

Supervisor Packet for December 5, 2017 General Meeting

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

7:00 p.m., December 5, 2017

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 (Vice-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 – 7:20	<ol style="list-style-type: none"> 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. November 7, 2017 Meeting Minutes b. Committee Meeting Minutes for November 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. October 2017 Financial Statements d. November 2017 Property Manager Monthly Report e. November 2017 Clubhouse Monthly Report f. November 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 2. Grounds/Security Committee – Committee Chair Nelson <ul style="list-style-type: none"> a. The Grounds/ Security Committee recommends acceptance of Executive pools bid for the District's pool equipment in the amount \$43,085 to be funded from line item #147 Future CIP Projects. b. Community signage discussion c. 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. d. The Grounds/ Security Committee recommends a Motion to approve 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. 3. Management Committee – Committee Chair Fannin 4. Strategic Planning Committee – Committee Chair Gianakos
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: November 7, 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
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

Resident brought her children along with friends involved in displaying inappropriate behavior at the District's pool facility to discuss the incident occurred. The children apologized for their inappropriate behavior and assured it will not happen again. Resident complied with payment of the reactivation fee and suspension period.

Mr. & Mrs. Hendrickson had a concern in regards to the lake being stocked with fish. The Board requested for Mr. Hendrickson to research the cost of stocking the lake with sport fish.

Action Item: Property Manager, Mark Cooper is to assign treatment of ant piles in the community.

Resident Joan Thomas made the Board aware of a recent attack she suffered from another resident's dog. She claimed the dog was not on a leash and attacked her and her dog while she was walking in the community. Mrs. Thomas also claimed that she has seen multiple residents walking their dog without a leash. The Board informed Mrs. Thomas that there is county ordinance in place for dog owner's to always have their pets on a leash and to contact the HOA for any deed restrictions that may be in place for such an occurrence.

Chairman Dave Nelson opened the security discussion informing the present residents, that homeowners are responsible for securing their own homes. The Board advised the present residents to work with their neighbors and create a neighborhood watch group for their own sub-community. The Board also advised residents to lock their car doors and to always maintain their garage doors closed if unattended.

The Board informed the residents that the CDD is responsible for securing all District amenities per Florida Statutes assigned to Special Districts. The Board has researched the options to being a gated community, the costs associated with that process are extremely high and the Board is not in favor of increasing assessment fees. The Board has also researched installing cameras and /or tag readers at entrance of community. Supervisor Rob Fannin informed resident that the best option is to have cameras installed in their own home and to share your phone number with neighbors in case of suspicious behavior have someone close by you can call. Both Supervisor Nelson and Fannin offered to be available for residents if help is needed. Supervisor Fannin also informed the residents that tag readers can only be used by law enforcement, the District would not be able to purchase or monitor one.

Resident Stephen Hanily asked if there were any stats available of previous crime committed in the community while HCSO was present. Supervisor Fannin responded that there has been no major increase in crime since the HCSO stopped patrolling the community. Supervisor Simon informed all residents that neighborhoods watch team can be created but we need community volunteers. A signup sheet was provided for interested residents.

The Board discussed the pro and cons of the app Next Door, while it is great communication tool it also serves as portal for false information, which then causes unnecessary panic and can potentially bring property values down. The Board informed resident to please be cautious with any information shared on Next Door.

The Board informed the residents that we do have a no soliciting sign at entrance of community, but if a solicitor is licensed and carry their permits there is nothing the District can do to keep them out. The best advice offered is to post no trespassing sign on your property; you will then be able to report them to HCSO.

1. On **MOTION** by Supervisor Nelson and second by Supervisor Simon, the board approved the FY 17-18 Board Officers to be Rob Fannin, Chair; Dave Nelson, Vice-Chair and Rob Martin, Treasurer. The motion passed 5 to 0.
2. On **MOTION** by Supervisor Nelson and second by Supervisor Simon, the board approved the FY 17-18 Committee Meeting Chairs: (1) Supervisor Gianakos appointed as Strategic Planning Committee Chair; (2) Supervisor Nelson appointed as Grounds and Security Chair, Secretary/Treasurer Martin appointed as Treasurer's Review Committee Chair and Chair Fannin appointed as Management Committee Chair. The motion passed 5 to 0.

Chair Nelson turned over the meeting to the newly elected chair, Chair Fannin.

3. On **MOTION** by Supervisor Martin and second by Supervisor Nelson the Board approved the November 7, 2017 Consent Agenda consisting of the: October 3, 2017 General Meeting Minutes, the October Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the September 2017 Financial Reports, the Property Manager, District Administrative Assistant reports, and the Facility Monitor October 2017 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0
4. On **MOTION** by Supervisor Fannin and Second by Supervisor Nelson, the Board approved Resolution 2018-01 LSC FY18 Budget Amendment. Motion passed 5 to 0
5. On **MOTION** by Supervisor Martin and Second by Supervisor Gianakos, the Board approved the early pay off of both District vehicle loans in the amount of \$777.67 for the District's car and \$1,800.51 for the District's truck. The total interest savings will be in the amount of \$57.13. Motion passed 5 to 0
6. On **MOTION** by Supervisor Fannin 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. Motion was rescinded
7. On **MOTION** by Supervisor Gianakos and Second by Supervisor Simon, the Board approved Property Manager, Mark Cooper to investigate a comprehensive way of securing the park facilities and or installing a card access reader to both basketball courts. Motion passed 5 to 0
8. On **MOTION** by Supervisor Fannin and Second by Supervisor Nelson, the Board approved the purchase and the installation of the ring flood light cameras at the pool facility. The cameras will be located by the hot tub, on the middle and side walls of the pool facility and at the District's garage. Motion was amended to say

that the Chair and Security/ Grounds Committee Chair will be available to monitor the cameras when Facility Monitor is not available. Motion passed 5 to 0

9. On **MOTION** by Supervisor Fannin and Second by Supervisor Nelson, the Board approved a \$.75 hourly increase to Facility Monitor, Luis Martinez salary upon installation of security cameras. Funding will be completed per the previously approved Resolution 2018-01 LSC FY18 Budget Amendment. Motion passed 5 to 0

10. On **MOTION** by Supervisor Fannin and Second by Supervisor Gianakos, the Board approved to purchase the pool equipment from AquaWorx-tax free and making the deposit in the amount of \$25,325 to commence manufacturing. Funded from line item #147 Future CIP projects. Motion passed 5 to 0

11. On **MOTION** by Supervisor Nelson and Second by Supervisor Simon, the Board approved Policy #5000 FY 17-18 Goals and Objectives of the board of Supervisors. Motion passed 5 to 0.

Meeting adjourned at 9:03PM

Respectfully submitted,

Rob Martin, Treasurer/Secretary

Rob Fannin, Chair

Treasurer's Review Committee Meeting Minutes

Date: *Thursday, November 16th 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, December 21st 2017 at 12:30 pm.

The Treasurer's Review Committee Meeting was cancelled.

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, November 15th 2017*

Operations Manager: *Property Manager, Mark Cooper*

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

In Attendance: Property Manager-Mark Cooper and Supervisor -Dave Nelson

The meeting commenced at 5:30 PM.

The committee reviewed and ranked the pool equipment bids that were received in response to the RFP.

3 companies submitted bids.

Executive Pools, Inc. for \$43,085

The Pool Works of Florida, Inc. for \$100,480

Florida Pools, Inc for \$140,758

Executive Pools was the lowest bid and they are the company that remodeled our pool in 2012.

The equipment cost \$63,312 and the removal replacement and reconnection cost is \$43,085 bringing the total costs to \$106,397. This is \$6,397 over the estimated project cost.

The committee recommends acceptance of Executive pools bid for \$43,085 to be funded from CIP projects line item.

The committee reviewed the proposed signage / names and signage survey. The survey results:

There were 83 surveys received. That's 10% of the 825 homes ask to vote on this issue.

Since the answers were split at virtually 50 / 50 that's 5% of homeowner's either in favor or against the proposed new name changes.

Answers to specific questions:

Are you generally in favor of updating the signs? 53% no & 47% yes

Do you like the new name selected for your neighborhood? 49.5 % yes & 50.5% no

Do you like the proposed new type (font) style? 49.5% yes & 50.5% no

The signage options will be displayed in large format at the board meeting.

The committee would like the Board to weigh in and come to a decision so that the Property Manager can move forward on design specifications and issuance of an RFP.

The committee reviewed the illustrations prepared for securing the basketball courts and comprehensively securing the entire park. The illustrations depicting the enclosure possibilities are distributed in a separate packet.

The committee would like to remind the Board that this project is not on the CIP plan currently.

The committee discussed the 2nd basketball court refurbishment and the CIP plan intention of addressing the current District assets. The committee feels that if all of the parks components will eventually be upgraded and there could be additional elements added to the park in the future such

as a lakeside picnic pavilion, restroom(s) etc. that the entire park should be secured with access control. This may also limit our exposure to liability from non-residents entering the District's facilities and injuring themselves. Based on board discussion, the committee recommends that a comprehensive park plan (drawing) be created which addresses all future park improvements. Once created the Board should review the plan and any future elements that the Board agrees upon be referred to the Strategic Planning committee to be programmed into the CIP plan.

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

The committee discussed this year's slated projects and specifically the conversion of the lake fountain lights to LED lighting. If maximum electric costs are to be realized the conversion should be done as soon as possible as they operate for the most hours per day during November – February. The current energy usage of the existing fountain lights is 6- 300 watt lights per fountain x 2 or 1,800 watts. The Led lights are 6- 21 watt lights per fountain or 126 watts. The energy cost savings is approximately \$800 per year and approximately \$900 in light related repairs / capacitors and light bulbs and sockets. There is also a TECO rebate available of approximately \$250 for the energy savings.

The committee recommends approval of the conversion of the 2 existing lake fountain lights to LED lights not to exceed \$10,000 and to be funded from CIP projects line item.

The meeting adjourned at 6:30 PM

	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	\$3,359.00
4	New Pool Equipment	\$100,000.00	\$106,397.00	\$106,397.00
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	\$860.00	\$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			\$428,181.00
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	\$20,204.00

Management Committee Meeting Minutes

Date: *Wednesday, November 15, 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, December 20th at 1:00PM.

The meeting commenced at 1:00 pm

- The committee opened and reviewed the pool equipment bids submitted in response to the issued RFP.
- The committee reviewed and discussed the security & dog nuisance deed restrictions.
- The committee Chairman reviewed and signed checks.

The meeting adjourned at 6:35 pm

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, November 21st, 2017 @ 10:00 am*

Chairperson: *Supervisor Ginny Gianakos*

Operations Manager: *Property Manager, Mark Cooper*

Notice of Meetings – Strategic Planning Committee

The November 21st 2017 Strategic Planning Committee meeting was canceled.

The next Strategic Planning Committee Meeting is scheduled for Tuesday, December 19th at 10 am.

**Lake St. Charles CDD
Funds Statement**

Aug '17 - Oct '17

	Aug '17	Sept '17	Oct '17	Category
Bank/Current Asset Accounts				
CenterState Bank Checking	329,815	235,357	169,351	Cash
CenterState Bank Money Market	235,765	235,856	235,902	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

566,375	472,008	406,048
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Cash (Checking/Savings)

CenterState Bank Checking	329,815	235,357	169,351
CenterState Bank Money Market	235,765	235,856	235,902
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

566,375	472,008	406,048
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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
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TOTAL FUND BALANCES

566,375	472,008	406,048
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District Reserve Fund

SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	235,765	235,856	235,902	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	235,765	235,856	235,902	

Lake St. Charles CDD

Disbursement Authorization Report

October 2017

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	10/02/2017 ADP		10000-CenterState Bank Checking	-8,768.34
				District Manager	1,898.40
				Payroll Taxes - Employer Taxes	160.53
				Facilities Monitor	1,219.20
				Property Maintenance Team Lead	1,108.40
				Property Maintenance Part-Time	52.04
				Property Manager	2,284.00
				Payroll Taxes - Employer Taxes	463.77
				Full Time Hybrid Employee	882.00
				Medical Stipend	200.00
				Medical Stipends	500.00
TOTAL					<u>8,768.34</u>
Check	EFT/Auto	10/03/2017 Square Inc		10000-CenterState Bank Checking	-291.75
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-8.25
TOTAL					<u>291.75</u>
Check	EFT/Auto	10/13/2017 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	10/16/2017 ADP		10000-CenterState Bank Checking	-9,256.33
				District Manager	1,936.00

Lake St. Charles CDD Disbursement Authorization Report

October 2017

Type	Num	Date	Name	Account	Original Amount
				Payroll Taxes - Employer Taxes	148.10
				Facilities Monitor	1,243.21
				Property Maintenance Team Lead	1,198.05
				Property Manager	2,329.60
				Payroll Taxes - Employer Taxes	432.36
				Supervisor Fees	1,000.00
				Employer Taxes	101.20
				Full Time Hybrid Employee	828.00
				Property Maintenance Part-Time	39.81
TOTAL					9,256.33
Check	EFT/Auto	10/23/2017	TECO Electric	10000-CenterState Bank Checking	-3,205.73
				53100 - Electric Utility Svs	33.24
				53100 - Electric Utility Svs	73.51
				53100 - Electric Utility Svs	216.70
				53100 - Electric Utility Svs	798.12
				53100 - Electric Utility Svs	106.25
				53100 - Electric Utility Svs	1,377.07
				53100 - Electric Utility Svs	298.63
				53100 - Electric Utility Svs	23.93
				53100 - Electric Utility Svs	23.18
				53100 - Electric Utility Svs	23.50
				53100 - Electric Utility Svs	23.70
				53100 - Electric Utility Svs	22.90
				53100 - Electric Utility Svs	23.50
				53100 - Electric Utility Svs	23.60
				53100 - Electric Utility Svs	23.00
				53100 - Electric Utility Svs	23.10
				53100 - Electric Utility Svs	23.60
				53100 - Electric Utility Svs	22.70

Lake St. Charles CDD Disbursement Authorization Report

October 2017

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	22.80
				53100 - Electric Utility Svs	22.70
TOTAL					<u>3,205.73</u>
Check	EFT/Auto	10/27/2017 ADP		10000-CenterState Bank Checking	-146.80
				Payroll Service Charge	13.34
				Payroll Service Charge	66.76
				Supervisor Payroll Service	66.70
TOTAL					<u>146.80</u>
Check	EFT/Auto	10/31/2017 ADP		10000-CenterState Bank Checking	-6,255.67
				District Manager	1,463.54
				Facilities Monitor	1,016.89
				Property Maintenance Team Lead	635.78
				Property Maintenance Part-Time	24.52
				Property Manager	1,728.64
				Full Time Hybrid Employee	686.30
				Medical Stipend	200.00
				Medical Stipends	500.00
TOTAL					<u>6,255.67</u>
Bill Pmt -Check	7897	10/03/2017 Aquagenix Ponds		10000-CenterState Bank Checking	-702.00
Bill	4th Quarter Reports	09/16/2017		Water Drainage Maint Contract	702.00
TOTAL					<u>702.00</u>

Lake St. Charles CDD Disbursement Authorization Report

October 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	7898	10/03/2017	Frontier	10000-CenterState Bank Checking	-218.26
Bill	Sept Internet & Fax	09/25/2017		Telephone	<u>218.26</u>
TOTAL					218.26
Bill Pmt -Check	7899	10/03/2017	Republic Waste Services	10000-CenterState Bank Checking	-173.92
Bill	0696-000684899 Inv #	09/17/2017		53400 - Garbage/Solid Waste Svc	<u>173.92</u>
TOTAL					173.92
Bill Pmt -Check	7900	10/03/2017	Stantec Consulting Services Inc	10000-CenterState Bank Checking	-3,747.00
Bill	INV# 1254597 Project	09/19/2017		District Counsel	<u>3,747.00</u>
TOTAL					3,747.00
Bill Pmt -Check	7901	10/03/2017	SunCoast Credit Union - VEHICLE LOANS	10000-CenterState Bank Checking	-231.19
Bill	Oct Truck Payment	10/18/2017		Principal Payment	222.42
				Interest Payment	<u>8.77</u>
TOTAL					231.19
Bill Pmt -Check	7902	10/03/2017	SunTrust Credit Card	10000-CenterState Bank Checking	-20,190.44
Bill	Sept CC Statement	09/24/2017		13500 - SunTrust Visa Card	<u>20,190.44</u>
TOTAL					20,190.44
Bill Pmt -Check	7903	10/03/2017	Verizon Wireless	10000-CenterState Bank Checking	-42.24

Lake St. Charles CDD Disbursement Authorization Report

October 2017

Type	Num	Date	Name	Account	Original Amount
Bill	08-24-17 to 09-23-17	09/23/2017		Telephone	42.24
TOTAL					42.24
Bill Pmt -Check	7904	10/03/2017	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,536.08
Bill	Light Boards	10/03/2017		Pool Maintenance Repairs	1,536.08
TOTAL					1,536.08
Bill Pmt -Check	7905	10/03/2017	Zee Medical Service	10000-CenterState Bank Checking	-75.45
Bill	089192440 Inv #	07/19/2017		Clubhouse Supplies	75.45
TOTAL					75.45
Bill Pmt -Check	7906	10/03/2017	Aquagenix Ponds	10000-CenterState Bank Checking	-266.00
Bill	4th Quarter Reports	09/16/2017		Pond Maint Contract	266.00
TOTAL					266.00
Bill Pmt -Check	7907	10/03/2017	SunCoast Credit Union - VEHICLE LOANS	10000-CenterState Bank Checking	-261.93
Bill	Oct Car Payment	10/18/2017		Hyundai Principal Payment	257.47
				Hyundai Interest Payment	4.46
TOTAL					261.93
Bill Pmt -Check	7908	10/18/2017	Affordable Monuments	10000-CenterState Bank Checking	-45.00
Bill	Brick Engraving	08/23/2017		Other Misc Income	45.00

Lake St. Charles CDD Disbursement Authorization Report

October 2017

Type	Num	Date	Name	Account	Original Amount
TOTAL					45.00
Bill Pmt -Check	7909	10/18/2017	Alarms and Electrical	10000-CenterState Bank Checking	-120.00
Bill	17865 Inv #	10/18/2017		Sec System Monitoring Contract	120.00
TOTAL					120.00
Bill Pmt -Check	7910	10/18/2017	Aquatic Systems, Inc	10000-CenterState Bank Checking	-1,049.00
Bill	October Pond Mainten	10/09/2017		Pond Maint Contract	1,049.00
TOTAL					1,049.00
Bill Pmt -Check	7911	10/18/2017	BOCC	10000-CenterState Bank Checking	-467.71
Bill	Oct Water Bill	10/18/2017		53600 - Water/Sewer Services	467.71
TOTAL					467.71
Bill Pmt -Check	7912	10/18/2017	Chris's Portable Toilets	10000-CenterState Bank Checking	-150.00
Bill	Sept & Oct	10/08/2017		Park Facility Maintenance	150.00
TOTAL					150.00
Bill Pmt -Check	7913	10/18/2017	Department Of Economic Opportunity	10000-CenterState Bank Checking	-175.00
Bill	FY 17-18 Special Fee	10/18/2017		Special District Fees	175.00
TOTAL					175.00
Bill Pmt -Check	7914	10/18/2017	G. B. Collins Engineering, P.A.	10000-CenterState Bank Checking	-2,800.00

Lake St. Charles CDD Disbursement Authorization Report

October 2017

Type	Num	Date	Name	Account	Original Amount
Bill	On-Site Visit & Cons	10/17/2017		58003-Future CIP Projects & Res	2,800.00
TOTAL					2,800.00
Bill Pmt -Check	7915	10/18/2017	Golf Car Depot	10000-CenterState Bank Checking	-3,359.00
Bill	INV # 36704	10/04/2017		58003-Future CIP Projects & Res	3,359.00
TOTAL					3,359.00
Bill Pmt -Check	7916	10/18/2017	Grainger	10000-CenterState Bank Checking	-154.00
Bill	9579432544 Inv #	10/10/2017		Clubhouse Supplies	154.00
TOTAL					154.00
Bill Pmt -Check	7917	10/18/2017	RetailFirst - Summit W/C	10000-CenterState Bank Checking	-744.68
Bill	INV# 10224941	11/01/2017		Employer Workman Comp	744.68
TOTAL					744.68
Bill Pmt -Check	7918	10/18/2017	Still Water Aquatics LLC	10000-CenterState Bank Checking	-275.00
Bill	INV#1254	10/11/2017		Misc. Landscape Maintenance	275.00
TOTAL					275.00
Bill Pmt -Check	7919	10/18/2017	Tampa Bay Times	10000-CenterState Bank Checking	-180.50
Bill	AD#534106	10/18/2017		Legal Advertising	180.50
TOTAL					180.50
Bill Pmt -Check	7920	10/18/2017	TECO Gas Company	10000-CenterState Bank Checking	-230.12
Bill	October Billing	10/06/2017		53200 - Gas Utility Services	230.12
TOTAL					230.12

Lake St. Charles CDD Disbursement Authorization Report

October 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	7921	10/18/2017	Verizon Wireless	10000-CenterState Bank Checking	-112.74
Bill	09-02-17 to 10-01-17	10/01/2017		Parks & Rec Cell Phones	112.74
TOTAL					112.74
Bill Pmt -Check	7922	10/18/2017	Aquatic Systems, Inc	10000-CenterState Bank Checking	-225.00
Bill	1st Quater Mitigatio	10/09/2017		Water Drainage Maint Contract	225.00
TOTAL					225.00
Bill Pmt -Check	7923	10/18/2017	CLC Total Care	10000-CenterState Bank Checking	-7,250.00
Bill	INV 19774	10/02/2017		Landscape Maintenance Contract	7,250.00
TOTAL					7,250.00

11/28/2017

Treasurer's Report - CenterState Account

October 2017

10/1/17 - 10/31/17

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						235,356.64
10/02/2017 EFT/Auto	ADP	P.E. 09-30-17		8,768.34		226,588.30
10/03/2017 7897	Aquagenix Ponds	Invoice #1313515		702.00		225,886.30
10/03/2017 7898	Frontier	ACCT# 813-671-8339-120297-5		218.26		225,668.04
10/03/2017 7899	Republic Waste Services	3-0696-1005435		173.92		225,494.12
10/03/2017 7900	Stantec Consulting Services Inc	INV# 1254597 Project#224801219		3,747.00		221,747.12
10/03/2017 7901	SunCoast Credit Union - VEHICLE LOANS	4611691-21 Acct# -Oct Truck Payment		231.19		221,515.93
10/03/2017 7902	SunTrust Credit Card	4223071100091531 Acct #		20,190.44		201,325.49
10/03/2017 7903	Verizon Wireless	Acct# 842082173-00001		42.24		201,283.25
10/03/2017 7904	Zebra Cleaning Team, Inc.	2318 Inv #		1,536.08		199,747.17
10/03/2017 7905	Zee Medical Service	044185 Acct # 089192440 Inv #		75.45		199,671.72
10/03/2017 7906	Aquagenix Ponds	Invoice #1313514		266.00		199,405.72
10/03/2017 7907	SunCoast Credit Union - VEHICLE LOANS	4611691-20 Acct# Oct Car Payment		261.93		199,143.79
10/03/2017 EFT/Auto	Square Inc	K. Davis CH Deposit Refund		291.75		198,852.04
10/05/2017		Deposit			705.07	199,557.11
10/11/2017		Deposit			14.59	199,571.70
10/13/2017 EFT/Auto	ADP	501253261 Inv #		133.57		199,438.13
10/16/2017 EFT/Auto	ADP	P.E. 10-14-17		9,256.33		190,181.80
10/18/2017 7908	Affordable Monuments	INV#6876		45.00		190,136.80
10/18/2017 7909	Alarms and Electrical	17865 Inv #		120.00		190,016.80
10/18/2017 7910	Aquatic Systems, Inc			1,049.00		188,967.80
10/18/2017 7911	BOCC	4678710000 Acct #		467.71		188,500.09
10/18/2017 7912	Chris's Portable Toilets	1805-85487 & 1805-86542 Inv #		150.00		188,350.09
10/18/2017 7913	Department Of Economic Opportunity	70046 Inv # FY 17-18 Special Fee		175.00		188,175.09
10/18/2017 7914	G. B. Collins Engineering, P.A.	3289 Inv #		2,800.00		185,375.09
10/18/2017 7915	Golf Car Depot	INV # 36704		3,359.00		182,016.09
10/18/2017 7916	Grainger	884671942 Acct# 9579432544 Inv #		154.00		181,862.09
10/18/2017 7917	RetailFirst - Summit W/C	0520-48906 Policy # INV# 10224941		744.68		181,117.41
10/18/2017 7918	Still Water Aquatics LLC	INV#1254		275.00		180,842.41
10/18/2017 7919	Tampa Bay Times	Acct# 105743 AD#534106		180.50		180,661.91
10/18/2017 7920	TECO Gas Company	07884976		230.12		180,431.79

11/28/2017

<u>Date</u>	<u>PM</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
10/18/2017	7921		Verizon Wireless	Acct# 742078254-00001	112.74		180,319.05
10/18/2017	7922		Aquatic Systems, Inc		225.00		180,094.05
10/18/2017	7923		CLC Total Care	INV 19774	7,250.00		172,844.05
10/18/2017				Deposit		374.41	173,218.46
10/23/2017	EFT/Auto		TECO Electric	06980007400 Acct #	3,205.73		170,012.73
10/27/2017				Deposit		5,700.94	175,713.67
10/27/2017	EFT/Auto		ADP	501902583 Inv #	146.80		175,566.87
10/31/2017	EFT/Auto		ADP	P.E. 10-28-17	6,255.67		169,311.20
10/31/2017				Interest		39.49	169,350.69
					72,840.45	6,834.50	169,350.69

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
3							Revenue/Expense					
4							Revenue					
5							36100 - Interest Earnings					
6							Interest - General Fund	86	1,450	(1,364)		7
7							Total 36100 - Interest Earnings	86	1,450	(1,364)		7
8							General Fund Assessment-O&M					
9							General Fund Assessment Gross	0	935,803	(935,803)		0
10							GF Prop Tax Interest	0	0	0		0
11							GF Tax Collector Commissions	0	(18,716)	18,716		0
12							GF Tax Payment Discount	0	(37,432)	37,432		0
13							Total General Fund Assessment-O&M	0	879,655	(879,655)		0
14												
15							Total 36310 - Special Assessment	0	879,655	(879,655)		0
16							36311 - Excess Fees	5,701	0	5,701		5,388
17							36900 - Miscellaneous Revenues			0		
18							Other Misc Revenue	27	1,200	(1,173)		85
19							Rental	192	1,900	(1,708)		180
20							Total 36900 - Miscellaneous Revenues	219	3,100	(2,881)		265
21							Total Revenue	6,005	884,205	(878,200)		5,659
22												
24							Expense					
25							5110 - Legislative					
26							Employer Taxes	101	1,460	(1,359)		121
27							Special District Fees	175	175	0		175
28							Supervisor Fees	1,000	12,000	(11,000)		1,000
29							Supervisor Payroll Service	67	900	(833)		69
30							Total 5110 - Legislative	1,343	14,535	(13,192)		1,365

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '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)		120
35							District F&A Employees					
36							District Manager	5,298	50,336	(45,038)		3,722
37							Medical Stipend	400	2,400	(2,000)		200
38							Payroll Service Charge	36	465	(429)		39
39							Payroll Taxes - Employer Taxes	309	4,400	(4,091)		319
40							Performance Stipend	0	1,000	(1,000)		250
41							Total District F&A Employees	6,042	58,601	(52,559)		4,529
42							Dues, Licenses & Fees	0	500	(500)		47
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	353	2,600	(2,248)		266
49							Local/Other Taxes	0	2,800	(2,800)		0
50							Office Supplies	97	1,000	(903)		0
51							Postage	0	250	(250)		0
52							Printer Supplies	0	2,000	(2,000)		84
53							Professional Development	0	1,000	(1,000)		0
54							Technology Services/Upgrades	0	2,000	(2,000)		0
55							Telephone	219	3,100	(2,881)		194
56							Travel Per Diem	0	200	(200)		0
57							Website Development & Monitor	0	2,650	(2,650)		0
58							Total 51300 - Financial & Admin	14,627	100,048	(85,421)		13,157

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
59							51400 - Legal Counsel					
60							District Counsel	0	8,000	(8,000)		833
61							Total 51400 - Legal Counsel	0	8,000	(8,000)		833
62							52100 - Law Enforcement					
63							Car Maintenance & Repairs	0	1,000	(1,000)		5
64							Car Gas	0	1,500	(1,500)		53
65							Hyundai Loan Payments			0		
66							Hyundai Interest Payment	4	53	(49)		19
67							Hyundai Principal Payment	257	995	(738)		243
68							Total Hyundai Loan Payments	262	1,048	(786)		262
69							Other Protection Services	0	15	(15)		15
70							Total 52100 - Law Enforcement	262	3,563	(3,301)		336
71							53100 - Electric Utility Svs	3,206	38,800	(35,594)		3,056
72							53200 - Gas Utility Services	230	4,000	(3,770)		175
73							53400 - Garbage/Solid Waste Svc	174	1,700	(1,526)		131
74							53600 - Water/Sewer Services	468	8,000	(7,532)		348
75							53900 - Physical Environment			0		
76							Entry & Walls Maintenance	0	2,000	(2,000)		0
77							Ford F250 Loan Payment			0		
78							Interest Payment	9	172	(163)		21
79							Principal Payment	222	2,140	(1,918)		210
80							Total Ford F250 Loan Payment	231	2,312	(2,081)		231
81							Ford F250 Maintenance & Repair	0	1,000	(1,000)		0
82							Fountain in Lake	0	3,000	(3,000)		0
83							Gas - Equipment	0	400	(400)		0
84							Gas - Truck	0	1,800	(1,800)		0

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
85							Irrigation Maintenance	0	6,700	(6,700)		1,273
86							Landscape Maintenance Contract	7,250	87,000	(79,750)		7,250
87							Misc. Landscape-Temporary Staff	0	3,000	(3,000)		1,676
88							Misc. Landscape Maintenance	275	9,500	(9,225)		0
89							Mulch	0	4,000	(4,000)		0
90							New Plantings	0	6,000	(6,000)		0
91							Pond & Stormwater Maint Contract	1,049	12,780	(11,731)		809
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	19,777	156,392	(136,615)		21,788
96							57200 - Parks & Recreation					
97							Auto Liability	665	755	(90)		665
98							Club Facility Maintenance			0		
99							Club Facility Maintenance	0	5,000	(5,000)		90
100							Clubhouse Supplies	223	2,300	(2,077)		244
101							Locks/Keys	0	100	(100)		0
102							Total Club Facility Maintenance	223	7,400	(7,177)		334
103							District Employees Payroll Exp					
104							Employer Workman Comp	945	7,629	(6,684)		1,021
105							Facilities Monitor	3,479	33,403	(29,924)		2,438
106							Medical Stipends	1,000	6,000	(5,000)		400
107							Payroll Service Charge	178	2,000	(1,822)		155
108							Payroll Taxes - Employer Taxes	896	13,500	(12,604)		797
109							Performance Stipend	0	2,600	(2,600)		525
110							Full-Time Hybrid Employee	2,396	24,960			51
111							Property Maintenance Part-Time	116	1,381	(1,265)		2,478
112							Property Maintenance Team Lead	2,942	27,675	(24,733)		4,478
113							Property Manager	6,342	60,570	(54,228)		0
114							Recreational Assistants	0	5,900	(5,900)		0
115							Total District Employees Payroll Exp	18,295	185,618	(167,323)		12,343

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
116							Dock Maintenance	0	400	(400)		0
117							Drainage/ Nature Path/Trail Maintenance	0	1,800	(1,800)		0
118							Park Facility Maintenance	1,487	5,000	(3,513)		215
119							Parks & Rec Cell Phones	113	1,700	(1,587)		104
120							Playground Maintenance	0	2,000	(2,000)		0
121							Pool Maintenance Contract	0	19,600	(19,600)		1,600
122							Pool Maintenance Repairs	1,536	12,000	(10,464)		0
123							Sec System Monitoring Contract	120	240	(120)		120
124							Security Repairs	0	2,921	(2,921)		0
125							Total 57200 - Parks & Recreation	22,439	239,434	(216,995)		15,382
126							58003- Future CIP Projects and Reserves	37,316	309,733	(272,417)		0
127							Total Expense	99,842	884,205	(784,363)		56,570
128							Revenue Less Expenses	(93,836)	0	(93,836)		(50,911)
129							Other Revenue/Expense					
130							Other Revenue					
131							SunTrust Credit Card Rewards	765		0		
132							FY 16-17 Carryover	135,212		135,212		
133							Total Other Revenue	135,212	0	135,212		
134												
135							Other Expense					
136							Midge Treatments	0	3,440	(3,440)		
137							Unassigned CIP Projects	0	135,212	(135,212)		
138							Total Other Expense	0	138,652	(138,652)		
139							Net Other Income	135,212	(138,652)	135,212		

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
140	Net Income							41,376	(138,652)	41,376		

Lake St. Charles CDD Property Manager Expense Report

October 2017

	Type	Date	Num	Memo	Amount
Brandon Electric Inc.					
	Bill	10/11/2017	51002 Inv #	Troubleshoot maintenance shed	250.00
	Bill	10/31/2017	51417 Inv #	Installation of LED lighting at volleyball court	1,087.00
Chris's Portable Toilets					
	Bill	10/08/2017	Sept & Oct	1805-85487 & 1805-86542 Inv # Sept & Oct	150.00
Grainger					
	Bill	10/10/2017	9579432544 Inv #	9579432544 Inv # Paper towels	154.00
Staples					
	Bill	10/15/2017	Trash Bags & Misc	Trash Bags	68.98
Still Water Aquatics LLC					
	Bill	10/11/2017	INV#1254	INV#1254 Treatment of buffer area on lakefront	275.00
TOTAL					1,985

December 2017 Property Manager's report

I met with Aquatic Systems to monitor their progress and strategy for improved pond maintenance.

I conducted a mandatory pre bid meeting with the pool engineer for pool contractors wishing to submit bids.

The first midge treatment was conducted on Friday, November 17th. Results and weather will determine if a recommended 2 treatment be administered 21 days later. We have budgeted for 4 treatments per year.

The garage electric feed was completed and the garage has power and lights again.

The individual committee meeting notice signs were produced and will be placed at the entrance to the community the day of the respective committee meeting.

I was able to get an address assigned to the Park maintenance garage through the Hillsborough County 911 addressing system in the event of an emergency in the park area. A large address plaque will be placed above the maintenance garage for patrons' reference.

The official garage address is 7326 Colonial Lake Drive.

Staff was directed to paint the rust stained column caps at the community entrance in preparation of the holiday season and Christmas decorations.

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	3		27	44
Completed Clubhouse Rentals	2	2	3	5	4	3	4	3	4	0	4		34	56
Guest Passes Issued	2	1	1	1	0	2	2	2	0	1	0		12	21
Replacement Cards	0	1	1	0	0	1	4	1	2	0	1		11	18
Resident Access Cards	6	5	5	7	8	10	7	8	4	5	5		70	86
Renters Access Cards	6	2	7	2	6	6	3	11	0	0	2		45	96
Parking Stickers	15	14	16	12	14	20	15	12	6	8	8		140	170
Online Purchases	2	2	3	3	3	2	2	2	0	3	4		26	27
Monthly Total	37	28	42	32	38	46	37	40	17	21	27			518

I have received 6 voicemails, with 3 that required a call back.

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

Mark & Adriana notarized 5 documents.