule chapter. The provisions of this rule chapter are also available for existing non-ad valorem assessments, including existing special assessments, which are collectible as liens, and were imposed and collected prior to January 1, 1990. Nothing contained in this rule chapter shall be construed to authorize the levy, collection and enforcement of a non-ad valorem assessment, including special assessments, unless such authority is provided for in applicable constitutional and statutory provisions. It is the duty of the local government to determine, under law, whether an assessment levy is constitutional and may be collected as a lien. The duties of the property appraisers and tax collectors under Section 197.3632, F.S., are ministerial and shall not be construed to

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authorize any levy. The election to comply with this rule chapter and Sections 197.363 through 197.3635, F.S., shall be made only in accordance with this rule chapter.

Rulemaking Authority 195.027(1), 197.3632(11), 197.3635, 213.06(1) FS. Law Implemented 197.322, 197.363, 197.3631, 197.3632, 197.3635, 213.05 FS. History—New 2-21-91, Amended 12-30-97.

12D-18.002 Definitions.

(1) The definitions applicable under this rule chapter shall be those set forth in Sections 189.012, 197.102 and 197.3632, F.S., and Rules 12D-1.002 and 12D-13.001, F.A.C.

(2) In addition, the following definitions shall apply:

(a) "Ad valorem method of collection" means placement of any non-ad valorem assessment, including any special assessment, on the tax notice for use of the collection provisions in Rule Chapter 12D-13, F.A.C., and Chapter 197, F.S.

(b) "Capital project assessment" means a non-ad valorem assessment which is levied to fund a capital project, and which may be payable in annual payments with interest over a number of years. The name of any particular levy is immaterial if the levy meets this definition and otherwise qualifies for the provisions of this rule chapter.

(c) "Change in the use of assessment revenue" means allocation of assessment revenue for general purposes or to benefit lands which are not identified in the assessment-authorizing statute or judicial decree or the ordinance, resolution or other act of the local government imposing the assessment.

(d) "Existing levy" means an assessment which has been imposed, placed on a roll and collected for the first time prior to January 1, 1990.

(e) "Levied for the first time" means imposed for the first time by county or municipal ordinance or special district resolution after January 1, 1990.

(f) "New non-ad valorem assessment" or "new special assessment" means an authorized assessment that was imposed for the first time by ordinance or resolution effective on or after January 1, 1990, and which is sought to be collected pursuant to Sections 197.3632 and 197.3635, F.S.

(g) "Non-ad valorem assessment," for purposes of this rule chapter, means only those assessments which are not based upon millage and which can become a lien against a homestead as permitted in Article X, Section 4 of the Florida Constitution.

(h) "Non-ad valorem assessment roll" or "special assessment roll," means a roll containing non-ad valorem assessments, which may include special assessments, and which can properly be collected using the collection provisions for an ad valorem tax.

(i) "Uniform method" of levy, collection, and enforcement of a non-ad valorem assessment means the ad valorem method provided in Section 197.3632, F.S., under which assessments are included on an assessment roll and certified, in a compatible electronic medium tied to the property identification number, by a local government to the tax collector for merging with the ad valorem tax roll, for collection by utilizing the tax notice described in Section 197.3635, F.S., and for sale of tax certificates and tax deeds under the nonpayment provisions of the ad valorem tax laws.

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Rulemaking Authority 195.027(1), 197.3632(11), 197.3635, 213.06(1) FS. Law Implemented 197.102, 197.322, 197.363, 197.3631, 197.3632, 197.3635, 213.05 FS. History--New 2-21-91.

12D-18.003 Non-Ad Valorem Assessments; Method for Election to Use Section 197.3632, Florida Statutes.

(1) By complying with the provisions of this rule section, a local government may elect to use the ad valorem method of collection for any non-ad valorem assessments, including special assessments, which may have been in existence prior to the election to use the uniform method. A local government which is authorized to impose a non-ad valorem assessment and which elects to use the uniform method of collecting such assessment authorized in Section 197.3632, F.S., shall satisfy the requirements in this rule section.

(a) The local governing board shall enter into a written agreement with the property appraiser and the tax collector to provide for reimbursement of necessary administrative costs.

(b) The local government shall publish notice of its intent to use the uniform method for collecting such assessment weekly in a newspaper of general circulation within each county contained in the boundaries of the local government for four consecutive weeks preceding a public hearing to adopt a resolution of its intent to use the uniform method of collection. This period shall be computed as follows. The four weeks shall be the four weeks immediately preceding the date of the hearing. Each week shall be comprised of the immediately preceding seven days. One such notice shall appear in the newspaper during each one of these four weeks.

(c) The following shall be a suggested sufficient form for the notice:

NOTICE BY (NAME OF LOCAL
GOVERNMENT) OF INTENT TO USE
THE UNIFORM AD VALOREM METHOD
OF COLLECTION OF A NON-AD
VALOREM ASSESSMENT

Notice is hereby given to all owners of lands located within the boundaries of the (name of local government) that the (name of local government) intends to use the uniform ad valorem method for collecting the non-ad valorem assessments levied by the (name of local government) as set forth in Section 197.3632, F.S., and that the Board of Supervisors (or other name of governing board) will hold a public hearing on (date), at (time) at the (address for hearing).

The purpose of the public hearing is to consider the adoption of a Resolution authorizing the (name of local government) to use the uniform ad valorem method of collecting non-ad valorem assessments levied by the (name of local government) as provided in Section 197.3632, F.S.

The (name of local government) has (adopted before January 1, 1990), (adopted a new non-ad valorem assessment), (or) (is considering adopting) a non-ad valorem assessment for (year, or years if applicable) for (purpose).

This non-ad valorem assessment is: (list one or more of the following)

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1. (levied for the first time) or (existing and levied on (date) and previously placed on a roll and collected).
2. Increased beyond the maximum rate authorized by law at the time of its initial imposition.
3. Related to a change in boundaries of the (name of local government).
4. Related to a change in purpose for an existing assessment or in the use of the revenue from such assessment.

Interested parties may appear at the public hearing to be heard regarding the use of the uniform ad valorem method of collecting such non-ad valorem assessments.

If any person decides to appeal any decision made with respect to any matter considered at this public hearing such person will need a record of proceedings and for such purpose such person may need to ensure that a verbatim record of the proceedings is made at their own expense and which record includes the testimony and evidence on which the appeal is based.

Dated this ____ day of _____, 19____.

(name of local government)

by: _____ (appropriate officer)

PUBLISH: (name of newspaper)

Publication dates:

(2) The local government must enact a resolution at a public hearing prior to January 1 or, if the property appraiser, tax collector, and local government agree, March 1. The resolution shall state the local government's intent to use the uniform ad valorem method of collection, the need for the levy and shall include a legal description of the real property subject to the levy.

(3) The local government must send the resolution to the property appraiser, tax collector and the department by January 10 or, if the property appraiser, tax collector, and local government agree, by March 10. The postmark date shall be considered the date sent. The local government shall include with the resolution the following:

- (a) A certified copy of adopted resolution.
- (b) A copy of newspaper advertisement (entire page).
- (c) A certification or proof of publication showing the dates of publication on Form DR-413.

(4) For non-ad valorem assessments levied for more than one year, if both the advertisement and the resolution express the intent to use the uniform method of collection, for more than one year, for specific years, or for each year until discontinued for a year, the local government need not adopt a resolution or advertise each year.

(5) These rules cannot validate an improper non-ad valorem assessment levy. If the department considers that there is a question whether the non-ad valorem assessment meets the definition set forth in this rule chapter, the Department shall notify the local government promptly.

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(6) For capital project assessments, any notice or hearing required by these rules may be combined with any other notice required by these rules or by the general or special law or municipal or county ordinance pursuant to which a capital project assessment is levied.

Rulemaking Authority 195.027(1), 197.3632(11), 197.3635, 213.06(1) FS. Law Implemented 197.322, 197.363, 197.3631, 197.3632, 197.3635, 213.05 FS. History—New 2-21-91, Amended 10-30-91.

12D-18.004 Tax Roll; Collection Services; Agreement.

(1) If the local government elects to use the procedures of Sections 197.363 through 197.3635, F.S., for non-ad valorem assessment collection, the property appraiser, tax collector, and local government shall establish agreements for data assembly and for the legal requirement of information from the property appraiser for name, address, and legal description.

(a) The local government shall prepare, or establish an agreement or agreements with the property appraiser or any other person for the preparation of, the non-ad valorem assessment roll in a compatible electronic medium tied to the property identification number.

(b) The local government shall establish an agreement or agreements with the tax collector for merger of the non-ad valorem assessment roll or rolls with the ad valorem roll to produce one collection roll.

(c) An agreement or agreements between the local government levying the assessment, the property appraiser, and the tax collector, covering the collection of an assessment, must be executed for each assessment roll. Such agreement(s) shall contain provisions to comply with this rule section.

(2) The agreement(s) shall provide for reimbursement of administrative costs, as provided in Sections 197.3632(2), (7) and (8)(c), F.S., incurred by the property appraiser and tax collector in complying with Sections 197.3632 and 197.3635, F.S., and this rule chapter. These administrative costs include, but are not limited to, costs associated with personnel, forms, supplies, data processing, computer equipment, postage, pro rata insurance premiums, and programming. In any agreement with the local governing board, the tax collector or the property appraiser shall be responsible for the performance of duties specified, or permitted by Section 197.3632, F.S., for that party, and shall be entitled to reimbursement of administrative costs.

(3)(a) The agreement(s), if the election is made to use the uniform method provided by Section 197.3632, F.S., shall provide that annually, by June 1, the property appraiser shall supply each local government using the uniform method with the following information:

1. Legal description of the property affected by the levy, and
2. Names and addresses of the owners of each parcel.

(b) In the event further information is needed beyond these items or that which is available in conjunction with it, then the local government and the property appraiser may provide in the written agreement for the property appraiser to provide additional information as needed upon reimbursement of administrative costs. Such information shall reference the property identification number and otherwise conform in format to that contained on the ad valorem tax roll submitted by the property appraiser each year to the Department.

1. If the local government determines that the information supplied by the property appraiser is insufficient for the local government's purpose, the local government shall make provision, by establishing

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agreements or otherwise, to obtain additional information from another source.

2. It is the responsibility of the local government to determine, and it is recommended the local government identify before the January 10 submission to the Department described in this rule chapter, the particular information that it requires and the source of the information.

Rulemaking Authority 195.027(1), 197.3632(11), 197.3635, 213.06(1) FS. Law Implemented 197.322, 197.363, 197.3631, 197.3632, 197.3635, 213.05 FS. History—New 2-21-91.

12D-18.005 Adoption of Non-Ad Valorem Assessment Roll.

(1) The provisions of this rule section are applicable to non-ad valorem assessments levied for the first time, other than a non-ad valorem assessment levied under Section 163.08, F.S.

(a) The public notice and hearing provisions of this rule section are not applicable to assessments which are:

1. On an existing tax roll, and which have gone through public hearing and adoption processes specified by Section 197.363, F.S., for collection on the tax notice using the ad valorem tax method, or

2. On any existing assessment roll under other authority of law, for which the tax notice and ad valorem method are not used and which are, therefore, not considered to be levied for the first time under Section 197.3632(4)(a)1., F.S.

(b) For a new non-ad valorem assessment, a local government shall adopt a non-ad valorem assessment roll at a public hearing held between January 1 and September 15, or between January 1 and September 25 for any county defined in Section 125.011(1), F.S., if one or more of the following circumstances exist regarding the assessment:

1. It is levied for the first time,

2. It is increased beyond the maximum rate authorized by law or judicial decree at the time of its initial imposition,

3. It is related to a change in boundaries of (name of local government), unless all newly affected property owners have provided written consent for such assessment to the local governing board, or

4. It is related to a change in purpose for an existing assessment or in the use of the revenue from such assessment.

(c) A local government may hold its public hearing and adopt or reaffirm a capital project assessment roll at any time prior to certification of the roll to the tax collector, and is not required to hold the public hearing between January 1 and September 15. For capital project assessments, any notice or hearing required by this rule chapter may be combined with any other notice required by this rule chapter, by the general or special law, or by municipal or county ordinance, pursuant to which the capital project assessment is levied.

(2) A local government shall notify persons subject to the assessment of the public hearing in the following manner:

(a) At least 20 days prior to the date of the public hearing, the local government shall send notice by

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U.S. Mail to each person owning property subject to the assessment. The notice shall include the following information:

1. The purpose for which the assessment was adopted,
2. The total amount to be levied against each parcel,
3. The unit of measurement to be applied against each parcel to determine the assessment,
4. The number of such units contained within each parcel,
5. The total revenue the local government will collect by the assessment,
6. A statement that failure to pay the assessment will cause a tax certificate to be issued against the property which may result in a loss of title,
7. A statement that all affected property owners have a right to appear at the hearing and to file written objections with the local governing board within 20 days of the notice; and,
8. The date, time, and place of the hearing.

Such notice by mail, under this rule section, shall not be required if notice by mail is otherwise required by general or special law and such notice is served at least 30 days prior to the authority's public hearing on the adoption of a new or amended assessment roll.

(b) At least 20 days prior to the date of the public hearing, the local government shall publish notice in a newspaper generally circulated within each county contained in the boundaries of the local government. This published notice shall include at least the following information:

1. The name of the local governing board,
2. The geographic depiction of the property subject to the assessment,
3. The proposed schedule of the assessment,
4. The fact that the assessment will be collected by the tax collector; and,
5. A statement that all affected property owners have the right to appear at the public hearing and the right to file written objections with the local governing board within 20 days of the publication of the notice.

In the event there is no one such newspaper the local government shall use enough newspapers to accomplish this publication requirement.

(3) At the public hearing, the local governing board shall receive the written objections to roll adoption, hear testimony from all interested persons, and may adjourn or recess the hearing from time to time. If the board adopts the non-ad valorem assessment roll, it shall specify the unit of measurement of the assessment and the amount of the assessment as provided in the ordinance or resolution which levied or imposed the non-ad valorem assessment.

(4) The local governing board may increase or decrease the amount of the assessment or the application of the assessment to any affected property based on the benefit which the board will provide, or has provided, to the property with the revenue generated by the assessment, even though the notices required

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in paragraphs (2)(a) and (b) of this rule section may not give notice of the power of the local governing board to make adjustments.

Rulemaking Authority 195.027(1), 197.3632(11), 197.3635, 213.06(1) FS. Law Implemented 125.011, 163.08, 197.322, 197.363, 197.3631, 197.3632, 197.3635 FS. History—New 2-21-91, Amended 4-18-94, 1-1-04, 9-19-17.

12D-18.006 Certification of Assessment Roll.

(1) The chairman of the local governing board, or his designee, must certify the non-ad valorem assessment roll, on a compatible electronic medium tied to the property identification number, to the tax collector by September 15 of each year, or by September 25 for any county defined in Section 125.011(1), F.S. The local government must first post the non-ad valorem assessment for each parcel on the roll in a compatible electronic medium. The certification shall be made on Form DR-408A. The tax collector shall not accept any roll which is not so certified and which is not so posted in such compatible electronic medium. The local governing board is responsible for making sure that the roll is free of errors and omissions.

(2) The chairman of the local governing board, or his designee, may make alterations to the roll up to 10 days before certification. If the tax collector discovers errors or omissions on the roll, he may request the local governing board to file a corrected roll or a correction of the amount of any assessment. After the roll has been certified to the tax collector, the local government may make corrections to it by filing Form DR-409A, Certificate of Correction of Non-Ad Valorem Assessment Roll, with the tax collector. Form DR-409A is adopted and incorporated by reference in Rule 12D-16.002, F.A.C. Such form must be in lieu of the form specified in subsection 12D-13.065(1), F.A.C., but must be processed in the same manner under the provisions of that rule section. One copy of the form must be sent to the tax collector and one copy to the property appraiser.

(3) If the non-ad valorem assessment roll is to be collected for a period of more than one year or to be amortized over a number of years, the local governing board must state the collection period or amortization. The board must inform the property appraiser, tax collector and Department on Form DR-412, Notice of Intent, by January 10 if it intends to discontinue using the uniform method of collecting such assessment. Form DR-412 is adopted and incorporated by reference in Rule 12D-16.002, F.A.C. Copies of these forms can be found online at <http://floridarevenue.com/dor/property/forms/>.

Rulemaking Authority 195.027(1), 197.3632(11), 197.3635, 213.06(1) FS. Law Implemented 197.322, 197.363, 197.3631, 197.3632, 197.3635 FS. History—New 2-21-91, Amended 10-30-91, 9-19-17.

12D-18.007 Non-Ad Valorem Assessments; Uniform Tax Notice; Merger.

(1) Any non-ad valorem assessment, including a special assessment, collected pursuant to this rule chapter shall be included in the combined notice for ad valorem taxes and non-ad valorem assessment pursuant to Section 197.3635, F.S.

(2)(a) One acceptable example format for the form of such combined notice is provided in Form DR-528, Notice of Ad Valorem Taxes and Non-Ad Valorem Assessments.

(b) Any assessment not within the definition of a non-ad valorem assessment stated in Section 197.3632(1)(d), F.S., and this rule chapter, and not an ad valorem tax, shall not be properly includable on the tax notice provided in Sections 197.3632(7) and 197.3635, F.S. Any assessment which is a non-ad valorem assessment within the stated definition shall be properly placed below the line in the "non-ad

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valorem assessment" section of the tax notice, unless it is based upon millage, in which case it shall be placed above the line in the "ad valorem" section of the tax notice.

(3) If, in the most exigent factual circumstances, it is impossible to merge the non-ad valorem assessment roll with any other non-ad valorem assessment rolls, and the tax roll, the tax collector shall mail a separate notice of the non-ad valorem assessments which the tax collector could not merge, or he shall direct the local government to mail such a separate notice.

(a) For a roll certified in the appropriate compatible electronic format, in determining whether exigent factual circumstances exist, the tax collector shall be guided by the following considerations:

1. Whether the local government provided a trial roll at least 30 days prior to the certification date,
2. Whether the proportion of the roll which cannot be merged is substantial,
3. If there are problem parcels regarding splitouts or cutouts, which should be handled through the errors and omissions process stated in Rules 12D-13.006 and 12D-13.007, F.A.C., and
4. If as a result of the problem parcels, the remainder of the roll cannot be merged.

It is recommended that local governments not restrict themselves to the time limits stated in this rule chapter, but expedite the roll to the tax collector.

(b) Such separate notice shall be in a format approved by the Department such as Form DR-528. In deciding whether a separate mailing is necessary, the tax collector shall consider all costs to the local government and taxpayers of such a separate mailing and the adverse effects to the taxpayers of delayed and multiple notices. The local government whose roll could not be merged shall bear all costs associated with the separate notice.

Rulemaking Authority 195.027(1), 197.3632(11), 197.3635, 213.06(1) FS. Law Implemented 197.322, 197.363, 197.3631, 197.3632, 197.3635, 213.05 FS. History—New 2-21-91.

12D-18.008 Special Assessments Collected Pursuant to Other Law or Before January 1, 1990 Pursuant to Section 197.363, Florida Statutes.

(1)(a) A property appraiser may elect, if asked by a local government, to include special assessments on a tax roll pursuant to Section 197.363, F.S., after January 1, 1990, provided such assessments were included on a tax roll pursuant to a written agreement and were collected pursuant to that section prior to that date. The option under this rule chapter to return to the method of collection provided in Section 197.363, F.S., shall remain available even though the special assessments may have been collected by the uniform method or some other method for a period of time. A property appraiser may enter into a written agreement with the local governing board for compliance with Section 197.363(2), F.S., relating to services, including listing assessments on an assessment roll and preparing notices of proposed property taxes.

(b) Effective January 1, 1990, no new non-ad valorem assessments, including special assessments, may be included on the tax roll and certified to the tax collector for collection pursuant to Section 197.363, F.S. Effective January 1, 1990, any alternative method authorized by law under which non-ad valorem assessments are collected shall not require the tax collector or the property appraiser to perform any service as set forth in Sections 197.3632 and 197.3635, F.S. Under such an alternative method, the property appraiser or tax collector may contract with a local government to supply information and services necessary

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for any such alternative method. Only those assessments levied and collected consistently with Sections 197.363 and 197.3632, F.S., and consistently with sale of tax certificates and tax deeds shall be placed on the tax notice provided in Section 197.3635, F.S.

(2) A local governing board levying special assessments for inclusion on the tax roll pursuant to Section 197.363, F.S., may elect to adopt and certify to the tax collector a non-ad valorem assessment roll to include such special assessments pursuant to Section 197.3632, F.S., after January 1, 1990. To make such election, the local governing board shall:

(a) Notify the property appraiser and tax collector in writing;

(b) Comply with Section 197.3632(2), F.S., as implemented by this rule chapter, by establishing agreements with the property appraiser and tax collector;

(c) Comply with applicable certification provisions of Section 197.3632(5), F.S., as implemented by this rule chapter, relating to certification of the assessment roll to the tax collector; and,

(d) If the certified non-ad valorem assessment roll is amended after certification, comply with all applicable provisions of Section 197.3631, F.S., relating to authorized alternative methods for collection of non-ad valorem assessments, for those assessments amended onto the roll after certification.

(3) A local governing board may also elect to use the uniform method of collection to collect assessments regardless of whether such assessment was levied before or after January 1, 1990, collected in an alternative manner authorized by law, or collected pursuant to Section 197.363, F.S.

Rulemaking Authority 195.027(1), 197.3632(11), 197.3635, 213.06(1) FS. Law Implemented 197.363, 197.3631, 197.3632, 197.3635, 213.05 FS. History—New 2-21-91, Amended 12-30-97.

12D-18.009 Non-Ad Valorem Assessments Imposed After January 1, 1990.

(1) Effective January 1, 1990, no new non-ad valorem assessments, including new special assessments, may be collected pursuant to Section 197.363, F.S. New non-ad valorem assessments, new special assessments and non-ad valorem assessments for which an election has been made by a local governing board pursuant to Section 197.363(1), F.S., to be collected pursuant to Chapter 197, F.S., shall be collected after January 1, 1990, as provided in Sections 197.3631, 197.3632, 197.3635, F.S.

(2) Effective January 1, 1990, any alternative method authorized by law under which non-ad valorem assessments are levied, certified, and collected shall not require the tax collector or the property appraiser to perform any service as set forth in Sections 197.3632 and 197.3635, F.S. Under such an alternative method, the property appraiser or tax collector may contract with a local government to supply information and services necessary for any such alternative method.

(3) Effective January 1, 1990, a county operating under a charter adopted pursuant to Article VIII, section 11, Florida Constitution (1885), referred to in Article VIII, section 6(e), Florida Constitution (1968), may use any alternative method authorized by law under which non-ad valorem assessments are imposed and collected, but may not use the method in Section 197.363, F.S.

Rulemaking Authority 195.027(1), 197.3632(11), 197.3635, 213.06(1) FS. Law Implemented 197.322, 197.363, 197.3631, 197.3632, 197.3635, 213.05 FS. History—New 2-21-91.

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12D-18.010 Uniform Method for Collection and Enforcement; Incorporation of Other Provisions; Miscellaneous; Rules of Construction.

(1) Non-ad valorem assessments certified and collected pursuant to Section 197.3632, F.S., and special assessments certified and collected pursuant to Section 197.363, F.S., are made subject to all collection provisions of Chapter 197, F.S., including provisions relating to discount for early payment, prepayment by installment method, deferred payment, penalty for delinquent payment, and issuance and sale of tax certificates and tax deeds for non payment. For capital project assessments, a local government may choose not to allow prepayment of capital project assessments. However, if prepayments are allowed, the errors and insolvency procedures described in Section 197.492, F.S., shall be followed.

(2) Therefore, all collection provisions contained in Chapter 12D-13, F.A.C., are incorporated in this rule chapter and made a part of this rule chapter as if fully set forth. For purposes of this rule chapter only, and for purposes of applying the collection provisions of Chapter 12D-13, F.A.C., special assessments and non-ad valorem assessments shall be treated and administered as ad valorem taxes or real property taxes to the extent necessary to apply this rule chapter. In the event of any conflict or inconsistency between Rule 12D-13, F.A.C., and this rule chapter, the provisions of this rule chapter shall control over the provisions of Chapter 12D-13, F.A.C., to the extent of such conflict or inconsistency.

(3) The collection and enforcement provisions of Chapter 12D-13, F.A.C., shall be expressly applicable to special assessments and non-ad valorem assessments, where the context will permit and, as far as lawfully practicable, shall be applicable to the levy and collection of special assessments and non-ad valorem assessments imposed pursuant to this rule chapter.

(4) In the event that any part of this rule chapter is invalidated by a decision of a court or other tribunal, then the remainder shall remain in effect to the extent possible consistent with such decision.

(5) The provisions of this rule chapter shall not be construed to apply retroactively or to defeat or impair any right under any contract existing on its effective date, or any of the following matters, if validly completed or begun prior to the effective date of this rule chapter:

(a) Rule 12D-18.003, F.A.C., regarding four consecutive weeks advertising notice of intent;

(b) Rule 12D-18.003, F.A.C., regarding passage of a resolution of intent;

(c) Subsection 12D-18.005(2), F.A.C., regarding notice by advertising or first class mail of roll adoption hearing; or

(d) Rule 12D-18.005, F.A.C., regarding levy adopted consistent with Sections 197.3632(4)(a) and (6), F.S., for a term of years.

Rulemaking Authority 195.027(1), 197.3632(11), 197.3635, 213.06(1) FS. Law Implemented 197.322, 197.363, 197.3631, 197.3632, 197.3635, 213.05 FS. History—New 2-21-91.

12D-18.011 Incorporation of Forms.

The following is a list of forms utilized by the Department of Revenue, Property Tax Oversight Program, in the administration of this rule chapter. Copies of these forms may be obtained without cost by writing to the following address:

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Director

Property Tax Oversight Program

Post Office Box 3000

Tallahassee, Florida 32315-3000

The request should indicate the form number, title and quantity requested. These forms are hereby incorporated by reference in Rule 12D-16.002, F.A.C.

(1) Form DR-408A, Certificate to Non-Ad Valorem Assessment Roll.

(2) Form DR-409A, Certificate of Correction of Non-Ad Valorem Assessment Roll.

(3) Form DR-412, Notice of Intent.

(4) Form DR-413, Affidavit of Proof of Publication.

(5) Form DR-528, Notice of Ad Valorem Taxes and Non-Ad Valorem Assessments, (example only). This form is provided as an example format only, under Section 197.3635, F.S.

Rulemaking Authority 195.027(1), 197.3632(11), 197.3635, 213.06(1) FS. Law Implemented 197.322, 197.363, 197.3631, 197.3632, 197.3635, 213.05 FS. History—New 2-21-91, Amended 12-31-98.

12D-18.012 Tax Collector Non-Ad Valorem Assessment Roll Reports.

(1) Each county tax collector must provide a report to the Department of Revenue which includes information about each non-ad valorem assessment collected using the notice of taxes and referenced in Section 197.3632(5)(b), F.S. The following information must be included in the report:

(a) The name of the local government levying the non-ad valorem assessment and a code indicating whether the local government is a county, municipality or independent special district.

(b) The name of the non-ad valorem levy as included on the tax notice.

(c) A short description of the function of the non-ad valorem levy and a code indicating the nature of the function.

(d) The basis of the levy, the unit of measurement against which the rate is applied to determine the non-ad valorem assessment, and a code indicating type of basis.

(e) The rate for each unit or basis of the non-ad valorem levy.

(f) The number of parcels the non-ad valorem assessment is levied on.

(g) The total dollar amount of the non-ad valorem assessment levied.

(h) An indication of whether or not the local government levying the non-ad valorem assessment also levies an ad valorem tax.

(2) The tax collector must file the report with the Department of Revenue by December 15 each year. The report must be filed on Form DR-503NA (incorporated by reference in Rule 12D-16.002, F.A.C.) The tax

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collector must mail the report to the Florida Department of Revenue, Property Tax Oversight: Non-Ad Valorem Assessments, Post Office Box 3000, Tallahassee, Florida 32315-3000.

Rulemaking Authority 195.027(1), 197.3632(11), 213.06(1) FS. Law Implemented 197.322, 197.363, 197.3631, 197.3632, 197.3635, 213.05 FS. History—New 11-1-12.

12D-13.002 When Taxes Are Due; Notice of Publication; Discount Payment Periods.

(1) Taxes are due and payable November 1 of the year they are assessed, or as soon after November 1, as the tax collector receives the certified tax rolls. Taxes are delinquent on April 1 of the year following the year of assessment, or after 60 days have expired from the date the original tax notice is sent, whichever is later.

(a) The date of tax payment, the applicable discount if any, and whether the taxes were paid

before the delinquency date is determined by:

1. The postmark for mailed tax payments,

2. The date the tax payment is submitted to the tax collector's designated system for electronic payments.

(b) Tax payments received after the date of delinquency but postmarked or electronically submitted to the tax collector's designated system before the date of delinquency are not delinquent.

(c) When the postmark or electronic submission date indicates that taxes are delinquent, the tax collector's office must use the date the tax payment is received to determine if the tax payment was received before the tax certificate sale date and to determine penalties, advertising, and other costs.

(2) The tax collector must not accept partial tax payments or installment payments of taxes other than those authorized by statutes and these rules.

(3) The tax collector is required to collect the total amount due, including real and personal property taxes, non-ad valorem assessments, interest, penalties, fees, advertising and other costs, even when the total amount due exceeds the amount listed on the tax notice.

(4)(a) Tax payments made before delinquency are entitled to a discount at these rates:

1. Four percent in November,

2. Three percent in December,

3. Two percent in January,

4. One percent in February, and

5. Zero percent in March.

(b) Discounts must be allowed on tax payments for:

1. The current year, and

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2. Back taxes and non-ad valorem assessments as provided in section 193.092, F.S.

(c) If a discount period ends on a Saturday, Sunday or legal holiday, the discount period, including the zero discount period, is extended through the next working day for tax payments delivered to a tax collector's designated collection office. This extension does not operate to extend any other discount period. Legal holiday means any day which, by the laws of Florida or the United States, is designated or recognized as a legal or public holiday.

1.a. If the tax notices are sent on or after November 2nd in any year so that a full 30-day four-percent discount period cannot be granted during November, the four-percent discount period extends into the following month of December to allow a full 30 days.

b. Example: Tax notices are sent on November 6. Taxpayers are granted a four-percent discount through December 5. The three-percent discount applies for the remainder of the month of December (December 6 through 31).

2.a. When the four-percent discount period begins after any of the monthly discount periods have expired, then any expired discount must not be allowed.

b. Example: Tax notices are sent on January 6. Taxpayers are granted a four-percent discount for 30 days which ends on February 4. For the remaining days in February, the one-percent discount authorized by law for February is granted. The three-percent discount normally granted for December, and the two-percent discount normally granted in January, do not apply.

3. If the tax notices are sent in March or later, the four-percent discount must extend for 30 days and the zero percent discount must be allowed for 30 days. Regardless of how late the tax notices are sent, there must be at least 60 days in which to pay taxes before delinquency: a four-percent discount period applies to the first 30 days and the applicable discount applies to the remaining time.

(d) The tax collector must begin accepting tax payments as soon as the tax notices are sent, even if sent before November 1. The four-percent discount applies to these early tax payments and extends through the month of November.

(5)(a) When a correction is made to a tax notice based on a taxpayer's request or as a result of a petition to the value adjustment board (VAB), the discount rate that was valid at the time of the taxpayer's request applies for 30 days after the corrected tax notice is sent.

(b) It is the property owner's responsibility to make a timely request, but this does not prevent the tax collector or property appraiser from making corrections and sending corrected tax notices.

(6)(a) The published notice required by section 197.322, F.S., must be large enough to be easily seen, i.e. at least 3 by 6 inches.

(b) This notice must be published on November 1, or as soon as the tax roll is open for collection. The tax collector may publish this notice in more than one publication of the same paper or in more than one newspaper.

Rulemaking Authority 195.027(1), 213.06(1) FS. Law Implemented 193.092, 197.122, 197.162, 197.322, 197.332, 197.333, 197.343, 197.344, 197.3635, 197.374 FS. History—New 6-18-85, Formerly 12D-13.02, Amended 12-13-92, 12-25-96, 12-30-99, 4-5-16.

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12D-13.038 Notice of Ad Valorem Taxes and Non-Ad Valorem Assessments.

(1) Form DR-528, Notice of Ad Valorem Taxes and Non-Ad Valorem Assessments (example only), incorporated by reference in rule 12D-16.002, F.A.C, must comply with section 197.3635, F.S.

(2) The tax collector may include an additional statement with the notice of ad valorem taxes and non-ad valorem assessments offering an explanation of any item on the notice.

Rulemaking Authority 195.022, 195.027(1), 197.3635, 213.06(1) FS. Law Implemented 197.252, 197.254, 197.322, 197.343, 197.3632, 197.3635 FS. History—New 6-18-85, Formerly 12D-13.38, Amended 5-23-91, 1-11-94, 4-5-16.

6E.

CONCORDE ESTATES PHASE I

BEING A PORTION OF SECTIONS 20 AND 21, TOWNSHIP 26 SOUTH, RANGE 29 EAST
OSCEOLA COUNTY, FLORIDA

SHEET 3 OF 6

PLAT BOOK 16 PAGE 158

PLEASANT HILL ROAD

POINT OF BEGINNING
FOR THE PLAT OF THE CONCORDE ESTATES PHASE I
AS SHOWN ON PLAT BOOK 16, PAGE 158

SECTION 20-29-29
SECTION 21-29-29

NOT PLATTED

SECTION 20-29-29
SECTION 21-29-29

MATCHLINE SEE SHEET 4

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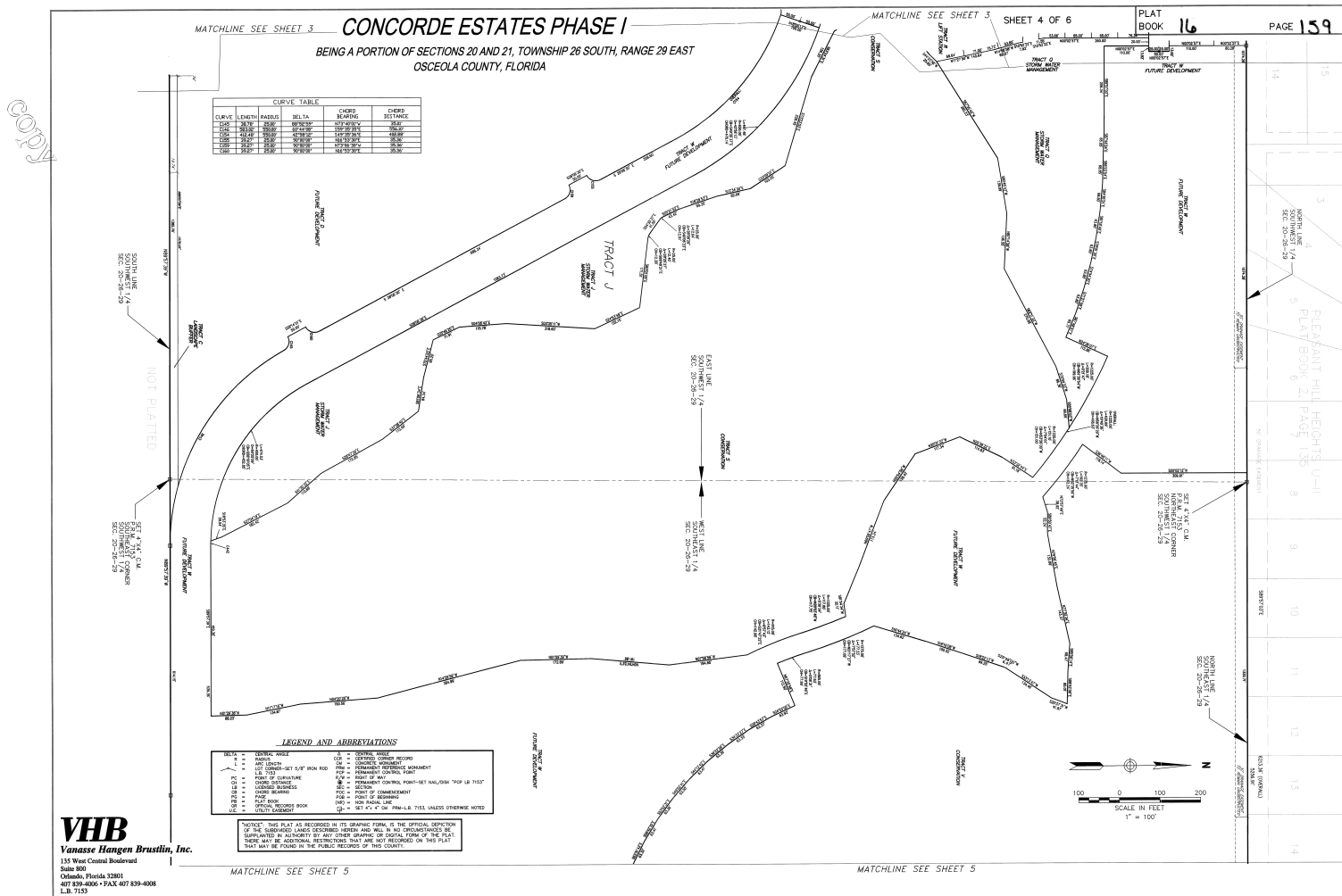
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Vanasse Hangen Brustlin, Inc.
135 West Central Boulevard
Suite 800
Orlando, Florida 32801
407 839-4000 • FAX 407 839-4008
L.R. 7153

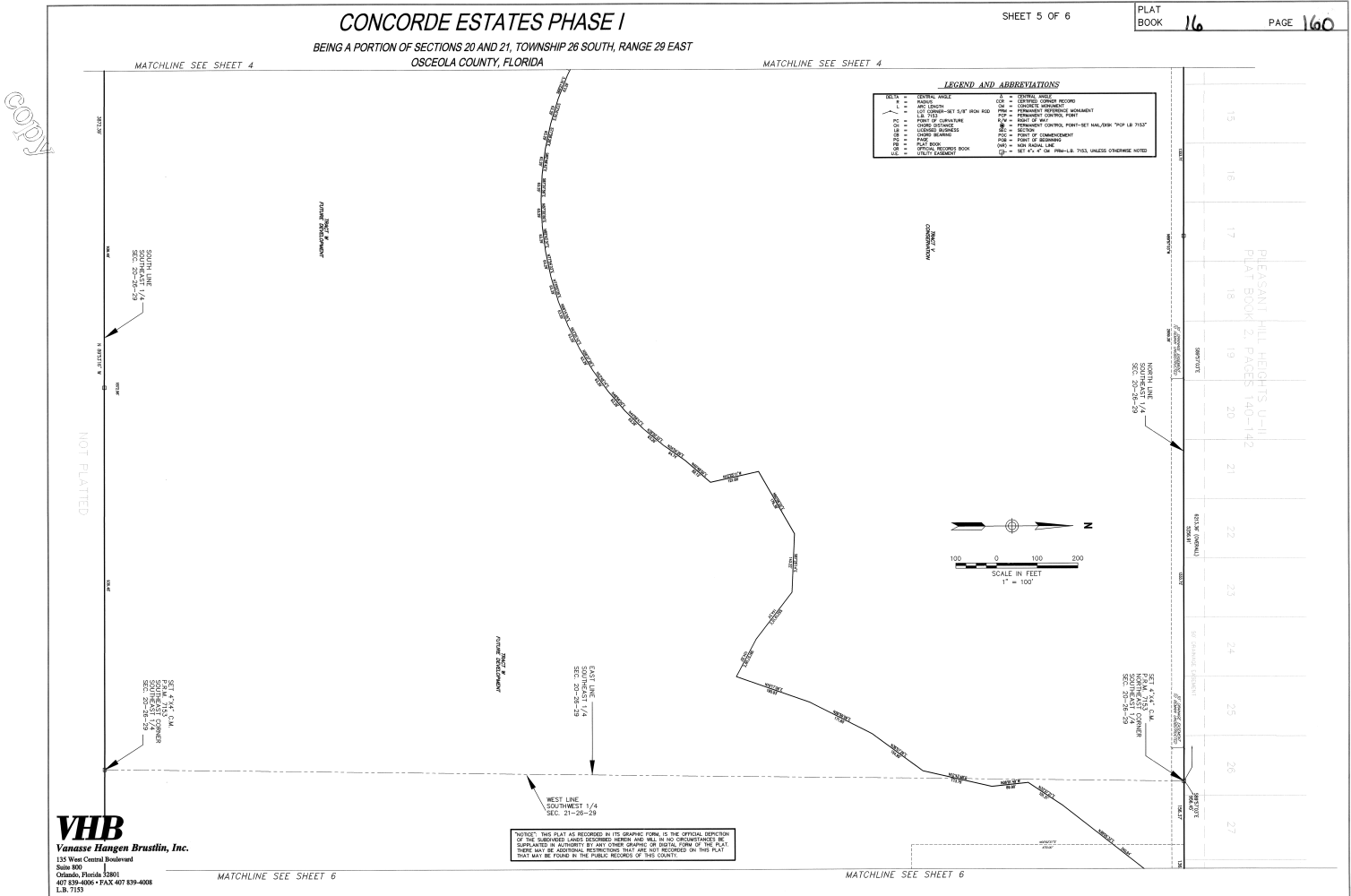
LEGEND AND ABBREVIATIONS

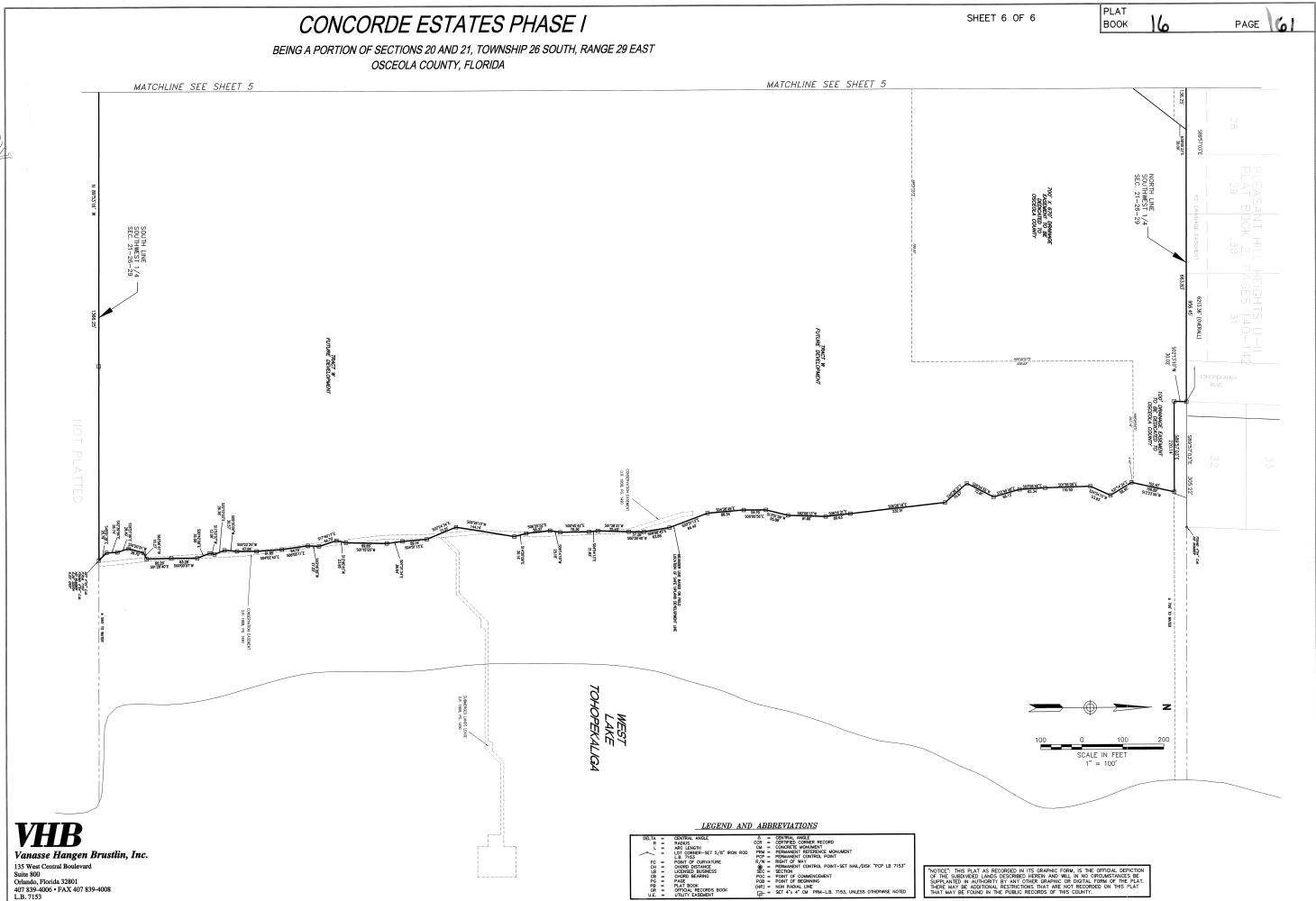
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NOTICE: THIS PLAT AS RECORDED IN ITS GRAPHIC FORM IS THE OFFICIAL DEPICTION OF THE SUBDIVISION LOTS, BLOCKS, AND TRACTS. IT IS NOT TO BE CONSIDERED AS A SUBSTITUTE FOR THE ORIGINAL RECORDS OF THE PLAT. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.

LINE TABLE		
LINE	LENGTH	BEARING
1.1	0.17	S32°16'21"E
1.2	17.08	S44°12'20"E
1.3	17.08	S16°59'43"E
1.4	8.89	S17°14'54"E
1.5	14.50	S13°11'09"E
1.6	14.50	S69°32'54"E
1.7	14.50	S44°13'02"E
1.8	14.50	S15°38'54"E
1.9	14.50	S62°03'51"E
1.10	33.99	S13°11'09"E
1.11	16.26	S59°53'54"E







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, January 29, 2020 at 4:00 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
Basam Alli	Assistant Secretary
Cesar Goyetche	Assistant Secretary
Martha Land	Assistant Secretary

Also present were:

Kristen Suit	District Manager
Tim Qualls	District Counsel (via telephone)
Tristan LaNasa	Young Qualls, P.A
David Hamstra	District Engineer
Ariel Medina	Field Supervisor
Richard Santana	Clubhouse Attendant
Capital Land 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

Public Hearing Regarding Rules of Procedure

A. Resolution 2020-3 Adopting Rules of Procedure

On MOTION by Mr. Cruz seconded by Mr. Barbuck with all in favor the public hearing adopting rules of procedure was opened. 5-0

- Resolution 2020-3 adopts recreation facility usage and administrative rules. A workshop was previously held to discuss the rules of procedure.

There being no comments,

On MOTION by Mr. Cruz seconded by Ms. Land with all in favor the public hearing adopting rules of procedure was closed. 5-0

On MOTION by Mr. Barbuck seconded by Ms. Land with all in favor Resolution 2020-3 for the purpose of adopting recreation facility usage and administrative rules; and providing an effective date was adopted. 5-0

FIFTH ORDER OF BUSINESS

Staff Report- Site/Clubhouse Manager's Report

A. Monthly Field Manager's Report

- Mr. Medina reviewed the monthly Field Management Report which was included in the agenda package.
 - The new pool maintenance company, Lexington Pools, is doing a great job to date.
 - Richard Santana is the new clubhouse attendant. Jason will be handling field maintenance.
 - The staff schedule was discussed.

B. Alligator Sign Proposals

- A proposal was received from Inframark for installation of Alligator lake signage with concrete foundation.

Mr. Cruz MOVED to approve the alligator sign proposal and Mr. Goyetche seconded the motion.

- The prior motion was discussed.

On VOICE vote with three opposed and two in favor the prior motion failed. 2-3

C. Capital Land Proposals

- Capital Land Proposal for tree removal was reviewed.

On MOTION by Mr. Cruz seconded by Mr. Barbuck with all in favor the Capital Land Proposal for tree removal in the amount of \$1,350 was approved. 5-0

- Capital Land Maintenance Contract Addendum was discussed.
- This would be subject to District Counsel drafting an addendum to the current contract.

Mr. Goyetche MOVED to approve the Capital Land Maintenance Contract Addendum subject to District Counsel drafting an addendum to the current contract and Mr. Barbuck seconded the motion.

- The prior motion was discussed.

On VOICE vote with all opposed the prior motion failed.

- Capital Land Proposal for Irrigation Repairs

On MOTION by Ms. Land seconded by Mr. Barbuck with all in favor the Capital Land Proposal for irrigation repairs in the amount of \$296 was approved. 5-0

D. Inframark – Stormwater Pond Maintenance & Repairs Proposal

- Inframark provided a proposal for the stormwater pond maintenance and repairs based on the Engineer's report.

On MOTION by Mr. Barbuck seconded by Mr. Goyetche with all in favor Inframark Work Order Authorization #0151069 for stormwater pond maintenance and repairs in the amount of \$1,238 was approved. 5-0

E. Inframark Field Services Proposals

- Inframark provided a proposal to install restored bench behind clubhouse; and remove bike rack and re-install it in Grasmere View Pkwy.

Mr. Goyetche MOVED to approve Inframark Work Order Authorization #0151067 for installation of restored bench; bike rack removal; and reinstallation of bike rack in the amount of \$1,115 and Mr. Alli seconded the motion.

- The prior motion was discussed.
- This item was tabled pending additional information.
- District Counsel commented on a landowner's inquiry regarding the foreclosure process and the B Bond Debt Assessments.
- A landowner commented on the assessments and liens on his parcels.
- Discussion ensued and it was noted the position of the District is for the parcel owner to seek counsel regarding his situation pertaining to ownership and delinquencies.

SIXTH ORDER OF BUSINESS**Engineer's Report****A. Proposals for Shoreline Clean up and Ongoing Maintenance**

- Mr. Hamstra presented a \$40,000 proposal from Robinson Wetland to perform the shoreline cleanup cutting back all the vegetation as allowed by FWC.
- It was recommended the proposal be broken down in order to monitor scope of services and costs.

Mr. Cruz MOVED to approve the Robinson Wetland proposal for shoreline clean up in the amount of \$40,000 and Mr. Goyetche seconded the motion.

- Discussion ensued with regard to having District Counsel draft the agreement including a detailed scope of services and map.

On VOICE vote with Mr. Cruz, Mr. Barbuck, Mr. Goyetche and Ms. Land in favor and Mr. Alli opposed, the Robinson Wetland proposal for shoreline clean up in the amount of \$40,000 subject to District Counsel drafting an agreement including detailed scope of services and map was approved. 4-1

- The Robinson Wetland shoreline maintenance proposal in the amount of \$3,000 was tabled to the next meeting pending additional information.

SEVENTH ORDER OF BUSINESS**Attorney's Report****A. Draft Special Assessment Collection Policy**

- Mr. LaNasa commented on the draft Special Assessment Collection Policy.

- District Counsel will provide the final Special Assessments Collection Policy for Board approval at the February meeting.
- B. Update on Chapter 2019-15, Fla. Stat. (CS for SB 7-14) Auditing Requirements**
- Mr. Qualls commented on legislative auditing requirements noting the District has a policy in place which will be reviewed with the Board at a future meeting.
- C. Update on Duval Offset Matter**
- Duvall and their Attorney have been notified several times as to the deficiencies of the service they provided. This matter will continue to be monitored.
- D. Update on Foreclosure Process**
- Mr. LaNasa reported a hearing is scheduled tomorrow requesting the court allow us to amend our complaint to add a portion of the B Bond debt to some of the properties.
- E. Lexington Pool Maintenance Contract**
- The Lexington pool maintenance contract has been finalized.
- F. Other**
- Lake signage was addressed.

EIGHTH ORDER OF BUSINESS**District Manager's Report****A. Consent Agenda****i. Minutes of the December 18, 2019 Meeting**

On MOTION by Mr. Cruz seconded by Mr. Goyetche with all in favor the Minutes of the December 18, 2019 Meeting were approved. 5-0

ii. Financial Statements

On MOTION by Mr. Cruz seconded by Ms. Land with all in favor the December 2019 Financials and Check Register were accepted. 5-0

B. Ratification of Chair Authorized Expenses Between Meetings

- None.

NINTH ORDER OF BUSINESS**Supervisors' Requests and Comments**

- Mr. Cruz commented on the status of the playgrounds; pool maintenance; vacuum cleaner repair; fire extinguishers; access doors; gym door; Clubhouse roof leak; gym equipment; and access cards.
- Mr. Barbuck inquired about the soccer fields. Proposals for soccer nets will be obtained.

- Mr. Alli inquired about the roadways.
- Mr. Goyetche inquired about the number and location of electrical meters in the District.
- Mr. Barbuck inquired about the shoreline maintenance.

TENTH ORDER OF BUSINESS

Audience Comments

- None.

ELEVENTH ORDER OF BUSINESS

Adjournment

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

Assistant Secretary

Chairperson/Vice
Chairperson

7Aii.

**Concord Estates
Community Development District**

Financial Report

January 31, 2020

CONCORDE ESTATES
Community Development District

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**Concorde Estates
Community Development District**

Financial Statements

(Unaudited)

January 30, 2020

Balance Sheet
January 31, 2020

ACCOUNT DESCRIPTION	GENERAL FUND	2004 DEBT SERVICE FUND	2011 DEBT SERVICE FUND	2017B DEBT SERVICE FUND	TOTAL
<u>ASSETS</u>					
Cash - Checking Account	\$ 256,605	\$ -	\$ -	\$ -	\$ 256,605
Assessments Receivable	67,499	-	20,102	-	87,601
Investments:					
Money Market Account	1,111,354	-	-	-	1,111,354
Interest Fund (A-1)	-	-	6	-	6
Prepayment Account B	-	-	688	-	688
Prepayment Fund (A-2)	-	-	124,594	-	124,594
Reserve Fund (A-1)	-	-	322,813	-	322,813
Revenue Fund (A-1)	-	-	336,757	-	336,757
Revenue Fund (A-2)	-	-	122,596	-	122,596
Revenue Fund B	-	-	36	1,485	1,521
TOTAL ASSETS	\$ 1,435,458	\$ -	\$ 927,592	\$ 1,485	\$ 2,364,535
<u>LIABILITIES</u>					
Accounts Payable	\$ 57,367	\$ -	\$ -	\$ -	\$ 57,367
Due to Landowners	-	-	22,468	-	22,468
Accrued Taxes Payable	173	-	-	-	173
Deferred Revenue	67,499	-	20,102	-	87,601
Other Current Liabilities	2,164	-	-	-	2,164
Revenue Bonds Payable-Current	-	7,511,083	3,013,428	-	10,524,511
TOTAL LIABILITIES	127,203	7,511,083	3,055,998	-	10,694,284
<u>FUND BALANCES</u>					
Restricted for:					
Debt Service	-	-	-	1,485	1,485
Assigned to:					
Reserves - Other	75,307	-	-	-	75,307
Unassigned:	1,232,948	(7,511,083)	(2,128,406)	-	(8,406,541)
TOTAL FUND BALANCES	\$ 1,308,255	\$ (7,511,083)	\$ (2,128,406)	\$ 1,485	\$ (8,329,749)
TOTAL LIABILITIES & FUND BALANCES	\$ 1,435,458	\$ -	\$ 927,592	\$ 1,485	\$ 2,364,535

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	JAN-20 ACTUAL
REVENUES					
Interest - Investments	\$ 7,404	\$ 2,468	\$ 3,955	\$ 1,487	\$ 1,401
Interest - Tax Collector	-	-	322	322	322
Rents or Royalties	3,200	1,068	770	(298)	-
Special Assmnts- Tax Collector	948,053	805,846	791,358	(14,488)	27,911
Special Assmnts- CDD Collected	59,078	59,078	3,260	(55,818)	-
Special Assmnts- Discounts	(37,922)	(32,234)	(31,265)	969	(837)
Other Miscellaneous Revenues	-	-	3	3	-
Pool Access Key Fee	150	50	-	(50)	-
TOTAL REVENUES	979,963	836,276	768,403	(67,873)	28,797
EXPENDITURES					
Administration					
P/R-Board of Supervisors	13,000	4,336	6,000	(1,664)	1,000
FICA Taxes	995	332	459	(127)	77
ProfServ-Arbitrage Rebate	1,200	-	-	-	-
ProfServ-Engineering	8,000	2,668	2,707	(39)	568
ProfServ-Legal Services	25,000	8,332	29,633	(21,301)	1
ProfServ-Mgmt Consulting Serv	110,000	36,668	41,243	(4,575)	13,743
ProfServ-Special Assessment	5,250	5,250	5,250	-	-
ProfServ-Trustee Fees	10,775	10,775	7,615	3,160	-
ProfServ-E-mail Maintenance	16,100	5,364	2,851	2,513	388
Auditing Services	4,000	-	-	-	-
Insurance - General Liability	6,325	6,325	6,593	(268)	-
Legal Advertising	2,600	868	255	613	136
Misc-Assessmnt Collection Cost	18,961	16,117	15,202	915	541
Annual District Filing Fee	175	175	175	-	-
Total Administration	222,381	97,210	117,983	(20,773)	16,454
Public Safety					
Pool/Clubhouse Security	16,000	5,332	-	5,332	-
Total Public Safety	16,000	5,332	-	5,332	-
Electric Utility Services					
Electricity - General	16,000	5,332	3,586	1,746	1,311
Electricity - Streetlighting	119,000	39,668	39,293	375	9,777
Electricity - Rec Center	12,000	4,000	3,256	744	797
Total Electric Utility Services	147,000	49,000	46,135	2,865	11,885

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	JAN-20 ACTUAL
<u>Water-Sewer Comb Services</u>					
Utility - Water	118,000	39,332	19,081	20,251	4,642
Backflow Assembly Testing	750	252	-	252	-
Total Water-Sewer Comb Services	118,750	39,584	19,081	20,503	4,642
<u>Flood Control/Stormwater Mgmt</u>					
Contracts-Ponds	10,380	3,460	3,460	-	865
R&M-Aquascaping	10,000	3,332	-	3,332	-
R&M-Fountain	1,200	400	1,215	(815)	-
R&M Lake & Pond Bank	5,000	1,668	-	1,668	-
Total Flood Control/Stormwater Mgmt	26,580	8,860	4,675	4,185	865
<u>Other Physical Environment</u>					
Contracts-Landscape	156,000	52,000	52,000	-	13,000
Insurance - Property	9,567	9,567	9,193	374	-
R&M-Entry Feature	500	168	-	168	-
R&M-Irrigation	8,500	2,832	9,782	(6,950)	3,701
Landscape Replacement	15,000	5,000	4,266	734	698
Annual Mulching & Tree Trimming	23,400	23,400	19,800	3,600	-
Misc-Decorative Lighting	1,500	500	-	500	-
Total Other Physical Environment	214,467	93,467	95,041	(1,574)	17,399
<u>Contingency</u>					
Misc-Contingency	100,000	33,332	16,254	17,078	10,722
Total Contingency	100,000	33,332	16,254	17,078	10,722
<u>Parks and Recreation - General</u>					
Contracts-Pools	8,100	2,700	3,150	(450)	1,125
Contracts-Pest Control	1,500	500	250	250	125
Telephone, Cable & Internet Service	2,820	940	1,013	(73)	126
R&M-Clubhouse	6,500	2,168	487	1,681	-
R&M-Fence	3,500	1,168	-	1,168	-
R&M-Pools	8,500	2,832	927	1,905	127
R&M-Fitness Equipment	3,000	1,000	180	820	180
R&M-Pressure Washing	3,500	1,168	-	1,168	-
R&M-Parks & Facilities	13,300	4,432	6,546	(2,114)	-
Office Supplies	1,500	500	-	500	-
Clubhouse Cleaning Service G&A	2,940	980	735	245	245
Dues, Licenses, Subscriptions	525	525	-	525	-
Cap Outlay - Other	-	-	76,877	(76,877)	11,180
Total Parks and Recreation - General	55,685	18,913	90,165	(71,252)	13,108

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	JAN-20 ACTUAL
<u>Reserves</u>					
Reserve	79,100	-	-	-	-
Total Reserves	79,100	-	-	-	-
TOTAL EXPENDITURES & RESERVES	979,963	345,698	389,334	(43,636)	75,075
Excess (deficiency) of revenues					
Over (under) expenditures	-	490,578	379,069	(111,509)	(46,278)
Net change in fund balance	\$ -	\$ 490,578	\$ 379,069	\$ (111,509)	\$ (46,278)
FUND BALANCE, BEGINNING (OCT 1, 2019)	929,186	929,186	929,186		
FUND BALANCE, ENDING	\$ 929,186	\$ 1,419,764	\$ 1,308,255		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	JAN-20 ACTUAL
REVENUES					
Interest - Investments	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	-	-	-	-	-
EXPENDITURES					
TOTAL EXPENDITURES	-	-	-	-	-
Excess (deficiency) of revenues Over (under) expenditures	-	-	-	-	-
Net change in fund balance	\$ -	\$ -	\$ -	\$ -	\$ -
FUND BALANCE, BEGINNING (OCT 1, 2019)	-	-	(7,511,083)		
FUND BALANCE, ENDING	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (7,511,083)</u>		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	JAN-20 ACTUAL
REVENUES					
Interest - Investments	\$ 5,163	\$ 1,720	\$ 3,125	\$ 1,405	\$ 576
Special Assmnts- Tax Collector	516,263	438,824	407,433	(31,391)	14,370
Special Assmnts- Prepayment	-	-	123,691	123,691	14,993
Special Assmnts- CDD Collected	25,465	25,465	1,316	(24,149)	-
Special Assmnts- Discounts	(20,651)	(17,554)	(16,097)	1,457	(431)
TOTAL REVENUES	526,240	448,455	519,468	71,013	29,508
EXPENDITURES					
Administration					
Misc-Assessmnt Collection Cost	10,325	8,776	7,827	949	279
Total Administration	10,325	8,776	7,827	949	279
Debt Service					
Principal Debt Retirement A-1	130,000	-	-	-	-
Principal Debt Retirement A-2	75,000	-	-	-	-
Prepayments Series A-2	-	-	105,000	(105,000)	-
Interest Expense Series A-1	194,513	97,257	97,256	1	-
Interest Expense Series A-2	112,613	56,307	51,773	4,534	-
Total Debt Service	512,126	153,564	254,029	(100,465)	-
TOTAL EXPENDITURES	522,451	162,340	261,856	(99,516)	279
Excess (deficiency) of revenues Over (under) expenditures	3,789	286,115	257,612	(28,503)	29,229
OTHER FINANCING SOURCES (USES)					
Contribution to (Use of) Fund Balance	3,789	-	-	-	-
TOTAL FINANCING SOURCES (USES)	3,789	-	-	-	-
Net change in fund balance	\$ 3,789	\$ 286,115	\$ 257,612	\$ (28,503)	\$ 29,229
FUND BALANCE, BEGINNING (OCT 1, 2019)	(2,386,018)	(2,386,018)	(2,386,018)		
FUND BALANCE, ENDING	\$ (2,382,229)	\$ (2,099,903)	\$ (2,128,406)		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	JAN-20 ACTUAL
REVENUES					
Interest - Investments	\$ -	\$ -	\$ 1	\$ 1	\$ -
TOTAL REVENUES	-	-	1	1	-
EXPENDITURES					
TOTAL EXPENDITURES	-	-	-	-	-
Excess (deficiency) of revenues Over (under) expenditures	-	-	1	1	-
Net change in fund balance	\$ -	\$ -	\$ 1	\$ 1	\$ -
FUND BALANCE, BEGINNING (OCT 1, 2019)	-	-	1,484		
FUND BALANCE, ENDING	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,485</u>		

**Concorde Estates
Community Development District**

Supporting Schedules

January 30, 2020

Notes to the Financial Statements
January 31, 2020

Financial Overview / Highlights

- ▶ Assessments receivable includes outstanding assessments due from prior fiscal years.
- ▶ Revenue Bonds Payable-Current represents series 2004 and 2011B matured principal and accrued interest.

Variance Analysis

Account Name	YTD Budget	YTD Actual	% of Budget	Explanation
Expenditures				
<u>Administrative</u>				
Payroll-Board of Supervisors	\$13,000	\$6,000	46%	Five member board payroll for meeting attendance.
FICA Taxes	\$995	\$459	46%	Payroll taxes.
ProfServ-Engineering	\$8,000	\$2,707	34%	Boyd Civil Engineering provides general engineering services.
ProfServ-Legal Services	\$25,000	\$29,633	119%	Young Qualls provides general, Avex collection and bond matters.
ProfServ-Mgmt Consulting Serv	\$110,000	\$41,243	37%	Inframark provides management services.
ProfServ-Trustee Fees	\$10,775	\$7,615	71%	Series 2011 trustee services provided by U.S. Bank.
Insurance-General Liability	\$6,325	\$6,593	104%	EGIS general liability, public officials insurance and auto.
<u>Flood Control/Stormwater Mgmt</u>				
R&M-Fountain	\$1,200	\$1,215	101%	Replaced control box.
<u>Other Physical Environment</u>				
R&M-Irrigation	\$8,500	\$9,782	115%	Irrigation repairs provided by Capital Land Mgmt Corp.
<u>Parks and Recreation</u>				
Contracts-Pools	\$2,820	\$3,150	112%	Churchill Group Holdings provides pool maintenance services. In January, 5 visits took
Telephone, Cable & Internet Services	\$2,820	\$1,013	36%	Brighthouse monthly TV, phone and internet services and final payment to Century Link.
R&M-Parks and Facilities	\$13,300	\$6,546	49%	Tennis court resurfacing, gate, splash pad contact repair.
Capital Outlay - Other	\$0	\$76,877		Playground equipment and access control system.

Non-Ad Valorem Special Assessments
Osceola County Tax Collector - Monthly Collection Report
For the Fiscal Year ending September 2020

					ALLOCATION BY FUND	
DATE RECEIVED	NET AMOUNT RECEIVED	DISCOUNT/ (PENALTIES) AMOUNT	TAX COLLECTOR	GROSS AMOUNT RECEIVED	GENERAL FUND 001	SERIES 2011 GROSS ASSESSMENTS
Assessments Levied FY 2020				\$1,436,160	\$948,053	\$488,108
Allocation %				100.00%	66.01%	33.99%
11/08/19	10,562	511	216	11,288	7,452	3,836
11/21/19	56,988	2,423	1,163	60,574	39,987	20,587
12/06/19	931,116	39,588	19,002	989,706	653,335	336,371
12/09/19	2,292	25	47	2,364	1,561	803
12/23/19	87,250	3,548	1,781	92,578	61,114	31,465
01/10/20	34,101	1,076	696	35,873	23,681	12,192
01/13/20	6,091	192	124	6,408	4,230	2,178
TOTAL	\$ 1,128,400	\$ 47,362	\$ 23,029	\$ 1,198,791	\$ 791,358	\$ 407,433

% Collected 83% 83% 83%

TOTAL OUTSTANDING	\$ 237,369	\$ 156,694	\$ 80,675
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Cash and Investment Report
January 31, 2020

<u>ACCOUNT NAME</u>	<u>MATURITY</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>BALANCE</u>
GENERAL FUND				
Checking Account - Operating		Bank United	0.00%	\$ 256,605
			Subtotal	<u>\$ 256,605</u>
Money Market		Bank United	1.50%	\$ 1,111,354
				<u>\$ 1,111,354</u>
DEBT SERVICE FUNDS				
Series 2011 Interest Fund (A-1)		US Bank	1.30%	\$ 6 (1)
Series 2011 Prepayment Account B		US Bank	1.30%	688 (1)
Series 2011 Prepayment Fund (A-2)		US Bank	1.30%	124,594 (1)
Series 2011 Reserve Fund (A-1)		US Bank	1.30%	322,813 (1)
Series 2011 Revenue Fund (A-1)		US Bank	1.30%	336,757 (1)
Series 2011 Revenue Fund (A-2)		US Bank	1.30%	122,596 (1)
Series 2011 Revenue Fund B		US Bank	1.30%	36 (1)
Series 2017 Revenue Fund B		US Bank	1.30%	1,485 (1)
			Subtotal	<u>\$ 908,975</u>
Total				<u><u>\$ 2,276,934</u></u>

NOTE 1 - Invested in Fidelity Govt Portfolio

CONCORDE ESTATES
Community Development District

Payment Register by Bank Account

For the Period from 1/1/20 to 1/31/20

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<u>BANK UNITED GF CHECKING - (ACCT#XXXXX6364)</u>							
CHECK # 5356							
01/07/20	Vendor	VICTOR CRUZ	122019	CABINET/TABLE	741468	001-546225-57201	\$468.00
Check Total							<u>\$468.00</u>
CHECK # 5357							
01/09/20	Vendor	ANAGO OF ORLANDO	59638	JAN CLEANING SRVCS	Clubhouse Cleaning Service G&A	001-552082-57201	\$245.00
Check Total							<u>\$245.00</u>
CHECK # 5358							
01/09/20	Vendor	CONCORDE ESTATES C/O U.S. BANK	010220-1	ASSESS TRNFR (SERIES 2011 A-1)	Due From Other Funds	131000	\$23,154.42
Check Total							<u>\$23,154.42</u>
CHECK # 5359							
01/09/20	Vendor	CONCORDE ESTATES C/O U.S. BANK	010220-2	ASSESS TXFR(2011 A-2) DIRECT COLLECT	Due From Other Funds	131000	\$9,952.16
Check Total							<u>\$9,952.16</u>
CHECK # 5360							
01/09/20	Vendor	INNERSYNC STUDIO LTD	18164	JAN 2020 HOSTING	ProfServ-E-mail maintenance	001-531096-51301	\$388.13
Check Total							<u>\$388.13</u>
CHECK # 5361							
01/09/20	Vendor	SAMMY LEE ROMAN	3326	JAN PEST CONTROL	Contracts-Pest Control	001-534125-57201	\$125.00
Check Total							<u>\$125.00</u>
CHECK # 5362							
01/14/20	Vendor	YOUNG QUALLS, P.A.	15927	DEC GEN COUNSEL	ProfServ-Legal Services	001-531023-51401	\$6,034.50
Check Total							<u>\$6,034.50</u>
CHECK # 5363							
01/21/20	Vendor	BOYD CIVIL ENGINEERING, INC.	02530	GENERAL ENG SRVCS THRU 12/29/19	ProfServ-Engineering	001-531013-51501	\$568.14
Check Total							<u>\$568.14</u>

CONCORDE ESTATES
Community Development District

Payment Register by Bank Account

For the Period from 1/1/20 to 1/31/20

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
CHECK # 5364							
01/21/20	Vendor	CAPITAL LAND MANAGEMENT CORP	207356	IRR REPRS	R&M-Irrigation	001-546041-53908	\$1,015.00
01/21/20	Vendor	CAPITAL LAND MANAGEMENT CORP	207319	DEC LANDSCAPE/IRR MAINT/REPL FLOWERS	Contracts-Landscape	001-534050-53908	\$12,200.00
01/21/20	Vendor	CAPITAL LAND MANAGEMENT CORP	207319	DEC LANDSCAPE/IRR MAINT/REPL FLOWERS	R&M-Irrigation	001-546041-53908	\$800.00
01/21/20	Vendor	CAPITAL LAND MANAGEMENT CORP	207319	DEC LANDSCAPE/IRR MAINT/REPL FLOWERS	Landscape Replacement	001-546338-53908	\$349.00
Check Total							\$14,364.00
CHECK # 5365							
01/21/20	Vendor	CHURCHILL GROUP HOLDINGS	10852	CHEMICALS	R&M-Pools	001-546074-57201	\$127.20
Check Total							\$127.20
CHECK # 5366							
01/21/20	Vendor	INFRAMARK, LLC	47390	DEC MANAGEMENT FEES	ProfServ-Mgmt Consulting Serv	001-531027-51301	\$9,166.67
01/21/20	Vendor	INFRAMARK, LLC	47390	DEC MANAGEMENT FEES	ANNUAL EMPLOYEE INCENTIVE	001-549900-57201	\$6,250.00
01/21/20	Vendor	INFRAMARK, LLC	47390	DEC MANAGEMENT FEES	FIELD OPERATIONS WO#0151060	001-549900-57201	\$464.00
01/21/20	Vendor	INFRAMARK, LLC	47390	DEC MANAGEMENT FEES	PROJECT MNGT WO 0151061 & 0151062	001-549900-57201	\$890.00
01/21/20	Vendor	INFRAMARK, LLC	47390	DEC MANAGEMENT FEES	COPIES	001-549900-57201	\$121.70
01/21/20	Vendor	INFRAMARK, LLC	47390	DEC MANAGEMENT FEES	FEDEX	001-549900-57201	\$172.92
01/21/20	Vendor	INFRAMARK, LLC	47390	DEC MANAGEMENT FEES	POSTAGE	001-549900-57201	\$5.00
01/21/20	Vendor	INFRAMARK, LLC	47390	DEC MANAGEMENT FEES	HOME DEPOT PURCHASES	001-549900-57201	\$291.19
01/21/20	Vendor	INFRAMARK, LLC	47390	DEC MANAGEMENT FEES	ProfServ-Special Assessment	001-531038-51301	\$5,250.00
Check Total							\$22,611.48
CHECK # 5367							
01/23/20	Vendor	CONCORDE ESTATES C/O U.S. BANK	012120-1	TRFR ASSESSMENTS 2011 A-1 SERIES	Due From Other Funds	131000	\$9,553.80
Check Total							\$9,553.80
CHECK # 5368							
01/23/20	Vendor	CONCORDE ESTATES C/O U.S. BANK	012120-2	TRFR ASSESSMENTS 2011 A-2	Due From Other Funds	131000	\$4,106.38
Check Total							\$4,106.38
CHECK # 5369							
01/24/20	Vendor	CHRISTOPHER ROBINSON	000432	REMOVAL OF AQUATIC PERMIT	Misc-Contingency	001-549900-53985	\$300.00
Check Total							\$300.00
CHECK # 5370							
01/24/20	Vendor	EXERCISE SYSTEMS	24114	QUARTERLY EQUIP MAINT	R&M-Fitness Equipment	001-546115-57201	\$180.00
Check Total							\$180.00

CONCORDE ESTATES
Community Development District

Payment Register by Bank Account

For the Period from 1/1/20 to 1/31/20

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
CHECK # 5371							
01/24/20	Vendor	ORLANDO SENTINEL	014587590000	DEC 2019 CLASSIFIED AD	Legal Advertising	001-548002-51301	\$136.25
Check Total							<u>\$136.25</u>
CHECK # 5372							
01/30/20	Employee	BASAM M. ALLI	PAYROLL	January 30, 2020 Payroll Posting			\$184.70
Check Total							<u>\$184.70</u>
CHECK # 5373							
01/30/20	Employee	VICTOR CRUZ	PAYROLL	January 30, 2020 Payroll Posting			\$164.70
Check Total							<u>\$164.70</u>
CHECK # 5374							
01/30/20	Employee	MICHAEL A. BARBUCK	PAYROLL	January 30, 2020 Payroll Posting			\$184.70
Check Total							<u>\$184.70</u>
CHECK # 5375							
01/30/20	Employee	CESAR A. GOYETCHE	PAYROLL	January 30, 2020 Payroll Posting			\$184.70
Check Total							<u>\$184.70</u>
CHECK # 5376							
01/30/20	Employee	MARTHA MENDEZ-LAND	PAYROLL	January 30, 2020 Payroll Posting			\$184.70
Check Total							<u>\$184.70</u>
ACH #DD170							
01/13/20	Vendor	TOHO WATER AUTHORITY - ACH	121619 ACH	11/16-12/16/19 UTILITY SRVCS	Utlilty-Water	001-543018-53601	\$3,390.75
ACH Total							<u>\$3,390.75</u>
ACH #DD172							
01/13/20	Vendor	KUA - ACH	122619 ACH	11/15/19-12/26/19 UTILITY SRVCS	Electricity - Rec Center	001-543040-53100	\$771.62
01/13/20	Vendor	KUA - ACH	122619 ACH	11/15/19-12/26/19 UTILITY SRVCS	Electricity - Streetlighting	001-543013-53100	\$5,510.23
01/13/20	Vendor	KUA - ACH	122619 ACH	11/15/19-12/26/19 UTILITY SRVCS	Electricity - General	001-543006-53100	\$1,174.02
ACH Total							<u>\$7,455.87</u>
ACH #DD173							
01/27/20	Vendor	KUA - ACH	010920 ACH	12/09/19-01/09/20 UTILITY SRVCS	Electricity - Streetlighting	001-543013-53100	\$4,283.78
ACH Total							<u>\$4,283.78</u>

CONCORDE ESTATES
Community Development District

Payment Register by Bank Account

For the Period from 1/1/20 to 1/31/20

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
ACH #DD176							
01/25/20	Vendor	BRIGHT HOUSE NETWORKS - ACH	026041204010920 ACH	01/08-02/07/20 0412-04 TV, INT, PHN	Telephone/Fax/Internet Services	001-541009-57201	\$126.45
ACH Total							<u>\$126.45</u>
ACH #DD177							
01/29/20	Vendor	ADT SECURITY CORP - ACH	743195299 ACH	12/28/19-01/27/20 SECURITY	Misc-Contingency	001-549900-53985	(\$0.99)
ACH Total							<u>(\$0.99)</u>
ACH #DD178							
01/29/20	Vendor	ADT SECURITY CORP - ACH	746873910 ACH	01/28/20-02/27/20 SECURITY	Misc-Contingency	001-549900-53985	\$51.99
ACH Total							<u>\$51.99</u>
Account Total							<u>\$108,525.81</u>

Total Amount Paid	\$108,525.81
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7B

Concorde Estates CDD
Ratification of Chair Authorized Expenses Between Meetings
January-February 2020

Description	Total Amount
Removal fences and bushes and re-installation of fence at both playgrounds in order to provide access for playground equipment during installation.	\$464.00
Purchase of janitorial supplies	\$22.97
Purchase of fire extinguisher for clubhouse	\$139.94
Purchase of vacuum and janitorial supplies	\$243.43
Total Expenses	\$870.34

Concorde Estates CDD	
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Prepared by Inframark, Ariel Medina, Field Manager

313 Campus Street, Celebration, FL 407-566-1935 | russ.simmons@inframark.com



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More doing.™**

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

6851 00001 98200 01/24/20 11:25 AM
SALE CASHIER BETHSY

037000762096 BTY12DRSAS <A> 22.97N
BOUNTY 12 DOUBLE ROLL SAS

SUBTOTAL 22.97
SALES TAX 0.00

TAX EXEMPT

TOTAL \$22.97
XXXXXXXXXXXX0549 MASTERCARD 22.97
AUTH CODE 018964/4014770 TA

PRO XTRA MEMBER STATEMENT

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

PRO XTRA SPEND THIS VISIT: \$22.97

2020 PRO XTRA SPEND 01/23: \$18,378.30

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 98200 01/24/2020 6072

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
A 1 90 04/23/2020

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

User ID: HXY 203540 196690
PASSWORD: 20074 196689

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.



fire EXtinguisher

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More doing.SM**

4560 13TH STREET
ST CLOUD, FL 34769 (407)498-0606

6350 00001 61133 01/28/20 01:06 PM
SALE CASHIER NANDRANIE

047871057856 PRO 460 FX <A>
2069.97 139.94N

	SUBTOTAL	139.94
	SALES TAX	0.00
TAX EXEMPT		
	TOTAL	\$139.94
XXXXXXXXXXXX0549	MASTERCARD	139.94
AUTH CODE 062169/0012489		TA

PRO XTRA MEMBER STATEMENT

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

PRO XTRA SPEND THIS VISIT: \$139.94

2020 PRO XTRA SPEND 01/27: \$21,936.71

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.



6350 01 61133 01/28/2020 7530

RETURN POLICY DEFINITIONS		
POLICY ID	DAYS	POLICY EXPIRES ON
A 1	90	04/27/2020

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

User ID: HTJ 128905 122556
PASSWORD: 20078 122555

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.



**More saving.
More doing.™**

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

6851 00001 98184 01/24/20 11:18 AM
SALE CASHIER BETHSY

073502045589 MAXPERFPET <A>	199.00N
MAX PERFORMANCE PET UPRIGHT	
071798800165 SQUEEGEE <A>	25.98N
QUICKIE 24" SQUEEGEE W/HANDLE	
062338780481 AWSO WRM 2PK <A>	2.49N
AIRWICK PISO WARMER 2PK	
062338820934 AIRWICKREFIL <A>	7.98N
AIRWICK AUTO FRESH WATERS 2 PK	
062338855950 AWM LV 2PK <A>	7.98N
AIRWICK AUTO LAVENDER 2PK	

	SUBTOTAL	243.43
	SALES TAX	0.00
TAX EXEMPT		
	TOTAL	\$243.43
XXXXXXXXXXXX0549 MASTERCARD		243.43
AUTH CODE 008829/4014768		TA

PRO XTRA MEMBER STATEMENT

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

PRO XTRA SPEND THIS VISIT: \$243.43

2020 PRO XTRA SPEND 01/23: \$17,371.42

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 98184 01/24/2020 6072

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
A 1 90 04/23/2020

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

User ID: HXY 203508 196658
PASSWORD: 20074 196657

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.

Eighth Order of Business

8A

Creative Playthings
 3000 W State Rd 426
 Oviedo, FL 32765 US
 407.695.8855
 FLplaygrounds@gmail.com

Quote 5521



ADDRESS	SHIP TO	DATE	TOTAL
Concord Estates CDD Parkview at Lakeshore 3151 Georgian Bay Lane Kissimmee, FL 34746	Concord Estates CDD Parkview at Lakeshore 3151 Georgian Bay Lane Kissimmee, FL 34746	02/10/2020	\$1,232.00

QTY	DESCRIPTION	RATE	AMOUNT
1	RockWell Teeter Duo	712.00	712.00T
	OPTIONAL: Substitute Bumbling Betsy Fun Bounce - Deduct \$92.00 + tax		
1	Inbound freight (in conjunction with a larger shipment)	125.00	125.00
1	Installation	395.00	395.00
SUBTOTAL			1,232.00
TAX			0.00
TOTAL			\$1,232.00

THANK YOU.

Accepted By

Accepted Date

Thank you for your business!



