

Concorde Estates Community Development District

□ Victor Cruz, Chairman
□ Michael Barbuck, Vice Chairman
□ Cesar Goyetche, Assistant Secretary
□ Badia Strachan, Assistant Secretary

Bob Koncar, District Manager
Timothy Qualls, District Counsel
Tristan LaNasa, Young Qualls P.A.
David W. Hamstra, District Engineer
Freddy Blanco, Field Services Manager

Meeting Agenda **October 27, 2021 at 1:00 p.m.**

- 1. Roll Call**
- 2. Public Comments on Agenda Items (limited to 3 mins)**
- 3. Staff Report – Site/Field Manager’s Report**
 - A. Monthly Field Manager’s Report**
 - i. Electrical Service
 - JL Electrical Service Proposal #20210929 to Upgrade the Main Electrical Panel
 - ii. Dog Station Proposals
 - Inframark Proposal #WOCE09072021 for Doggie Pot Station Installation
 - KMVC Services Estimate #1044 for Dog Stations, Installation and Maintenance
 - iii. Fabric Roof Proposal
 - iv. Volleyball Court Proposals
 - Capital Land Management Proposal #914 Add Sand to Volleyball Court
 - AD Lawn Proposal #1235 Add Sand to Volleyball Court
 - v. Ratification of Servusat Estimate #E798 for Post Camera Service
 - vi. Inframark Proposal for Repair of Exercise Stations
 - B. Landscape and Irrigation Report**
 - i. Capital Land Management Proposal #1061 for Schilling Holly at Monument (right side)
 - ii. Capital Land Management Proposal #1062 Install Duranta at Monument (right side)
 - iii. Capital Land Management Proposal #1063 Install Schilling Holly at Monument (left side)
 - iv. Capital Land Management Proposal #1064 Install Indian Hawthorne Along Grasmere
 - v. Capital Land Management Proposal #1065 Install Pine Tree in St. Clair Pond Park
 - vi. Clair Pond Park
 - vii. Capital Land Management Proposal #1066 Install Viburnum at Great Bear Park

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407-566-1935

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- viii. Capital Land Management Proposal #1067 Removal of Indian Hawthorne in Grasmere Median
 - ix. Capital Land Management Proposal #1069 Oak Tree in Jubilee Median
 - x. Capital Land Management Proposal #1070 Install Sabal Palm in Coastal Park
 - xi. Capital Land Management Proposal #1072 Olivia Park Plant Replacement
 - xii. Capital Land Management Proposal #1075 Fill in Tire Tracks in Marshfield Field
- 4. **Engineer's Report**
 - A. Irrigation Map
- 5. **Attorney's Report**
- 6. **District Manager's Report**
 - A. Approval of the Minutes of the September 29, 2021 Regular Meeting
 - B. Approval of Financial Statements
 - C. Motion to Assign Fund Balance
 - D. Consideration of McDirmitt Davis Engagement Letter
 - E. Pressure Washing Update
- 7. **Items to Discuss**
 - A. Pool Attendance Timesheet
 - B. CDD Staff/Onsite Field Manager
 - C. CDD Staff Duties and Requirements (CDD Approved Rules 2019)
 - D. Staff Pressure Washer Agreements
 - E. Inframark Current Contract 3rd Amendment Discussion (Responsibilities)
 - F. Staff Schedule and Hours
- 8. **Items for Chairman to Discuss**
 - A. Property Fence Options
 - 1) Fix and clean
 - 2) Remove without replacement
 - 3) Replace with the same fence
 - 4) Replace with a different fence
 - B. Removal of Printer from Office
 - C. Vendor's Monthly Meeting with Chairman
 - D. Vendors Payment Time Frame
 - E. Sings Contract
 - F. Previous Meeting Items
 - G. Florida Statute 104
 - H. Pre-Purchase Authorization Form

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I. Items to Vote On

- i. Motion to utilize the CDD approved logo in all CDD documents and agenda.
- ii. Motion the Chairman to execute and sign the Loan and Bonds Refinance agreement with Valley National Bank or another institution brought by District Manager
- iii. Motion to authorize the Chairman to approve the Chairman to contact the previous vendor to fix the six pool chairs and purchase pool umbrellas not to exceed \$3,000 dollars.
- iv. Motion to authorize the Chairman to gather proposals for the fixing of the entrance.
- v. Motion to request the use of authorization of purchase form for any purchase for the District.
- vi. Motion to authorize the Chairman to fix the electrical pool equipment and pool equipment not exceeding \$8,000 dollars with the Pool company and the Electrician.
- vii. Motion to authorize the Chairman to obtain proposals for the quick connections around the community.
- viii. Motion to authorize the engineer to obtain and execute a proposal to find and clear the stormwater runoff at Marshfield Preserve by Lake #11 not to exceed \$3,000 dollars.
- ix. Motion to authorize the engineer to obtain a proposal to build a retaining wall, place a fence and gravel for the future trail connections.
- x. Motion to authorize the Chairman to obtain and execute a proposal to fix the tennis court.
- xi. Motion to authorize the Chairman to obtain a proposal to clear trees at the tennis court.
- xii. Motion to authorize the Chairman to apply for a Lowes, Home Depot, Office Depot, District Credit Card to allow Field Manager to use.
- xiii. Motion: Assigning the FY Reserve as follows:
 - General fund (001)
 - Front Entrance maintenance, and remodeling \$70,000
 - Clubhouse/Gym/Pool maintenance, expansion, and remodeling including Gym equipment \$200,191
 - CDD Vehicle Purchase \$56,000

9. Supervisor Requests and Comments

10. Adjournment

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