CONCORDE ESTATES COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF LOCATION CHANGE Upcoming Public Hearing and Regular Meeting

The Board of Supervisors ("Board") for Concorde Estates Community Development District ("**District**") will hold a public hearing and a regular meeting will now be held:

DATE: **July 29, 2020** TIME: **1:00 p.m.**

LOCATION: **Meeting ID**: 839 7166 1077

Meeting URL: https://us02web.zoom.us/j/83971661077

Call in number: (929) 205-6099

*Please note that pursuant to Governor DeSantis' Executive Order 20-69 (as extended by Executive Orders 20-112 and 20-123 and 20-150 and as it may be further extended or amended) relating to the COVID-19 public health emergency and to protect the public and follow the CDC guidance regarding social distancing, such public hearing and meeting will be held telephonically or virtually. Please check the District's website for the latest information: http://www.concordeestatescdd.org

The public hearing is being held pursuant to Chapter 190, Florida Statutes, to receive public comment and objections on the District's proposed budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2020 and ending September 30, 2021 ("**Fiscal Year 2020/2021**"). The public hearing is also being held pursuant to Chapter 197, Florida Statutes, to fund the Proposed Budget for Fiscal Year 2020/2021, to consider the adoption of an assessment roll, and to provide for the collection, and enforcement of the Non-Ad Valorem Special Assessments. At the conclusion of the hearing, a Board meeting of the District will also be held, and the Board will, by resolution, adopt a budget, and levy special operation and maintenance assessments ("O&M") as finally approved by the Board. The Board may also consider any other District business.

In accordance with Section 189.016 Florida Statutes, the Proposed Budget will be posted on the District's website (http://www.concordeestatescdd.org/public-records/budgets) at least two days before the Budget Public Hearing date.

Kristen Suit District Manager

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

July 22, 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 p.m. scheduled be held on Wednesday, July 29. 2020 at 1:00 via Zoom https://us02web.zoom.us/j/83971661077, Meeting ID: 839 7166 1077, Call in Number: (929) 205-6099. Following is the advance agenda for this meeting:

- 1. Roll Call
- 2. Public Comments on Agenda Items (limited to 3 mins)
- 3. Public Hearing to Adopt Fiscal Year 2021 Budget
 - A. Fiscal Year 2021 Budget
 - **B.** Resolution 2020-6 Adopting the Budget
 - **C.** Resolution 2020-7 Levying the Assessments
- 4. Staff Report Site/Field Manager's Report
 - **A.** Monthly Field Manager's Report
- 5. Engineer's Report
 - A. South Stewart Street Ditch Outfall Modifications Proposals
 - **B.** The (3) Outfall Structure Repairs Proposals
- 6. Attorney's Report
 - A. Report on Spies Pool Contract
 - **B.** Report on Guillen Pavers Contract
 - C. Report on Robinson Wetland Tree Removal Contract
 - **D.** Report on Robinson Wetland Shoreline Maintenance Contract
 - **E.** Update on Foreclosure Litigation
 - **F.** Other

7. District Manager's Report

- A. Consent Agenda
 - i. Minutes of the June 24, 2020 Meeting
 - ii. Financial Statements
- **B.** Fiscal Year 2021 Meeting Schedule
- C. Discussion and Consideration Memorandum Regarding Amendment to Website Requirements
- **D.** Ratification of Chair Authorized Expenses Between Meetings
- 8. Supervisor Requests and Comments
 - A. Access Control & Video Surveillance System Maintenance Proposals Supervisor Goyetche
- 9. 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, District Manager

Third Order of Business

3A.

CONCORDE ESTATES

Community Development District

Annual Operating and Debt Service Budget

Fiscal Year 2021

Version 3 - Modified Tentative Budget: (Printed on 7/20/20 3pm)

Prepared by:



Table of Contents

	Page #
OPERATING BUDGET	
General Fund	
Summary of Revenues, Expenditures and Changes in Fund Balances	1-3
Budget Narrative	4-8
Exhibit A - Allocation of Fund Balances	9
DEBT SERVICE BUDGETS	
Series 2011	
Summary of Revenues, Expenditures and Changes in Fund Balances	10
Amortization Schedule	11-12
Budget Narrative	13
SUPPORTING BUDGET SCHEDULES	
2021-2020 Non-Ad Valorem Assessment Summary	14

Concorde Estates

Community Development District

Operating Budget
Fiscal Year 2021

	ACTUAL	ACTUAL	ADOPTED BUDGET	ACTUAL THRU	PROJECTED JUL -	TOTAL PROJECTED	ANNUAL BUDGET
ACCOUNT DESCRIPTION	FY 2018	FY 2019	FY 2020	JUN-2020	SEP-2020	FY 2020	FY 2021
REVENUES							
Interest - Investments	\$ 7,285	\$ 16,361	\$ 7,404	\$ 6,890	\$ 2,297	\$ 9,187	\$ 7,404
Interest - Tax Collector	-	406	-	430	_	430	-
Room Rentals	3,204	3,364	3,200	863	2,337	3,200	3,200
Special Assmnts- Tax Collector	647,693	756,646	948,053	948,053	-	948,053	948,053
Special Assmnts- CDD Collected	-	6,858	59,078	3,260	55,818	59,078	59,078
Special Assmnts- Developer	93,522	-	-	-	-	-	-
Special Assmnts- Discounts	-	(20,247)	(37,922)	(29,130)	-	(29,130)	(37,922)
Other Miscellaneous Revenues	-	5	-	3	-	3	-
Pool Access Key Fee	-	349	150	-	150	150	150
TOTAL REVENUES	751,704	763,742	979,963	930,369	60,602	990,971	979,962
TOTAL NEVENUES	751,704	703,742	979,903	930,309	00,002	330,371	373,302
EXPENDITURES							
Administrative							
P/R-Board of Supervisors	12,200	12,200	13,000	11,000	3,000	14,000	13,000
FICA Taxes	-	872	995	842	230	1,072	995
ProfServ-Arbitrage Rebate	1,500	1,200	1,200	-	1,200	1,200	1,200
ProfServ-Dissemination Agent	5,000	-	-	-	-	-	_
ProfServ-Engineering	13,738	9,266	8,000	20,515	6,838	27,353	25,000
ProfServ-Legal Services	21,433	67,661	25,000	75,170	6,250	81,420	30,000
ProfServ-Mgmt Consulting Serv	29,065	102,730	110,000	109,956	41,228	151,184	171,162
ProfServ-Special Assessment	5,250	5,250	5,250	5,250	-	5,250	5,250
ProfServ-Trustee Fees	9,999	11,317	10,775	13,003	-	13,003	13,003
ProfServ-E-mail Maintenance	-	-	16,100	4,086	388	4,474	1,200
Accounting Services	15,583	-	-	-	-	-	-
Auditing Services	3,800	3,900	4,000	4,000	-	4,000	4,100
Insurance - General Liability	2,750	5,807	6,325	6,593	-	6,593	7,150
Legal Advertising	7,256	2,000	2,600	921	1,679	2,600	2,600
Misc-Assessmnt Collection Cost	(3,521)	9,689	18,961	18,379	-	18,379	18,961
General & Administrative	4,583	_	-	-	-	-	1,000
Misc-Web Hosting	1,100	-	-	-	-	-	3,000
Annual District Filing Fee	_	_	175	175	-	175	175
Dues, Licenses, Subscriptions	1,097	175	-	-	-	-	-
Total Administrative	130,833	232,067	222,381	269,890	60,813	330,703	297,795
Public Safety							
Security Service - Sheriff	4,631	11,893	-	-	-	-	-
R&M-Gatehouse	132	309	_	_	-	_	_
Pool/Clubhouse Security	_	_	16,000	_	16,000	16,000	_
Total Public Safety	4,763	12,202	16,000	-	16,000	16,000	-
Electric Utility Services							
Electricity - General	16,058	14,223	16,000	10,953	4,188	15,141	16,000
Electricity - Streetlighting	113,998	118,280	119,000	88,702	27,437	116,139	117,129
Electricity - Rec Center	11,887	11,820	12,000	7,351	4,503	11,854	12,000
Total Electric Utility Services	141,943	144,323	147,000	107,006	36,127	143,133	145,129

	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	BUDGET FY 2020	THRU JUN-2020	JUL - SEP-2020	PROJECTED FY 2020	BUDGET FY 2021
ACCOUNT DESCRIPTION	11 2010	11 2019	11 2020	3014-2020	JL1 -2020	112020	11 2021
Water-Sewer Comb Services							
Utility - Water	94,273	103,525	118,000	56,253	42,646	98,899	117,190
Backflow Assembly Testing	720	2,400	750	777	783	1,560	1,560
Total Water-Sewer Comb Services	94,993	105,925	118,750	57,030	43,429	100,459	118,750
Flood Control/Stormwater Mgmt							
Contracts-Ponds	-	-	10,380	7,785	2,595	10,380	10,380
R&M-Aquascaping	6,312	9,702	10,000	-	8,007	8,007	10,000
R&M-Fountain	1,285	1,250	1,200	1,565	-	1,565	1,270
R&M Lake & Pond Bank	<u> </u>	9,401	5,000	1,238	3,762	5,000	4,930
Total Flood Control/Stormwater Mgmt	7,597	20,353	26,580	10,588	14,364	24,952	26,580
Other Physical Environment							
Contracts-Landscape	187,392	126,549	156,000	117,000	39,000	156,000	156,000
Insurance - Property	-	-	9,567	9,193	-	9,193	10,566
Insurance - General Liability	11,053	8,561	-	-	-	-	-
R&M-Entry Feature	375	42	500	-	209	209	500
R&M-Irrigation	2,079	27,149	8,500	10,215	4,399	14,614	15,000
Landscape Replacement	2,187	28,392	15,000	6,011	9,279	15,290	20,000
Annual Mulching & Tree Trimming	19,500	2,475	23,400	20,275	3,125	23,400	23,400
Misc-Decorative Lighting	-	30	1,500	37	1,463	1,500	1,500
Total Other Physical Environment	222,586	193,198	214,467	162,731	57,474	220,205	226,966
Contingency							
Misc-Contingency	33,616	81,786	100,000	57,935	19,312	77,247	38,093
Cap Outlay - Other	258,199	-	-	-	-	, -	-
Total Contingency	291,815	81,786	100,000	57,935	19,312	77,247	38,093
	201,010	01,100	100,000	01,000	10,012		00,000
Parks and Recreation - General	50,000						
Contracts-On-Site Management	56,382	- 0.450	-	-	-	-	40.000
Contracts-Pools	9,590	9,450	8,100	11,150	4,800	15,950	19,200
Contracts-Pest Control	1,355	822	1,500	250	839	1,089	1,500
Telephone/Fax/Internet Services	2,236	1,698	-	-	-	-	-
Cell Phone	500	-	-	-	-	-	-
Telephone, Cable & Internet Service	-	-	2,820	1,725	379	2,104	1,500
R&M-Clubhouse	7,082	6,906	6,500	2,821	4,173	6,994	8,000
R&M-Fence	6,665	4,550	3,500	464	5,144	5,608	-
R&M-Pools	1,029	16,896	8,500	2,783	6,180	8,963	4,000
R&M-Fitness Equipment	1,950	5,414	3,000	589	3,093	3,682	4,000
R&M-Pressure Washing	250	4,100	3,500	-	2,175	2,175	-
R&M-Parks & Facilities	940	33,390	13,300	11,194	5,971	17,165	3,000
Gatehouse Repair & Maintenance	-	132	-	-	-	-	-
TV/Cable or Dish	747	1,279	-	-	-	-	-
Misc-Clubhouse Activities	4,652	-	-	-	-	-	-
Misc-Mileage Reimbursement	576	-	<u>-</u>	-	<u>-</u>	<u>-</u>	-
Office Supplies	226	854	1,500	1,923	641	2,564	3,500
Clubhouse Cleaning Service G&A	521	2,758	2,940	980	327	1,307	-
Dues, Licenses, Subscriptions	525	776	525	525	126	651	750
Cap Outlay - Other	<u> </u>	9,490	<u> </u>	125,866		125,866	
Total Parks and Recreation - General	95,226	98,515	55,685	160,270	33,846	194,116	45,450

ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	ADOPTED BUDGET FY 2020	ACTUAL THRU JUN-2020	JUL - SEP-2020	TOTAL PROJECTED FY 2020	ANNUAL BUDGET FY 2021
Reserves							
Reserve	-	-	79,100	-	-	-	81,200
Total Reserves	-	-	79,100				81,200
TOTAL EXPENDITURES & RESERVES	989,756	888,369	979,963	825,450	281,365	1,106,815	979,962
Excess (deficiency) of revenues							
Over (under) expenditures	(238,052)	(124,627)		104,919	(220,763)	(115,844)	
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance	-	-	-	-	-	-	-
TOTAL OTHER SOURCES (USES)	-	-	-	-	-	-	-
Net change in fund balance	(238,052)	(124,627)		104,919	(220,763)	(115,844)	
FUND BALANCE, BEGINNING	1,216,558	978,506	929,186	929,186	-	929,186	813,342
FUND BALANCE, ENDING	\$ 978,506	\$ 929,186	\$ 929,186	\$ 1,034,105	\$ (220,763)	\$ 813,342	\$ 813,342

Fiscal Year 2021

REVENUES

Interest-Investments

The District earns interest on the monthly average collected balance for their investment accounts.

Room Rentals

Rental fees collected for the use of the district facility.

Special Assessments-Tax Collector

The District will levy a Non-Ad Valorem assessment on property within the District to pay for the operating expenditures during the Fiscal Year.

Special Assessments-CDD Collected

The District will directly bill for assessments due on parcels not placed on the tax roll.

Special Assessments-Discounts

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments up to a maximum of 4%. The budgeted amount for the fiscal year has been set by the board.

Pool Access Key Fee

The District collects a nominal fee for each pool key distributed.

EXPENDITURES

Administrative

P/R-Board of Supervisors

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting at which they are in attendance. The amount for the Fiscal Year is based upon all supervisors attending 12 meetings and 1 workshop.

FICA Taxes

Payroll taxes for supervisor salaries are calculated as 7.65% of payroll.

Professional Service-Arbitrage

LLS performs arbitrage calculations for the series 2011 A-1 and A-2 bond.

Professional Services-Engineering

The District's engineer provides general engineering services to the District, i.e. attendance and preparation for monthly board meetings when requested, review of invoices, and other specifically requested assignments.

Professional Services-Legal Services

The District's Attorney provides general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research as directed or requested by the Board of Supervisors and the District Manager.

Professional Services-Management Consulting Services

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Inframark Infrastructure Management Services. Also included are costs for Information Technology charges to process the District's financial activities, i.e. accounts payable, financial statements, budgets, etc., on a main frame computer owned by Inframark Infrastructure Management Services in accordance with the management contract.

Fiscal Year 2021

EXPENDITURES

Administrative (continued)

Professional Services-Special Assessment

Inframark provides Assessment Services for all the properties within the CDD for the General Fund and Series 2011 Debt Service Fund. These services include, but are not limited to:

- Working with the Property Appraiser to insure the accuracy of the data they provide each year for levying purposes.
- Preparation, maintenance and certification of the District's annual assessment roll to the County Tax Collector.
- Customer service which includes answering questions regarding annual assessments, what a CDD is, length and terms of the bonds, etc.
- Preparation of estoppel letters for refinancing and property transfers.
- Processing and transmission of pay downs to the Trustee for those property owners wishing to prepay their CDD debt.

Analysis and supplemental schedules requested throughout the fiscal year as well assessment schedules included in the annual budget preparation

Professional Services-Trustee

The annual trustee fee is based on standard fees charged to service the series 2011 bond plus any out-of-pocket expenses.

Professional Services-E-mail Maintenance

District email addresses with archiving

Auditing Services

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on an optional renewal within an existing engagement letter.

Insurance-General Liability

The District's General Liability and Public Officials Liability policies are with Egis Insurance Advisors, Llc. They specialize in providing insurance coverage to governmental agencies.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

Miscellaneous-Assessment Collection Fee

The District reimburses the Osceola County Tax Collector for her or his necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The budget for collection costs was set by the board.

General and Administrative

Printing and postage costs.

Miscellaneous-Web Hosting

ADA website compliance services.

Annual District Filing Fee

The District is required to pay an annual fee of \$175 to the Department of Economic Opportunity Division of Community Development.

Fiscal Year 2021

EXPENDITURES

Electric Utility Services

Electricity-General

Electricity usage costs are based on historical expenses incurred with KUA.

Electricity-Streetlighting

Street lighting usage for District facilities and assets. Costs are based on historical expenses incurred with KUA.

Electricity-Rec Center

Electricity usage for District recreational facilities. Costs are based on historical expenses incurred with KUA.

Water-Sewer Comb Services

Utility-Water

Water usage costs are based on historical expenses incurred with TOHO Water Authority.

Backflow Assembly Testing

Backflow testing as needed.

Flood Control/Stormwater Mgmt

Contracts-Ponds

Aquatic maintenance services are provided by Sitex Aquatics, LLC.

R&M-Aquascaping

Aquatic plant installation and replacement.

R&M-Fountain

Fountain repair and maintenance including quarterly maintenance services provided by Lake Fountains and Aeration at a cost of \$250/service.

R&M-Lake and Pond Bank

Lake bank and stormwater maintenance services exclusive of monthly aquatic maintenance.

Other Physical Environment

Contracts-Landscape

This category includes costs associated with landscape maintenance, mowing, edging, and weeding.

Insurance-Property

Property insurance coverage provided by Egis Insurance Advisors, Llc.

R&M-Entry Feature

Costs to repair and maintain the district's entry features.

Fiscal Year 2021

EXPENDITURES

Other Physical Environment (continued)

R&M-Irrigation

Costs to repair and maintain the district's irrigation system.

Landscape Replacement

Landscape renovations throughout the district including costs to replace flowers, trees, shrubs or grass as needed.

Annual Mulching & Tree Trimming

Contracted costs incurred to trim and maintain trees and install mulch within the District.

Miscellaneous-Decorative Lighting

Costs associated with outside decorative lighting repairs and replacements within the District.

Contingency

Miscellaneous-Contingency

Costs that the district may incur but are not budgeted for within another line item.

Parks and Recreation - General

Contracts-Pools

The District has contracted for services to maintain the community pool.

Contracts-Pest Control

Pest control services for the pool house and playground. Termite renewal services are also recorded here.

Telephone, Cable & Internet Service

Bright House provides phone, TV and internet services.

R&M-Clubhouse

Repair and maintain the district's clubhouse including monthly security monitoring services.

R&M-Pools

Chemicals purchased to maintain the district's pools.

R&M-Fitness Equipment

Costs to repair and maintain the district's fitness equipment within the clubhouse.

R&M-Parks and Facilities

Repair and maintenance costs for district parks and facilities.

Budget Narrative

Fiscal Year 2021

EXPENDITURES

Parks and Recreation - General (continued)

Office Supplies

Office supply costs reimbursed to Inframark Infrastructure Management Services.

Dues, Licenses, Subscriptions

Pool permits.

Reserves

Reserves

Funds earmarked for future capital expenditures in accordance with the Capital Reserve Expense and Funding Plan.

Exhibit "A"

Allocation of Fund Balances

AVAILABLE FUNDS

	<u>A</u>	<u>mount</u>
Beginning Fund Balance - Fiscal Year 2021	\$	813,342
Net Change in Fund Balance - Fiscal Year 2021		-
Reserves - Fiscal Year 2021 Additions		81,200
Total Funds Available (Estimated) - 9/30/2021		894,542

ALLOCATION OF AVAILABLE FUNDS

Assigned Fund Balance

otal Allocation of Available Funds		480,598
Reserves - Other (FY 2021)	81,200	235,607
Reserves - Other (FY 2020)	79,100	
Reserves - Other (Prior Year)	75,307	
Operating Reserve - First Quarter Operating Capi	ital	244,991

Total Unassigned (undesignated) Cash	\$ 413,944

Notes

(1) Represents approximately 3 months of operating expenditures.

Concorde Estates

Community Development District

Debt Service Budgets
Fiscal Year 2021

ACCOUNT DESCRIPTION	ACTUAL FY 2019	ADOPTED BUDGET FY 2020	ACTUAL THRU JUN-2020	PROJECTED JUL - SEP-2020	TOTAL PROJECTED FY 2020	ANNUAL BUDGET FY 2021
REVENUES						
Interest - Investments	\$ 13,008	\$ 5,163	\$ 6,419	\$ -	\$ 6,419	\$ 4,740
Special Assmnts- Tax Collector	516,263	516,263	488,108	28,155	516,263	474,008
Special Assmnts- Prepayment	385,903	-	163,158	-	163,158	-
Special Assmnts- CDD Collected	5,363	25,465	1,316	24,149	25,465	25,465
Special Assmnts- Delinquent	776	-	-	-	-	-
Special Assmnts- Discounts	(13,863)	(20,651)	(14,998)	-	(14,998)	(18,960)
TOTAL REVENUES	907,450	526,240	644,003	52,304	696,307	485,252
EXPENDITURES						
Administrative						
Misc-Assessmnt Collection Cost	6,611	10,325	9,463	862	10,325	9,480
Total Administrative	6,611	10,325	9,463	862	10,325	9,480
Debt Service						
Principal Debt Retirement A-1	125,000	130,000	130,000	-	130,000	140,000
Principal Debt Retirement A-2	80,000	75,000	65,000	-	65,000	65,000
Prepayments Series A-2	365,000	-	255,000	-	255,000	-
Interest Expense Series A-1	201,825	194,513	194,513	-	194,513	186,908
Interest Expense Series A-2	127,091	112,613	100,474	-	100,474	84,825
Total Debt Service	898,916	512,126	744,987		744,987	476,733
TOTAL EXPENDITURES	905,527	522,451	754,450	862	755,312	486,213
Excess (deficiency) of revenues						
Over (under) expenditures	1,923	3,789	(110,447)	51,442	(59,005)	(960)
OTHER FINANCING SOURCES (USES)						
Operating Transfers-Out	(1,480)	-	-	-	-	-
Contribution to (Use of) Fund Balance	-	3,789	-	-	-	(960)
TOTAL OTHER SOURCES (USES)	(1,480)	3,789	-	-	-	(960)
Net change in fund balance	443	3,789	(110,447)	51,442	(59,005)	(960)
FUND BALANCE, BEGINNING	(2,386,461)	(2,386,018)	(2,386,018)	-	(2,386,018)	(2,445,023)
FUND BALANCE, ENDING	\$(2,386,018)	\$(2,382,229)	\$(2,496,465)	\$ 51,442	\$(2,445,023)	\$(2,445,983)

Debt/Amortization Series 2011 A-1 Capital Improvement Revenue Bonds

5.85%□ **Prepayments Interest**□ Pricipal Balance□ Date□ **Principal** □ 11/1/2020 93,454[3,195,000[5/1/2021 🗆 140,000□ 93,454 3,195,000 89,359[3,055,000[11/1/2021 5/1/2022 145,000 89,359[3,055,000[11/1/2022 85,118[2,910,000[5/1/2023 2,910,000[155,000 85,118[11/1/2023 80,584[2,755,000[5/1/2024 165,000 80,584[2,755,000[2,590,000[11/1/2024 75,758[5/1/2025 2,590,000[175,000 75,758[11/1/2025 70,639[2,415,000[5/1/2026 185,000 70,639[2,415,000[2,230,000[11/1/2026 65,228[5/1/2027 195,000 65,228[2,230,000[59,524[2,035,000[11/1/2027 5/1/2028 205,000 59,524[2,035,000[53,528[11/1/2028 1,830,000[5/1/2029 220,000 53,528[1,830,000[11/1/2029 47,093[1,610,000[230,000 47,093[1,610,000[5/1/2030 1,380,000[40,365[11/1/2030 40,365[1,380,000[5/1/2031 245,000 11/1/2031 33,199[1,135,000[5/1/2032 260,000 33,199[1,135,000[875,000[25,594[11/1/2032 25,594[875,000[5/1/2033 275,000 17,550[1000,000 11/1/2033 17,550[5/1/2034 290,000 1000,000 11/1/2034 9,068[310,000[5/1/2035 310,000 9,068[310,000[\$3,195,000 1,692,113 Totals□

 $\label{lem:decomposition} \textbf{Debt} \cite{Amortization} \cite{Debt} \cite{Debt$

Date□	Principal□	Prepayments□	5.85%□ Interest□	Pricipal□ Balance□
11/1/2020			42,413	1,450,000
5/1/2021	65,000		42,413	1,385,000
11/1/2021			40,511	1,385,000
5/1/2022	65,000		40,511	1,320,000
11/1/2022			38,610	1,320,000
5/1/2023	70,000		38,610	1,250,000
11/1/2023			36,563	1,250,000
5/1/2024	75,000		36,563	1,175,000
11/1/2024			34,369	1,175,000
5/1/2025	80,000		34,369	1,095,000
11/1/2025			32,029	1,095,000
5/1/2026	85,000		32,029	1,010,000
11/1/2026			29,543	1,010,000
5/1/2027	90,000		29,543	920,000
11/1/2027			26,910	920,000
5/1/2028	95,000		26,910	825,000
11/1/2028			24,131	825,000
5/1/2029	100,000		24,131	725,000
11/1/2029			21,206	725,000
5/1/2030	105,000		21,206	620,000
11/1/2030			18,135	620,000
5/1/2031	110,000		18,135	510,000
11/1/2031			14,918	510,000
5/1/2032	120,000		14,918	390,000
11/1/2032			11,408	390,000
5/1/2033	125,000		11,408	265,000
11/1/2033			7,751	265,000
5/1/2034	130,000		7,751	135,000
11/1/2034			3,949	135,000
5/1/2035	135,000		3,949	-
Totals□	1,450,000	-	764,888	

Budget Narrative

Fiscal Year 2021

REVENUES

Interest-Investments

The District earns interest income on their trust accounts with US Bank.

Special Assessments-Tax Collector

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District to pay for the debt service expenditures during the Fiscal Year.

Special Assessments-CDD Collected

The District will directly bill for assessments due on parcels not placed on the tax roll.

Special Assessments-Discounts

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

EXPENDITURES

Administrative

Miscellaneous-Assessment Collection Cost

The District reimburses the Osceola County Tax Collector for her or his necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The budget for collection costs was based on a maximum of 2% of the anticipated assessment collections.

Debt Service

Principal Debt Retirement

Principal payments due on the series 2011 A-1 and A-2 bond paid on May 1.

Interest Expense

Interest payments due on the series 2011 A-1 and A-2 bond paid on November 1 and May 1.

Concorde Estates

Community Development District

Supporting Budget Schedules
Fiscal Year 2021

All Funds

Comparison of Non-Ad Valorem Assessment Rates Fiscal Year 2021 vs. Fiscal Year 2020

		Ge	eneral Fund			Series	Series 2011 A-1 Debt Service Series 2011 A-2 Debt Service			Total																							
	FY 2021		2020	Percent		FY 2021		2020	Percent		FY 2021 20		FY 2021		FY 2021		FY 2021		FY 2021		FY 2021		FY 2021		FY 2021		2020 Percent			FY 2021		2020	Percent
Product				Change	_				Change					Change					Change														
Townhouse	\$ 1,543.62	\$	1,543.62	0.00%	\$	852.45	\$	852.45	0.0%	\$	-	\$	-	n/a	\$	2,396.07	\$	2,396.07	0.0%														
Single Family 65'	\$ 1,734.22	\$	1,734.22	0.00%	\$	1,136.60	\$	1,136.60	0.0%	\$	-	\$	-	n/a	\$	2,870.82	\$	2,870.82	0.0%														
Single Family 75'	\$ 1,758.60	\$	1,758.60	0.00%	\$	1,307.09	\$	1,307.09	0.0%	\$	-	\$	-	n/a	\$	3,065.69	\$	3,065.69	0.0%														
Single Family 90'	\$ 1,795.55	\$	1,795.55	0.00%	\$	1,591.24	\$	1,591.24	0.0%	\$	-	\$	-	n/a	\$	3,386.79	\$	3,386.79	0.0%														
Single Family 40'	\$ 1,677.31	\$	1,677.31	0.00%	\$	-	\$	-	n/a	\$	600.00	\$	600.00	0.0%	\$	2,277.31	\$	2,277.31	0.0%														
Single Family 65'	\$ 1,734.22	\$	1,734.22	0.00%	\$	-	\$	-	n/a	\$	700.00	\$	700.00	0.0%	\$	2,434.22	\$	2,434.22	0.0%														
Single Family 75'	\$ 1,758.60	\$	1,758.60	0.00%	\$	-	\$	-	n/a	\$	805.00	\$	805.00	0.0%	\$	2,563.60	\$	2,563.60	0.0%														
Single Family 90'	\$ 1,795.55	\$	1,795.55	0.00%	\$	-	\$	-	n/a	\$	980.00	\$	980.00	0.0%	\$	2,775.55	\$	2,775.55	0.0%														
Single Family 100'	\$ 1,828.76	\$	1,828.76	0.00%	\$	-	\$	-	n/a	\$	1,050.00	\$	1,050.00	0.0%	\$	2,878.76	\$	2,878.76	0.0%														

3B.

RESOLUTION 2020-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF CONCORDE ESTATES COMMUNITY DEVELOPMENT DISTRICT RELATING TO THE ANNUAL APPROPRIATIONS OF THE DISTRICT AND ADOPTING THE BUDGET FOR FISCAL YEAR 2020/2021; AND REFERENCING THE MAINTENANCE AND BENEFIT SPECIAL ASSESSMENTS TO BE IMPOSED AND LEVIED BY THE DISTRICT FOR SAID FISCAL YEAR

WHEREAS, the Concorde Estates Community Development District (hereinafter the "District") is a special and single-purpose local government created by Chapter 190, Florida Statutes, and established by County Ordinance being situated within Osceola County, Florida; and

WHEREAS, Chapter 190, Florida Statutes, authorizes the District, in conformance with Chapter 120, Florida Statutes, to adopt rules and resolutions as may be necessary for the conduct of District business; and

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June 2020, heretofore prepared and submitted to the Board of Supervisors ("Board") a proposed budget for the next ensuing budget year with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), Florida Statutes; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(a), Florida Statutes; and

WHEREAS, the Board adopted said proposed budget and set July 29, 2020 as the date for public hearing thereon, to receive public comments and caused notice of such public hearing to be given by publication pursuant to Chapter 190.008(2)(a) and 197, Florida Statutes; and

WHEREAS, Section 190.008(2)(a), Florida Statutes requires that, prior to October 1 of each year, the District Board by passage of the Annual Appropriation Resolution shall adopt a budget for the ensuing Fiscal Year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing Fiscal Year; and

WHEREAS, at least sixty (60) days prior to the adoption of the proposed annual budget and any proposed long-term financial plan or program of the District for future operations (the "Proposed Budget") the District did file a copy of the Proposed Budget with the general purpose local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), Florida Statutes; and

WHEREAS, the District Manager has prepared a Proposed Budget on a cash flow budget basis, whereby the Budget shall project the cash receipts and disbursements anticipated during a

given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the Fiscal Year; and

WHEREAS, Section 190.021, Florida Statutes, provides that the Annual Appropriation Resolution shall also fix the maintenance special assessments and benefit special assessments upon each piece of property within the boundaries of the District benefited, specifically and peculiarly, by the maintenance and/or capital improvement programs of the District, such imposition and levy representing the amount of assessments to reimburse the District for the special and peculiar benefits received and necessary to provide for payment during the ensuing budget year of all properly authorized expenditures to be incurred by the District, including principal and interest of special revenue, capital improvement and/or benefit assessment bonds, in order for the District to exercise its various general and special powers to implement its single and specialized infrastructure provision purpose; and

WHEREAS, the Assessment Methodology, the Engineer's Cost Report and the Non-Ad Valorem Assessment Roll used with the original District Resolutions are incorporated herein and made a part hereof by reference unchanged except as to the amount of the assessments; and

WHEREAS, the Board of Supervisors of the Concorde Estates Community Development District finds and determines that the non-ad valorem special assessments it imposes and levies by this Resolution for maintenance on the parcels of property involved will constitute a mechanism by which the property owners lawfully and validly will reimburse the District for those certain special and peculiar benefits the District has determined are received by, and flow to, the parcels of property from the systems, facilities and services being provided, and that the special and peculiar benefits are apportioned in a manner that is fair and reasonable in accordance with applicable assessment methodology and related case law; and

WHEREAS, the Chair of the Board of Supervisors may designate the District Manager or other person to certify the Non-Ad Valorem Assessment Roll to the State Constitution's Tax Collector in and for the Osceola County political subdivision on compatible electronic medium tied to the property identification number no later than August 15, 2020 so that the Tax Collector may merge that roll with others into the collection roll from which the November tax notice is to be printed and mailed; and

WHEREAS, pursuant to District policy and Florida law, the District hereby determines that it will utilize the uniform method to collect non-ad valorem assessments imposed and levied on the platted parcels within the boundaries of the District; and

WHEREAS, non-ad valorem assessments imposed and levied on certain platted parcels not owned by the end user are collected by the District through the Manager, not using the uniform collection methodology; and

WHEREAS, no authorized budget revisions or transfers shall result in any non-ad valorem assessment per parcel in excess of the amount on the rolls certified hereunder; and

WHEREAS, the proceeds from the collections of these imposed and levied non-ad valorem assessments shall be distributed to the Concorde Estates Community Development District by the Tax Collector and the District Manager; and

WHEREAS, the Tax Collector performs the state work in preparing, mailing out, collecting and enforcing against delinquency, the non-ad valorem assessments of platted parcels of the District using the Uniform Collection Methodology for non-ad valorem assessments under the direct supervision of the Florida Department of Revenue and the District Manager does not use the uniform methodology; and

WHEREAS, if the Property Appraiser and the Tax Collector have adopted a different technological procedure for certifying and merging the rolls, that procedure must be worked out and negotiated with Board approval through the auspices of the District Manager before there are any deviations from the provisions of Section 197.3632, Florida Statutes, and Rule 12D-18, Florida Administrative Code.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF CONCORDE ESTATES COMMUNITY DEVELOPMENT DISTRICT THAT:

Section 1. The provisions of the whereas clauses are true and correct and are incorporated herein as dispositive. The Proposed Budget (as amended, if applicable) for Fiscal Year 2020/2021 and attached hereto as Exhibit "A", is hereby approved and adopted as Final, pursuant to Florida Statutes and incorporated herein by reference.

Section 2. Budget

- a. That the Board of Supervisors has reviewed the District Manager's Proposed Budget, a copy of which is on file with the Office of the District Treasurer and the Office of the Records Administration Department, and is hereby attached to this Resolution, and hereby approves certain amendments thereto, as shown in Section 3 below.
- b. That the District Manager's Proposed Budget, as amended by the Board, is adopted hereby in accordance with the provisions of Section 190.008(2)(a), Florida Statutes, and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be revised subsequently as deemed necessary by the District Manager to reflect actual revenues and expenditures for Fiscal Year 2020/2021 and/or revised projections for Fiscal Year 2020/2021
- c. That the adopted budget, as amended, shall be maintained in the Office of the District Treasurer and the Records Administration Department and identified as "The Budget for the Concorde Estates Community Development District for the Fiscal Year Ending September 30, 2021, as Adopted by the Board of Supervisors on July 29, 2020."

Section 3. Appropriations

be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$
DEBT SERVICE FUND	\$
Total All Funds	\$

The Adopted Budget shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for Concorde Estates Community Development District for the Fiscal Year Ending September 30, 2021." The Adopted Budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption and shall remain on the website for at least 2 years.

Section 4. Supplemental Appropriations

The Board may authorize by Resolution supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the Fiscal Year as follows:

- a. The Board may authorize a transfer of the unexpended balance or portion thereof of any appropriation item.
- b. The Board may authorize an appropriation from the unappropriated balance of any fund.
- c. The Board may increase any revenue or income budget account to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.

The District Manager and Treasurer shall have the power within a given fund to authorize the transfer of any unexpended balance of any appropriation item or any portion thereof, provided such transfers do not exceed Ten Thousand Dollars (\$10,000) or have the effect of causing more than 10% of the total appropriation of a given program or project to be transferred, previously approved transfers included. Such transfer shall not have the effect of causing a more than \$10,000 or 10% increase, previously approved transfers included, to the original budget appropriation for the receiving program. Transfers within a program or project may be approved by the applicable Department Director and the District Manager or Treasurer. The District Manager or Treasurer must establish administrative procedures, which require information on the request forms proving that such transfer requests comply with this section.

Section 5. Maintenance Special Assessment Levy: Fixed and Referenced and to be Levied by the Board

a. That the Fiscal Year 2021 maintenance special assessment (the "assessment") upon all the property within the boundaries of the District based upon the special and peculiar benefit received and further based upon reasonable and fair apportionment of the special benefit, shall be in accordance with the attached Exhibit, representing the amount of District assessments necessary to provide for payment during the

aforementioned budget year of all properly authorized expenditures to be incurred by the District, including principal and interest of special revenue, capital improvement and/or benefit assessment bonds. Said assessment shall be distributed by the Tax Collector and District Manager for the assessments imposed and levied as follows:

General Fund O & M Debt Service Fund \$[See Assessment Resolution 2020-07] \$[See Assessment Levy Resolution 2020-07]

b. The designee of the Chair of the Board of Supervisors of the Concorde Estates Community Development District shall be either the Manager or the Treasurer of the District designated to certify the Non-Ad Valorem Assessment Roll to the Tax Collector in and for Osceola County political subdivision, in accordance with applicable provisions of State law (Chapters 190 and 197, Florida Statutes) and applicable rules (Rule 12D-18, Florida Administrative Code) which shall include not only the maintenance special assessment, but also the total assessment for the debt service, as required by and pursuant to law.

Introduced, considered favorably and adopted this 29th day of July, 2020.

Concorde Estates Community Development District
Victor Cruz District Chairman
Attest:
Kristen Suit District Secretary

3C.

RESOLUTION 2020-07

A RESOLUTION APPROVING, ASSESSING, IMPOSING, LEVYING AND CONFIRMING SPECIAL ASSESSMENTS ON AND PECULIAR TO PROPERTY SPECIALLY BENEFITTED BY THE DISTRICT'S INFRASTRUCTURE PROJECT OPERATIONS, MANAGEMENT AND DEBT PAYMENT; MAKING CERTAIN FINDINGS AND DETERMINATIONS; ASSESSING, AND LEVYING NON-AD VALOREM SPECIAL ASSESSMENTS ON AND PECULIAR TO PROPERTY SPECIALLY BENEFITTED \mathbf{BY} **INFRASTRUCTURE** MANAGEMENT TO PAY THE COST THEREOF: PROVIDING FOR THE PAYMENT AND COLLECTION OF SUCH SPECIAL ASSESSMENTS BY THE METHODS PROVIDED FOR BY CHAPTERS 190 AND 197, FLORIDA STATUTES; PROVIDING FOR PUBLIC HEARING BY THE BOARD TO HEAR ALL OBJECTIONS TO THE BUDGET PROPOSED: **PROVIDING FOR** SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

WHEREAS, the Concorde Estates Community Development District (hereinafter the "District") is special and single-purpose local government created by Chapter 190, Florida Statutes, and established by County Ordinance being situated within Osceola County, Florida; District; and

WHEREAS, Chapter 190, Florida Statutes, authorizes the District in conformance with Chapter 120, Florida Statutes, to adopt rules and resolutions as may be necessary for the conduct of District business; and

WHEREAS, certain systems, facilities, services and improvements within the Concorde Estates Community Development District and certain related costs of managing the operation, repairs and maintenance are being incurred; and

WHEREAS, the Board of Supervisors (hereinafter the "Board") of the Concorde Estates Community Development District finds that the District's total General Fund operation assessments, taking into consideration the other revenue sources during Fiscal Year 2020/2021 will be as set forth in attached Exhibit "A" which is hereby incorporated by reference; and

WHEREAS, the Board finds the District's Debt Service Fund Assessment during Fiscal Year 2020/2021 will be as set forth in attached Exhibit "A;" and

WHEREAS, the Board finds that the Debt Service Fund relates to systems and facilities which provide special benefits peculiar to certain property within the District based on the applicable assessment methodology, which is on file with the District Manager; and

WHEREAS, the Board of the District finds that the non-ad valorem special assessments it imposes and levies by this Resolution for operations and maintenance as well as for debt amortization on the parcels of property involved will reimburse the District for certain special and peculiar benefits received by the property flowing from the maintenance of the systems, facilities and services apportioned in a manner that is fair and reasonable, in accordance with the applicable assessment methodology; and

WHEREAS, Chapter 197, Florida Statutes, provides a mechanism pursuant to which such special assessments may be placed on the Tax Roll and collected by the Tax Collector ("Uniform Method"); and

WHEREAS, the District has approved an agreement with the County Property appraiser and County Tax Collector to provide for the collection of special assessments under the Uniform Method for developed lands and platted lots owned by end users within the District; and

WHEREAS, the District will collect the special assessments levied on platted lands owned by entities other than the end users and will not utilize the uniform method of collection; and

WHEREAS, notice of this Board meeting and Public Hearing was given at least 20 days prior to the public hearing, the District noticed the hearing by first-class United States mail and by publication in a newspaper generally circulated within Osceola County. The notice by mail was sent to each person owning property subject to the assessment and included 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 pursuant to law; and

WHEREAS, the approved 2021 budget was adopted by the Board on July 29, 2020; and

WHEREAS, the noticed proposed operations and maintenance assessments and debt assessments are based upon and consistent with that certain Assessment Methodology adopted and used by the Board on July 29, 2020, as confirmed by the Board on July 29, 2020; and

WHEREAS, the Board conducted the noticed Public Hearing to hear all objections to the budget as proposed.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CONCORDE ESTATES COMMUNITY DEVELOPMENT DISTRICT OF OSCEOLA COUNTY, FLORIDA:

Section 1. The Board affirms that the "whereas" clauses are true, correct and incorporated herein as dispositive.

- **Section 2**. A special assessment for maintenance as provided for in Section 190.021(3), Florida Statutes, (hereinafter referred to as assessment) is hereby imposed and levied on the subdivided lots within the District and on undeveloped land within the District if applicable.
- **Section 3**. That the collection and enforcement of the aforesaid assessments on the platted and developed lands under the supervision of the Florida Department of Revenue on those parcels certified to the Tax Collector for collection shall be at the same time and in like manner as ad valorem taxes and subject to all ad valorem tax collection and enforcement procedures which attend the use of the official annual tax notice using the uniform method pursuant to 197.3632, Florida Statutes.
- **Section 4.** The collection and enforcement of certain maintenance and debt service non ad valorem assessments on a portion of the platted lands owned by entities other than the end user may be collected by the District in accordance with Florida law.
- **Section 5.** The maintenance special assessments on parcels in the District will be combined with the debt service non-ad valorem assessments which were imposed, levied and certified as a total amount on the Non-Ad Valorem Assessment Roll to the Osceola County Tax Collector by the designee of the Chair of the Board on compatible medium no later than August 15, 2020, which shall then be collected by the Tax Collector on the tax notice along with other non-ad valorem assessments from other local governments and will include all applicable property taxes to each parcel of property.
- **Section 6**. The proceeds therefrom shall be distributed to the Concorde Estates Community Development District.
- **Section 7.** The Chair of the Board of the Concorde Estates Community Development District designates the District Manager to perform the certification duties of the assessment roll to be collected by the Tax Collector.
- **Section 8**. Be it further resolved that a copy of this Resolution be transmitted to the proper public officials so that its purpose and effect may be carried out in accordance with law.
- **Section 9.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.
- **Section 10**. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED this 29th day of July, 2020, by the Board of Supervisors of the Concorde Estates Community Development District, Osceola County, Florida.

DEVELOPMENT DISTRICT
Pound of Supervisors Chairman
Board of Supervisors, Chairman
Attest:
District Manager

CONCORDE ESTATES COMMUNITY

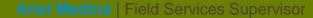
Fourth Order of Business

4A.

Agenda Page 37

Concorde Estates CDD Field Management Report

July 2020





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 contractors to obtain proposals
- Met with Sitex for lake review
- Reviewed and processed invoices on a weekly basis
- Returned phone calls as necessary
- Respond to emails and communications as needed

ATTACHMENTS

- Field Management Update
- Inframark Landscaping Report
- Capital Land Monthly Report
- Sitex Monthly Report

Work Orders Status Update

Continue monitoring gym activities and sanitizing accordingly
Continue with pressure washing program
Fallen branch tree was removed
Repaired wall border in clubhouse
Repaired architectural frame on clubhouse
Pick up trash throughout the community
Completed various repairs in the clubhouse

Inframark Landscaping Report

				Concorde Estates Landscaping I	Review
Issue	Location	Date of Drive- thru	Status	Field Manager Comments	Photos
Irrigation boxes condition	Throughout the community	7/13/2020	Not completed		
Irrigation issue	At Greatbear Way.	7/13/2020	Onging	The viburnum plants. Are grwoing back after cut off.	
Weed control.	Throughout the community	7/13/2020	Completed	Weed control on different beds on the front entrance and other one beds.	
Annuals Flowers Installations	Rec. center	7/13/2020	Completed	Annuals flowers instalation completed	

					_
Trimming service	Grassmere View Pkwy.		Completed	Trimming service pending for weeks around the irrigation control and all the way down the PVC fence at Grassmere View Pkwy.	
Trimming service	Throughout the community	7/13/2020	Onging	Trimming service pending several branches is too low and the tree base need the trimming service as well.	
Palm tree Trimming	Grassmere view Pkwy.	7/13/2020	Pending	Palm tree need trimming service at the community entrance.	
Mowing and trimming service	At Marshfield Preserve Dr	7/13/2020	Not completed	Benhind the PVC fence some section need the mowing and trimming service	

Palm tree Trimming	At Coastal View Ct.	7/13/2020		Palm tree need trimming service around the park area. Just some palm tree weretrimmed, several is still without the service.	
Tree removal.	At Harbor View In.	7/13/2020	Not completed	Sycamore tree present angle of inclination and possible detachment of roots, provided proposal to remove and install new one. The tree was removed but the stump is still there. After more of 120 days the stump is there.	

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 June.2020

		<u>Detail Day</u>	Mow Crews
Main Entrances, 1/2 Blvd		4-Jun	june 3,10,17,2 <u>Pine Bark Mulch</u>
Clubhouse, 1/2 Blvd	VBC, TC	4-Jun	june 3,10,17,24
3181 Stonington Run	PP,TC	11-Jun	june 3,10,17,24
3101 Duxbury Dr	PP,TC	11-Jun	june 3,10,17,2 <u>Annuals</u>
2991 Stonington Run	Pond	11-Jun	june 3,10,17,2 clubhouse
3207 Hopewell Dr	PG,DP,TC	11-Jun	june 3,10,17,24
3201 Rydal Water Way	PP,TC	11-Jun	june 3,10,17,2 <i>Proposals</i>
2804 Grasmere View Pkwy	cul de sac	11-Jun	june 3,10,17,24
2440 Tradewinds Dr	cul de sac	11-Jun	june 3,10,17,24
2351 Tradewinds Dr	DP,TC	18-Jun	june 3,10,17,24
3209 Jackson Grey Rd	PP	18-Jun	june 3,10,17,24
2260 Tradewinds Dr	Pond	18-Jun	june 3,10,17,2 <u>Plant Insects</u>
3000 Harbor View Ln	2 Ponds	<u> 18-Jun</u>	june 3,10,17,2 Mites on Fakahatchee Grass
3141 Oyster Bay Ln	Lift Station	18-Jur	i june 4,11,18,25
3131 Rocky River Rd	PP	18-Jur	i june 4,11,18,2 <u>Turf Weeds</u>
3130 Rocky River Rd	PP	18-Jur	june 4,11,18,2 spot treat
2331 Marshfield Preserve Way	Easement	18-Jur	i june 4,11,18,25
2351 Marshfield Preserve Way	Pond,EM	18-Jur	june 4,11,18,2 <u>Turf Insects</u>
3150 Seasalt Dr	EM	18-Jur	june 4,11,18,2 spot treat
3208 Olivia Breeze Dr	PP,TC	18-Jur	i june 4,11,18,25
3220 Jubilee Rd	Pond,EM	18-Jur	i june 4,11,18,2 <u>Turf Disease</u>
2770 Marshfield Preserve Way	Bridge 1	18-Jur	june 4,11,18,2None
2820 Marshfield Preserve Way	Bridge 2	25-Jur	i june 4,11,18,25
2890 Marshfield Preserve Way	Pond,EM	25-Jur	i june 4,11,18,2 <u>Problem Areas</u>
2990 Marshfield Preserve Way	Easement	25-Jur	i june 4,11,18,25
3461 Marshfield Preserve Way	2 Pine Trails	25-Jur	i june 4,11,18,25
3441 Marshfield Preserve Way	Lift Station	25-Jur	n june 4,11,18,2 <u>Heavy Leaf Litter</u>
3000 Greatbear Way	PP,TC	25-Jur	i june 4,11,18,25
3041 Palemero Rose Way	2 Pine Trails	25-Jur	i june 4,11,18,25
3080 Palemero Rose Way	Pond,EM	25-Jur	june 4,11,18,2 <u>Fertilization</u>
3211 Marshfield Preserve Way	Easement	25-Jur	ı ju

Sitex Monthly Report

CONCORDE ESTATES COMMUNITY DEVELOPMENT DISTRICT

OPERATIONS & MAINTENANCE HIGHLIGHT

SITEX AQUATICS MANAGEMENT REPORT



June 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 grasses and hydrilla treated.

POND2- Algae and grasses treated

POND3- Algae and grasses treated

POND4- Algae and grasses treated

POND5- Grasses and algae treated

POND6- Algae treated

POND7- Hydrilla and algae treated

POND8- Algae and grasses treated

POND9- Hydrilla and algae treated

POND10- Algae and grasses treated

ADDITIONAL NOTES:

We have received much needed rainfall this past month. The water levels are returning to normal. All trash in and around ponds have been removed as well. Please don't hesitate to reach out to my staff or myself if you need anything at all.

Regards

Brian Fackler

Sitex Aquatics LLC.

Fifth Order of Business

5A

<u>Item #5A – South Stewart Street Ditch Outfall Modifications Proposals</u>

- We received a bid from All Terrain Tractor Service but need to resolve two (2) line items before officially submitting for consideration.
- We provided a bid package to Robinson Wetland on 07/15/20 and have not heard back if they are going to submit a bid.
- If the Board requires a minimum of three (3) bids, we will reach out to two more contractors to request bids.

5B.

<u>Item #5B – Three (3) Outfall Pipes</u>

- Coordinated with Mr. Higgins with the South Florida Water Management District (SFWMD) on 07/07/20 to discuss the possibility of eliminating the spreader swales and replace with a rock-lined meandering swale to the lake.
- We need to schedule an on-site meeting with the SFWMD to discuss the proposed outfall improvements and potential permitting issues.

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, June 24, 2020 at 4:00 p.m. via WebEx.

Present and constituting a quorum were:

Victor CruzChairpersonMichael BarbuckVice ChairmanBasam AlliAssistant SecretaryCesar GoyetcheAssistant SecretaryMartha LandAssistant Secretary

Also present were:

Kristen Suit
District Manager
Tim Qualls
District Counsel
Tristan LaNasa
Voung Qualls, P.A
David Hamstra
District Engineer
Ariel Medina
Field Supervisor

Residents

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

Public Comments on Agenda Items (limited to 3)

minutes)

• A resident inquired if pool repair will be addressed.

THIRD ORDER OF BUSINESS Staff Report- Site/Clubhouse Manager's Report

A. Monthly Field Manager's Report

• The monthly Field Management Report was included in the agenda package.

The record will reflect Mr. Cruz joined the meeting.

• Mr. Medina reported the following:

- ➤ Gym and event room doors will be delivered on July 22nd and installed the following day.
- > Gym has opened with no problems.
- Community items in need of repair have been identified and work scheduled.
- Capital Land Management performance on follow up items was discussed.
- Questions and comments were addressed.

B. Summary of Proposals for Paver Removal & Replacement

- A summary of proposals for paver removal and replacement due to a pool leak was reviewed.
 - i. Creation and Renovation Inc.
 - ii. OM General Services LLC
 - iii. Paver King
 - iv. Guillen Brick Pavers
- The four proposals were discussed.

Mr. Cruz MOVED to approve OM General Services LLC in the amount of \$52,800 subject to District Counsel drafting an agreement and all documentation to be provided including warranty and insurance as required.

• There being no second, the prior motion died.

Mr. Goyetche MOVED to approve Guillen Brick Pavers in the amount of \$50,628 subject to District Counsel drafting an agreement and all documentation to be provided including warranty and insurance as required and Mr. Barbuck seconded the motion.

On VOICE vote with Mr. Goyetche, Mr. Barbuck and Ms. Land in favor and Mr. Alli and Mr. Cruz opposed the prior motion was approved. 3-2

 Mr. Cruz noted he is in favor of repairing the pool; but he wanted to go with another vendor.

C. Pool Leak (Pipe) Repairs Discussion

 A set cost for this repair has not been determined; but it is estimated the repairs will not exceed \$10,000. On MOTION by Mr. Alli seconded by Mr. Goyetche with Mr. Goyetche, Mr. Alli, Mr. Barbuck, and Ms. Land in favor and Mr. Cruz opposed the pool leak repairs in an amount not to exceed \$10,000 subject to District Engineer review of proposed repairs were approved. 4-1

D. Summary of Proposals for Pool Resurfacing

- i. B&L Pool Resurfacing Inc.
- ii. SPIES
- Pool resurfacing proposals were reviewed.

On MOTION by Mr. Cruz seconded by Ms. Land with all in favor the SPIES proposal for pool resurfacing in the amount of \$43,057 subject of District Counsel drafting an agreement and receipt of required documents was approved. 5-0

 Timing of the pool project was discussed. The pool would need to be closed through August until the repairs are completed.

E. Tree Removal Proposal - Robinson Wetland

Robinson Wetland proposal to remove hazardous tree in the back yard at 2370
 Tradewinds was discussed.

On MOTION by Mr. Goyetche seconded by Mr. Barbuck with Mr. Goyetche, Mr. Barbuck and Mr. Cruz in favor and Ms. Land and Mr. Alli opposed the Robinson Wetland Proposal to remove hazardous tree at 2370 Tradewinds in the amount of \$9,500 was approved. 3-2

 Capital Land contract was discussed. Field Supervisor to submit itemized list of outstanding work not completed to District Manager and District Counsel for holding of payment.

FOURTH ORDER OF BUSINESS Engineer's Report

- A. South Stewart Street Ditch Outfall Modifications Update
- Mr. Hamstra reported
 - Final construction plans have been approved by Osceola County for fixing erosion at the South Stewart Street ditch.

June 24, 2020

- An engineer's estimate and a bid schedule has been prepared. The estimated cost is \$100,000.
- Project funding and direction on how to proceed was discussed. District Engineer will obtain bids for presentation at the July meeting.

B. Consideration of the (3) Outfall Structure Repairs

 Survey was completed and District Engineer will follow up with SWFWMD and report back to the Board at the next meeting.

C. Consideration of Wetland Maintenance Proposals

 Proposals for bi-monthly shoreline maintenance for area where bush hogging was done were discussed.

On MOTION by Mr. Goyetche seconded by Mr. Barbuck with Mr. Goyetche, Mr. Barbuck, Mr. Cruz and Ms. Land in favor and Mr. Alli opposed the Robinson Wetland proposal in the amount of \$27,000 for wetland maintenance subject to District Engineer obtaining detailed proposed maintenance and District Counsel drafting an agreement was approved. 4-1

FIFTH ORDER OF BUSINESS

Attorney's Report

Mr. Qualls reported the following:

A. Update on Duval Offset Matter

 No response has been received from Duvall Counsel. This matter will continue to be monitored.

B. Update on Foreclosure Litigation

• Plan to file by Friday a Motion for Summary Judgement.

C. Other

 Mr. LaNasa provided an update on coronavirus regulations/guidelines reporting that an Executive Order has been signed to allow virtual meetings to take place until August 1.

SIXTH ORDER OF BUSINESS

District Manager's Report

A. Consent Agenda

i. Minutes of the May 27, 2020 Meeting

On MOTION by Mr. Barbuck seconded by Mr. Alli with all in favor the May 27, 2020 meeting minutes were approved. 5-0

ii. Financial Statements

On MOTION by Ms. Land seconded by Mr. Goyetche with all in favor the May 2020 Financials and Check Register were accepted. 5-0

B. Ratification of Chair Authorized Expenses Between Meetings

 A summary of Chair authorized expenses between meetings in the amount of \$777.87 was included in the agenda package.

On MOTION by Mr. Barbuck seconded by Ms. Land with all in favor Chair authorized expenses between meetings in the amount of \$777.87 were ratified. 5-0

 It was reported a Bill passed reducing requirements of posting agenda package information on website.

SEVENTH ORDER OF BUSINESS

Supervisors' Requests and Comments

- A. Access Control & Video Surveillance System Maintenance Proposals Supervisor Goyetche
- Mr. Goyetche commented on maintenance proposals for access control and video surveillance system.
- This item was tabled pending additional information.
- Mr. Goyetche commented on residents having access to the gym after 6:00 p.m.
- Waivers will need to be on file prior to having access to the gym.
- Mr. Cruz commented on maintenance of the District; and the landscape contract.

EIGHTH ORDER OF BUSINESS

Adjournment

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

Assistant Secretary	Chairperson/Vice Chairperson

7Aii.

Concord_Estates Community_Development_District

Financial Report
June 30, 2020

Community Development District

Table of Contents

FINANCIAL STATEMENTS		
Balance Sheet - All Funds		Page 1
General Fund 001		
Statement of Revenues, Expenditures	s and Changes in Fund Balance	Page 2 - 4
Debt Service		Page 5 - 7
SUPPORTING SCHEDULES		
Notes to Financials		Page 8
Assessment Summary		Page 9
Cash and Investment Summary		Page 10
Check Register		Page 11 - 13

Concorde Estates Community Development District

Financial Statements

(Unaudited)

June 30, 2020

Balance Sheet June 30, 2020

ACCOUNT DESCRIPTION	G	ENERAL FUND	_	2004 DEBT SERVICE FUND		2011 DEBT SERVICE FUND	2017B DEBT SERVICE FUND			TOTAL
<u>ASSETS</u>										
Cash - Checking Account	\$	263,791	\$	-	\$	-	\$	-	\$	263,791
Assessments Receivable		67,499		-		20,102		-		87,601
Investments:										
Money Market Account		834,288		-		-		-		834,288
Prepayment Account B		-		-		688	2,500,0	00		2,500,688
Prepayment Fund (A-2)		-		-		14,993		-		14,993
Reserve Fund (A-1)		-		-		322,813		-		322,813
Revenue Fund (A-1)		-		-		167,926		-		167,926
Revenue Fund (A-2)		-		-		32,972		-		32,972
Revenue Fund B		-		-		39	1,5	808		1,547
TOTAL ASSETS	\$	1,165,578	\$	-	\$	559,533	\$ 2,501,5	80	\$	4,226,619
LIABILITIES										
Accounts Payable	\$	47,661	\$	-	\$	-	\$	-	\$	47,661
Accrued Expenses		14,149		-		-		-		14,149
Due to Landowners		-		-		22,468		-		22,468
Deferred Revenue		67,499		-		20,102		-		87,601
Other Current Liabilities		2,164		-		-		-		2,164
Revenue Bonds Payable-Current		-		7,903,426		3,013,428		-		10,916,854
TOTAL LIABILITIES		131,473		7,903,426		3,055,998		-		11,090,897
FUND BALANCES Restricted for:										
Debt Service		_		_		_	2,501,5	ΩQ		2,501,508
Assigned to:		_		=		_	2,001,0	00		2,501,500
Operating Reserves		244,991		_		_		_		244,991
Reserves - Other		75,307		_		_		-		75,307
Unassigned:		713,807		(7,903,426)		(2,496,465)		-		(9,686,084)
TOTAL FUND BALANCES	\$	1,034,105	\$	(7,903,426)	\$	(2,496,465)	\$ 2,501,5	08	\$	(6,864,278)
TOTAL LIABILITIES & FUND BALANCES	•	1,165,578	\$		\$	559,533	\$ 2,501,5	ΛΩ	\$	4,226,619
TOTAL LIABILITIES & FUND BALANCES	Ą	1,103,376	Ψ		Ψ	JJ9,JJJ	\$ 2,301,3	00	Ψ	4,220,019

CONCORDE ESTATES

Statement of Revenues, Expenditures and Changes in Fund Balances For the Period Ending June 30, 2020

Interest - Tax Collector	ACCOUNT DESCRIPTION		ANNUAL ADOPTED BUDGET		R TO DATE	YEAR TO DATE ACTUAL		IANCE (\$) /(UNFAV)	 JUN-20 ACTUAL
Interest - Tax Collector	REVENUES								
Rents or Royalties 3,200 2,403 863 (1,540) Special Assmnts- Tax Collector 948,053 948,053 948,053 9,0412 Special Assmnts- Discounts (37,922) (37,922) (29,130) 8,792 2,712 Other Miscellaneous Revenues - - 3 3 3 - 10,12 - (112) - - 1 3 3 - - 1,12 - (112) - - 1,12 - (112) - - - 3 3 3 - - - 3 3 3 - - - 3 3 3 - - - - - - 3 3 3 -	Interest - Investments	\$	7,404	\$	5,553	\$	6,890	\$ 1,337	\$ 175
Special Assmnts- Tax Collector	Interest - Tax Collector		-		-		430	430	-
Special Assmnts- CDD Collected 59,078 59,078 3,260 (55,818) 2,712	Rents or Royalties		3,200		2,403		863	(1,540)	-
Special Assmrts- Discounts	Special Assmnts- Tax Collector		948,053		948,053	94	48,053	-	90,412
Other Miscellaneous Revenues - - 3 3 Pool Access Key Fee 150 112 - (112) TOTAL REVENUES 979,963 977,277 930,369 (46,908) 93,295 EXPENDITURES Administration P/R. Board of Supervisors 13,000 9,751 11,000 (1,249) 1,000 FICA Taxes 995 747 842 (95) 77 ProfServ-Latitrage Rebate 1,200 1,200 - 1,200 ProfServ-Legal Services 25,000 18,747 75,170 (56,423) 9,447 ProfServ-Legal Services 25,000 18,747 75,170 (56,423) 9,447 ProfServ-Englind Assessment 5,250 5,250 5,250 - - ProfServ-Trustee Fees 10,775 10,775 13,003 (2,228) - ProfServ-E-mail Maintenance 16,100 12,069 4,086 7,983 756 Auditing Services 4,000 4,0	Special Assmnts- CDD Collected		59,078		59,078		3,260	(55,818)	-
Pool Access Key Fee	Special Assmnts- Discounts		(37,922)		(37,922)	(2	29,130)	8,792	2,712
Prof. Prof	Other Miscellaneous Revenues		-		-		3	3	-
EXPENDITURES Administration PIR-Board of Supervisors 13,000 9,751 11,000 (1,249) 1,000 FICA Taxes 995 747 842 (95) 77 ProfServ-Arbitrage Rebate 1,200 1,200 - 1,200 ProfServ-Engineering 8,000 6,003 20,515 (14,512) 2,884 ProfServ-Legal Services 25,000 18,747 75,170 (56,423) 9,447 ProfServ-Mgmt Consulting Serv 110,000 82,503 109,956 (27,453) 13,743 ProfServ-Special Assessment 5,250 5,250 5,250 - - ProfServ-E-mail Maintenance 16,100 12,069 4,086 7,983 758 Auditing Services 4,000 4,000 4,000 - - Insurance - General Liability 6,325 6,325 6,593 (268) Legal Advertising 2,600 1,953 921 1,032 475 Misc-Assessmnt Collection Cost 18,961	Pool Access Key Fee		150		112		-	(112)	-
Administration P/R-Board of Supervisors 13,000 9,751 11,000 (1,249) 1,000 FICA Taxes 995 747 842 (95) 77 ProfServ-Arbitrage Rebate 1,200 1,200 - 1,200 ProfServ-Legal Services 25,000 18,747 75,170 (56,423) 9,447 ProfServ-Legal Services 25,000 18,747 75,170 (56,423) 9,447 ProfServ-Legal Services 25,000 18,747 75,170 (56,423) 9,447 ProfServ-Mgmt Consulting Serv 110,000 82,503 109,956 (27,453) 13,743 ProfServ-Special Assessment 5,250 5,250 5,250 - - ProfServ-Trustee Fees 10,775 10,775 13,003 (2,228) - ProfServ-E-mail Maintenance 16,100 12,069 4,086 7,983 758 Auditing Services 4,000 4,000 4,000 - - - - - - - -	TOTAL REVENUES		979,963		977,277	9:	30,369	(46,908)	93,299
P/R-Board of Supervisors 13,000 9,751 11,000 (1,249) 1,000 FICA Taxes 995 747 842 (95) 77 ProfServ-Arbitrage Rebate 1,200 1,200 - 1,200 ProfServ-Engineering 8,000 6,003 20,515 (14,512) 2,884 ProfServ-Legal Services 25,000 18,747 75,170 (56,423) 9,447 ProfServ-Legal Services 25,000 18,747 75,170 (56,423) 9,447 ProfServ-Degial Assessment 5,250 5,250 5,250 - - ProfServ-Trustee Fees 10,775 10,775 13,003 (2,228) - ProfServ-E-mail Maintenance 16,100 12,069 4,086 7,983 758 Auditing Services 4,000 4,000 4,000 - - Insurance - General Liability 6,325 6,325 6,593 (268) - Legal Advertising 2,600 1,953 921 1,032 475 <td>EXPENDITURES</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	EXPENDITURES								
FICA Taxes 995 747 842 (95) 77 ProfServ-Arbitrage Rebate 1,200 1,200 - 1,200 - 1,200 ProfServ-Engineering 8,000 6,003 20,515 (14,512) 2,884 ProfServ-Legal Services 25,000 18,747 75,170 (56,423) 9,447 ProfServ-Mgmt Consulting Serv 110,000 82,503 109,956 (27,453) 13,743 ProfServ-Special Assessment 5,250 5,250 5,250 - - ProfServ-Trustee Fees 10,775 10,775 13,003 (2,228) - ProfServ-E-mail Maintenance 16,100 12,069 4,086 7,983 758 Auditing Services 4,000 4,000 - - - Insurance - General Liability 6,325 6,325 6,593 (268) - Legal Advertising 2,600 1,953 921 1,032 475 Misc-Assessmnt Collection Cost 18,961 18,961 18,379	Administration								
ProfServ-Arbitrage Rebate 1,200 1,200 - 1,200 ProfServ-Engineering 8,000 6,003 20,515 (14,512) 2,884 ProfServ-Legal Services 25,000 18,747 75,170 (56,423) 9,447 ProfServ-Mgmt Consulting Serv 110,000 82,503 109,956 (27,453) 13,743 ProfServ-Special Assessment 5,250 5,250 5,250 - - ProfServ-Trustee Fees 10,775 10,775 13,003 (2,228) - ProfServ-E-mail Maintenance 16,100 12,069 4,086 7,983 756 Auditing Services 4,000 4,000 4,000 - - Insurance - General Liability 6,325 6,325 6,593 (268) Legal Advertising 2,600 1,953 921 1,032 475 Misc-Assessmnt Collection Cost 18,961 18,961 18,379 582 1,862 Annual District Filing Fee 175 175 175 - -	P/R-Board of Supervisors		13,000		9,751		11,000	(1,249)	1,000
ProfServ-Engineering 8,000 6,003 20,515 (14,512) 2,884 ProfServ-Legal Services 25,000 18,747 75,170 (56,423) 9,447 ProfServ-Mgmt Consulting Serv 110,000 82,503 109,956 (27,453) 13,743 ProfServ-Special Assessment 5,250 5,250 5,250 - - ProfServ-Trustee Fees 10,775 10,775 13,003 (2,228) - ProfServ-E-mail Maintenance 16,100 12,069 4,086 7,983 758 Auditing Services 4,000 4,000 4,000 - - Insurance - General Liability 6,325 6,325 6,593 (268) - Legal Advertising 2,600 1,953 921 1,032 475 Misc-Assessmnt Collection Cost 18,961 18,961 18,379 582 1,862 Annual District Filing Fee 175 175 175 - - Total Administration 222,381 178,459 269,890	FICA Taxes		995		747		842	(95)	77
ProfServ-Legal Services 25,000 18,747 75,170 (56,423) 9,447 ProfServ-Mgmt Consulting Serv 110,000 82,503 109,956 (27,453) 13,743 ProfServ-Special Assessment 5,250 5,250 5,250 - - ProfServ-Trustee Fees 10,775 10,775 13,003 (2,228) - ProfServ-E-mail Maintenance 16,100 12,069 4,086 7,983 758 Auditing Services 4,000 4,000 4,000 - - Insurance - General Liability 6,325 6,325 6,593 (268) Legal Advertising 2,600 1,953 921 1,032 479 Misc-Assessmnt Collection Cost 18,961 18,961 18,379 582 1,862 Annual District Filing Fee 175 175 175 - - Total Administration 222,381 178,459 269,890 (91,431) 30,250 Public Safety 16,000 11,997 - 11,997	ProfServ-Arbitrage Rebate		1,200		1,200		-	1,200	-
ProfServ-Mgmt Consulting Serv 110,000 82,503 109,956 (27,453) 13,743 ProfServ-Special Assessment 5,250 5,250 5,250 - - ProfServ-Trustee Fees 10,775 10,775 13,003 (2,228) - ProfServ-E-mail Maintenance 16,100 12,069 4,086 7,983 758 Auditing Services 4,000 4,000 4,000 - - Insurance - General Liability 6,325 6,325 6,593 (268) Legal Advertising 2,600 1,953 921 1,032 478 Misc-Assessmnt Collection Cost 18,961 18,961 18,379 582 1,862 Annual District Filing Fee 175 175 175 - - Total Administration 222,381 178,459 269,890 (91,431) 30,250 Public Safety 16,000 11,997 - 11,997 Total Public Safety 16,000 11,997 - 11,997 Electric	ProfServ-Engineering		8,000		6,003	2	20,515	(14,512)	2,884
ProfServ-Special Assessment 5,250 5,250 5,250 - ProfServ-Trustee Fees 10,775 10,775 13,003 (2,228) ProfServ-E-mail Maintenance 16,100 12,069 4,086 7,983 758 Auditing Services 4,000 4,000 4,000 - - Insurance - General Liability 6,325 6,325 6,593 (268) Legal Advertising 2,600 1,953 921 1,032 479 Misc-Assessmnt Collection Cost 18,961 18,379 582 1,862 Annual District Filling Fee 175 175 175 - Total Administration 222,381 178,459 269,890 (91,431) 30,250 Public Safety 16,000 11,997 - 11,997 Total Public Safety 16,000 11,997 - 11,997 Electric Utility Services Electricity - General 16,000 11,997 10,953 1,044 2,203 Electricity - Rec Center 12,000	ProfServ-Legal Services		25,000		18,747	-	75,170	(56,423)	9,447
Prof Serv-Trustee Fees 10,775 10,775 13,003 (2,228) Prof Serv-E-mail Maintenance 16,100 12,069 4,086 7,983 758 Auditing Services 4,000 4,000 4,000 - - Insurance - General Liability 6,325 6,325 6,593 (268) Legal Advertising 2,600 1,953 921 1,032 479 Misc-Assessmnt Collection Cost 18,961 18,379 582 1,862 Annual District Filing Fee 175 175 175 - Total Administration 222,381 178,459 269,890 (91,431) 30,250 Public Safety 16,000 11,997 - 11,997 Total Public Safety 16,000 11,997 - 11,997 Electric Utility Services Electricity - General 16,000 11,997 10,953 1,044 2,203 Electricity - Streetlighting 119,000 89,253 88,702 551 10,464 Electricity - Rec Center <td>ProfServ-Mgmt Consulting Serv</td> <td></td> <td>110,000</td> <td></td> <td>82,503</td> <td>10</td> <td>09,956</td> <td>(27,453)</td> <td>13,743</td>	ProfServ-Mgmt Consulting Serv		110,000		82,503	10	09,956	(27,453)	13,743
ProfServ-E-mail Maintenance 16,100 12,069 4,086 7,983 758 Auditing Services 4,000 4,000 4,000 - - - Insurance - General Liability 6,325 6,325 6,593 (268) - Legal Advertising 2,600 1,953 921 1,032 479 Misc-Assessmnt Collection Cost 18,961 18,961 18,379 582 1,862 Annual District Filing Fee 175 175 175 - - - Total Administration 222,381 178,459 269,890 (91,431) 30,250 Public Safety - 16,000 11,997 - 11,997 - Total Public Safety 16,000 11,997 - 11,997 - 11,997 Telectric Utility Services Electricity - General 16,000 11,997 10,953 1,044 2,203 Electricity - Streetlighting 119,000 89,253 88,702 551 10,464 El	ProfServ-Special Assessment		5,250		5,250		5,250	-	-
Auditing Services 4,000 4,000 4,000 - Insurance - General Liability 6,325 6,325 6,593 (268) Legal Advertising 2,600 1,953 921 1,032 475 Misc-Assessmnt Collection Cost 18,961 18,961 18,379 582 1,862 Annual District Filing Fee 175 175 175 - Total Administration 222,381 178,459 269,890 (91,431) 30,250 Public Safety Pool/Clubhouse Security 16,000 11,997 - 11,997 Total Public Safety 16,000 11,997 - 11,997 Electric Utility Services Electricity - General 16,000 11,997 10,953 1,044 2,203 Electricity - Streetlighting 119,000 89,253 88,702 551 10,464 Electricity - Rec Center 12,000 9,000 7,351 1,649 801	ProfServ-Trustee Fees		10,775		10,775		13,003	(2,228)	-
Insurance - General Liability	ProfServ-E-mail Maintenance		16,100		12,069		4,086	7,983	758
Legal Advertising 2,600 1,953 921 1,032 479 Misc-Assessmnt Collection Cost 18,961 18,961 18,379 582 1,862 Annual District Filing Fee 175 175 175 - - - Total Administration 222,381 178,459 269,890 (91,431) 30,250 Public Safety 16,000 11,997 - 11,997 Total Public Safety 16,000 11,997 - 11,997 Electric Utility Services Electricity - General 16,000 11,997 10,953 1,044 2,203 Electricity - Streetlighting 119,000 89,253 88,702 551 10,464 Electricity - Rec Center 12,000 9,000 7,351 1,649 801	Auditing Services		4,000		4,000		4,000	-	-
Misc-Assessmnt Collection Cost 18,961 18,961 18,379 582 1,862 Annual District Filing Fee 175 175 175 - <td>Insurance - General Liability</td> <td></td> <td>6,325</td> <td></td> <td>6,325</td> <td></td> <td>6,593</td> <td>(268)</td> <td>-</td>	Insurance - General Liability		6,325		6,325		6,593	(268)	-
Annual District Filing Fee 175 175 175 - <	Legal Advertising		2,600		1,953		921	1,032	479
Public Safety Pool/Clubhouse Security 16,000 11,997 - 11,997 Total Public Safety 16,000 11,997 - 11,997 Electric Utility Services 16,000 11,997 - 11,997 Electricity - General 16,000 11,997 10,953 1,044 2,203 Electricity - Streetlighting 119,000 89,253 88,702 551 10,464 Electricity - Rec Center 12,000 9,000 7,351 1,649 801	Misc-Assessmnt Collection Cost		18,961		18,961		18,379	582	1,862
Public Safety Pool/Clubhouse Security 16,000 11,997 - 11,997 Total Public Safety 16,000 11,997 - 11,997 Electric Utility Services Electricity - General 16,000 11,997 10,953 1,044 2,203 Electricity - Streetlighting 119,000 89,253 88,702 551 10,464 Electricity - Rec Center 12,000 9,000 7,351 1,649 801	Annual District Filing Fee		175		175		175	 -	 -
Pool/Clubhouse Security 16,000 11,997 - 11,997 Total Public Safety 16,000 11,997 - 11,997 Electric Utility Services Electricity - General 16,000 11,997 10,953 1,044 2,203 Electricity - Streetlighting 119,000 89,253 88,702 551 10,464 Electricity - Rec Center 12,000 9,000 7,351 1,649 801	Total Administration		222,381		178,459	20	69,890	 (91,431)	 30,250
Pool/Clubhouse Security 16,000 11,997 - 11,997 Total Public Safety 16,000 11,997 - 11,997 Electric Utility Services Electricity - General 16,000 11,997 10,953 1,044 2,203 Electricity - Streetlighting 119,000 89,253 88,702 551 10,464 Electricity - Rec Center 12,000 9,000 7,351 1,649 801	Public Safety								
Total Public Safety 16,000 11,997 - 11,997 Electric Utility Services Electricity - General 16,000 11,997 10,953 1,044 2,203 Electricity - Streetlighting 119,000 89,253 88,702 551 10,464 Electricity - Rec Center 12,000 9,000 7,351 1,649 801	Pool/Clubhouse Security		16,000		11,997		-	11,997	-
Electricity - General 16,000 11,997 10,953 1,044 2,203 Electricity - Streetlighting 119,000 89,253 88,702 551 10,464 Electricity - Rec Center 12,000 9,000 7,351 1,649 801							-	 	-
Electricity - General 16,000 11,997 10,953 1,044 2,203 Electricity - Streetlighting 119,000 89,253 88,702 551 10,464 Electricity - Rec Center 12,000 9,000 7,351 1,649 801	Electric Utility Services								
Electricity - Streetlighting 119,000 89,253 88,702 551 10,464 Electricity - Rec Center 12,000 9,000 7,351 1,649 801			16,000		11,997		10,953	1,044	2,203
Electricity - Rec Center 12,000 9,000 7,351 1,649 801	Electricity - Streetlighting		•						10,464
·	, , ,		•						801
	Total Electric Utility Services	-	147,000		110,250	10		 3,244	13,468

Report Date: 7/20/2020 2 **CONCORDE** ESTATES

Statement of Revenues, Expenditures and Changes in Fund Balances For the Period Ending June 30, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	JUN-20 ACTUAL
Water-Sewer Comb Services					
Utility - Water	118,000	88,497	56,253	32,244	8,355
Backflow Assembly Testing	750	567	777	(210)	
Total Water-Sewer Comb Services	118,750	89,064	57,030	32,034	8,355
Flood Control/Stormwater Mgmt					
Contracts-Ponds	10,380	7,785	7,785	-	865
R&M-Aquascaping	10,000	7,497	-	7,497	
R&M-Fountain	1,200	900	1,565	(665)	100
R&M Lake & Pond Bank	5,000	3,753	1,238	2,515	
Total Flood Control/Stormwater Mgmt	26,580	19,935	10,588	9,347	965
Other Physical Environment					
Contracts-Landscape	156,000	117,000	117,000	-	13,000
Insurance - Property	9,567	9,567	9,193	374	
R&M-Entry Feature	500	378	-	378	
R&M-Irrigation	8,500	6,372	10,215	(3,843)	
Landscape Replacement	15,000	11,250	6,011	5,239	349
Annual Mulching & Tree Trimming	23,400	23,400	20,275	3,125	
Misc-Decorative Lighting	1,500	1,125	37	1,088	
Total Other Physical Environment	214,467	169,092	162,731	6,361	13,349
Contingency					
Misc-Contingency	100,000	74,997	57,935	17,062	816
Total Contingency	100,000	74,997	57,935	17,062	816
Parks and Recreation - General					
Contracts-Pools	8,100	6,075	11,150	(5,075)	1,600
Contracts-Pest Control	1,500	1,125	250	875	
Telephone, Cable & Internet Service	2,820	2,115	1,725	390	123
R&M-Clubhouse	6,500	4,878	2,821	2,057	389
R&M-Fence	3,500	2,628	464	2,164	
R&M-Pools	8,500	6,372	2,783	3,589	1,140
R&M-Fitness Equipment	3,000	2,250	589	1,661	229
R&M-Pressure Washing	3,500	2,628	-	2,628	
R&M-Parks & Facilities	13,300	9,972	11,194	(1,222)	270
Office Supplies	1,500	1,125	1,923	(798)	
Clubhouse Cleaning Service G&A	2,940	2,205	980	1,225	
Dues, Licenses, Subscriptions	525	525	525	-	525
Cap Outlay - Other	-	-	125,866	(125,866)	
Total Parks and Recreation - General	55,685	41,898	160,270	(118,372)	4,276

Report Date: 7/20/2020 3 **CONCORDE** ESTATES

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending June 30, 2020

ACCOUNT DESCRIPTION		ANNUAL DOPTED BUDGET	YE	AR TO DATE BUDGET	YE	AR TO DATE ACTUAL	ARIANCE (\$) AV(UNFAV)	JUN-20 ACTUAL
<u>Reserves</u>								
Reserve		79,100		-		<u>-</u>	 <u>-</u>	 -
Total Reserves		79,100						
TOTAL EXPENDITURES & RESERVES		979,963		695,692		825,450	(129,758)	71,479
Excess (deficiency) of revenues Over (under) expenditures				281,585		104,919	(176,666)	21,820
Net change in fund balance	\$	-	\$	281,585	\$	104,919	\$ (176,666)	\$ 21,820
FUND BALANCE, BEGINNING (OCT 1, 2019)		929,186		929,186		929,186		
FUND BALANCE, ENDING	\$	929,186	\$	1,210,771	\$	1,034,105		

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending June 30, 2020

ACCOUNT DESCRIPTION		ANNUAL ADOPTED BUDGET		YEAR TO DATE BUDGET		AR TO DATE	VARIANCE (\$) FAV(UNFAV)		JUN-20 ACTUAL	
REVENUES										
Interest - Investments	\$	-	\$	-	\$	-	\$	-	\$	-
TOTAL REVENUES		-		-		-		-		-
EXPENDITURES										
TOTAL EXPENDITURES		-		-		-		-		-
Excess (deficiency) of revenues Over (under) expenditures		-				<u> </u>				
Net change in fund balance	\$		\$		\$		\$		\$	-
FUND BALANCE, BEGINNING (OCT 1, 2019)		-		-		(7,903,426)				
FUND BALANCE, ENDING	\$	-	\$		\$	(7,903,426)				

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending June 30, 2020

ACCOUNT DESCRIPTION		ANNUAL ADOPTED BUDGET	YE	YEAR TO DATE BUDGET		YEAR TO DATE ACTUAL		ARIANCE (\$) AV(UNFAV)		JUN-20 ACTUAL
REVENUES										
Interest - Investments	\$	5,163	\$	3,870	\$	6,419	\$	2,549	\$	4
Special Assmnts- Tax Collector		516,263		516,263		488,108		(28,155)		46,549
Special Assmnts- Prepayment		-		-		163,158		163,158		5,512
Special Assmnts- CDD Collected		25,465		25,465		1,316		(24,149)		-
Special Assmnts- Discounts		(20,651)		(20,651)		(14,998)		5,653		1,396
TOTAL REVENUES		526,240		524,947		644,003		119,056		53,461
EXPENDITURES										
<u>Administration</u>										
Misc-Assessmnt Collection Cost		10,325		10,325		9,463		862		959
Total Administration		10,325		10,325		9,463		862		959
Debt Service										
Principal Debt Retirement A-1		130,000		130,000		130,000		_		_
Principal Debt Retirement A-2		75,000		75,000		65,000		10,000		_
Prepayments Series A-2		-		-		255,000		(255,000)		-
Interest Expense Series A-1		194,513		194,513		194,513		-		-
Interest Expense Series A-2		112,613		112,613		100,474		12,139		-
Total Debt Service		512,126	_	512,126		744,987		(232,861)	_	-
TOTAL EVDENDITUDES		522,451		522,451		754,450		(224 000)		959
TOTAL EXPENDITURES		522,451		522,451		754,450		(231,999)		959
Excess (deficiency) of revenues Over (under) expenditures		3,789		2,496		(110,447)		(112,943)		52,502
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	\$	2,496	\$	(110,447)	\$	(112,943)	\$	52,502
FUND BALANCE, BEGINNING (OCT 1, 2019)		(2,386,018)		(2,386,018)		(2,386,018)				
FUND BALANCE, ENDING	\$	(2,382,229)	\$	(2,383,522)	\$	(2,496,465)				

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending June 30, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET		YEAR TO DATE BUDGET		YEAR TO DATE ACTUAL		VARIANCE (\$) FAV(UNFAV)		JUN-20 ACTUAL	
REVENUES										
Interest - Investments	\$	-	\$	-	\$	24	\$	24	\$	21
Special Assmnts- Prepayment		-		-		2,500,000		2,500,000		-
TOTAL REVENUES		-		-		2,500,024		2,500,024		21
<u>EXPENDITURES</u>										
TOTAL EXPENDITURES		-		-		-		-		-
Excess (deficiency) of revenues										
Over (under) expenditures				-		2,500,024		2,500,024		21
Net change in fund balance	\$		\$	-	\$	2,500,024	\$	2,500,024	\$	21
FUND BALANCE, BEGINNING (OCT 1, 2019)		-		-		1,484				
FUND BALANCE, ENDING	\$		\$	-	\$	2,501,508				

Concorde Estates ☐ Community Development District ☐

Supporting Schedules
June 30, 2020

Notes to the Financial Statements June 30, 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	Annual Budget	YTD Actual	% of Budget	Explanation
Expenditures				
Administrative				
Payroll-Board of Supervisors	\$13,000	\$11,000	85%	Five member board payroll for meeting attendance.
FICA Taxes	\$995	\$842	85%	Payroll taxes.
ProfServ-Engineering	\$8,000	\$20,515	256%	Pagasus Engineering is providing general matter, erosion, drainage services and a topographic survey.
ProfServ-Legal Services	\$25,000	\$75,170	301%	Young Qualls provides general, Avex collection and bond matters.
ProfServ-Mgmt Consulting Serv	\$110,000	\$109,956	100%	Inframark provides management services.
ProfServ-Trustee Fees	\$10,775	\$13,003	121%	Series 2011 and 2017 trustee services provided by U.S. Bank.
Insurance-General Liability	\$6,325	\$6,593	104%	EGIS general liability, public officials insurance and auto.
Water-Sewer Comb Services				
Backflow Assembly Testing	\$750	\$777	104%	A-Z backflow testing.
Flood Control/Stormwater Mgmt				
R&M-Fountain	\$1,200	\$1,565	130%	Quarterly fountain service and replacement of control box and breaker.
Other Physical Environment				
R&M-Irrigation	\$8,500	\$10,215	120%	Irrigation repairs provided by Capital Land Mgmt Corp.
Parks and Recreation				
Contracts-Pools	\$8,100	\$11,150	138%	The district changed vendors from Churchill Group to Lexington Pool in February.
R&M-Parks and Facilities	\$13,300	\$11,194	84%	Tennis court resurfacing, gate, splash pad contact repair and ancillary services and supplies.
Office Supplies	\$1,500	\$1,923	128%	Various office supply purchases reimbursed to Inframark.
Capital Outlay - Other	\$0	\$125,866		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

					ALLOCATIO	N BY FUND
		DISCOUNT/		GROSS	GENERAL	SERIES 2011
DATE	NET AMOUNT	(PENALTIES)	TAX	AMOUNT	FUND	GROSS
RECEIVED	RECEIVED	AMOUNT	COLLECTOR	RECEIVED	001	ASSESSMENTS
Assessment	ts Levied FY 202	20		\$1,436,160	\$948,053	\$488,108
Allocation %	, D			100.00%	66.01%	33.99%
11/08/19	10,492	511	216	11,218	7,406	3,813
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
02/12/20	27,976	583	571	29,130	19,230	9,900
02/12/20	682	22	14	718	474	244
03/09/20	28,976	316	591	29,883	19,727	10,156
04/10/20	6,280	-	128	6,408	4,230	2,178
04/10/20	28,228	26	576	28,830	19,031	9,798
05/12/20	703	-	14	718	474	244
05/12/20	4,767	(72)	97	4,792	3,163	1,629
06/09/20	106,682	(3,171)	2,177	105,689	69,769	35,921
06/13/20	31,566	(938)	644	31,272	20,643	10,628
TOTAL	\$ 1,364,191	\$ 44,127	\$ 27,842	\$ 1,436,160	\$ 948,053	\$ 488,108
% Collected				100%	100%	100%
TOTAL OUT	TSTANDING			\$0	\$0	\$0

Cash and Investment Report

June 30, 2020

ACCOUNT NAME	MATURITY	BANK NAME	YIELD	Ē	BALANCE	
GENERAL FUND						
Checking Account - Operating		Bank United	0.00%	\$	263,791	_
			Subtotal	\$	263,791	-
Money Market		Bank United	0.25%	\$	834,288	_
				\$	834,288	-
DEBT SERVICE FUNDS						
Series 2011 Prepayment Account B		US Bank	0.02%	\$	688	(1)
Series 2011 Prepayment Fund (A-2)		US Bank	0.02%		14,993	(1)
Series 2011 Reserve Fund (A-1)		US Bank	0.02%		322,813	(1)
Series 2011 Revenue Fund (A-1)		US Bank	0.02%		167,926	(1)
Series 2011 Revenue Fund (A-2)		US Bank	0.02%		32,972	(1)
Series 2011 Revenue Fund B		US Bank	0.02%		39	(1)
Series 2017 Prepayment Fund B		US Bank	0.02%		2,500,000	(1)
Series 2017 Revenue Fund B		US Bank	0.02%		1,508	(1)
			Subtotal	\$	3,040,939	-
			Total	\$	4,139,019	= -

NOTE 1 - Invested in Fidelity Govt Portfolio

CONCORDE ESTATES COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Bank Account

For the Period from 06/01/20 to 06/30/20 (Sorted by Check / ACH No.)

Date	Payee Type⊓	Payee⊞	Invoice®No.®	Payment [®] Description [®]	Invoice//iGL/Description//	G/L!Account#	Amount Paid	
BANK(UNI	BANKIUNITEDIGFICHECKINGI- (ACCT#XXXXX6364)							
CHECK#544	00							
06/04/201	Vendor	CHRISTOPHER®ROBINSON®	0004701	Shoreline://Vegetation:/Clean:/Outil	Misc-Contingency 1	001-549900-53985	\$40,000.00	
CHECKI#I544	1 n					Check	\$40,000.00	
06/04/20	Vendor 1	CPIOFICENTRALIFLORIDAI	62461	FUNIBOUNCE	R&M-Parks@Facilities@	001-546225-57201	\$1,232.00	
						 Check ∏otal □	\$1,232.00	
CHECK#1544		ODLANDO:OFNTINEL:	040005440000	4/40/00°ADVEDTIOEMENTS	1 10A 1 111 0	004 540000 54004	#407.00	
06/04/20	Vendor	ORLANDOISENTINELI	0196254480000	4/12/20/ADVERTISEMENTI	Legal [®] Advertising [®]	001-548002-51301□	\$187.00 \$187.00	
CHECK#1544	3 0					CHECK LIOUAL	\$107.00	
06/04/20	Vendor	SITEXIAQUATICS,ILLCI	3609BI	MAYIAQUATICIMAINTI	Contracts-Ponds	001-534089-53801	\$865.00	
						Check ∏otal □	\$865.00	
CHECK:#:544- 06/10/20:	4 □ Vendor□	PEGASUS ENGINEERING	2250431	03/29/20-04/25/20/ENG/SRVCS//	ProfServ-Engineering	001-531013-51501	\$4.484.10	
00/10/20	Veridorii	FEGAGUSENGINEERING	2230431	03/23/20-04/23/201LINGISTA COII	F1013614-Engineening	Check Total	\$4,484.10	
CHECK#1544	5 0						ψ 1, 10 11 10 I	
06/10/201	Vendor	YOUNG:QUALLS, IP.A. I	160061	GENICOUNSELITHRUI05/31/201	ProfServ-Legal Services	001-531023-51401	\$9,042.31	
OUE OVOR	•					Check⊡otal□	\$9,042.31	
CHECK:#:544 06/18/20	o Vendor⊓	FLORIDAIDEPTIOFIHEALTHII	49-BID-4635849	2020/2021 SWIMMING POOL PRMT-WTR ACT	Dues Licenses & Fees	001-554020-57201	\$200.00	
06/18/20	Vendor	FLORIDALDEPTIOFIHEALTHII	49-BID-4635432	2020/2021 SWIMMING POOL PRMT-POOL	DuesiLicensesi&iFeesi	001-554020-57201	\$325.00	
						Check Total ☐	\$525.00	
CHECK#1544			4.4040	DDI OD®DAD®DDIVDO®	DOM Farmatates	004 540000 50004	\$400.00	
06/18/20	Vendor	LAKE#FOUNTAINS#AND#AERATION,#INC#	148191	RPLCDIBADIBRKRSI	R&M-Fountain [®]	001-546032-53801□	\$100.000 \$100.000	
CHECK#544	3 0					Check Hotal	φ100.00	
06/18/201	Vendor	ORLANDOISENTINELI	020794448000	05/01-05/31/20@ADVERTISEMENTS@	Legal Advertising 1	001-548002-51301	\$298.75	
	_					Check Total □	\$298.75	
CHECK:#:544: 06/18/20	9 □ Vendor□	REDIRHINOILEAKIDETECTIONIINCI	161140	REPAIRIPOOLILEAKI	R&M-Pools®	001-546074-57201	\$1.140.00	
33/ TO/200	VOITAGE	NEDS VINIVOLET WEDE LEO HONSINOS	1011100	THE FIRST CONSIDER WE	TOTAL TOTAL	Check Total	\$1,140.00	

CONCORDE ESTATES COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Bank Account

For the Period from 06/01/20 to 06/30/20 (Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice®No.	Payment/Description	Invoice///GL/Description//	G/L□Accounti#□	Amount Paid
CHECK#1545	50 Employee	BASAMIM.JALLIU	PAYROLL	June 25,i2020 Payroll Posting			\$184.700
CHECK#1545						Check ∏otal □	\$184.70
06/25/201 CHECK#1545	Employee	VICTORICRUZI	PAYROLL®	Junei[25,i]2020liPayrolliiPostingii		Check:∏otal□	\$164.701 \$164.701
06/25/201	Employee	MICHAELI'A.IBARBUCKI	PAYROLL®	June 25, 2020 Payroll Posting		Check:Total□	\$184.701 \$184.701
CHECK#1545 06/25/201	Employee	CESAR!A.!GOYETCHE!	PAYROLL®	June 25, 2020 Payroll Posting		Check Total□	\$184.701 \$184.701
CHECK#1545	54 1 Employee1	MARTHA:MENDEZ-LAND:	PAYROLL®	June 25, 2020 Payroll Posting		Oncor Botar	\$184.70
CHECK#1545	55 Vendor	CONCORDE/JESTATES/C/O/JU.S./JBANKI	061520-11	TRFRIASSESSISERI2011IIA-1II	DuelFromiOtheriFundsi	Check Total □ 131000 □	\$184.70\[\$25,358.59\[
CHECK#545						Check ∏otal □	\$25,358.59
06/24/201 CHECK#1545	Vendor I	CONCORDE#ESTATES#C/O#U.S.#BANK#	061520-21	TXFR\(\assess\(\assess\)(2011\(\alpha\)-2\(\alpha\)	Due@From@Other@Funds@	131000□ Check Total □	\$10,899.561 \$10,899.561
06/24/20I	Vendor 1	CONCORDE#ESTATES#C/O#U.S.#BANK#	061820-11	TRXFRIOFIASSESSISERI2011IIA-1II	Due@From@Other@Funds@	131000□	\$7,486.701 \$7,486.701
CHECK#1545 06/24/201	Vendor	CONCORDE/ESTATES/C/O/U.S./BANKI	061820-21	TXFRIASSESSI2011I/A-2I	Due@From@Other@Funds@	131000i	\$3,217.910 \$3,217.910
ACH #DD198	Vendor	ADTISECURITY/CORP/- ACH/	770858290\(\text{\text{\text{ACH}}}\)	06/28-07/27/20:SECURITY::MONITORING::	R&M-Clubhouse	Check Total □ 001-546015-57201 □	\$3,217.911 \$51.991
ACH#DD199	0					ACH Total	\$51.99
06/12/201	Vendor	TOHO:WATER:AUTHORITY:- ACH:	051520@ACH	04/15/20-05/15/20:IUTILITY:ISRVCS:I	Utiltiy-Wateril	001-543018-53601 ACH Total	\$9,499.07\(\bar{1}\)

Total Amount Paid

\$187,697.31

CONCORDE ESTATES COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Bank Account

For the Period from 06/01/20 to 06/30/20 (Sorted by Check / ACH No.)

Date	Payee Type⊡	Payee⊩	Invoice No.	Payment/Description/	Invoice@GL:Description:	G/L□Accountr#□	Amount Paid
ACHI#DD200]						
06/09/20	Vendor	KUAI- ACHI	05/22/20IACHI	04/23/20-05/22/20:IUTILITY:ISRVCS	Electricity - Streetlighting	001-543013-531001	\$5,360.48
						ACH Total □	\$5,360.48
ACH #DD201 06/03/20 0	 Vendor	WASTEIPROI- ORLANDOIACHII	00010492180ACH0	06/01/20-06/30/20:TRASH:PICKUP:	R&M-Parksi&lFacilitiesi	001-546225-57201	\$131.12
00/03/201	Vendor	WASTER NOW ONEANDORNOTE	000 10 1 32 100AO110	00/01/20-00/30/20#TNAOTHE TOROTHE	TOUR A ROUGH ACHINES	ACH Total	\$131.12
ACHI#DD203							
06/03/20	Vendor	WASTEIPROI- ORLANDOIACHI	0001039042\(\text{ACH}\(\text{\bar}\)	03/26/20-04/30/20:TRASH:PICKUP:	R&M-Parks @Facilities	001-546225-57201	\$349.18
ACH#DD204	1					ACH Total □	\$349.18
06/25/20	Vendor	BRIGHT:HOUSE:NETWORKS:- ACH:	026041204060920』ACH	06/08/20-07/07/20:0412-04:TV,:IInt,:IPhn:I	Telephone, Cable Uniternet Service	001-541016-57201	\$123.45
						ACH Total	\$123.45
ACH #DD206							
06/13/20	Vendor	KUAI- ACHI	062320ACH	04/17/20-05/18/20:UTILITY:SRVCS:	Electricity- ReciCenter	001-543040-53100	\$826.93
06/13/20	Vendor	KUAI- ACHI	062320ACHI	04/17/20-05/18/20』UTILITYISRVCSI	Electricity- Streetlighting	001-543013-531001	\$4,220.88
06/13/20	Vendor	KUAI- ACHI	062320ACHII	04/17/20-05/18/20IUTILITYISRVCSII	Electricity General	001-543006-53100	\$1,288.19
ACHI#DD207	1					ACH:Total□	\$6,336.00
06/04/20	Vendor	WASTEIPROI- ORLANDOIACHI	0001041986IACHIAI	05/01/20-05/31/20ITRASHIPICKUPI	R&M-Parksi&iFacilitiesi	001-546225-57201	\$105.60
						ACH Total □	\$105.60
						Account/Total	\$127,697.31
BANKIUNI	TEDIMMAI	- (ACCT#XXXXX6402)					
CHECK#1638	0						
06/10/20	Vendor	CONCORDEIESTATESICDDII	0601201	TRXFR::FROM::BU::MM::TO::CK::	Cashiwith: Fiscal Agent:	1030001	\$60,000.00
						Check Total ☐	\$60,000.00
						Account Total	\$60,000.00

7B

NOTICE OF MEETING SCHEDULE CONCORDE ESTATES COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Concorde Estates Community Development District will hold their meetings for Fiscal Year 2021 at the Concorde Estates Clubhouse, located at 3151 Georgian Bay Lane, Kissimmee, Florida 34746 on the **last Wednesday of the month at 4:00pm unless otherwise indicated.**

October 28,2020

November 18, 2020 1:00pm (Third Wednesday)

December 16, 2020 (Third Wednesday)

January 27, 2021

February 24, 2021 1:00pm

March 31, 2021

April 28, 2021

May 26, 2021 **12:00pm** Budget Workshop

May 26, 2021 **1:00pm**

June 30, 2021

July 28, 2021 1:00pm Budget Adoption Public Hearing

August 25, 2021

September 29, 2021

These meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. These meetings may be continued to a date, time, and place to be specified on the record at the meeting. Future meetings will be separately published at least seven days prior with the date, time and location.

There may be occasions when one or more Supervisors will participate by telephone. At the above location there will be present a speaker telephone so that any interested person can attend the meeting at the above location and be fully informed of the discussions taking place either in person or by telephone communication.

Any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision of the Board with respect to any matter considered at a meeting, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which such appeal is to be based.

Kristen Suit District Manager

7C.

The Florida Legislature recently enacted amendments to the website requirements contained in Section 189.069(2)(a), *Florida Statues*, effective July 1, 2020.

- The requirement to post the final, complete audit report for the most recent completed fiscal year and audit reports required by law or authorized by the governing body of the special district may be satisfied by providing a link to the audit report on the Auditor General's website.
- The public facilities report is no longer required to be posted.
- Meeting materials accompanying meeting or workshop agendas are no longer required to be posted. Please note that the agenda itself is still required to be posted.

The amendments do not prevent districts from including these documents on their websites, but districts may remove them if they so choose.

CHAPTER 2020-77

Committee Substitute for Senate Bill No. 1466

An act relating to government accountability; amending s. 189.031, F.S.; specifying conditions under which board members and public employees of special districts do not abuse their public positions; amending s. 189.069, F.S.; revising the list of items required to be included on the websites of special districts; amending s. 190.007, F.S.; specifying conditions under which board members and public employees of community development districts do not abuse their public positions; providing effective dates.

Be It Enacted by the Legislature of the State of Florida:

- Section 1. Effective January 1, 2021, subsection (6) is added to section 189.031, Florida Statutes, to read:
- 189.031 Legislative intent for the creation of independent special districts; special act prohibitions; model elements and other requirements; local general-purpose government/Governor and Cabinet creation authorizations.—
- (6) GOVERNANCE.—For purposes of s. 8(h)(2), Art. II of the State Constitution, a board member or a public employee of a special district does not abuse his or her public position if the board member or public employee commits an act or omission that is authorized under s. 112.313(7), (12), (15), or (16) or s. 112.3143(3)(b), and an abuse of a board member's position does not include any act or omission in connection with a vote when the board member has followed the procedures required by s. 112.3143.
- Section 2. Paragraph (a) of subsection (2) of section 189.069, Florida Statutes, is amended to read:
- 189.069 Special districts; required reporting of information; web-based public access.—
- (2)(a) A special district shall post the following information, at a minimum, on the district's official website:
 - 1. The full legal name of the special district.
 - 2. The public purpose of the special district.
- 3. The name, official address, official e-mail address, and, if applicable, term and appointing authority for each member of the governing body of the special district.
 - 4. The fiscal year of the special district.

- 5. The full text of the special district's charter, the date of establishment, the establishing entity, and the statute or statutes under which the special district operates, if different from the statute or statutes under which the special district was established. Community development districts may reference chapter 190 as the uniform charter but must include information relating to any grant of special powers.
- 6. The mailing address, e-mail address, telephone number, and website uniform resource locator of the special district.
- 7. A description of the boundaries or service area of, and the services provided by, the special district.
- 8. A listing of all taxes, fees, assessments, or charges imposed and collected by the special district, including the rates or amounts for the fiscal year and the statutory authority for the levy of the tax, fee, assessment, or charge. For purposes of this subparagraph, charges do not include patient charges by a hospital or other health care provider.
- 9. The primary contact information for the special district for purposes of communication from the department.
- 10. A code of ethics adopted by the special district, if applicable, and a hyperlink to generally applicable ethics provisions.
- 11. The budget of the special district and any amendments thereto in accordance with s. 189.016.
- 12. The final, complete audit report for the most recent completed fiscal year and audit reports required by law or authorized by the governing body of the special district. If the special district has submitted its most recent final, complete audit report to the Auditor General, this requirement may be satisfied by providing a link to the audit report on the Auditor General's website.
- 13. A listing of its regularly scheduled public meetings as required by s. 189.015(1).
 - 14. The public facilities report, if applicable.
- 15. The link to the Department of Financial Services' website as set forth in s. 218.32(1)(g).
- 15.16. At least 7 days before each meeting or workshop, the agenda of the event, along with any meeting materials available in an electronic format, excluding confidential and exempt information. The information must remain on the website for at least 1 year after the event.
- Section 3. Effective January 1, 2021, subsection (1) of section 190.007, Florida Statutes, is amended to read:

190.007 Board of supervisors; general duties.—

(1) The board shall employ, and fix the compensation of, a district manager. The district manager shall have charge and supervision of the works of the district and shall be responsible for preserving and maintaining any improvement or facility constructed or erected pursuant to the provisions of this act, for maintaining and operating the equipment owned by the district, and for performing such other duties as may be prescribed by the board. It shall not be a conflict of interest under chapter 112 for a board member or the district manager or another employee of the district to be a stockholder, officer, or employee of a landowner or of an entity affiliated with a landowner. The district manager may hire or otherwise employ and terminate the employment of such other persons, including, without limitation, professional, supervisory, and clerical employees, as may be necessary and authorized by the board. The compensation and other conditions of employment of the officers and employees of the district shall be as provided by the board. For purposes of s. 8(h)(2), Art. II of the State Constitution, a board member or a public employee of a district does not abuse his or her public position if the board member or public employee commits an act or omission that is authorized under this subsection, s. 112.313(7), (12), (15), or (16), or s. 112.3143(3)(b), and an abuse of a board member's public position does not include any act or omission in connection with a vote when the board member has followed the procedures required by s. 112.3143.

Section **4.** Except as otherwise expressly provided in this act, this act shall take effect July 1, 2020.

Approved by the Governor June 23, 2020.

Filed in Office Secretary of State June 23, 2020.

EIGHTH ORDER OF BUSINESS

8A



Fl. 32877-1417 Phone: 407-729-6819 <u>www.Servusat.com</u>



TECHNOLOGIES PREVENTIVE MAINTAIN BENEFITS

Preventive maintenance is a type of proactive maintenance that seeks to keep assets in good order by anticipating when there might be issues. Rather than wait for equipment to accrue issues, preventive maintenance reduces unscheduled downtime and major repairs by implementing fixes before something goes wrong.

Increase equipment life

Improve functionality and reliability of equipment

Decrease unplanned breakdowns

Less costly repairs

More productive operations

Maintain product quality

Track System functionality

Software & Hardware Updated

The potential effect on preventive maintenance costs vs corrective maintenance services cost will be reflective in the lifetime of the system. Scheduled maintenance includes all minor repairs and keep system updated and always working.



P.O. Box #771417 Orlando, Fl. 32877-1417

Phones: 407-250-3813 407-729-6819

www.Servusat.com



PREVENTIVE ACCESS CONTROL SYSTEM & VIDEO SURVEILLANCE SYSTEM MAINTENANCE SERVICE PLAN PROPOSAL

ACCESS CONTROL SYSTEM AREAS WE ADDRESS IN EACH SESSION Output Description Output De

SERVUSAT, LLC perform routine preventive maintenance on Access Control Systems in the Following areas for each session:

- ✓ Physical Cleaning
 - 1. Internal & external cleaning
 - 2. Vacuuming and blowing as necessary
 - 3. Electronic Contact Cleaning Product applies as necessary
 - 4. Server (PC) internal & external cleaning and blowing
 - 5. Card Printer internal & external cleaning and blowing
- ✓ Data Integrity Maintenance & Backup
 - 6. Verification of Server Hard Drive functions
 - 7. Physical Drive Sector Analysis
 - 8. Disk cleanup (Removal of user temporary files/folders, History as necessary)



> P.O. Box #771417 Orlando, Fl. 32877-1417

Phones: 407-250-3813 407-729-6819

www.Servusat.com



- 9. NET2 Software PRO Data Base Index
- 10. Data Base Backup as necessary
- 11. Check Automatic Backup Routine
- ✓ System Infrastructure General Inspection
 - 12. Check history of system since last maintenance visit
 - 13. Visually inspect all major components (include cabling & connections where accessible) for signs of deterioration or damage and rectify as necessary
 - 14. Check all control equipment (e.g.s, Controllers, Card Readers, Strikes, Etc.) for correct operational and programming
 - 15. Check doors Hardware operation and adjusts as necessary
 - 16. Check doors functionality view and adjust as necessary
 - 17. Check the satisfactory communication between devices (where applicable)
 - 18. Inspect brackets, housings & associated fittings for corrosion or damage
 - 19. Repair any minor faults

✓ <u>Software & Security</u>

- 20. Inspection NET2 PRO Software Version (Software Updates)
- 21. Inspection POE Switch Operating System Version (Software Updates)
- 22. Inspection Controllers Operative System Version (Software Updates)
- 23. Check Server Operative System Updates & Upgrades
- 24. Check Printer Software Version (Software Updates)



> P.O. Box #771417 Orlando, Fl. 32877-1417

Phones: 407-250-3813 407-729-6819

www.Servusat.com



- 25. Check User Access Credentials & Level List (Server / NET2 Software PRO)
- 26. Check & Remove Server Operative System Infection(s)

✓ Power & Communication

- 27. Check POE Switch Power IN/OUT
- 28. Check Power Supply Power IN/OUT
- 29. Check Battery Backup Functionality
- 30. Check Battery Backup Unit Life
- 31. Check Communication Cable Integrity
- 32. Inspect Power Supply Fuses



> P.O. Box #771417 Orlando, Fl. 32877-1417

Phones: 407-250-3813 407-729-6819

www.Servusat.com



VIDEO SURVEILLANCE SYSTEM AREAS WE ADDRESS IN EACH SESSION

SERVUSAT, LLC perform routine preventive maintenance on Video Surveillance System in the Following areas for each session:

- ✓ Physical Cleaning
 - 1. Internal cleaning
 - 2. Vacuuming and Blowing
 - 3. Clean cameras lenses & housings as necessary
 - 4. Contact Cleaning Product applies as necessary
 - 5. Exterior cleaning and blowing
- ✓ <u>Data Integrity Maintenance & Data Backup</u>
 - 6.- Verification of Hard Drive Functions
 - 7.- Disk cleanup (Removal of temporary files and old videos as necessary)
 - 8.- Video Data Backup as necessary
 - 9.- Physical Drive Sector Analysis
- ✓ General Inspection System Infrastructure
 - 10. Check history of system since last maintenance visit



> P.O. Box #771417 Orlando, Fl. 32877-1417

Phones: 407-250-3813 407-729-6819

www.Servusat.com



- 11.- Visually inspect all major components (include cabling & connections where accessible) for signs of deterioration or damage and rectify as necessary
- 12.- Check all control equipment (e.g. monitors, DVRs/NVRs, Etc.) for correct operational and programming. (Include time/date settings)
- 13.- Check lenses for correct focusing & operation of auto-ins and adjust as necessary
- 14.- Check lenses for correct field of view and adjust as necessary
- 15.- Check the satisfactory transmission of images to remote site (where applicable)
- 16.- Inspect brackets, housings & associated fittings for corrosion or damage
- 17.- Ensure clamping bolts/brackets are tightened correctly
- 18.- Repair any minor faults

✓ Software & Security

- 19.- Inspection of NVR Operating System (Software Updates)
- 20.- Check Security Vulnerabilities
- 21.- Analysis of Security (Physical / Cyber)
- 22.- Inspection of POE Switch Operating System (Software Updates)

✓ Power & Communication

- 23.- Check POE Switch Power IN/OUT
- 24.- Check Battery Backup Functionality



> P.O. Box #771417 Orlando, Fl. 32877-1417

Phones: 407-250-3813 407-729-6819

www.Servusat.com



25.- Check Battery Backup Unit Life

26.- Check Cable Integrity & Communication

- ✓ <u>Documentation & Consulting</u>
 - 27.- General security analysis and recommendations
 - 28.- Documentation of system access credentials available



> P.O. Box #771417 Orlando, Fl. 32877-1417

Phones: 407-250-3813 407-729-6819

www.Servusat.com



This proposal is dated on June 8, 2020 created for the Concord Estates CDD Access Control System (03 Doors, 03 Gates, 01 POE Switch, 01 Windows Base Server PC, 01 Card Printer & 01 Battery Backup) installed in the HOA's Club House and created for the Video Surveillance System (13 IP Cameras, 01 NVR, and 01 Battery Backup) installed in the Same Building. Our proposal price is based on our customer loyalty and equipment's lifetime

1 YEAR LOYALTY SPECIAL MAINTENANCE PRICE

SERVICE CONTRACT:

(Payment Terms: due as soon as the job is finished)

IMPORTANT NOTES:

If you agree this proposal please send it back signed. Our Administration department will send you the terms and conditions of the System's Maintenance Service Agreement



P.O. Box #771417 Orlando, Fl. 32877-1417

Phones: 407-250-3813 407-729-6819

www.Servusat.com

Approved by:	Date:	
Printed Name:		



> P.O.Box #771417 Orlando, Fl. 32877-1417

Phones: 407-250-3813 407-729-6819

www.Servusat.com

1000

@/

PREVENTIVE ACCESS CONTROL SYSTEM

MAINTENANCE SERVICE PLAN

OVERVIEW

In a world where technology quickly becomes more sophisticated and efficient, we tend to ignore the fact that with sophistication and efficiency also becomes a responsibility to maintain proper operating conditions for that technology. As our Access Control devices get smaller and yield more, so they are more sensitive to the negative aspects of our environment. We take for granted the conditions we provide for the operation of our Access Control Systems until buildup over months of neglect manifests itself in system failure and system downtime, resulting in frequently huge drops in productivity and thus losses of revenue which could be entirely avoided with the proper attention to the upkeep and maintenance of sensitive Access Control System

In an effort to mitigate the negative effects of system failure and downtime on the efficiency, performance and productivity of Access Control Systems, *SERVUSAT*, *LLC* offers a comprehensive Service Plan designed specifically to avoid system failure which results in downtime and loss of revenue. Our recommendation is to implement a practical plan of action to suit your system and budget as well, at the same time, provide the necessary upkeep and maintenance of your Access Control Systems to avoid system failure.



> P.O.Box #771417 Orlando, Fl. 32877-1417

Phones: 407-250-3813 407-729-6819

www.Servusat.com



WHAT AREAS WE ADDRESS IN EACH SESSION

SERVUSAT, LLC perform routine preventive maintenance on Access Control Systems in the Following areas for each session:

- ✓ Physical Cleaning
 - 1. Internal & external cleaning
 - 2. Vacuuming and blowing as necessary
 - 3. Electronic Contact Cleaning Product applies as necessary
 - 4. Server (PC) internal & external cleaning and blowing
 - 5. Card Printer internal & external cleaning and blowing
- ✓ Data Integrity Maintenance & Backup
 - 6. Verification of Server Hard Drive functions
 - 7. Physical Drive Sector Analysis
 - 8. Disk cleanup (Removal of user temporary files/folders, History as necessary)
 - 9. NET2 Software PRO Data Base Index
 - 10. Data Base Backup as necessary
 - 11. Check Automatic Backup Routine
- ✓ System Infrastructure General Inspection
 - 12. Check history of system since last maintenance visit



P.O.Box #771417 Orlando, Fl. 32877-1417

Phones: 407-250-3813 407-729-6819

www.Servusat.com



- 13. Visually inspect all major components (include cabling & connections where accessible) for signs of deterioration or damage and rectify as necessary
- 14. Check all control equipment (e.g.s, Controllers, Card Readers, Strikes, Etc.) for correct operational and programming
- 15. Check doors Hardware operation and adjusts as necessary
- 16. Check doors functionality view and adjust as necessary
- 17. Check the satisfactory communication between devices (where applicable)
- 18. Inspect brackets, housings & associated fittings for corrosion or damage
- 19. Repair any minor faults

✓ Software & Security

- 20. Inspection NET2 PRO Software Version (Software Updates)
- 21. Inspection POE Switch Operating System Version (Software Updates)
- 22. Inspection Controllers Operative System Version (Software Updates)
- 23. Check Server Operative System Updates & Upgrades
- 24. Check Printer Software Version (Software Updates)
- 25. Check User Access Credentials & Level List (Server / NET2 Software PRO)
- 26. Check & Remove Server Operative System Infection(s)

✓ Power & Communication

- 27. Check POE Switch Power IN/OUT
- 28. Check Power Supply Power IN/OUT



> P.O.Box #771417 Orlando, Fl. 32877-1417

Phones: 407-250-3813 407-729-6819

www.Servusat.com



- 29. Check Battery Backup Functionality
- 30. Check Battery Backup Unit Life
- 31. Check Communication Cable Integrity
- 32. Inspect Power Supply Fuses



P.O.Box #771417 Orlando, Fl. 32877-1417

Phones: 407-250-3813 407-729-6819

www.Servusat.com



REASONS TO MAINTAIN YOUR ACCESS CONTROL SYSTEM HARDWARE & SOFTWARE

To help in your decision to join in the effort to increase productivity in your Access Control System, the following points are provided for your consideration.

As well planned and implemented Preventive Maintenance Service Plan benefits your HOA in the following key areas:

- ✓ Reduces need for full time Technician staff expenses
- ✓ Fixed maintenance costs
- ✓ Guaranteed quicker response time to address problems
- ✓ Minimizes downtime due to quicker service and prevention schedule
- ✓ Onsite servicing
- ✓ Discounted excess labor rates
- ✓ Cost savings due to minimized failures in between sessions
- ✓ Overall cost savings due to discounted service rates

SERVUSAT, LLC offers the following Preventive Maintenance plans to our clients as partners in an effort to avoid system failure and loss of revenue while at the same time increasing efficiency and productivity, a total solution for your Access Control System needs:



> P.O.Box #771417 Orlando, Fl. 32877-1417

Phones: 407-250-3813 407-729-6819

www.Servusat.com



This proposal is dated on February 20, 2020 created for the Concord Estates CDD Access Control System (03 Doors, 03 Gates, 01 POE Switch, 01 Windows Base Server PC, 01 Card Printer & 01 Battery Backup) installed in the HOA's Club House. Our proposal price is based on our customer loyalty and equipment's lifetime

1 YEAR LOYALTY SPECIAL MAINTENANCE PRICE

NON SERVICE CONTRACT:

(Payment Terms: 50% in Advance & 50% as soon as the job is finished)

SERVICE CONTRACT:

01 Access Control **Bi-Annual** Preventive Maintenance (**12% Discounted**) **US\$ 1,081.00** (Each Visit)

01 Access Control System Quarterly Preventive Maintenance (15% Discounted)

US\$ 655.00

(Each Visit)

(Payment Terms: due as soon as the job is finished)

IMPORTANT NOTES:

If you agree this proposal please send it back signed. Our Administration department will send you the terms and conditions of the Access Control Maintenance Service Agreement



P.O.Box #771417 Orlando, Fl. 32877-1417

Phones: 407-250-3813 407-729-6819

www.Servusat.com

-		
Approved by:	Date:	<u>.</u>
Printed Name:		





Video Surveillance System Proactive Preventive Service Plan

Overview

In world where technology quickly becomes more sophisticated and efficient, we tend to ignore the fact that with sophistication and efficiency also comes a responsibility to maintain proper operating conditions for that technology. As our Surveillance devices get smaller and yield more, so they are more sensitive to the negative aspects of our environment. We take for granted the conditions we provide for the operation of our Surveillance systems until buildup over months of neglect manifests itself in system failure and system downtime, resulting in frequently huge drops in productivity and thus losses of revenue which could be entirely avoided with the proper attention to the upkeep and maintenance of sensitive security surveillance systems.

In an effort to mitigate the negative effects of system failure and downtime on the efficiency, performance and productivity of Surveillance Systems, SERVUSAT, LLC offers a comprehensive Service Plan designed specifically to avoid system failure which results in downtime and loss of revenue. Our recommendation is to implement a practical plan of action to suit your system and budget as well, at the same time, provide the necessary upkeep and maintenance of your Surveillance systems to avoid system failure.

What Areas We Address in each session

SERVUSAT, LLC perform routine preventive maintenance on Video Surveillance Systems in the Following areas for each session:

- ✓ Cameras & Housing
- ✓ Wiring & Cables
- ✓ Control Equipment's
- ✓ Physical Cleaning:



P.O. Box # 771417, Orlando, Florida, 32877 Phone: 407-729-6819

www.Servusat.com

- 1. Internal cleaning
- 2. Vacuuming and Blowing.
- 3. Clean cameras lenses & housings as necessary.
- 4. Contact Cleaning Product applies as necessary
- 5. Exterior cleaning and blowing
- ✓ Data Integrity Maintenance & Data Backup
 - 6. Verification of Hard Drive Functions
 - 7. Disk cleanup (Removal of temporary files and old videos as necessary)
 - 8. Video Data Backup as necessary
 - 9. Physical Drive Sector Analysis
- ✓ General inspection system infrastructure
 - 10. Check history of system since last maintenance visit
 - 11. Visually inspect all major components (include cabling & connections where accessible) for signs of deterioration or damage and rectify as necessary.
 - 12. Check all control equipment (e.g. monitors, NVR/DVRs, Switches Etc.) for correct operational and programming
 - 13. Check lenses for correct focusing & operation of auto-ins and adjust as necessary
 - 14. Check lenses for correct field of view and adjust as necessary
 - 15. Check that the motion detection sensors are working



- 16. Check the satisfactory transmission of images to remote site (where applicable)
- 17. Inspect brackets, housings & associated fittings for corrosion or damage
- 18. Ensure clamping bolts/brackets are tightened correctly
- 19. Repair any minor faults
- 20. Power Supply Unit or POE Switches Check
- 21. UPS Unit Battery Check
- 22. Inspection of Operating System (Software Updates)
- 23. General security analysis and recommendations
- 24. Documentation of system access credentials.
- 25. Maintenance Visit Report by e-mail



Reasons to Maintain your Video Surveillance System

Hardware & Software

To help in your decision to join in the effort to increase productivity in your security system, the following points are provided for your consideration.

As well planned and implemented Preventive Maintenance Service Plan benefits your company in the following key areas:

- ✓ Reduces need for full time Technician staff expenses
- ✓ Fixed maintenance costs
- ✓ Guaranteed quicker response time to address problems
- ✓ Minimizes downtime due to quicker service and prevention schedule
- ✓ Onsite servicing
- ✓ Discounted excess labor rates
- ✓ Cost savings due to minimized failures in between sessions
- ✓ Overall cost savings due to discounted service rates

SERVUSAT, LLC offers the following Preventive Maintenance plans to our clients as partners in an effort to avoid system failure and loss of revenue while at the same time increasing efficiency and productivity, a total solution for your Surveillance System needs:



Concord Estates CDD Proposal

Starting Maintenance Price (No Contract)

01 Video Surveillance System Preventive Maintenance **US\$ 900.00 (ONLY One Visit)**

(Payment Terms: 50% in Advance & 50% as soon as the job is finished)



One Year Service Contract Service Proposal

Service Contract Maintenance Prices:

01 Video Surveillance System Bi-Annual Preventive Maintenance \$ 732.00 (Each Visit)

01 Video Surveillance System Quarterly Preventive Maintenance \$ 420.00 (Each Visit)

Payments Terms:

Payment is due within 30 days

Important Notes

Any Additional labor repair for your system will not be included in this proposal.