

Supervisor Packet for November 7, 2017 General Meeting

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

7:00 p.m., November 7, 2017

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

Board of Supervisors

Dave Nelson, Chair, 293-7979
Robb Fannin, Vice Chair, 785-5423
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
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 Nelson) 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	<ol style="list-style-type: none"> 6. PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 10 MINUTES DESIGNATED)
	<ol style="list-style-type: none"> 1. Homeowners Requesting to Speak (Please State Name Prior to Remarks)
7:15 – 8:00	<ol style="list-style-type: none"> 7. SECURITY DISCUSSION (45 Minutes)
8:00 – 8:05	<ol style="list-style-type: none"> 8. SUPERVISOR SEAT APPOINTMENT (5 Minutes)
8:05 – 8:10	<ol style="list-style-type: none"> 9. 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. October 3, 2017 Meeting Minutes b. Committee Meeting Minutes for October 2017 <ol style="list-style-type: none"> i. Treasurer's Review Committee

	<ul style="list-style-type: none"> ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. September 2017 Financial Statements d. October 2017 Property Manager Monthly Report e. October 2017 Clubhouse Monthly Report f. October 2017 Facilities Monitor Report (Distributed Separately)
8:10 - 8:35	10. COMMITTEE REPORTS (25 Minutes)
	<ol style="list-style-type: none"> 1. Treasurer's Review Committee – Treasurer Martin <ul style="list-style-type: none"> a. Carryover & Budget Amendment Discussion b. The Treasurer Committee recommends a Motion to approve Resolution 2018-01 Lake St. Charles District FY 18 Budget Amendment. c. The Treasurer Committee recommends a Motion to approve the early payoff of both auto loans. 2. Grounds/Security Committee – Committee Chair Fannin <ul style="list-style-type: none"> a. The Grounds/ Security Committee recommends a Motion to approve moving forward with renovation of the second court by Stewart Tennis for \$22,262 to be funded from FY 17 carry over funds. b. The Grounds/ Security Committee recommends a Motion to approve the purchase of 4 ring cameras not to exceed \$2,920 and to funded from the security maintenance operations line item # 148. c. The Grounds/ Security Committee recommends a Motion to approve purchasing the pool equipment directly from AquaWorx – tax free and making the deposit payment of approximately \$25,325 to commence manufacturing. Funded from line item #147 Future CIP Projects. 3. Management Committee – Committee Chair Nelson <ul style="list-style-type: none"> a. The Management Committee recommends a Motion to approve Policy #5000 FY 17-18 Goals and Objectives of the board of Supervisors. 4. Strategic Planning Committee – Committee Chair Gianakos
8:35- 8:45	11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR NELSON (10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors
8:45 -8:50	12. PROPERTY MANAGER (5 Minutes)
	Items for Consideration by Property Manager - Mark Cooper

	1. Property Management Report
8:50–8:55	13. DISTRICT MANAGER (5 Minutes)
	Items for Consideration by District Manager 1. District Manager Report
8:55 – 9:05	15. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
9:05	ADJOURN



Date: October 3, 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, Dave Nelson
Vice Chair, Robb Fannin
Secretary/Treasurer, Rob Martin Absent
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 Nelson

Residents Will Mullen and Nick Liotti brought their security concerns and suggestions to the Board. Resident Nick Liotti suggested installing license plates cameras at entrance of community. The Board has previously investigated this option and it is not something feasible for the District. Supervisor Rob Fannin informed the residents that it is not possible to have a tag reader at the entrance of the community because of invasion of privacy laws. Supervisors have also contacted law enforcement about installing surveillance cameras at the entrance of the community and have been advised that they will not review footage unless a serious crime has occurred. The Supervisors discussed the possibility of reintegrating the community neighborhood watch patrols, but it will require resident volunteers.

Action Item: For sub-committees to plan a special meeting for the integration of the neighborhood watch patrols.

1. On **MOTION** by Supervisor Nelson and second by Supervisor Simon the Board approved the October 3, 2017 Consent Agenda consisting of the: September 5, 2017 General Meeting Minutes, the September Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the August 2017 Financial Reports, the Property Manager, District Administrative Assistant reports, and the Facility Monitor September 2017 Activity Report [was distributed separately from the Supervisor Packet].

Motion passed 4 to 0

2. On **MOTION** by Supervisor Fannin and Second by Supervisor Gianakos, the Board approved the purchase of a newer used golf cart in the amount of not to exceed \$3,359. Discussion ensued with Supervisor Simon asking if there was any warranty on the battery. Mark responded that there was a 6 month warranty on the cart and a one year warranty on the battery. Motion passed 4 to 0

3. On **MOTION** by Supervisor Fannin and Second by Supervisor Gianakos, the Board approved the electrical repair to the maintenance garage not to exceed \$5,832. Motion passed 4 to 0

Action Item: Security/Grounds Committee to research the cost of installing an access card reader and fence at the basketball court.

4. On **MOTION** by Supervisor Fannin and Second by Supervisor Nelson, the Board discussed the purchase of the security ring cameras and the monitoring cost not to exceed \$3,058. Motion failed 2 to 2

5. On **MOTION** by Supervisor Nelson and Second by Supervisor Fannin, the Board approved a 2% salary increase to staff, excluding Property Maintenance Team Lead, John Martini. In 6 months Supervisor will review employee performance and reconsider the salary increase. Motion passed 4 to 0

6. On **MOTION** by Supervisor Nelson and Second by Supervisor Fannin, the Board approved to extend the General Meeting until 8:15PM. Motion passed 4 to 0

Meeting adjourned at 8:16PM

Respectfully submitted,

Rob Martin, Treasurer/Secretary

David Nelson, Chair

Treasurer's Review Committee Meeting Minutes

Date: *Thursday, October 19th 2017, 12:30 pm*

Chair: *Supervisor Rob Martin*

Operations Manager: *Adriana Urbina*

Committee Members: *Supervisors Rob Martin, Adriana Urbina, Luis Martinez & 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, November 16th 2017 at 12:30 pm.**

-The Treasurer reviewed the District's bank statements.

-The Treasurer Committee reviewed and discussed the District's end of year P&L report.

Action Item: For staff to make a list of completed projects in Fiscal year 2016-2017.

Action Item: For District Manager, Adriana Urbina to contact Lisa McKenzie, in regards to additional funds located in District's operational account.

-The Treasurer Committee reviewed and discussed the crime reports from surrounding communities.

-The Treasurer Committee reviewed and discussed the District's Budget Amendments.

The Treasurer Committee recommends a Motion to approve Resolution 2018-01 Lake St. Charles District FY 18 Budget Amendment.

-The Treasurer Committee reviewed and discussed the security camera proposal. Treasurer Martin has given the approval from sub-committee to move forward with the purchase of the security monitoring cameras and \$.75 per hour increase to Facility Monitor, Luis Martinez salary.

-The Treasurer Committee reviewed and discussed the remainder balance of the auto loans the District holds.

The Treasurer Committee recommends a Motion to approve the early payoff of both auto loans.

LSC CDD Resolution 2018-01

[Lake St. Charles District FY 18 Budget
Amendment]

Approved by the Lake St. Charles BOS of Supervisors per M11-07-2017-xx

11/07/2017

**RESOLUTION No. 2018-01
OF THE
LAKE ST. CHARLES
COMMUNITY DEVELOPMENT DISTRICT**

WHEREAS, the Lake St. Charles Community Development District (the “District;”) is a local unit of special-purpose government of the State of Florida created in accordance with the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes (the “Act”); and

WHEREAS, pursuant to 189.016(6)(c), Florida Statutes, a budget amendment is required if total appropriations increase; and

WHEREAS, the District approved FY 17 Carryover of \$138,652

NOW, THEREFORE, BE IT RESOLVED BY THE LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT IN A GENERAL MEETING THIS NOVEMBER 7, 2017 AMENDS THE FY 18 ADOPTED BUDGET PER THE DESCRIPTIONS BELOW AND REFLECTED IN EXHIBIT A, FY 18 AMENDED ADOPTED BUDGET

A. Budget Amendment Revenue:

1. The Budget is amended to reflect a carryover amount of \$138,652.

B. Budget Amendment Carryover Allocation:

- | | |
|-------------------------------------|-----------|
| 1. To fund unassigned CIP projects. | \$135,212 |
| 2. Midge Treatments | \$3,440 |

C. Budget Amendment Expense

1. Change the name of line item #91 to Pond & Stormwater Maint Contract and decrease of \$2,000
2. Change the name of line item #94 to Mitigation Maint Contract and increase of \$2,000
3. Increase of \$1,080 to Facilities Monitor Line item #107
4. Decrease of \$1,080 to Security Repairs Line Item #127

D. Effective Date. This Resolution shall become effective upon its adoption.

**LAKE ST. CHARLES COMMUNITY
DEVELOPMENT DISTRICT
STATE OF FLORIDA
COUNTY OF HILLSBOROUGH COUNTY**

David Nelson, Chair

EXHIBIT A

AMENDED ADOPTED FY 18 BUDGET

Lake St. Charles CDD Amended Adopted FY 18 Budget

	A	B	C	D	E	F	G	M	Q	R
1								FY 18 Annual Budget	FY 18 Monthly Budget	Comments
2							Revenue/Expense			
3							Revenue			
4							36100 - Interest Earnings			
5							Interest - General Fund	1,450	121	
6							Total 36100 - Interest Earnings	1,450	121	
7							General Fund Assessment-O&M			
8							General Fund Assessment Gross	935,803	77,984	
9							GF Prop Tax Interest	0	0	
10							GF Tax Collector Commissions	(18,716)	(1,560)	
11							GF Tax Payment Discount	(37,432)	(3,119)	
12							Total General Fund Assessment-O&M	879,655	73,305	
13							Total 36310 - Special Assessment	879,655	73,305	
14							36311 - Excess Fees			
15							36900 - Miscellaneous Revenues			
16							Other Misc Revenue	1,200	100	
17							Rental	1,900	158	
18							Total 36900 - Miscellaneous Revenues	3,100	258	
19							Total Revenue	884,205	73,684	
20										
22							Expense			
23							5110 - Legislative			
24							Employer Taxes	1,460	122	
25							Special District Fees	175	15	
26							Supervisor Fees	12,000	1,000	
27							Supervisor Payroll Service	900	75	
28							Total 5110 - Legislative	14,535	1,211	
29							51300 - Financial & Admin			
30							Accounting Services	500	42	
31							Auditing Services	15,000	1,250	
32							Banking & Investment Mgmt Fees	200	17	
33							District F&A Employees		0	
34							District Manager	50,336	4,195	
35							Medical Stipend	2,400	200	
36							Payroll Service Charge	465	39	
37							Payroll Taxes - Employer Taxes	4,400	367	
38							Performance Stipend	1,000	83	
39							Total District F&A Employees	58,601	4,883	

Lake St. Charles CDD Amended Adopted FY 18 Budget

	A	B	C	D	E	F	G	M	Q	R
								FY 18 Annual Budget	FY 18 Monthly Budget	Comments
1										
40							Dues, Licenses & Fees	500	42	
41							General Insurance			
42							Crime	600	50	
43							General Liability	3,868	322	
44							Public Officials Liability & EP	3,179	265	
45							Total General Insurance	7,647	637	
46							Legal Advertising	2,600	217	
47							Local/Other Taxes	2,800	233	
48							Office Supplies	1,000	83	
49							Postage	250	21	
50							Printer Supplies	2,000	167	
51							Professional Development	1,000	83	
52							Technology Services/Upgrades	2,000	167	
53							Telephone	3,100	258	
54							Travel Per Diem	200	17	
55							Website Development & Monitor	2,650		
56							Total 51300 - Financial & Admin	100,048	8,337	
57							51400 - Legal Counsel			
59							Total 51400 - Legal Counsel	8,000	667	
60							52100 - Law Enforcement			
61							Car Maintenance & Repairs	1,000	83	
62							Car Gas	1,500	125	
63							Hyundai Loan Payments			
64							Hyundai Interest Payment	53	4	
65							Hyundai Principal Payment	995	83	
66							Total Hyundai Loan Payments	1,048	87	
67							Other Protection Services	15	1	
70							Total 52100 - Law Enforcement	3,563	297	
71							53100 - Electric Utility Svs	38,800	3,233	
72							53200 - Gas Utility Services	4,000	333	
73							53400 - Garbage/Solid Waste Svc	1,700	142	
74							53600 - Water/Sewer Services	8,000	667	
75							53900 - Physical Environment			
76							Entry & Walls Maintenance	2,000	167	
77							Ford F250 Loan Payment			
78							Interest Payment	172	14	
79							Principal Payment	2,140	178	
80							Total Ford F250 Loan Payment	2,312	193	

Lake St. Charles CDD Amended Adopted FY 18 Budget

	A	B	C	D	E	F	G	M	Q	R
								FY 18 Annual Budget	FY 18 Monthly Budget	Comments
1										
81							Ford F250 Maintenance & Repair	1,000	83	
82							Fountain in Lake	3,000	250	
83							Gas - Equipment	400	33	
84							Gas - Truck	1,800	150	
85							Irrigation Maintenance	6,700	558	
86							Landscape Maintenance Contract	87,000	7,250	
87							Misc. Landscape -Temporary Staff	3,000	250	
88							Misc. Landscape- Maintenance	9,500	792	
89							Mulch	4,000	333	
90							New Plantings	6,000	500	
91							Pond & Stormwater Maint Contract	12,780	1,065	Increase of \$2,000 per contract
92							Property Insurance Contract	12,000	1,000	
93							Sod Replacement	4,000	333	
94							Mitigation Maint Contract	900	75	Decrease of \$2,000 per contract
96							Total 53900 - Physical Environment	156,392	13,033	
97							57200 - Parks & Recreation			
98							Auto Liability	755	63	
99							Club Facility Maintenance			
100							Club Facility Maintenance	5,000	417	
101							Clubhouse Supplies	2,300	192	
102							Locks/Keys	100	8	
103							Total Club Facility Maintenance	7,400	617	
104							District Employees Payroll Exp			
106							Employer Workman Comp	7,629	636	
107							Facilities Monitor	33,403	2,784	\$.75 hourly increase for camera monitoring total of \$1,080
108							Medical Stipends	6,000	500	
109							Payroll Service Charge	2,000	167	
110							Payroll Taxes - Employer Taxes	13,500	1,125	
111							Performance Stipend	2,600	217	
112							Full Time Hybrid Employee	24,960	2,080	
113							Property Maintenance Part-Time	1,381	115	
114							Property Maintenance Team Lead	27,675	2,306	
115							Property Manager	60,570	5,048	
116							Recreational Assistants	5,900	492	
117							Total District Employees Payroll Exp	185,618	15,468	
118							Dock Maintenance	400	33	
119							Drainage/ Nature Path/Trail Maintenance	1,800	150	

Lake St. Charles CDD Amended Adopted FY 18 Budget

	A	B	C	D	E	F	G	M	Q	R
								FY 18 Annual Budget	FY 18 Monthly Budget	Comments
1										
120							Park Facility Maintenance	5,000	417	
121							Parks & Rec Cell Phones	1,700	142	
122							Playground Maintenance	2,000	167	
123							Pool Maintenance Contract	19,600	1,633	
124							Pool Maintenance Repairs	12,000	1,000	
126							Sec System Monitoring Contract	240	20	
127							Security Repairs	2,921	243	Decrease of \$1,080 to fund camera monitoring
128							Total 57200 - Parks & Recreation	239,434	19,953	
129							58003- Future CIP Projects & Reserves	309,733	25,811	
130							Total Expense	884,205	73,684	
131							Revenue Less Expenses	0	0	
138										
139										
140										
141							OTHER REVENUE - FY 16 CARRYOVER (Oct, 15-Sept, 16)	138,652	11,554	
142							Total Unassigned Revenue	138,652		
143							OTHER EXPENSES - Required/Priority Projects Prior to Bond Payoff			
144							1 Midge Treatments	\$3,440		\$3,440 needed to fund 4 midge treatments for lake and ponds.
145							2 Additional funding for unassigned CIP projects	\$135,212		\$135,212 needed to fund emerging projects.
146							TOTAL	138,652		
147										
148										
149										
150										
151							District Reserve Fund		Sept '17	

Lake St. Charles CDD Amended Adopted FY 18 Budget

	A	B	C	D	E	F	G	M	Q	R
1								FY 18 Annual Budget	FY 18 Monthly Budget	Comments
152							CenterState Money Market Account		235,856	Committed/Assigned
153							Total		235,856	

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, October 18th 2017*

Operations Manager: *Property Manager, Mark Cooper*

Committee Members: *Supervisor Rob Fannin & Property Manager Mark Cooper*

In Attendance: Facility Monitor -Luis Martinez, Property Manager-Mark Cooper, District Manager- Adriana Urbina and Supervisor Rob Fannin

The meeting commenced at 1PM.

The committee discussed security issues / incidences within the community. The committee looked at other surrounding community crime rates and funds budgeted for security. The committee discussed the current rate for hiring off duty Hillsborough County deputies. Their rate is currently \$30 per hour, \$4 per hour administrative fee and .25 cents per mile. The committee discussed scheduling a neighborhood meeting to address security concerns. The committee tasks the property manager with developing and placing 3 signs several days before the meeting notifying residents of the security meeting purpose, date, time and place.

The committee also discussed the status of projects being worked on and reviewed the FY 18 CIP project planner.

Status of current projects:

The new (used) golf cart was delivered. The company agreed to warranty the batteries for 18 months.

The committee discussed the Board's commitment to make a decision about the second basketball court by the end of this year. The committee discussed the observed, increased usage of the new court with no reported problems or vandalism.

The committee recommends approval of moving forward with renovation of the second court by Stewart Tennis for \$22,262 to be funded from FY 17 carry over funds.

The underground electric power feed to the maintenance garage was completed. Unfortunately the existing wire could not be pulled through the existing conduit.

The committee discussed the Camera / security upgrades and proposal. The cameras (4) are by Ring. 3 are to be placed in the pool area and one is to be placed in the District's maintenance garage. They have motion activated lights and allow notification to cell phone of motion activated events, allow for talk down and talk back features as well as the ability to sound an alarm. The cameras will be hard wired vs battery powered and the garage camera will be connected wirelessly to the clubhouse internet connection. All of the cameras record audio and video upon a motion activated event and all recordings are stored on a remote cloud server. See the attached detailed proposal.

The committee recommends approval of the purchase of 4 ring cameras not to exceed \$2,920 and to funded from the security maintenance operations line item # 148

The Pool equipment/ replacement engineering was completed, cost of equipment acquired and the RFP was issued. The RFP schedule is as follows:

Advertisement published Wednesday, October 25th.

Mandatory pre-bid meeting Wednesday, November 1st @ 1pm with pool engineer present to answer technical questions.

Bids received by November 14th @ 5p.m.

Bid opening and ranking at Grounds Security Committee meeting November 15th @ 1 p.m.

Presentation to Board of Supervisors at December 5th 2017 board meeting.

The committee discussed the District purchasing the pool equipment direct from the manufacturer – Aquaworx to take advantage of our tax exempt status. The committee also discussed making the purchase now as the manufacturer has a 6 to 8 week timeframe to build the equipment. This would allow for the equipment to be ready for installation in January of 2018. The pool equipment cost \$63,312 and the company requires a 40% down payment to begin manufacturing.

The committee recommends purchasing the pool equipment directly from AquaWorx – tax free and making the deposit payment of approximately \$25,325 to commence manufacturing. Funded from line item #147 Future CIP Projects

The meeting adjourned at 2 PM

Security Cameras and Monitoring Proposal

Envera Systems

Purchase of 2 cameras and installation	Monthly Monitoring Fee	1st Year Expense	Annually after 1st year
\$14,561.50	\$446.00	\$19,913.50	\$5,352.00

Facility Monitor Proposal

Purchase of 4 outdoor Wifi, motion activated cameras and installation	\$.75 per hour increase to Facility Monitor annual salary to commence January 1st	Cloud Storage per year	1st year expense	Annually after 1st year
\$2,920.00	\$1,080	\$100	\$4,000.00	\$100

The Envera System has an individual monitoring the District pool remotely. They will dispatch HCSO if trespassers are detected after hours.

With the Ring motion activated flood light cameras, the Facility Monitor will receive alerts on his cell phone if motion is detected at the District pool. At that time the facility monitor can communicate with the trespassers via a two way talk speaker and ask them to exit the facility or HCSO will be called immediately.

Management Committee Meeting Minutes

Date: *Wednesday, October 18, 2017 @ 5:30 pm*

Chairperson: *Chairman Dave Nelson*

Operations Manager: *District Manager, Adriana Urbina*

In Attendance: *Chairman Dave Nelson, Property Manager, Mark Cooper, District Manager, Adriana Urbina, Facility Monitor, Luis Martinez*

Notice of Meetings – Management Committee

The next Management Committee Meeting is scheduled for Wednesday, November 15th at 5:30PM.

The meeting commenced at 5:30 pm

- The committee Chairman reviewed and signed checks.
- The committee reviewed and discussed the crime reports from surrounding communities.
- The committee reviewed and discussed the pool equipment engineer reports.
- The committee reviewed and discussed the FY2017-2018 CIP expense chart.
- The committee reviewed and discussed the family disaster plans submitted by staff.
- The committee reviewed and discussed the Board of Supervisor's Goals and Objectives.

The Management Committee recommends approval of Policy #5000 FY 17-18 Goals and Objectives of the board of Supervisors

The meeting adjourned at 6:35 pm

Lake St. Charles Community Development District

POLICY HANDBOOK

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

POLICY NUMBER: 5000

BOARD MOTION: M11-07-2017-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.

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.

5000.3.2 Development and maintenance of a comprehensive communication link with Lake St. Charles residents to accommodate all means of communication.

5000.3.3 On-going maintenance of the Capital Improvement Plan (CIP). All approved revisions must be made to the baseline cost model to identify revisions to the finalized assessment fee.

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.

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.

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

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.

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

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, October 17th, 2017 @ 10:00 am*

Chairperson: *Supervisor Ginny Gianakos*

Operations Manager: *Property Manager, Mark Cooper*

In attendance: Supervisor Ginny Gianakos, Property Manager- Mark Cooper, Resident Steve Henley

Notice of Meetings – Strategic Planning Committee

The next Strategic Planning Committee Meeting is scheduled for Tuesday, November 21st at 10 am.

The meeting commenced at 10 AM.

The committee reviewed the hurricane preparations quick reference tasks list, found it to be sufficient and will add it to the disaster preparedness document. See attached list.

The committee reviewed the FY 18 planned capital improvements projects, costs and priorities and recommends approval of the plan. See attached FY 18 CIP plan document.

The committee reviewed the overall 10 year CIP plan. The plan is distributed separately to all board supervisors.

The committee briefly discussed the proposed villas foam wall replacement with a 6' PVC fence.

The meeting adjourned at 11 AM.

Summary of tasks (Quick Steps) in preparation of a Hurricane

By June 1st until December 1st each year

- 1) Fill and keep extra fuel cans with gas and “gas saver” to prevent evaporation
- 2) Keep 4-5 cases of water on hand at all times June – October
- 3) Keep 2-3 sets of chain saw blades for both large chain saw and pole saw.
- 4) Batteries “AA” and “C”

With an impending hurricane event:

1. Procure materials
 - a. Bottled water
 - b. Fill vehicles (truck and car) with gas
 - c. Fill extra fuel cans for generator
 - d. Batteries for walkie- talkies – AA
 - e. Batteries for flashlights -C
 - f. Chain saw blades for pole saw and chain saw
 - g. Plywood for windows
 - h. Tap cons screws and appropriate drill bits and screw bits.
 - i. Duct tape for seams in clubhouse doors
2. Secure clubhouse windows
3. Back up all computers and store in water/ fire proof filing cabinet in District Manager’s office.
4. Bring all pool furniture into clubhouse
5. Test generator
6. Turn off lake fountains and fountain lights
7. Turn off hot tub heater and shut off gas at meter
8. Duct tape around front and back clubhouse doors to prevent wind driven rain from entering.
9. Coordinate with insurance company
10. Check and clean storm drainage inlet grates especially the large one located at the wetlands edge across from the front of the clubhouse.

FY 17 10-1-16 to 9-30-17 Completed Projects		
Project	Cost	Date Completed
ADA compliant step railing	\$950.00	11/15/2016
Clubhouse office door replaced	\$1,963.41	11/29/2016
Lake embankment restoration	\$5,625.00	12/20/2016
Additional funding of reserve/ emergency account	\$35,000.00	1/10/2017
Clubhouse flooring - carpet and vinyl	\$8,874.15	1/13/2017
Replace clubhouse table & Chairs	\$4,680.00	1/13/2017
Mosquito fish stocking of lake and ponds	\$6,930.00	1/27/2017
New entrance planters	\$7,866.00	2/2/2017
Park water fountain	\$11,351.08	4/3/2017
6 large Oak trees removed to protect brick entrance walls	\$11,411.00	4/17/2017
Midge fly study / survey	\$790.00	4/27/2017
Midge fly treatment of lakes and ponds	\$2,743.00	6/13/2017
5 Bat boxes installed	\$1,600.00	7/30/2017
10 Dog waste stations replaced	\$2,000.00	8/25/2017
Emergency debris removal - Hurricane Irma	\$6,997.00	9/19/2017
1 Basketball court renovated	\$22,262.00	9/22/2017
12 park benches and 18 waste receptacles replaced	\$22,904.00	9/28/2017
TOTAL	\$153,946.64	

	A	B	C	D
1	Fiscal Year 18 - Ends September 30th 2018			
2	CIP Projects	CIP Cost Estimate	Actual Cost	Estimated or Actual Cost
3	Newer used golf cart	\$3,359.00		\$3,359.00
4	New Pool Equipment	\$100,000.00		\$100,000.00
5	Resurface, color coat, stripe & goals for 1 basketball court	\$22,262.00		\$22,262.00
6	New Community signage	\$100,000.00		\$100,000.00
7	Dredging of 4 - 5 ponds	\$75,000.00		\$75,000.00
8	Villas wall replacement	\$100,000.00		\$100,000.00
9	Conversion of fountain lights to LED	\$10,000.00		\$10,000.00
10	Emerging CIP projects			
11	Electric feed to Garage	\$5,832.00	\$6,082.00	\$6,082.00
12	4 midge treatments \$860 each treatment (will be in budget starting next FY)			\$3,440.00
13	Hurricane protection for clubhouse			
14	Soccer field regrade, sod and markers			
15	Baseball field clay infield and new bases			
16	Shade structure for Wade pool			
17	Clubhouse Window and Door Blinds	\$2,500.00		
18	Accelerated CIP projects Scheduled for FY 19			
19				
20	Emerging Financial			
21	Additional Funding of Reserve Account		\$5,000.00	\$5,000.00
22	TOTAL EXPENDATURE			\$421,784.00
23	Burton target FY 18 CIP \$340,347 Actual CIP funds budgeted \$309,733 + Bond refund \$22,342 + Wall repair \$10,504 + \$50,000 reserved for signs + 22,262 reserved for basketball			\$414,841.00
24	FY 17 Carryover Funds unassigned			\$33,544.00
25	Completed Projects	TOTAL Funds Available		\$448,385.00
26	Projects in progress		Unassigned Funds	\$26,601.00

**Lake St. Charles CDD
Funds Statement**

Jul '17 - Sept '17

	Jul '17	Aug '17	Sept '17	Category
Bank/Current Asset Accounts				
CenterState Bank Checking	373,061	329,815	235,357	Cash
CenterState Bank Money Market	235,720	235,765	235,856	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	609,576	566,375	472,008	
Cash (Checking/Savings)				
CenterState Bank Checking	373,061	329,815	235,357	
CenterState Bank Money Market	235,720	235,765	235,856	
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	609,576	566,375	472,008	
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	609,576	566,375	472,008	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	235,720	235,765	235,856	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	235,720	235,765	235,856	

Lake St. Charles CDD

Disbursement Authorization Report

September 2017

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	09/04/2017 ADP		10000-CenterState Bank Checking	-9,099.68
				District Manager	1,898.40
				Payroll Taxes - Employer Taxes	160.53
				Facilities Monitor	1,219.20
				Property Maintenance Team Lead	1,079.88
				Property Maintenance Part-Time	39.03
				Property Manager	2,284.00
				Payroll Taxes - Employer Taxes	493.14
				Recreational Assistants	265.50
				Property Maintenance Team Lead	960.00
				Medical Stipend	200.00
				Medical Stipends	500.00
TOTAL					<u>9,099.68</u>
Check	EFT/Auto	09/07/2017 Square Inc		10000-CenterState Bank Checking	-636.99
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-8.25
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-8.25
				Rental	55.00
				Rental	-1.51
TOTAL					<u>636.99</u>
Check	EFT/Auto	09/16/2017 Square Inc		10000-CenterState Bank Checking	-291.75
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-8.25

Lake St. Charles CDD

Disbursement Authorization Report

September 2017

Type	Num	Date	Name	Account	Original Amount
TOTAL					291.75
Check	EFT/Auto	09/19/2017	ADP	10000-CenterState Bank Checking	-9,256.85
				District Manager	1,898.40
				Payroll Taxes - Employer Taxes	145.23
				Facilities Monitor	1,219.20
				Property Maintenance Team Lead	770.18
				Property Manager	2,284.00
				Payroll Taxes - Employer Taxes	443.64
				Supervisor Fees	1,000.00
				Employer Taxes	101.20
				Recreational Assistants	405.00
				Property Maintenance Team Lead	990.00
TOTAL					9,256.85
Check	EFT/Auto	09/19/2017	Square Inc	10000-CenterState Bank Checking	-291.75
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-8.25
TOTAL					291.75
Check	EFT/Auto	09/21/2017	TECO Electric	10000-CenterState Bank Checking	-3,141.16
				53100 - Electric Utility Svs	35.78
				53100 - Electric Utility Svs	73.98
				53100 - Electric Utility Svs	221.77
				53100 - Electric Utility Svs	798.12
				53100 - Electric Utility Svs	99.19
				53100 - Electric Utility Svs	1,290.38
				53100 - Electric Utility Svs	312.44

Lake St. Charles CDD

Disbursement Authorization Report

September 2017

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	30.51
				53100 - Electric Utility Svs	23.37
				53100 - Electric Utility Svs	23.91
				53100 - Electric Utility Svs	23.70
				53100 - Electric Utility Svs	22.90
				53100 - Electric Utility Svs	23.10
				53100 - Electric Utility Svs	23.70
				53100 - Electric Utility Svs	23.00
				53100 - Electric Utility Svs	23.10
				53100 - Electric Utility Svs	23.81
				53100 - Electric Utility Svs	22.80
				53100 - Electric Utility Svs	22.80
				53100 - Electric Utility Svs	22.80
TOTAL					<u>3,141.16</u>
Bill Pmt -Check	7865	09/05/2017	Advanced Energy Solutions of America, LL	10000-CenterState Bank Checking	-465.00
Bill	INV# 8999	08/25/2017		Pool Maintenance Repairs	<u>465.00</u>
TOTAL					465.00
Bill Pmt -Check	7866	09/05/2017	BOCC	10000-CenterState Bank Checking	-588.08
Bill	Aug Water Bill	08/11/2017		53600 - Water/Sewer Services	<u>588.08</u>
TOTAL					588.08
Bill Pmt -Check	7867	09/05/2017	Chris' Plumbing	10000-CenterState Bank Checking	-130.96
Bill	Men's Urinal	08/18/2017		Club Facility Maintenance	<u>130.96</u>

Lake St. Charles CDD Disbursement Authorization Report

September 2017

Type	Num	Date	Name	Account	Original Amount
TOTAL					130.96
Bill Pmt -Check	7868	09/05/2017	CLC Total Care	10000-CenterState Bank Checking	-7,250.00
Bill	INV 19746	09/01/2017		Landscape Maintenance Contract	7,250.00
TOTAL					7,250.00
Bill Pmt -Check	7869	09/05/2017	Egis Insurance & Risk Advisors, LLC	10000-CenterState Bank Checking	0.00
TOTAL					0.00
Bill Pmt -Check	7870	09/05/2017	Frontier	10000-CenterState Bank Checking	-218.27
Bill	Aug Internet & Fax	08/25/2017		Telephone	218.27
TOTAL					218.27
Bill Pmt -Check	7871	09/05/2017	Mark Cooper	10000-CenterState Bank Checking	-53.77
Bill	Travel To AquaWorx	08/25/2017		Travel Per Diem	53.77
TOTAL					53.77
Bill Pmt -Check	7872	09/05/2017	Republic Waste Services	10000-CenterState Bank Checking	-150.34
Bill	0696-000679032 Inv #	08/17/2017		53400 - Garbage/Solid Waste Svc	150.34
TOTAL					150.34
Bill Pmt -Check	7873	09/05/2017	RetailFirst - Summit W/C	10000-CenterState Bank Checking	0.00

Lake St. Charles CDD

Disbursement Authorization Report

September 2017

Type	Num	Date	Name	Account	Original Amount
TOTAL					0.00
Bill Pmt -Check	7874	09/05/2017	Staples	10000-CenterState Bank Checking	-309.95
Bill	Trash Bags & Misc	08/15/2017		Clubhouse Supplies	68.98
				Printer Supplies	177.99
				Office Supplies	62.98
TOTAL					309.95
Bill Pmt -Check	7875	09/05/2017	Stewart Tennis Courts & Fencing INC	10000-CenterState Bank Checking	-8,587.50
Bill	Basketball Court	08/30/2017		58003-Future CIP Projects & Res	8,587.50
TOTAL					8,587.50
Bill Pmt -Check	7876	09/05/2017	SunCoast Credit Union - VEHICLE LOANS	10000-CenterState Bank Checking	-231.19
Bill	Sept Truck Payment	09/18/2017		Principal Payment	221.14
				Interest Payment	10.05
TOTAL					231.19
Bill Pmt -Check	7877	09/05/2017	SunTrust Credit Card	10000-CenterState Bank Checking	-6,977.98
Bill	Aug CC Statement	08/24/2017		13500 - SunTrust Visa Card	6,977.98
TOTAL					6,977.98
Bill Pmt -Check	7878	09/05/2017	Verizon Wireless	10000-CenterState Bank Checking	-42.24

Lake St. Charles CDD Disbursement Authorization Report

September 2017

Type	Num	Date	Name	Account	Original Amount
Bill	07-24-17 to 08-23-17	08/23/2017		Telephone	42.24
TOTAL					42.24
Bill Pmt -Check	7879	09/05/2017	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,600.00
Bill	Sept Pool Cleaning	08/23/2017		Pool Maintenance Contract	1,600.00
TOTAL					1,600.00
Bill Pmt -Check	7880	09/05/2017	SunCoast Credit Union - VEHICLE LOANS	10000-CenterState Bank Checking	-261.93
Bill	Sept Car Payment	09/18/2017		Hyundai Principal Payment	256.18
				Hyundai Interest Payment	5.75
TOTAL					261.93
Bill Pmt -Check	7881	09/05/2017	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-2,200.00
Bill	Spa Heater	08/23/2017		Pool Maintenance Repairs	2,100.00
				Pool Maintenance Contract	100.00
TOTAL					2,200.00
Bill Pmt -Check	7882	09/05/2017	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-760.00
Bill	Spa Labor	09/05/2017		Pool Maintenance Repairs	760.00
TOTAL					760.00
Bill Pmt -Check	7883	09/20/2017	Aquagenix Ponds	10000-CenterState Bank Checking	-809.00
Bill	September 17 Pond ma	09/01/2017		Pond Maint Contract	809.00
TOTAL					809.00

Lake St. Charles CDD Disbursement Authorization Report

September 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	7884	09/20/2017	BOCC	10000-CenterState Bank Checking	-570.34
Bill	Sept Water Bill	09/13/2017		53600 - Water/Sewer Services	570.34
TOTAL					570.34
Bill Pmt -Check	7885	09/20/2017	Brandon Electric Inc.	10000-CenterState Bank Checking	-250.00
Bill	50495 Inv #	09/13/2017		Park Facility Maintenance	250.00
TOTAL					250.00
Bill Pmt -Check	7886	09/20/2017	Chris's Portable Toilets	10000-CenterState Bank Checking	0.00
TOTAL					0.00
Bill Pmt -Check	7887	09/20/2017	Egis Insurance & Risk Advisors, LLC	10000-CenterState Bank Checking	-18,329.00
Bill	Policy#100116567	10/01/2017		Crime	510.00
				General Liability	3,517.00
				Public Officials Liability & EP	2,890.00
				Property Insurance Contract	10,747.00
				Auto Liability	665.00
TOTAL					18,329.00
Bill Pmt -Check	7888	09/20/2017	Persson & Cohen, P.A.	10000-CenterState Bank Checking	0.00
TOTAL					0.00
Bill Pmt -Check	7889	09/20/2017	Pete & Ron's Tree Service, Inc.	10000-CenterState Bank Checking	-6,997.00
Bill	Emergency Debris Cea	09/13/2017		Unassigned CIP Projects	6,997.00
TOTAL					6,997.00
Bill Pmt -Check	7890	09/20/2017	RetailFirst - Summit W/C	10000-CenterState Bank Checking	-944.68

Lake St. Charles CDD Disbursement Authorization Report

September 2017

Type	Num	Date	Name	Account	Original Amount
Bill	INV# 10182675	10/01/2017		Employer Workman Comp	944.68
TOTAL					<u>944.68</u>
Bill Pmt -Check	7891	09/20/2017	Stewart Tennis Courts & Fencing INC	10000-CenterState Bank Checking	-13,674.50
Bill	Basketball Court	09/20/2017		58003-Future CIP Projects & Res	13,674.50
TOTAL					<u>13,674.50</u>
Bill Pmt -Check	7892	09/20/2017	TECO Gas Company	10000-CenterState Bank Checking	-80.41
Bill	September Billing	09/07/2017		53200 - Gas Utility Services	80.41
TOTAL					<u>80.41</u>
Bill Pmt -Check	7893	09/20/2017	Verizon Wireless	10000-CenterState Bank Checking	-112.60
Bill	08-02-17 to 09-01-17	09/01/2017		Parks & Rec Cell Phones	112.60
TOTAL					<u>112.60</u>
Bill Pmt -Check	7894	09/20/2017	Persson & Cohen, P.A.	10000-CenterState Bank Checking	-1,008.75
Bill	Meeting Preparation	09/05/2017		District Counsel	1,008.75
TOTAL					<u>1,008.75</u>
Bill Pmt -Check	7895	09/20/2017	Persson & Cohen, P.A.	10000-CenterState Bank Checking	-353.20
Bill	Naik Dock/Seawall	09/05/2017		District Counsel	353.20
TOTAL					<u>353.20</u>
Bill Pmt -Check	7896	09/20/2017	Persson & Cohen, P.A.	10000-CenterState Bank Checking	-353.20
Bill	Torres Seawall	09/05/2017		District Counsel	353.20
TOTAL					<u>353.20</u>

10/24/2017

Treasurer's Report - CenterState Account

September 2017

09/1/17 - 09/30/17

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						329,815.00
09/01/2017			Deposit		345.24	330,160.24
09/04/2017 EFT/Auto	ADP		P.E. 09-02-17	9,099.68		321,060.56
09/05/2017 7865	Advanced Energy Solutions of America, LLC	INV# 8999		465.00		320,595.56
09/05/2017 7866	BOCC	4678710000 Acct #		588.08		320,007.48
09/05/2017 7867	Chris' Plumbing	197702 Inv #		130.96		319,876.52
09/05/2017 7868	CLC Total Care	INV 19746		7,250.00		312,626.52
09/05/2017 7870	Frontier	ACCT# 813-671-8339-120297-5		218.27		312,408.25
09/05/2017 7871	Mark Cooper			53.77		312,354.48
09/05/2017 7872	Republic Waste Services	3-0696-1005435		150.34		312,204.14
09/05/2017 7874	Staples	6011 1000 4086 310		309.95		311,894.19
09/05/2017 7875	Stewart Tennis Courts & Fencing INC	INV# 6776		8,587.50		303,306.69
09/05/2017 7876	SunCoast Credit Union - VEHICLE LOANS	4611691-21 Acct# -Sept Truck Payment		231.19		303,075.50
09/05/2017 7877	SunTrust Credit Card	4223071100091531 Acct #		6,977.98		296,097.52
09/05/2017 7878	Verizon Wireless	Acct# 842082173-00001		42.24		296,055.28
09/05/2017 7879	Zebra Cleaning Team, Inc.	2144 Inv #		1,600.00		294,455.28
09/05/2017 7880	SunCoast Credit Union - VEHICLE LOANS	4611691-20 Acct# Sept Car Payment		261.93		294,193.35
09/05/2017 7881	Zebra Cleaning Team, Inc.	2145 Inv #		2,200.00		291,993.35
09/05/2017 7882	Zebra Cleaning Team, Inc.	2200 Inv #		760.00		291,233.35
09/05/2017 7869	Egis Insurance & Risk Advisors, LLC	VOID: to reclass prepaid insurance from A/P			0.00	291,233.35
09/05/2017 7873	RetailFirst - Summit W/C	VOID: to reclass prepaid insurance from A/P			0.00	291,233.35
09/07/2017 EFT/Auto	Square Inc	S. Schaefer & L. Holloway CH Deposit Refund		636.99		290,596.36
09/14/2017		Deposit			14.59	290,610.95
09/16/2017 EFT/Auto	Square Inc	J. Fitzpatrick CH Deposit Refund		291.75		290,319.20
09/19/2017 EFT/Auto	ADP	P.E. 09-16-17		9,256.85		281,062.35
09/19/2017 EFT/Auto	Square Inc	M. Naik CH Deposit Refund		291.75		280,770.60
09/20/2017 7883	Aquagenix Ponds	Invoice #1312150		809.00		279,961.60
09/20/2017 7884	BOCC	4678710000 Acct #		570.34		279,391.26
09/20/2017 7885	Brandon Electric Inc.	50495 Inv #		250.00		279,141.26
09/20/2017 7886	Chris's Portable Toilets	VOID: 1805-85487 INV#			0.00	279,141.26
09/20/2017 7887	Egis Insurance & Risk Advisors, LLC	Policy#100116567		18,329.00		260,812.26

10/24/2017

<u>Date</u>	<u>PM</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
09/20/2017		7888	Persson & Cohen, P.A.	VOID:		0.00	260,812.26
09/20/2017		7889	Pete & Ron's Tree Service, Inc.		6,997.00		253,815.26
09/20/2017		7890	RetailFirst - Summit W/C	0520-48906 Policy # INV# 10182675	944.68		252,870.58
09/20/2017		7891	Stewart Tennis Courts & Fencing INC	INV# 6778	13,674.50		239,196.08
09/20/2017		7892	TECO Gas Company	07884976	80.41		239,115.67
09/20/2017		7893	Verizon Wireless	Acct# 742078254-00001	112.60		239,003.07
09/20/2017		7894	Persson & Cohen, P.A.	Acct # LakStCharles	1,008.75		237,994.32
09/20/2017		7895	Persson & Cohen, P.A.	Acct # LSC.easeNaik	353.20		237,641.12
09/20/2017		7896	Persson & Cohen, P.A.	Acct # LSC.easement	353.20		237,287.92
09/21/2017	EFT/Auto		TECO Electric	06980007400 Acct #	3,141.16		234,146.76
09/26/2017				Deposit		345.24	234,492.00
09/27/2017				Deposit		808.40	235,300.40
09/30/2017				Interest		56.24	235,356.64
					96,028.07	1,569.71	235,356.64

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2016 through September 2017

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '16 Sept '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
3							Revenue/Expense					
4							Revenue					
5							36100 - Interest Earnings					
6							Interest - Debt Service	61	11	50		111
7							Interest - General Fund	1,387	622	765		78
8							Total 36100 - Interest Earnings	1,448	633	815		189
9							36310 - Special Assessment					
10							Debt Service Assessment					
11							Debt Service Assessment Gross	148,592	148,592	(0)		318,188
12							DS Prop Tax Interest	0	0	0		143
13							DS Tax Collector Commissions	(2,774)	(2,972)	198		(6,091)
14							DS Tax Payment Discount	(5,683)	(5,944)	261		(11,975)
15							Total Debt Service Assessment	140,135	139,676	459		300,265
16							General Fund Assessment-O&M					
17							General Fund Assessment Gross	788,068	788,068	0		617,660
18							GF Prop Tax Interest	531	0	531		359
19							GF Tax Collector Commissions	(14,710)	(15,761)	1,051		(11,895)
20							GF Tax Payment Discount	(30,139)	(31,523)	1,384		(23,172)
21							Total General Fund Assessment-O&M	743,750	740,784	2,966		582,951
22												
23							Total 36310 - Special Assessment	883,886	880,460	3,426		883,216
24							36311 - Excess Fees	5,388	0	5,388		4,470
25							36900 - Miscellaneous Revenues			0		
26							Other Misc Revenue	2,623	700	1,923		1,072
27							Rental	2,096	1,900	196		3,480
28							Overpayment Refund of District Bond	22,343	22,343	(0)		
29							Total 36900 - Miscellaneous Revenues	27,062	24,943	2,119		4,552
30							Total Revenue	917,783	906,036	11,747		892,426

Lake St. Charles CDD
Profit & Loss Budget Performance
October 2016 through September 2017

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '16 Sept '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
31												
33							Expense					
34							5110 - Legislative					
35							Employer Taxes	1,294	1,460	(166)		1,351
36							Special District Fees	175	175	0		175
37							Supervisor Fees	12,000	12,000	0		12,000
38							Supervisor Payroll Service	310	900	(590)		721
39							Total 5110 - Legislative	13,780	14,535	(755)		14,246
40							51300 - Financial & Admin					
41							Accounting Services	0	500	(500)		538
42							Auditing Services	14,000	14,000	0		13,000
43							Banking & Investment Mgmt Fees	773	2,100	(1,327)		1,686
44							District F&A Employees					
45							District Manager	49,321	49,359	(38)		42,073
46							Medical Stipend	2,400	2,400	0		2,400
47							Payroll Service Charge	158	465	(307)		514
48							Payroll Taxes - Employer Taxes	4,291	4,400	(109)		2,496
49							Performance Stipend	1,000	1,000	0		1,000
50							Total District F&A Employees	57,170	57,624	(454)		48,482
51							Dues, Licenses & Fees	519	500	19		454
52							General Insurance					
53							Crime	510	600	(90)		500
54							General Liability	3,517	3,800	(283)		3,448
55							Public Officials Liability & EP	2,890	3,116	(226)		2,833
56							Total General Insurance	6,917	7,516	(599)		6,781
57							Legal Advertising	9,025	9,178	(154)		731
58							Local/Other Taxes	2,756	2,800	(44)		2,756
59							Office Supplies	1,008	1,000	8		918

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2016 through September 2017

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '16 Sept '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
60							Postage	580	615	(35)		570
61							Printer Supplies	1,737	2,000	(263)		958
62							Professional Development	0	1,000	(1,000)		0
63							Technology Services/Upgrades	2,128	2,000	128		2,181
64							Telephone	2,823	2,400	423		2,961
65							Travel Per Diem	229	200	29		0
66							Trustees Fees	500	3,717	(3,217)		3,717
67							Website Development & Monitor	2,650	2,650	0		2,400
68							Total 51300 - Financial & Admin	102,813	109,800	(6,987)		88,132
69							51400 - Legal Counsel					
70							District Counsel	18,782	20,250	(1,468)		8,189
71							Total 51400 - Legal Counsel	18,782	20,250	(1,468)		8,189
72							51700 - Debt Service Payments					
73							Interest Payments	11,688	11,688	0		23,163
74							Principal Payments	127,999	127,999	0		270,000
75							Total 51700 - Debt Service Payments	139,687	139,687	0		293,163
76							52100 - Law Enforcement					
77							Car Maintenance & Repairs	425	500	(75)		389
78							Car Gas	755	1,500	(745)		687
79							Hyundai Loan Payments			0		
80							Hyundai Interest Payment	140	438	(298)		320
81							Hyundai Principal Payment	3,003	2,705	298		2,823
82							Total Hyundai Loan Payments	3,143	3,143	0		3,143
83							Other Protection Services	0	15	(15)		15
84							Total 52100 - Law Enforcement	4,323	5,158	(835)		4,234
85							53100 - Electric Utility Svcs	33,892	38,000	(4,108)		35,642

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2016 through September 2017

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '16 Sept '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
86							53200 - Gas Utility Services	3,218	4,000	(782)		3,126
87							53400 - Garbage/Solid Waste Svc	1,814	1,700	114		1,930
88							53600 - Water/Sewer Services	6,357	6,900	(543)		6,007
89							53900 - Physical Environment			0		
90							Entry & Walls Maintenance	(8,509)	2,000	(10,509)		12
91							Ford F250 Loan Payment			0		
92							Interest Payment	181	436	(255)		338
93							Principal Payment	2,594	2,339	255		2,436
94							Total Ford F250 Loan Payment	2,775	2,775	0		2,774
95							Ford F250 Maintenance & Repair	569	1,000	(431)		1,126
96							Fountain in Lake	210	3,000	(2,790)		1,621
97							Gas - Equipment	408	400	8		216
98							Gas - Truck	1,505	1,800	(295)		1,003
99							Irrigation Maintenance	8,171	6,700	1,471		5,649
100							Landscape Maintenance Contract	87,000	87,900	(900)		87,000
101							Misc. Landscape-Temporary Staff	9,500	9,500	0		9,389
102							Misc. Landscape Maintenance	9,860	9,500	360		7,888
103							Mulch	3,900	4,000	(100)		3,500
104							New Plantings	6,081	6,000	81		3,966
105							Pond Maint Contract	10,772	10,780	(8)		10,772
106							Property Insurance Contract	10,550	12,000	(1,450)		10,550
107							Sod Replacement	2,955	4,000	(1,045)		4,067
108							Water Drainage Maint Contract	2,808	2,900	(92)		2,808
109							Total 53900 - Physical Environment	148,554	164,255	(15,701)		152,341
110							57200 - Parks & Recreation					
111							Auto Liability	665	755	(90)		655
112							Club Facility Maintenance			0		
113							Club Facility Maintenance	4,919	5,000	(81)		4,091
114							Clubhouse Supplies	2,698	2,300	398		2,855
115							Locks/Keys	0	100	(100)		0
116							Total Club Facility Maintenance	7,618	7,400	218		6,946

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2016 through September 2017

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '16 Sept '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
117							District Employees Payroll Exp					
118							Employer Workman Comp	6,735	6,149	586		5,995
119							Facilities Monitor	31,792	31,741	51		27,469
120							Medical Stipends	5,200	5,200	0		4,800
121							Payroll Service Charge	735	2,000	(1,266)		2,317
122							Payroll Taxes - Employer Taxes	12,675	13,500	(825)		12,469
123							Performance Stipend	2,100	2,100	0		1,825
124							Property Maintenance Part-Time	930	1,353	(423)		1,146
125							Property Maintenance Team Lead	34,690	35,190	(500)		28,548
126							Property Manager	59,246	59,384	(138)		56,136
127							Recreational Assistants	8,085	8,640	(555)		6,149
128							State Unemployment	0	400	(400)		66
129							Total District Employees Payroll Exp	162,188	165,657	(3,469)		146,919
130							Dock Maintenance	0	400	(400)		414
131							Drainage/ Nature Path/Trail Maintenance	1,498	1,800	(302)		2,600
132							Park Facility Maintenance	5,148	5,000	148		5,104
133							Parks & Rec Cell Phones	1,717	1,700	17		1,526
134							Playground Maintenance	0	2,000	(2,000)		675
135							Pool Maintenance Contract	19,500	19,600	(100)		19,500
136							Pool Maintenance Repairs	10,229	12,000	(1,771)		6,642
137							Sec System Monitoring Contract	240	240	0		240
138							Security Repairs	612	4,000	(3,388)		2,478
139							Total 57200 - Parks & Recreation	209,414	220,552	(11,138)		193,699
140							58003- Future CIP Projects and Reserves	120,205	181,199	(60,994)		34,928
141							Total Expense	802,840	906,036	(103,196)		835,636
142							Revenue Less Expenses	114,944	0	114,944		56,791
143							Other Revenue/Expense					

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2016 through September 2017

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '16 Sept '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
144			Other Revenue									
145			SunTrust Credit Card Rewards					320		0		
146			FY 15-16 Carryover					56,622		56,622		
147			Total Other Revenue					56,622	0	56,622		
148												
149			Other Expense									
150			Funding For District's Reserve Per Burton's Target					5,000	5,000	0		
151			Unassigned CIP Projects					27,914	51,622	(23,708)		
152			Total Other Expense					32,914	56,622	(23,708)		
153			Net Other Income					23,708	(56,622)	23,708		
154			Net Income					138,652	(56,622)	138,652		

Lake St. Charles CDD Property Manager Expense Report

September 2017

	Type	Date	Num	Memo	Amount
Brandon Electric Inc.					
	Bill	09/13/2017	50495 Inv #	Troubleshoot and repair maintenance shed	250.00
Chris's Portable Toilets					
	Bill	09/08/2017	1805-85487 INV#	1805-85487 INV#	0.00
Dollar General Store					
	Credit Card Charge	09/08/2017	Duck Tape	Duck Tape	3.37
Home Depot					
	Credit Card Charge	09/05/2017	Hurrican Su	Hurrican Supplies	150.95
	Credit Card Charge	09/05/2017	Hurricane S	Hurricane Supplies	365.83
	Credit Card Charge	09/13/2017	Hurricane S	Hurricane Supplies	22.27
	Credit Card Charge	09/18/2017	Anchor & Mi	Anchor & Mist Refill	77.76
	Credit Card Charge	09/19/2017	Anchors	Anchors	19.94
	Credit Card Credit	09/21/2017	Refund for	Refund for Hurricane Supplies	-79.68
Publix					
	Credit Card Charge	09/13/2017	Water	Water	23.96
Winn Dixie					
	Credit Card Charge	09/15/2017	Lysol Spray	Lysol Spray	8.24
	Credit Card Charge	09/28/2017	Water	Water	11.97
TOTAL					855

November 2017 Property Manager's report

In October I conducted several field meetings with our new aquatic maintenance contractor Aquatic Systems to express expectations and to orient them to the property.

I reviewed the pool equipment engineering and reviewed the proposed plans with our pool maintenance contractor and request some changes be made to the plans.

I worked with staff to have holiday clean up service coverage of street litter, trash and dog waste stations when a holiday falls on a Friday or Monday (except Christmas day) to prevent lengthy intervals between service events.

I visited several fence companies researching PVC fence options for the replacement of the villas wall.

I compiled the results of the sign survey. I hope to bring the results of the survey and the sign options to the December board meeting for discussion.

I developed a bat information communications graphic to be placed at 2 of the bat boxes.

2017 Clubhouse Monthly Status Report

	January	February	March	April	May	June	July	August	September	October	November	December	Yearly Total	2016 Total
Scheduled Clubhouse Rentals	4	1	6	2	3	2	0	1	1	4			24	44
Completed Clubhouse Rentals	2	2	3	5	4	3	4	3	4	0			30	56
Guest Passes Issued	2	1	1	1	0	2	2	2	0	1			12	21
Replacement Cards	0	1	1	0	0	1	4	1	2	0			10	18
Resident Access Cards	6	5	5	7	8	10	7	8	4	5			65	86
Renters Access Cards	6	2	7	2	6	6	3	11	0	0			43	96
Parking Stickers	15	14	16	12	14	20	15	12	6	8			132	170
Online Purchases	2	2	3	3	3	2	2	2	0	3			22	27
Monthly Total	37	28	42	32	38	46	37	40	17	21				518

I have received 2 voicemails, with 2 that required a call back.

1199 residents have registered their access cards in the new system.

Mark & Adriana notarized 6 documents.