

Supervisor Packet for January 2, 2018 General Meeting

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**Lake St. Charles Community Development District
Board of Supervisors' General Meeting Agenda**

7:00 p.m., January 2, 2018

Lake St. Charles Clubhouse 6801 Colonial Lake Drive, Riverview, Florida 33578

Board of Supervisors

Robb Fannin, Chair, 785-5423
Dave Nelson, Vice Chair, 293-7979
Rob Martin, Secretary/Treasurer, 716-2948
Jim Simon, Supervisor, 741-0413
Ginny Gianakos, Supervisor, 293-4728

LSC CDD Staff

Adriana Urbina, District Manager, 741-9768
Mark Cooper, Property Manager, 990-7555
John Martini, Maintenance Staff, 365-0544
Bryant Urbina, Maintenance Staff, 526-2063
Luis Martinez, Facilities Monitor, 990-7250
Greg Gianakos, Maintenance Staff, 695-1995

<i>Time</i>	<i>Item</i>
7:00 – 7:05	<ol style="list-style-type: none"> 1. CALL TO ORDER 2. PLEDGE OF ALLEGIANCE 3. INVOCATION (Chair Fannin) 4. ACKNOWLEDGMENT OF SUPERVISORS AND STAFF PRESENT 5. INTRODUCTION OF HOMEOWNERS, RESIDENTS AND PUBLIC AND IDENTIFICATION OF PARTIES WISHING TO MAKE PUBLIC COMMENTS
7:05 – 7:15	6. PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 10 MINUTES DESIGNATED)
	1. Homeowners Requesting to Speak (Please State Name Prior to Remarks)
7:15 – 7:20	7. CONSENT AGENDA (5 Minutes)
	<ol style="list-style-type: none"> 1. Approval of additions to the agenda and removal of additional consent agenda items with questions as requested by board members. 2. Approval of Consent Item Agenda <ol style="list-style-type: none"> a. December 5, 2017 Meeting Minutes b. Committee Meeting Minutes for December 2017 <ol style="list-style-type: none"> i. Treasurer's Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee

	<ul style="list-style-type: none"> c. November 2017 Financial Statements d. December 2017 Property Manager Monthly Report e. December 2017 Clubhouse Monthly Report f. December 2017 Facilities Monitor Report (Distributed Separately)
7:20 - 7:45	10. COMMITTEE REPORTS (25 Minutes)
	<ul style="list-style-type: none"> 1. Treasurer's Review Committee – Treasurer Martin <ul style="list-style-type: none"> a. Excess funds discussion 2. Grounds/Security Committee – Committee Chair Nelson 3. Management Committee – Committee Chair Fannin <ul style="list-style-type: none"> a. The Management Committee recommends approval of Policy #5050 FY 17-18 Goals and Objectives of the Board of Supervisors (Managers) 4. Strategic Planning Committee – Committee Chair Gianakos <ul style="list-style-type: none"> a. CIP Plan Discussion
7:45- 7:55	11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR FANNIN (10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors
7:55 -8:00	12. PROPERTY MANAGER (5 Minutes)
	Items for Consideration by Property Manager - Mark Cooper <ul style="list-style-type: none"> 1. Property Management Report
8:00–8:05	13. DISTRICT MANAGER (5 Minutes)
	Items for Consideration by District Manager <ul style="list-style-type: none"> 1. District Manager Report
8:05 – 8:10	15. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
8:10	ADJOURN



Date: December 5, 2017

Time: 7:00 p.m.

Minutes of the Board of Supervisors
Lake St. Charles Community Development District
6801 Colonial Lake Drive
Riverview, FL 33578
813-741-9768

Supervisors:

Chair, Robb Fannin
Vice Chair, Dave Nelson
Secretary/Treasurer, Rob Martin
Supervisor, Ginny Gianakos
Supervisor, Jim Simon

Staff:

Adriana Urbina, District Manager
Mark Cooper, Property Manager

In attendance:

Lake St. Charles Residents

Meeting was called to order at 7:00 p.m. by Chair Fannin

1. On **MOTION** by Supervisor Gianakos and second by Supervisor Simon the Board approved the December 5, 2017 Consent Agenda consisting of the: November 7, 2017 General Meeting Minutes, the November Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the October 2017 Financial Reports, the Property Manager, District Administrative Assistant reports, and the Facility Monitor November 2017 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 4 to 0

Secretary/Treasurer Rob Martin arrived at 7:10PM

2. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board approved the bid received from Executive pools for the District's pool equipment in

the amount of \$43,085 to be funded from line item #147 future CIP projects. Motion passed 5 to 0

The Board discussed the community signage project. Out of the surveys collected 53 surveys were against the change and 49 wanted to see a change. The Board agreed that there were not enough households in agreement to make such a big change to the community and that a lot of residents are very used to their current community names.

3. On **MOTION** by Supervisor Martin and Second by Supervisor Simon, the Board approved option #1 which depicts replacing the community signs with the existing names and existing font. Motion amended to include that the signs will be constructed out of a more durable material. Motion passed 4 to 1 Supervisor Gianakos voted NO
4. On **MOTION** by Supervisor Gianakos and Second by Supervisor Simon, the Board approved option #1 for the directory sign. Motion passed 5 to 0
5. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board discussed the renovation of the second basketball court in the amount of \$22,262 to be funded from the FY 17 carryover funds. The Board discussed the options of installing a security fence to protect the District's park before moving forward with this project. Mr. Witzel, Mr. Sullivan and Mr. Peacock let the Board know that they are agree the basketball court should be renovated. Motion was rescinded
6. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board approved the renovation of the second basketball court in the amount of \$22,262 to be funded from the FY 17 carryover funds. Motion passed 4 to 1 Supervisor Simon voted NO
7. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board approved the conversion of the 2 existing lake fountain lights to LED lights not to exceed \$10,000 and to be funded from line item #147 Future CIP Projects. Motion passed 5 to 0
8. On **MOTION** by Supervisor Gianakos and Second by Supervisor Martin, the Board approved to have the Strategic Planning Committee revisits the CIP plan and the inclusion of new amenities for the District. Motion passed 5 to 0
9. On **MOTION** by Supervisor Fannin and Second by Supervisor Martin, the Board approved to upload the article written by Mr. Dougherty on the District's website. Motion passed 5 to 0.

Meeting adjourned at 8:04PM

Respectfully submitted,

Rob Martin, Treasurer/Secretary

Rob Fannin, Chair

Treasurer's Review Committee Meeting Minutes

Date: *Thursday, December 21, 2017, 12:30 pm*

Chair: *Supervisor Rob Martin*

Operations Manager: *Adriana Urbina*

Committee Members: *Supervisors Rob Martin, Adriana Urbina & Mark Cooper*

Notice of Meetings – Treasurer's Review Committee

The scheduled date for the Treasurers Review Committee meetings is set as follows:

The third (3rd) Thursday of each month at 12:30 pm.

The next Treasurer's Review Committee Meeting will be **Thursday, January 18th 2017 at 12:30 pm.**

-The Treasurer conducted a conference call with Lisa Mackenzie, (District's Auditor). Lisa informed the Treasurer that the Board is able to use the excess funds that are located in the District's operating account. Lisa will update the Treasurer with an exact amount once the FY 17 audit is performed.

-The Treasurer reviewed September's end of month report, the estimated amount of excess funds is around \$90,000, to be confirmed after the District's FY17 audit.

-The Treasurer committee recommends having a discussion on how these excess funds should be used.

-The Treasurer committee reviewed TECO electric bill and discussed the possibilities of installing solar panels to the District's clubhouse.

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, December 20th 2017*

Operations Manager: *Property Manager, Mark Cooper*

Committee Members: *Supervisor Dave Nelson & Property Manager Mark Cooper*

In Attendance: Property Manager-Mark Cooper

The meeting commenced at 5:30 PM.

The meeting was conducted by telephone.

The committee chairman was updated on the status of ongoing projects.
Specifically:

The 2nd basketball court's asphalt was placed today and will need to cure for 30 days. The court should be completed by February 1st.

The sign package specifications are underway and the RFP should be completed by early January. The committee will review the bids in February and present the bids to the Board at the March meeting.

The pool equipment replacement is still on track to commence in January and should take approximately 4 -5 weeks.

The 2nd midge treatment was performed today, December 20th which should control them at least through the holidays into mid-January.

The property manager is waiting on information from the fountain vendor to start the energy rebate process

The meeting adjourned at 6:00 PM

Management Committee Meeting Minutes

Date: *Wednesday, December 20, 2017 @ 1:00 pm*

Chairperson: *Chairman Rob Fannin*

Operations Manager: *District Manager, Adriana Urbina*

In Attendance: *Chairman Rob Fannin, Property Manager, Mark Cooper, District Manager, Adriana Urbina,*

Notice of Meetings – Management Committee

The next Management Committee Meeting is scheduled for Wednesday, January 17th at 1:00PM.

The meeting commenced at 1:00 pm

- The committee Chairman reviewed and signed checks.

-The committee reviewed and discussed the Policy #5050 FY 17-18 Goals and Objectives of the Board of Supervisors, (Managers)

The Management Committee recommends approval of Policy #5050 FY 17-18 Goals and Objectives of the Board of Supervisors (Managers)

The meeting adjourned at 1:35 pm

Lake St. Charles Community Development District

POLICY HANDBOOK

POLICY TITLE: FY 17-18 Goals and Objectives of the Board of Supervisors, Managers (FY-Years 2017-2018)

POLICY NUMBER: 5050

BOARD MOTION: M01-02-2018-xx

5000.1 **Legal Compliance.** To remain in compliance with all applicable state and federal statutes and regulations related to Special Districts and Community Development Districts.

5000.2 **Financial.**

5000.2.1 Generate and maintain a "Clean Audit" including auditor recommendations per the Audit Management Letter. **Adriana**

5000.2.2 Implement and maintain a semi-annual (twice a year) internal audit of financial and security systems and procedures.

5000.2.3 Review and annually maintain the residential class assessment level ceiling of up to \$1,120 (single family units & villas) for the next 5 years to 2021.

5000.2.4 To develop and maintain financial revenue and expense forecasts and cash flow requirements based on the final Burton & Associates Assessment Methodology Report and actual expenses incurred.

5000.2.5 To maintain a minimum Reserve Fund equivalent to \$230,000 with an annual \$5,000 contribution. \$80,000 committed to the coverage of the District's insurance deductible; \$100,000 committed to 2 months of cash flow needs that may occur between October and December and \$50,000 committed to unexpected projected mandated by law or county ordinance (3200.Budget Policy, specifically 3200.4).

5000.2.6 All District projects and O&M (Operations and Maintenance) decisions are made in compliance with all District budget policies and the District's adopted Funding Approval Process Flowchart.

5000.3 **Strategic Planning.**

5000.3.1 Maintain and review a Master Plan of our present and future infrastructure and any further design of our amenities, existing or new, including alternative uses for District properties. This plan will include fiscal forecasts and staffing requirements for post bond period based on the final adopted Burton & Associates report. **Mark by end of FY 18**

5000.3.2 Development and maintenance of a comprehensive communication link with Lake St. Charles residents to accommodate all means of communication. **Mark & Adriana Development of Community communication APP**

5000.3.3 On-going maintenance of the Capital Improvement Plan (CIP) and annual CIP project expenditures. **Mark - ongoing**

5000.3.4 To establish long-term goals for the District for Board approval and adoption such as: (1) maintain or enhance property values; (2) stabilize annual fee assessment; (3) avoid special assessments to pay for unplanned, mandated projects.

5000.4 **Operational.**

5000.4.1 Provide orientation to new Board members. The District Manager to maintain and update the orientation manual to reflect legal changes and/or board actions. **Adriana If needed**

5000.4.2 Develop and maintain a methodology of data collection such as “walk ins” and any other resident contact by personnel, including web hits. This could be taken/kept by the Property Manager and/or the District Manager.

5000.4.3 Reformat and consolidate policy manuals into one resource, making adopted policies easier to reference. **Adriana by the end of February**

5000.4.4 Establish a planned approach by staff for the continuance of the LSC Records Management Project. **Adriana on going**

5000.4.5 Establish internal controls for employee hours worked and an evaluation of ongoing management and staffing requirements based on cyclical needs or district demands.

5000.4.6 Establish a plan to maintain grounds and resident services during staff absences, illness, vacation, holiday and PTO. **Mark**

5000.5 **General.** Seek out methods to encourage greater participation of residents in Board, Committee activities, and create ongoing opportunities for constituent input on current and future District issues. **Mark Signs made and placed for each committee meeting.**

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, December 19th, 2017 @ 10:00 am*

Chairperson: *Supervisor Ginny Gianakos*

Operations Manager: *Property Manager, Mark Cooper*

In Attendance: Property Manager-Mark Cooper, Supervisor -Ginny Gianakos and resident Sabrina Peacock

Notice of Meetings – Strategic Planning Committee

The meeting was called to order at 10:00 am

Resident Sabrina Peacock saw the new committee meeting notice sign and attended the meeting. The committee was briefed on the history of the CIP plan and the initial board direction to focus on existing property amenities. The committee was informed that the board directed the committee (November 2017) to comprehensively look at potential new projects that could be programed into the existing CIP schedule.

The committee will address only step #1 at this meeting.

The committee decided to break the exercise into several steps.

Step #1 January 2018 BOS meeting. Provide a list of all potential new projects, their estimated costs and provide a graphic presentation depicting similar proposed elements and their proposed locations. The list of all potential new projects would be presented to the Board of Supervisors for their input as to any other potential projects which should be added.

Step #2 February 2018 BOS Meeting. The committee will recommend which projects are to remain and to be prioritized for funding and which projects are to be deleted if any. The Board is to discuss, comment and vote on a final project list.

Step #3 March 2018 BOS Meeting. The committee will provide a prioritized list for the Board to comment on and approve.

Step #4 April 2018 BOS Meeting. The committee will present a new comprehensive CIP plan that includes all new planned projects. The committee would like comments, discussion and input.

Step #5 May 2018 BOS Meeting. The committee will present a revised new CIP plan based on board input and comment from the previous month's BOS meeting.

Step #6 June 2018 BOS Meeting. Final draft of new CIP plan presented to BOS for discussion, vote and adoption.

The next Strategic Planning Committee Meeting is scheduled for Tuesday, February 20th at 10 am.

Meeting adjourned at 11:30 am

Proposed new CIP Projects			
Priority	Project Name	Estimated Project Cost	Estimated year of implimentation
	Water feature at Villas pond	\$75,000.00	
	Decorative fountain at Memorial Bench Pond LSC Blvd	\$6,000.00	
	Hard surface plaza at Memorial Bench LSC Blvd.	\$6,000.00	
	Decorative street signs LSC Blvd and Colonial Lake Dr.	\$30,000.00	
	Shade structure at Wade pool	\$25,000.00	
	Hurricane Shutters or Impact window at Clubhouse	\$25,000.00	
	Splash pad	\$65,000.00	
	Paddle boat, canoe and kayak rental at clubhouse	\$4,000.00	
	Park securitygates and fencing and access control	\$65,000.00	
	Additional lake fountain by park	\$13,000.00	
	Tennis court bench canopy	\$4,500.00	
	Tennis court practice board 10' x 20'	\$5,500.00	
	mini golf on 3rd tennis court		
	9 hole	\$17,000.00	
	18 hole	\$35,000.00	
	Sundial park connective walkway including 2 benches	\$12,000.00	
	Improved boat launch	\$30,000.00	
	Park restrooms and access control	\$35,000.00	
	Soccer field enhancements		
	All Artificial turf - 9 year warranty	\$103,000.00	
	Regrade, level, artificial permanent lines and re- sod	\$40,000.00	
	Baseball infield enhancements		
	All Artificial turf - 9 year warranty	\$46,000.00	
	Regrade, level, artificial permanent lines and re- sod	\$20,000.00	
	Regrade, level and clay infield	\$30,000.00	
	Amphitheater		
	Concrete docks		
	Boardwalk nature trail		
	Entrance / gatehouse island tree specialty lighting	\$25,000.00	
	Lighting of trail		
	New clubhouse / district offices	\$1,000,000.00	
	Conversion of existing clubhouse to gym	\$50,000.00	

**Lake St. Charles CDD
Funds Statement**

Sept '17 - Nov '17

	Sept '17	Oct '17	Nov '17	Category
Bank/Current Asset Accounts				
CenterState Bank Checking	235,357	169,351	274,681	Cash
CenterState Bank Money Market	235,856	235,902	235,947	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	790	790	790	Assigned
SunTrust Money Market	0	0	0	Committed/Assigned
Suncoast FCU	5	5	5	Restricted
Investment Cost of Issuance	0	0	0	Restricted
Investment Reserve	0	0	0	Restricted
Investment Revenue	0	0	0	Restricted
Investment Redemption	0	0	0	Restricted
Investment Prepayment	0	0	0	Restricted
Investment Interest	0	0	0	Restricted
Investment SBA	0	0	0	Committed/Assigned
Total Bank/Current Asset Accounts	472,008	406,048	511,423	
Cash (Checking/Savings)				
CenterState Bank Checking	235,357	169,351	274,681	
CenterState Bank Money Market	235,856	235,902	235,947	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	790	790	790	
SunTrust Money Market	0	0	0	
Suncoast FCU	5	5	5	
Investments SBA	0	0	0	
Total Cash Accounts	472,008	406,048	511,423	
Debt Service				
Investment Cost of Issuance	0	0	0	
Investment Reserve	0	0	0	
Investment Revenue	0	0	0	
Investment Redemption	0	0	0	
Investment Interest	0	0	0	
Investment Prepayment	0	0	0	
Total Debt Service Fund Balances	0	0	0	
TOTAL FUND BALANCES	472,008	406,048	511,423	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	235,856	235,902	235,947	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	235,856	235,902	235,947	

Lake St. Charles CDD Disbursement Authorization Report

November 2017

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	11/01/2017 ADP		10000-CenterState Bank Checking	-2,513.00
				District Manager	472.46
				Payroll Taxes - Employer Taxes	163.40
				Facilities Monitor	226.31
				Property Maintenance Team Lead	427.80
				Property Maintenance Part-Time	2.02
				Property Manager	600.96
				Payroll Taxes - Employer Taxes	460.35
				Full Time Hybrid Employee	159.70
TOTAL					<u>2,513.00</u>
Check	EFT/Auto	11/07/2017 Square Inc		10000-CenterState Bank Checking	-583.50
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-8.25
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-8.25
TOTAL					<u>583.50</u>
Check	EFT/Auto	11/10/2017 ADP		10000-CenterState Bank Checking	-133.57
				Payroll Service Charge	22.26
				Payroll Service Charge	111.31
TOTAL					<u>133.57</u>
Check	EFT/Auto	11/14/2017 ADP		10000-CenterState Bank Checking	-9,461.45
				District Manager	1,936.00

Lake St. Charles CDD Disbursement Authorization Report

November 2017

Type	Num	Date	Name	Account	Original Amount
				Payroll Taxes - Employer Taxes	148.10
				Facilities Monitor	1,243.20
				Property Maintenance Team Lead	1,267.33
				Property Manager	2,329.60
				Payroll Taxes - Employer Taxes	446.02
				Supervisor Fees	1,000.00
				Employer Taxes	101.20
				Full Time Hybrid Employee	990.00
TOTAL					9,461.45
Check	EFT/Auto	11/17/2017	TECO Electric	10000-CenterState Bank Checking	-3,039.55
				53100 - Electric Utility Svs	33.06
				53100 - Electric Utility Svs	77.17
				53100 - Electric Utility Svs	211.33
				53100 - Electric Utility Svs	798.12
				53100 - Electric Utility Svs	109.07
				53100 - Electric Utility Svs	1,235.56
				53100 - Electric Utility Svs	267.21
				53100 - Electric Utility Svs	28.91
				53100 - Electric Utility Svs	22.80
				53100 - Electric Utility Svs	23.50
				53100 - Electric Utility Svs	23.81
				53100 - Electric Utility Svs	22.90
				53100 - Electric Utility Svs	23.81
				53100 - Electric Utility Svs	23.70
				53100 - Electric Utility Svs	23.00
				53100 - Electric Utility Svs	23.20
				53100 - Electric Utility Svs	23.70
				53100 - Electric Utility Svs	22.90
				53100 - Electric Utility Svs	22.90

Lake St. Charles CDD Disbursement Authorization Report

November 2017

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	22.90
TOTAL					3,039.55
Check	EFT/Auto	11/21/2017	Square Inc	10000-CenterState Bank Checking	-583.50
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-8.25
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-8.25
TOTAL					583.50
Check	EFT/Auto	11/24/2017	ADP	10000-CenterState Bank Checking	-144.16
				Payroll Service Charge	14.41
				Payroll Service Charge	57.70
				Supervisor Payroll Service	72.05
TOTAL					144.16
Check	EFT/Auto	11/28/2017	ADP	10000-CenterState Bank Checking	-8,080.69
				District Manager	1,936.00
				Payroll Taxes - Employer Taxes	148.10
				Facilities Monitor	1,243.21
				Property Maintenance Team Lead	847.60
				Property Manager	2,329.60
				Payroll Taxes - Employer Taxes	430.40
				Full Time Hybrid Employee	960.00
				Property Maintenance Part-Time	185.78

Lake St. Charles CDD Disbursement Authorization Report

November 2017

Type	Num	Date	Name	Account	Original Amount
TOTAL					8,080.69
Bill Pmt -Check	7924	11/07/2017	Aquatic Systems, Inc	10000-CenterState Bank Checking	-1,049.00
Bill	NovemberPond Mainten	11/01/2017		Pond & Stormwater Maint Contrac	1,049.00
TOTAL					1,049.00
Bill Pmt -Check	7925	11/07/2017	Aquaworx	10000-CenterState Bank Checking	-25,325.00
Bill	40% Deposit	10/24/2017		58003-Future CIP Projects & Res	25,325.00
TOTAL					25,325.00
Bill Pmt -Check	7926	11/07/2017	Art Dubuc	10000-CenterState Bank Checking	-30.00
Bill	Renter Access Card	11/07/2017		Other Misc Income	30.00
TOTAL					30.00
Bill Pmt -Check	7927	11/07/2017	Brandon Electric Inc.	10000-CenterState Bank Checking	-250.00
Bill	51002 Inv #	10/11/2017		Park Facility Maintenance	250.00
TOTAL					250.00
Bill Pmt -Check	7928	11/07/2017	CLC Total Care	10000-CenterState Bank Checking	-1,100.00
Bill	INV 19787	11/01/2017		Irrigation Maintenance	1,100.00
TOTAL					1,100.00
Bill Pmt -Check	7929	11/07/2017	Doug Beldon Tax Collector	10000-CenterState Bank Checking	-3,195.79

Lake St. Charles CDD Disbursement Authorization Report

November 2017

Type	Num	Date	Name	Account	Original Amount
Bill	FY 17-18 Tax Bill	11/07/2017		Local/Other Taxes	402.28
				Local/Other Taxes	638.86
				Local/Other Taxes	1,116.46
				Local/Other Taxes	134.39
				Local/Other Taxes	903.80
					<hr/>
TOTAL					3,195.79
Check	7930	11/07/2017	Egis Insurance & Risk Advisors, LLC	10000-CenterState Bank Checking	0.00
TOTAL					0.00
Bill Pmt -Check	7931	11/07/2017	Frontier	10000-CenterState Bank Checking	-218.79
Bill	Oct Internet & Fax	10/25/2017		Telephone	218.79
TOTAL					<hr/> 218.79
Bill Pmt -Check	7932	11/07/2017	G. B. Collins Engineering, P.A.	10000-CenterState Bank Checking	-200.00
Bill	3314 Inv #	11/07/2017		58003-Future CIP Projects & Res	200.00
TOTAL					<hr/> 200.00
Bill Pmt -Check	7933	11/07/2017	Republic Waste Services	10000-CenterState Bank Checking	-173.81
Bill	0696-000690906 Inv #	10/17/2017		53400 - Garbage/Solid Waste Svc	173.81
TOTAL					<hr/> 173.81

Lake St. Charles CDD Disbursement Authorization Report

November 2017

Type	Num	Date	Name	Account	Original Amount
Check	7934	11/07/2017	RetailFirst - Summit W/C	10000-CenterState Bank Checking	0.00
TOTAL					0.00
Bill Pmt -Check	7935	11/07/2017	Staples	10000-CenterState Bank Checking	-165.55
Bill	Trash Bags & Misc	10/15/2017		Clubhouse Supplies	68.98
				Office Supplies	96.57
TOTAL					165.55
Bill Pmt -Check	7936	11/07/2017	SunCoast Credit Union - VEHICLE LOANS	10000-CenterState Bank Checking	-777.67
Bill	Nov Car Payment	11/08/2017		Hyundai Principal Payment	777.67
TOTAL					777.67
Bill Pmt -Check	7937	11/07/2017	SunTrust Credit Card	10000-CenterState Bank Checking	-2,687.77
Bill	Oct CC Statement	10/24/2017		13500 - SunTrust Visa Card	2,687.77
TOTAL					2,687.77
Bill Pmt -Check	7938	11/07/2017	Tampa Bay Times	10000-CenterState Bank Checking	-172.00
Bill	AD#545251	10/25/2017		Legal Advertising	172.00
TOTAL					172.00
Bill Pmt -Check	7939	11/07/2017	Tuscan & Company, PA	10000-CenterState Bank Checking	-1,000.00
Bill	113736 Inv #	10/27/2017		Auditing Services	1,000.00
TOTAL					1,000.00

Lake St. Charles CDD Disbursement Authorization Report

November 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	7940	11/07/2017	Verizon Wireless	10000-CenterState Bank Checking	-42.36
Bill	09-24-17 to 10-23-17	11/07/2017		Telephone	42.36
TOTAL					42.36
Bill Pmt -Check	7941	11/07/2017	G. B. Collins Engineering, P.A.	10000-CenterState Bank Checking	-300.00
Bill	Pre-bid Meeting	11/02/2017		58003-Future CIP Projects & Res	300.00
TOTAL					300.00
Bill Pmt -Check	7942	11/07/2017	SunCoast Credit Union - VEHICLE LOANS	10000-CenterState Bank Checking	-1,800.51
Bill	Nov Truck Payment	11/08/2017		Principal Payment	1,800.51
TOTAL					1,800.51
Bill Pmt -Check	7943	11/07/2017	G. B. Collins Engineering, P.A.	10000-CenterState Bank Checking	-200.00
Bill	Bid Responses	11/03/2017		58003-Future CIP Projects & Res	200.00
TOTAL					200.00
Bill Pmt -Check	7944	11/15/2017	Brandon Electric Inc.	10000-CenterState Bank Checking	-6,919.00
Bill	51417 Inv #	10/31/2017		Park Facility Maintenance	1,087.00
				58003-Future CIP Projects & Res	5,832.00
TOTAL					6,919.00
Bill Pmt -Check	7945	11/15/2017	Chris' Plumbing	10000-CenterState Bank Checking	-60.00
Bill	Backflow Test	11/13/2017		Park Facility Maintenance	60.00
TOTAL					60.00
Bill Pmt -Check	7946	11/15/2017	Chris's Portable Toilets	10000-CenterState Bank Checking	-75.00

Lake St. Charles CDD Disbursement Authorization Report

November 2017

Type	Num	Date	Name	Account	Original Amount
Bill	1805-87761 Inv #	11/08/2017		Park Facility Maintenance	75.00
TOTAL					<u>75.00</u>
Bill Pmt -Check	7947	11/15/2017	CLC Total Care	10000-CenterState Bank Checking	-7,250.00
Bill	INV 19803	11/08/2017		Landscape Maintenance Contract	7,250.00
TOTAL					<u>7,250.00</u>
Bill Pmt -Check	7948	11/15/2017	Persson & Cohen, P.A.	10000-CenterState Bank Checking	-58.25
Bill	FL DEO Form	11/01/2017		District Counsel	58.25
TOTAL					<u>58.25</u>
Bill Pmt -Check	7949	11/15/2017	TECO Gas Company	10000-CenterState Bank Checking	-315.00
Bill	November Billing	11/06/2017		53200 - Gas Utility Services	315.00
TOTAL					<u>315.00</u>
Bill Pmt -Check	7950	11/15/2017	Verizon Wireless	10000-CenterState Bank Checking	-112.74
Bill	10-02-17 to 11-01-17	11/01/2017		Parks & Rec Cell Phones	112.74
TOTAL					<u>112.74</u>
Bill Pmt -Check	7951	11/15/2017	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-378.38
Bill	Grate Covers	11/08/2017		Pool Maintenance Repairs	378.38
TOTAL					<u>378.38</u>
Bill Pmt -Check	7952	11/15/2017	Chris' Plumbing	10000-CenterState Bank Checking	-60.00
Bill	Backflow Test	11/13/2017		Club Facility Maintenance	60.00
TOTAL					<u>60.00</u>

Lake St. Charles CDD Disbursement Authorization Report

November 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	7953	11/15/2017	Joe's A/C Appliance Service, Inc.	10000-CenterState Bank Checking	-325.00
Bill	210516 Inv #	11/15/2017		Club Facility Maintenance	325.00
TOTAL					325.00
Bill Pmt -Check	7954	11/17/2017	RetailFirst - Summit W/C	10000-CenterState Bank Checking	-744.68
Bill	INV# 10265312	12/01/2017		Employer Workman Comp	744.68
TOTAL					744.68
Bill Pmt -Check	7955	11/17/2017	Still Water Aquatics LLC	10000-CenterState Bank Checking	-860.00
Bill	INV#2063	11/17/2017		Midge Treatments	860.00
TOTAL					860.00
Bill Pmt -Check	7956	11/17/2017	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-100.35
Bill	Fittings	11/15/2017		Pool Maintenance Repairs	100.35
TOTAL					100.35
Bill Pmt -Check	7957	11/17/2017	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,600.00
Bill	Oct Pool Cleaning	11/13/2017		Pool Maintenance Contract	1,600.00
TOTAL					1,600.00
Bill Pmt -Check	7958	11/17/2017	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,600.00
Bill	Nov Pool Cleaning	11/13/2017		Pool Maintenance Contract	1,600.00
TOTAL					1,600.00

12/27/2017

Treasurer's Report - CenterState Account

October 2017

11/1/17 - 11/30/17

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						169,350.69
11/01/2017 EFT/Auto	ADP	P.E. 10-28-17 Split transaction to match bank statement		2,513.00		166,837.69
11/01/2017		Deposit			345.24	167,182.93
11/06/2017		Deposit			9,343.99	176,526.92
11/07/2017 7924	Aquatic Systems, Inc	INV# 0000390180		1,049.00		175,477.92
11/07/2017 7925	Aquaworx	40% Deposit		25,325.00		150,152.92
11/07/2017 7926	Art Dubuc	Renter Access Card Deposit Refund		30.00		150,122.92
11/07/2017 7927	Brandon Electric Inc.	51002 Inv #		250.00		149,872.92
11/07/2017 7928	CLC Total Care	INV 19787		1,100.00		148,772.92
11/07/2017 7929	Doug Beldon Tax Collector	Tax Year 2017-18 Community Dev Street Lights Taxes		3,195.79		145,577.13
11/07/2017 7933	Republic Waste Services	3-0696-1005435		173.81		145,403.32
11/07/2017 7935	Staples	6011 1000 4086 310		165.55		145,237.77
11/07/2017 7936	SunCoast Credit Union - VEHICLE LOANS	4611691-20 Acct# Nov Car Payment		777.67		144,460.10
11/07/2017 7937	SunTrust Credit Card	4223071100091531 Acct #		2,687.77		141,772.33
11/07/2017 7938	Tampa Bay Times	Acct# 105743 AD#545251		172.00		141,600.33
11/07/2017 7939	Tuscan & Company, PA	113736 Inv #		1,000.00		140,600.33
11/07/2017 7940	Verizon Wireless	Acct# 842082173-00001		42.36		140,557.97
11/07/2017 7941	G. B. Collins Engineering, P.A.	3348 Inv #		300.00		140,257.97
11/07/2017 7942	SunCoast Credit Union - VEHICLE LOANS	4611691-21 Acct# -Nov Truck Payment		1,800.51		138,457.46
11/07/2017 7943	G. B. Collins Engineering, P.A.	3353 Inv #		200.00		138,257.46
11/07/2017 7932	G. B. Collins Engineering, P.A.	3314 Inv #		200.00		138,057.46
11/07/2017 7931	Frontier	ACCT# 813-671-8339-120297-5		218.79		137,838.67
11/07/2017 7934	RetailFirst - Summit W/C	VOID:			0.00	137,838.67
11/07/2017 7930	Egis Insurance & Risk Advisors, LLC	VOID:			0.00	137,838.67
11/07/2017 EFT/Auto	Square Inc	C. Thomas & F. Rubin CH Deposit Refund		583.50		137,255.17
11/09/2017		Deposit			29.18	137,284.35
11/10/2017 EFT/Auto	ADP	502800654 Inv #		133.57		137,150.78
11/14/2017 EFT/Auto	ADP	P.E. 11-11-17		9,461.45		127,689.33
11/15/2017 7944	Brandon Electric Inc.	51417 Inv #		6,919.00		120,770.33
11/15/2017 7945	Chris' Plumbing	199825 Inv #		60.00		120,710.33
11/15/2017 7946	Chris's Portable Toilets	1805-87761 Inv #		75.00		120,635.33

12/27/2017

<u>Date</u>	<u>PM</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
11/15/2017		7947	CLC Total Care	INV 19803	7,250.00		113,385.33
11/15/2017		7948	Persson & Cohen, P.A.	Acct # LakStCharles	58.25		113,327.08
11/15/2017		7949	TECO Gas Company	07884976	315.00		113,012.08
11/15/2017		7950	Verizon Wireless	Acct# 742078254-00001	112.74		112,899.34
11/15/2017		7951	Zebra Cleaning Team, Inc.	2364 Inv #	378.38		112,520.96
11/15/2017		7952	Chris' Plumbing	199826 Inv #	60.00		112,460.96
11/15/2017				Deposit		735.00	113,195.96
11/15/2017		7953	Joe's A/C Appliance Service, Inc.	210516 Inv #	325.00		112,870.96
11/15/2017				Deposit		64,838.55	177,709.51
11/16/2017				Deposit		14.59	177,724.10
11/17/2017		7954	RetailFirst - Summit W/C	0520-48906 Policy # INV# 10265312	744.68		176,979.42
11/17/2017		7955	Still Water Aquatics LLC	INV#2063	860.00		176,119.42
11/17/2017		7956	Zebra Cleaning Team, Inc.	2383 Inv #	100.35		176,019.07
11/17/2017		7957	Zebra Cleaning Team, Inc.	2371 Inv #	1,600.00		174,419.07
11/17/2017		7958	Zebra Cleaning Team, Inc.	2382 Inv #	1,600.00		172,819.07
11/17/2017	EFT/Auto		TECO Electric	06980007400 Acct #	3,039.55		169,779.52
11/18/2017				Deposit		345.24	170,124.76
11/20/2017				Deposit		765.45	170,890.21
11/21/2017				Deposit		345.24	171,235.45
11/21/2017	EFT/Auto		Square Inc	C. Zihmer & M. Saldana CH Deposit Refund	583.50		170,651.95
11/22/2017				Deposit		112,216.08	282,868.03
11/24/2017	EFT/Auto		ADP	503558300 Inv #	144.16		282,723.87
11/28/2017	EFT/Auto		ADP	P.E. 11-25-17	8,080.69		274,643.18
11/30/2017				Interest		37.76	274,680.94
					83,686.07	189,016.32	274,680.94

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2017 through November 2017

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Nov '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
3							Revenue/Expense					
4							Revenue					
5							36100 - Interest Earnings					
6							Interest - General Fund	168	1,450	(1,282)		23
7							Total 36100 - Interest Earnings	168	1,450	(1,282)		23
8							General Fund Assessment-O&M					
9							General Fund Assessment Gross	198,224	935,803	(737,579)		149,247
10							GF Prop Tax Interest	15	0	15		14
11							GF Tax Collector Commissions	(3,804)	(18,716)	14,912		(2,864)
12							GF Tax Payment Discount	(8,036)	(37,432)	29,396		(6,082)
13							Total General Fund Assessment-O&M	186,399	879,655	(693,256)		140,315
14												
15							Total 36310 - Special Assessment	186,399	879,655	(693,256)		140,315
16							36311 - Excess Fees	5,701	0	5,701		5,388
17							36900 - Miscellaneous Revenues			0		
18							Other Misc Revenue	691	1,200	(509)		85
19							Rental	437	1,900	(1,463)		180
20							Total 36900 - Miscellaneous Revenues	1,128	3,100	(1,972)		265
21							Total Revenue	193,396	884,205	(690,809)		145,990
22												
24							Expense					
25							5110 - Legislative					
26							Employer Taxes	202	1,460	(1,258)		121
27							Special District Fees	175	175	0		175
28							Supervisor Fees	2,000	12,000	(10,000)		2,000
29							Supervisor Payroll Service	139	900	(761)		137
30							Total 5110 - Legislative	2,516	14,535	(12,019)		2,434

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2017 through November 2017

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Nov '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
31							51300 - Financial & Admin					
32							Accounting Services	0	500	(500)		0
33							Auditing Services	1,000	15,000	(14,000)		1,000
34							Banking & Investment Mgmt Fees	0	200	(200)		233
35							District F&A Employees					
36							District Manager	9,642	50,336	(40,694)		7,594
37							Medical Stipend	400	2,400	(2,000)		200
38							Payroll Service Charge	72	465	(393)		77
39							Payroll Taxes - Employer Taxes	768	4,400	(3,632)		615
40							Performance Stipend	0	1,000	(1,000)		250
41							Total District F&A Employees	10,883	58,601	(47,718)		8,736
42							Dues, Licenses & Fees	0	500	(500)		48
43							General Insurance					
44							Crime	510	600	(90)		510
45							General Liability	3,517	3,868	(351)		3,517
46							Public Officials Liability & EP	2,890	3,179	(289)		2,890
47							Total General Insurance	6,917	7,647	(730)		6,917
48							Legal Advertising	1,134	2,600	(1,466)		370
49							Local/Other Taxes	3,196	2,800	396		2,756
50							Office Supplies	131	1,000	(869)		148
51							Postage	39	250	(211)		39
52							Printer Supplies	0	2,000	(2,000)		84
53							Professional Development	0	1,000	(1,000)		0
54							Technology Services/Upgrades	370	2,000	(1,630)		0
55							Telephone	522	3,100	(2,578)		360
56							Travel Per Diem	0	200	(200)		0
57							Website Development & Monitor	0	2,650	(2,650)		0
58							Total 51300 - Financial & Admin	24,192	100,048	(75,856)		20,693

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2017 through November 2017

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Nov '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
59							51400 - Legal Counsel					
60							District Counsel	58	8,000	(7,942)		889
61							Total 51400 - Legal Counsel	58	8,000	(7,942)		889
62							52100 - Law Enforcement					
63							Car Maintenance & Repairs	0	1,000	(1,000)		5
64							Car Gas	104	1,500	(1,396)		122
65							Hyundai Loan Payments			0		
66							Hyundai Interest Payment	4	53	(49)		38
67							Hyundai Principal Payment	1,035	995	40		486
68							Total Hyundai Loan Payments	1,040	1,048	(8)		524
69							Other Protection Services	0	15	(15)		15
70							Total 52100 - Law Enforcement	1,144	3,563	(2,419)		666
71							53100 - Electric Utility Svs	6,245	38,800	(32,555)		6,094
72							53200 - Gas Utility Services	545	4,000	(3,455)		439
73							53400 - Garbage/Solid Waste Svc	349	1,700	(1,351)		131
74							53600 - Water/Sewer Services	1,071	8,000	(6,929)		847
75							53900 - Physical Environment			0		
76							Entry & Walls Maintenance	78	2,000	(1,922)		0
77							Ford F250 Loan Payment			0		
78							Interest Payment	9	172	(163)		43
79							Principal Payment	2,023	2,140	(117)		419
80							Total Ford F250 Loan Payment	2,032	2,312	(280)		462
81							Ford F250 Maintenance & Repair	721	1,000	(279)		101
82							Fountain in Lake	79	3,000	(2,921)		0
83							Gas - Equipment	0	400	(400)		63
84							Gas - Truck	185	1,800	(1,615)		113

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2017 through November 2017

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Nov '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
85							Irrigation Maintenance	3,528	6,700	(3,172)		1,442
86							Landscape Maintenance Contract	14,500	87,000	(72,500)		14,500
87							Misc. Landscape-Temporary Staff	0	3,000	(3,000)		230
88							Misc. Landscape Maintenance	2,306	9,500	(7,194)		1,891
89							Mulch	0	4,000	(4,000)		0
90							New Plantings	0	6,000	(6,000)		0
91							Pond & Stormwater Maint Contract	2,098	12,780	(10,682)		1,618
92							Property Insurance Contract	10,747	12,000	(1,253)		10,550
93							Sod Replacement	0	4,000	(4,000)		0
94							Mitigation Maint Contract	225	900	(675)		0
95							Total 53900 - Physical Environment	36,500	156,392	(119,892)		30,970
96							57200 - Parks & Recreation					
97							Auto Liability	665	755	(90)		665
98							Club Facility Maintenance			0		
99							Club Facility Maintenance	1,171	5,000	(3,829)		315
100							Clubhouse Supplies	872	2,300	(1,428)		244
101							Locks/Keys	0	100	(100)		0
102							Total Club Facility Maintenance	2,043	7,400	(5,357)		559
103							District Employees Payroll Exp					
104							Employer Workman Comp	1,689	7,629	(5,940)		1,021
105							Facilities Monitor	6,192	33,403	(27,211)		4,911
106							Medical Stipends	1,000	6,000	(5,000)		400
107							Payroll Service Charge	347	2,000	(1,653)		309
108							Payroll Taxes - Employer Taxes	2,233	13,500	(11,267)		1,536
109							Performance Stipend	0	2,600	(2,600)		525
110							Full-Time Hybrid Employee	4,506	24,960	(20,454)		202
111							Property Maintenance Part-Time	304	1,381	(1,077)		4,813
112							Property Maintenance Team Lead	5,485	27,675	(22,190)		9,136
113							Property Manager	11,602	60,570	(48,968)		0
114							Recreational Assistants	0	5,900	(5,900)		0
115							Total District Employees Payroll Exp	33,359	185,618	(152,259)		22,853

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2017 through November 2017

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Nov '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
116							Dock Maintenance	24	400	(376)		0
117							Drainage/ Nature Path/Trail Maintenance	0	1,800	(1,800)		0
118							Park Facility Maintenance	1,834	5,000	(3,167)		716
119							Parks & Rec Cell Phones	225	1,700	(1,475)		209
120							Playground Maintenance	0	2,000	(2,000)		0
121							Pool Maintenance Contract	3,200	19,600	(16,400)		3,200
122							Pool Maintenance Repairs	2,015	12,000	(9,985)		0
123							Sec System Monitoring Contract	120	240	(120)		120
124							Security Repairs	896	2,921	(2,025)		0
125							Total 57200 - Parks & Recreation	44,381	239,434	(195,053)		28,322
126							58003- Future CIP Projects and Reserves	38,016	309,733	(271,717)		7,593
127							Total Expense	155,017	884,205	(729,188)		99,077
128							Revenue Less Expenses	38,379	0	38,379		46,913
129							Other Revenue/Expense					
130							Other Revenue					
131							SunTrust Credit Card Rewards	765		0		
132							FY 16-17 Carryover	138,652		138,652		
133							Total Other Revenue	139,417	0	138,652		
134												
135							Other Expense					
136							Midge Treatments	860	3,440	(2,580)		
137							Unassigned CIP Projects	0	135,212	(135,212)		
138							Total Other Expense	860	138,652	(137,792)		
139							Net Other Income	137,792	(138,652)	137,792		

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2017 through November 2017

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Nov '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
140	Net Income							176,171	(138,652)	176,171		

Lake St. Charles CDD Property Manager Expense Report

November 2017

	Type	Date	Num	Memo	Amount
Brandon Electric Inc.					
	Bill	11/17/2017	51574 Inv #	Garage Security Light Photo Cell	211.50
CentralPro					
	Credit Card Charge	11/15/2017	Irrigation	Irrigation Materials	38.43
	Credit Card Charge	11/15/2017	Irrigation	Irrigation Materials	109.94
	Credit Card Charge	11/16/2017	Irrigation	Irrigation Materials	3.94
CLC Total Care					
	Bill	11/01/2017	INV 19787	Irrigation Maintenance	1,100.00
	Bill	11/26/2017	INV 19807	Irrigation Maintenance	1,247.00
Florida Flag and Pennant					
	Bill	11/27/2017	13548 Inv #	3 Custom Logo Flags	605.87
George's Mower Service Inc.					
	Credit Card Charge	11/07/2017	Bar & Chain	Bar & Chain Oil	5.34
	Credit Card Charge	11/08/2017	39 link pow	39 link power pruner	55.96
Home Depot					
	Credit Card Charge	11/01/2017	Gas Chainsa	Gas Chainsaw Rental	53.52
	Credit Card Charge	11/02/2017	Material fo	Material for Bat Info Signs	58.82
	Credit Card Charge	11/13/2017	CH Fans	CH Fans	473.35
	Credit Card Charge	11/13/2017	Paint, Roll	Paint, Rollers, & Misc	87.44
	Credit Card Charge	11/14/2017	Water	Water	10.44
	Credit Card Charge	11/16/2017	Paint & Rol	Paint & Rollers	18.99
Joe's A/C Appliance Service, Inc.					
	Bill	11/15/2017	210516 Inv #	Motor Repair on CH AC	325.00
Pope's Water Systems, Inc.					
	Bill	11/28/2017	59325 Inv #	Control Box & Labor @ Directory Well	750.00
Sherwin-Williams					
	Credit Card Charge	11/16/2017		Paint	58.94
Signs Now					
	Credit Card Charge	11/15/2017	Committee s	Committee signs	279.11
Staples					
	Bill	11/15/2017	Tape & Misc	Knife & Packing Tape	22.67
TOTAL					5,516

January 2018 Property Manager's report

The District was awarded the grant for the community communications APP. The county will set up an initial kick of meeting prior to our commencement. At this time I do not know when they plan on scheduling the meeting. I do recommend that once the app is fully functional that the District send a letter to each household informing them of the app, its capabilities and how to download it as this will be our official communication method replacing our newsletter.

In December, staff cleared all the vegetation growth and debris from all of our drainage structures.

The second midge treatment was completed on Thursday, December 21st.

The second basketball court is schedule for the pavement overlay on Thursday, December 21st. The asphalt must "cure" for 30 days prior to applying the leveling and color coatings. It is anticipated that the court will be completed by no later than mid-February.

The pool equipment replacement should commence just after the first of the New Year and will likely take 30 days to complete.

I am awaiting information from the fountain vendor to apply for the TECO energy rebate. Initial estimates were that the rebate would be around \$250 but after speaking with TECO and starting the forms to be submitted the rebate could be substantially higher.

I started the new sign specifications package and anticipate that the RFP and specifications will be ready in early January, reviewed by committee in February and bids presented to the board at the March BOS meeting.