

MINUTES OF MEETING

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

CONCORDE ESTATES COMMUNITY DEVELOPMENT DISTRICT

A special meeting of the Board of Supervisors of Concorde Estates Community Development District was held on **Thursday, December 15, 2011 at 10:00 a.m.**, at the Concorde Estates Clubhouse, located at 3151 Georgian Bay Lane, Kissimmee, Florida 34746.

Present and constituting a quorum:

John Blakley	Board Supervisor, Chairman
Sailyn Alli	Board Supervisor, Vice Chairman
Edwin Diaz	Board Supervisor, Assistant Secretary
Glenn Marvin	Board Supervisor, Assistant Secretary
Bob Bishop	Board Supervisor, Assistant Secretary

Also present were:

Brady Lefere	District Manager, Rizzetta & Company, Inc.
Gregg Johnson	District Counsel, Brown, Garganese, Weiss & D'Agresta
Steve Boyd	District Engineer, Woolpert, Inc.
Kelly Evans	Operations Manager, Rizzetta Amenity Services, Inc.
Richard McGath	Clubhouse Manager
Jeremy Needham	Operations Manager, Rizzetta & Company, Inc.
Penny Hutter	Representative, Titan HOA Management

FIRST ORDER OF BUSINESS

Call to Order

Mr. Lefere called the meeting to order and read the roll call.

SECOND ORDER OF BUSINESS

**Consideration of the Minutes of the
Board of Supervisors' Meeting held on
November 17, 2011**

On Motion by Mr. Diaz, seconded by Mr. Marvin, with all in favor, the Board approved the Minutes of the Board of Supervisors' Meeting held on November 17, 2011 for Concorde Estates Community Development District.

THIRD ORDER OF BUSINESS

**Consideration of Operation and
Maintenance Expenditures for October
2011 and November 2011**

On Motion by Mr. Marvin, seconded by Mr. Blakley, with all in favor, the Board approved the Operation and Maintenance Expenditures for October 2011 (\$30,261.99) and November 2011 (\$48,996.19) for Concorde Estates Community Development District.

FOURTH ORDER OF BUSINESS

**Presentation of Monthly Maintenance
Inspection Reports**

Mr. Lefere briefly reviewed the American Ecosystems and Davey reports for the Board. He noted that he and Mr. Needham have been monitoring the landscape maintenance services and have scheduled a meeting with Davey for tomorrow to review some continuing issues.

Mr. Needham noted that the continuing issues include extensive weeds, the condition of the turf and the irrigation system. Mr. Blakley asked if a letter was sent to Davey as he requested identifying particular problems and their response or lack of response. Mr. Needham stated that the letter was sent to Davey as requested. A lengthy discussion ensued.

Mr. Blakley suggested that District Management should start to solicit bids for landscape maintenance services. Further discussion ensued. The Board directed District Management to meet with Davey representatives again and to follow-up after that meeting with a written communication regarding expectations, including a timeframe. No formal Board action was taken.

FIFTH ORDER OF BUSINESS

**Discussion regarding Advertising
Expenditures**

Mr. Lefere stated that the Board had requested that District Management provide information regarding advertising expenditures and various options for noticing the Board's meetings. He briefly reviewed the advertising expenses over the past year. A brief discussion ensued.

Mr. Johnson noted that the rule is fairly broad as to what publication should be used for the advertisements.

The Board determined to continue to notice the District's meetings and public hearings by advertising in the local newspaper.

On Motion by Mr. Blakley, seconded by Mr. Diaz, with all in favor, the Board authorized District Management to continue to notice the District's meetings and public hearings by advertising in the local newspaper for Concorde Estates Community Development District.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2012-04,
Redesignating Date, Time and Location
for Public Hearing on Rules of Procedure**

Mr. Lefere stated that there was not enough time to properly advertise the Public Hearing on Rules of Procedure for the December meeting. He requested that the Board approve Resolution 2012-04 which would set the Public Hearing for Thursday, January 26, 2012 at 10:00 a.m.

Mr. Johnson noted that the suggested revision to the Rules to be considered at the Public Hearing would clarify that it would not be a conflict of interest for a Board Member to also be an employee of the Landowner.

On Motion by Ms. Alli, seconded by Mr. Marvin, with all in favor, the Board adopted Resolution 2012-04, Redesignating Date, Time and Location for Public Hearing on Rules of Procedure to be Thursday, January 26, 2012 at 10:00 a.m. at the Concorde Estates Clubhouse, located at 3151 Georgian Bay Lane, Kissimmee, Florida 34746 for Concorde Estates Community Development District.

SEVENTH ORDER OF BUSINESS

**Consideration of Proposals for Landscape
Lighting**

Mr. McGath reviewed the proposals from A-Lumination Electric, Inc., Abe's Electric, Inc., All Star Electrical Experts, Inc., Brite Electric Air Conditioning & Heating, Inc. and Sprinkler Repair, Inc. for landscape lighting at the entry. General discussion ensued.

Ms. Alli asked if landscape lighting was included in the budget. Mr. Lefere stated that \$1,500.00 was included in the budget for landscape lighting repairs.

Mr. Diaz stated that in the course of putting up the Christmas decorations he found out that there are no outlets on either side of the entrance. He requested that outlets be added to both sides.

On Motion by Mr. Blakley, seconded by Mr. Marvin, with all in favor, the Board authorized District Staff to further research the All Star Electrical Experts, Inc. and Brite Electric Air Conditioning & Heating, Inc. proposals and to enter into a contract for landscape lighting including adding electrical outlets at the entry in a not-to-exceed amount of \$1,500.00 for Concorde Estates Community Development District.

EIGHTH ORDER OF BUSINESS

Consideration of Proposals for Informational Signage

Mr. Needham briefly reviewed the proposals for the Board. Mr. Blakley noted that the original intention of adding informational signage was the possibility of utilizing such signage for noticing Board Meetings. General discussion ensued. The Board determined to table this agenda item pending further research and possibly consider the matter again later in the fiscal year.

On Motion by Mr. Blakley, seconded by Ms. Alli with all in favor, the Board tabled the Consideration of Proposals for Informational Signage for Concorde Estates Community Development District.

NINTH ORDER OF BUSINESS

Discussion regarding IBT General Corp.

Mr. Lefere advised the Board that IBT General Corp., which was selected to modify the entry wall, is not able to meet all of the District's insurance requirements.

Mr. Johnson briefly reviewed the District's insurance requirements for the Board. He stated that the insurance requirements in the standard contract are relatively strict and generally meant for larger construction contracts. Mr. Johnson stated that since this is a small contractor it is probably not within his financial capability to meet all of the District's insurance requirements.

Mr. Johnson noted that the contractor has automobile insurance but it is not commercial automobile insurance; however, he stated that as long as the auto policy covers his truck he probably meets the requirement.

It was stated that the contract amount was approximately \$10,000.00. General discussion ensued. Mr. Blakley stated that the options appear to be either to move forward and accept the risks for the price or go back and select one of the other companies which may end up having similar issues.

Mr. Johnson suggested that the Board consider adopting a policy that requires every contractor to provide a particular minimum amount of commercial general liability insurance, for example, \$500,000.00 or \$1,000,000.00. He stated in this case District Staff wanted to inform the Board that these are standard requirements that the District has requested in the past on construction projects; however, they may not be applicable here. Mr. Johnson stated that he and Mr. Lefere wanted to make sure that the Board was aware of the risks of waiving the insurance requirements.

Mr. Blakley suggested that the contractor obtain the insurance and then add the premium amount to the contract. A brief discussion ensued.

On Motion by Ms. Alli, seconded by Mr. Marvin with all in favor, the Board authorized District Staff to move forward with the contract with IBT General Corp. to modify the entryway, provided that the contractor can obtain insurance that meets the District's requirements at a not-to-exceed contract amount of \$11,000.00 for Concorde Estates Community Development District.

TENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Johnson stated that he did some research with regard to the mailboxes. He briefly reviewed the U. S. Postal Services guidelines with respect to the carrier being unable to serve curblin boxes and noted that the Postmaster may suspend or withdraw delivery services. Mr. Johnson stated that these guidelines do not have the force of law. He suggested that the District consider making some type of change to the parking situation in front of the mailboxes.

Mr. Marvin asked if this is a CDD-issue or an HOA-issue. A lengthy discussion ensued. Mr. Diaz suggested that the County may be able to install signs restricting parking within particular hours which could be enforced by towing. It was also suggested that "gang" mailboxes could be installed for the townhomes. Further discussion ensued.

Mr. Lefere stated that he would work with Ms. Hutter to attempt to resolve the issue and bring some recommendations back to the Board. No formal Board action was taken.

B. District Engineer

Mr. Boyd stated that at the Board's request his office has reviewed the RGA ADA Assessment Report and provided some general comments and addressed some of the specifics in the report.

Mr. Boyd stated that, given the nature of the improvements and the vagueness of some of the rules, he would like to review the recommendations with District Counsel prior to presenting their final recommendations to the Board. He stated that a lot of the changes are minor and would not require capital from the budget; however, the one large item with which there will probably be no quibbling is the pool lift. Mr. Boyd stated that it would probably be good to start preparing a plan and securing the capital to install the pool lift. General discussion ensued.

Mr. Blakley requested that Mr. Lefere obtain proposals for both the movable and the permanently fixed pool lifts. Mr. Lefere stated that he would bring proposals for the pool lift to the next meeting for the Board's review.

Mr. Blakley requested that the District Engineer prepare a revised ADA Assessment report for the Board's review at the next meeting. No formal Board action was taken.

C. Clubhouse Manager

Ms. Evans provided a brief update for the Board. Mr. McGath briefly addressed some drainage issues. A brief discussion ensued. No formal Board action was taken.

D. Operations Manager

Mr. Needham provided a brief update for the Board. No formal Board action was taken.

E. District Manager

Mr. Lefere distributed revised copies of the memorandum from McDirmit Davis confirming that they are aware that the audit for Fiscal Year 2010/2011 will have to be finalized by June 30, 2011. He stated that no Board action is required.

Mr. Lefere stated that the next meeting will be held on Thursday, January 26, 2012 at 10:00 a.m. at the Concorde Estates Clubhouse, located at 3151 Georgian Bay Lane, Kissimmee, Florida 34746.

ELEVENTH ORDER OF BUSINESS

**Supervisor Requests and Audience
Comments**

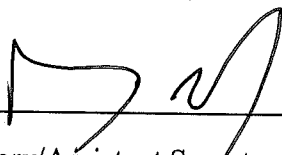
Ms. Hutter stated that a Neighborhood Watch program is going to be started in the community. She stated that several residents have complained that the street lights are not bright enough. A brief discussion ensued.

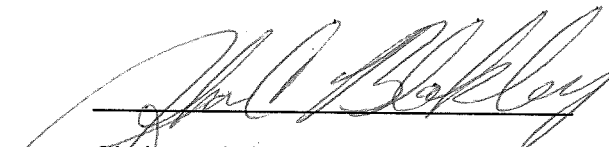
A Board Member requested that Mr. Lefere provide some information for the Board at the next meeting regarding the street lights.

TWELFTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Blakley, seconded by Ms. Alli, with all in favor, the Board adjourned the meeting at 11:28 a.m. for Concorde Estates Community Development District.


Secretary/Assistant Secretary


Chairman/Vice Chairman