

## **Supervisor Packet for February 6, 2018 General Meeting**

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

**7:00 p.m., February 6, 2018**

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

Board of Supervisors

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

LSC CDD Staff

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

<i><b>Time</b></i>	<i><b>Item</b></i>
<b>7:00 – 7:05</b>	<ol style="list-style-type: none"> <li><b>1. CALL TO ORDER</b></li> <li><b>2. PLEDGE OF ALLEGIANCE</b></li> <li><b>3. INVOCATION (Chair Fannin)</b></li> <li><b>4. ACKNOWLEDGMENT OF SUPERVISORS AND STAFF PRESENT</b></li> <li><b>5. INTRODUCTION OF HOMEOWNERS, RESIDENTS AND PUBLIC AND IDENTIFICATION OF PARTIES WISHING TO MAKE PUBLIC COMMENTS</b></li> </ol>
<b>7:05 – 7:15</b>	<b>6. PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 10 MINUTES DESIGNATED)</b>
	<b>1. Homeowners Requesting to Speak (Please State Name Prior to Remarks)</b>
<b>7:15 – 7:20</b>	<b>7. CONSENT AGENDA (5 Minutes)</b>
	<ol style="list-style-type: none"> <li><b>1. Approval of additions to the agenda and removal of additional consent agenda items with questions as requested by board members.</b></li> <li><b>2. Approval of Consent Item Agenda</b> <ol style="list-style-type: none"> <li>a. January 2, 2018 Meeting Minutes</li> <li>b. Committee Meeting Minutes for January 2018               <ol style="list-style-type: none"> <li>i. Treasurer's Review Committee</li> <li>ii. Security and Grounds Committee</li> <li>iii. Management Committee</li> <li>iv. Strategic Committee</li> </ol> </li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>c. December 2017 Financial Statements</li> <li>d. January 2018 Property Manager Monthly Report</li> <li>e. January 2018 Clubhouse Monthly Report</li> <li>f. January 2018 Facilities Monitor Report (Distributed Separately)</li> </ul>
<b>7:20 - 7:45</b>	<b>10. COMMITTEE REPORTS (25 Minutes)</b>
	<ul style="list-style-type: none"> <li>1. <b>Treasurer's Review Committee</b> – Treasurer Martin</li> <li>2. <b>Grounds/Security Committee</b> – Committee Chair Nelson <ul style="list-style-type: none"> <li>a. The Grounds/Security Committee recommends that the RFP process be waived for the low E impact, replacement windows as each window manufacturer produces a different product so long as at least 3 qualified bids are submitted.</li> <li>b. The Grounds/Security Committee recommends the purchase of 4 fold down lockable bollards including shipping for \$1,485 to be purchased from unassigned CIP funds.</li> </ul> </li> <li>3. <b>Management Committee</b> – Committee Chair Fannin <ul style="list-style-type: none"> <li>a. The Management Committee recommends approval of Resolution 2018-02 Disposition of Obsolete Property.</li> </ul> </li> <li>4. <b>Strategic Planning Committee</b> – Committee Chair Gianakos <ul style="list-style-type: none"> <li>a. CIP Plan Discussion</li> </ul> </li> </ul>
<b>7:45- 7:55</b>	<b>11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR FANNIN (10 Minutes)</b>
	<b>GENERAL REMARKS</b> – Chair of The Board of Supervisors
<b>7:55 -8:00</b>	<b>12. PROPERTY MANAGER (5 Minutes)</b>
	<b>Items for Consideration by Property Manager</b> - Mark Cooper <ul style="list-style-type: none"> <li>1. Property Management Report</li> </ul>
<b>8:00–8:05</b>	<b>13. DISTRICT MANAGER (5 Minutes)</b>
	<b>Items for Consideration by District Manager</b> <ul style="list-style-type: none"> <li>1. District Manager Report</li> </ul>
<b>8:05 – 8:10</b>	<b>15. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)</b>
<b>8:10</b>	<b>ADJOURN</b>



Date: January 2, 2018

Time: 7:00 p.m.

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

**Supervisors:**

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

**Staff:**

Adriana Urbina, District Manager  
Mark Cooper, Property Manager

**In attendance:**

Lake St. Charles Residents

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

1. On **MOTION** by Supervisor Gianakos and second by Supervisor Simon the Board approved the January 2, 2018 Consent Agenda consisting of the: December 5, 2017 General Meeting Minutes, the December Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the December 2017 Financial Reports, the Property Manager, District Administrative Assistant reports, and the Facility Monitor December 2017 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 4 to 0

Supervisor Gianakos presented the proposed timeline for an updated CIP plan that includes new amenities.

2. On **MOTION** by Supervisor Simon and Second by Supervisor Fannin, the Board approved to have The Strategic Planning Committee create and prioritize the CIP plan list while focusing on existing amenities and protecting the existing amenities. The Committee is also instructed to create a second list that includes new amenities for the District. The Motion passed 4 to 0
3. On **MOTION** by Supervisor Fannin and Second by Supervisor Gianakos, the Board approved Policy #5050 FY17-18 Goal and Objectives of the Board of Supervisors (Managers). Motion passed 4 to 0

Supervisor Martin arrived at 7:27PM

4. On **MOTION** by Supervisor Gianakos and Second by Supervisor Martin, the Board approved to have Treasurer Martin meet with Tuscan auditors in regards to the total amount of excess funds in operating account and how to proceed with any required budget amendments. Motion passed 5 to 0

Action Item: For District Manager, Adriana Urbina to begin research and creation of RFP for District auditors.

Meeting adjourned at 7:53PM

Respectfully submitted,

Rob Martin, Treasurer/Secretary

Rob Fannin, Chair

# Treasurer's Review Committee Meeting Minutes

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**Date:** *Thursday, January 18, 2018, 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 (3<sup>rd</sup>) Thursday of each month at 12:30 pm.**

The next Treasurer's Review Committee Meeting will be **Thursday, February 15<sup>th</sup> 2018 at 12:30 pm.**

- The Treasurer reviewed and signed checks.
- The Treasurer reviewed bank statements.
- The Treasurer reviewed TECO electric bill.
- The Treasurer committee reviewed and discussed the proposed CIP priority list.

# Security - Grounds Committee Meeting Minutes

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**Date:** *Wednesday, January 17th 2018*

**Operations Manager:** *Property Manager, Mark Cooper*

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

**In Attendance:** Property Manager-Mark Cooper & Supervisor Dave Nelson

The meeting commenced at 5:30 PM.

The committee discussed the preliminary bids received for hurricane shutters and impact rated clubhouse window replacements. The cost of hurricane shutters for the clubhouse was \$20,813 and the costs for low E impact-rated window replacement was \$21,980. The estimated cost of this project was budgeted at \$25,000. The committee discussed the merits of both hurricane protective measures and recommends the property manager pursue obtaining additional bids for low E- impact rated windows for the following reasons:

- 1) Hurricane shutters on the clubhouse are aesthetically unappealing. New impact windows are appealing.
- 2) There is still labor and prep time required to secure the clubhouse in a hurricane event. There would be no action needed with the impact windows to protect the building.
- 3) The metal shutters offer no protection in a sudden storm event such as a tornado when pool furniture would likely break windows and compromise the building envelope. Impact windows would protect the building at all times even against security break-ins.
- 4) Hurricane shutters offer no energy efficiency gains while low E energy efficient windows would reduce electric costs due to better heating and cooling insulation.

Additionally, it is the committee's recommendation that the RFP process be waived for the low E impact, replacement windows as each window manufacturer produces a different product so long as at least 3 qualified bids are submitted.

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

The 2<sup>nd</sup> basketball court should be completed in the early part of February.

The new sign bids are due February 16<sup>th</sup> 2018 and will be reviewed and ranked at the February 21<sup>st</sup> Grounds Committee meeting. Recommendations will be presented to the Board at the March meeting.


The new pool equipment replacement is underway and should be completed around March 1<sup>st</sup>.

The Staff is underway on producing the community app.


The District qualified for a rebate of \$413 from TECO for the fountain LED light conversion. The project was completed February 1<sup>st</sup> 2018.

Property inventory was completed on 2/1/18

The committee also discussed bollards at 4 locations to prevent unauthorized vehicular traffic from gaining access to the trail. Decorative aluminum lockable & removable bollards (4) are \$2,224 plus shipping.





**R-7530-AL**  
Aluminum  
Height: 39"


 [Item Drawing](#)

Quantity	Price
1	\$545.00
2	\$521.00
3	\$506.00
4	\$496.00

Decorative Bollards with Removable Mountings in Existing Concrete


**\*Economy Removable Mounting Kit**  
Concrete Insert [More details](#)

Prices in  USD\$  
[Change to CAD\\$](#)

\$55.00

**Video:**




Lockable fold down powder coated steel bollards (4) are \$1,240 plus shipping of \$244


**Fold-Down Mounting (sold separately)**

Fold Down Bollards  
Installation



Prices in  USD\$  
[Change to CAD\\$](#)

-->



Collapsible Mount - Galvanized

Prices in  USD\$  
[Change to CAD\\$](#)

Quantity	Price
1	\$155.00
2	\$140.00
3	\$133.00
4	\$129.00
5 - 9	\$125.00
10 - 24	\$121.00



**R-7902**  
Steel  
Height: 36"

 [Item Drawing](#)

Quantity	Price
1	\$237.00
2	\$201.00
3	\$189.00
4	\$181.00

The committee recommends the purchase of 4 fold down lockable bollards including shipping for \$1,485  
To be purchased from unassigned CIP funds.

The meeting adjourned at 6:30 PM



# Management Committee Meeting Minutes

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**Date:** *Wednesday, January 17, 2018 @ 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, February 21<sup>st</sup> at 1:00PM.

**The meeting commenced at 1:00 pm**

- The committee Chairman reviewed and signed checks.

-The committee reviewed and discussed Resolution 2018-02 Disposition of Obsolete Property

**The Management Committee recommends approval of Resolution 2018-02 Disposition of Obsolete Property**

**The meeting adjourned at 1:35 pm**

# LSC CDD Resolution 2018-02

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[Lake St. Charles District Disposition of Obsolete  
Property]

Approved by the Lake St. Charles BOS of Supervisors per M02-06-2018-xx  
02/06/2018

**RESOLUTION No. 2018-02  
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 F.S. §§ 274.05, 274.06, the District has discretion to classify as surplus any of its tangible property, which property is not otherwise lawfully disposed of, that is obsolete or the continued use of which is uneconomical or inefficient, or which serves no useful function.

**WHEREAS**, the Board of Supervisors of the District has determined that the tangible property listed in Exhibit A is obsolete or the continued use of which is uneconomical or inefficient, or which serves no useful function, pursuant to F.S. § 274.06.

**WHEREAS**, the District has the authority to dispose of for value to any person, or to dispose of for value without bids to the state, to any governmental unit, or to any political subdivision as defined in F.S. § 1.01, or if the property is without commercial value the District may donate, destroy, or abandon said property.

**WHEREAS**, the District also has the authority to dispose of property, the value of which the governmental unit estimates to be under \$5,000, in the most efficient and cost-effective means as determined by the governmental unit pursuant to F.S. § 274.06.

**NOW, THEREFORE, BE IT RESOLVED BY THE LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT IN A GENERAL MEETING ASSEMBLED THIS SIXTH DAY OF FEBRUARY, 2018 THAT:**

- 1. The items listed in the attached Exhibit A** are deemed by the Board of Supervisors of the District to be surplus property as they are obsolete, uneconomical and inefficient and serve no useful function for the District. Each item listed on Exhibit A has estimated value under \$5,000.
- 2.** The Board of Supervisors finds that it is in the best interest of the District to dispose of the surplus property listed in Exhibit A as provided by applicable general law, F.S. §§ 274.05, 274.06.
- 3. Disposition:** The surplus property listed in Exhibit A shall be disposed of as stated on list.

4. **Effective Date.** This Resolution shall become effective upon its adoption.

**LAKE ST. CHARLES COMMUNITY  
DEVELOPMENT DISTRICT**

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ROB FANNIN, CHAIRMAN

**STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH COUNTY**








I, Robert Martin, Secretary of the Lake St. Charles Community Development District, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of Resolution adopted by the Lake St. Charles Community Development District, at its meeting of February 6, 2018, as the same appears of record in the Minute Book of the Lake St. Charles Community Development District.





WITNESS my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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ROBERT MARTIN, SECRETARY

# EXHIBIT A

<u>Asset #</u>	<u>Description</u>	<u>Serial #</u>	<u>Acquisition date</u>	<u>Picture</u>	<u>Action</u>
6	Access System Black Lenovo G570 laptop	CB10774795	11/7/2011		Disposed
15	APC 1250 Battery backup BN1250LCD	JB0714019375	6/5/2009		Disposed
32-41	9- 3'x3' Tables, 32 chairs	N/A			traded in
45, 46	Bookshelf #1& #2 Model # B213-20	S345676629/ S345676616			Donated AMSA
55	Toshiba laptop computer Satellite M35X-S311	#15266296K			Disposed
201	E Series Pressure Pro Washer GX390 Honda	GCAA-5925578	2/1/2005		Disposed
215	Powerwise golf cart charger Model#28115 GOA	516803			traded in

250	Electric Golf Cart 2005 EZ GO PDS	Vin # 2323518		traded in / newer
	Main Pool Pump - Baldor / Reliance 15 HP Apollo Pools	F1007142880	11/15/10	replaced /new eq
	2- 36" Square plastisol picnic tables			disposed 9/1/17
	1- perforated placticized 6' benches- blue			disposed 9/1/17
	6- perforated placticized 6' benches - blue			disposed 9/1/17

# Strategic Planning Committee Meeting Minutes

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**Date:** *Tuesday, January 16<sup>th</sup>, 2018 @ 10:00 am*

**Chairperson:** *Supervisor Ginny Gianakos*

**Operations Manager:** *Property Manager, Mark Cooper*

**In Attendance:** Property Manager-Mark Cooper, Supervisor -Ginny Gianakos

## Notice of Meetings – Strategic Planning Committee

The meeting was called to order at 10:00 am

**Step #2 February 2018 BOS Meeting.** The committee will recommend which projects are to remain and to be prioritized for funding and which projects are to be deleted if any. The Board is to discuss, comment and vote on a final project list. It is the committee's recommendation that the list and priorities remain loosely tentative and each November decide on new projects if any when the previous year's operational carry over is combined with unspent funds from the previous year's CIP assigned projects.

CIP – New projects integration

The Strategic planning committee met on January 16<sup>th</sup> 2018 to discuss the proposed new CIP projects and how to prioritize and integrate them into the existing CIP plan.

The committee reviewed the proposed new projects and concluded to prioritize them based the following ranked criteria:

- 1) Return on investment
- 2) Health, safety and human comfort
- 3) Integration / coordination with an already scheduled existing project
- 4) Cost
- 5) Benefit to largest number of residents

This is the list of the committee's recommended top projects:

1. **Park restrooms** estimated cost \$50,000- \$100,000. As increased usage of the park is projected with better facilities the comfort and convenience of restrooms in the park / trail system seems necessary. This facility will eliminate the \$75 / month port-o- let cleaning and rental fee.
2. **Shade structure** at kid pool estimated cost \$25,000
3. **Baseball field and soccer field improvements** \$60-\$155,000
4. **9 hole Mini Golf** \$18,000 – Should be done in conjunction with tennis court re sealing/color coating and refurbishment of court fencing. Scheduled for 2019
5. **Tennis court practice board** \$6,000 - Should be done in conjunction with tennis court re sealing/color coating and refurbishment of court fencing. Scheduled for 2019
6. **Tennis court bench canopy** \$4,000 - Should be done in conjunction with tennis court re sealing/color coating and refurbishment of court fencing. Scheduled for 2019
7. **Enhanced entrance island tree lighting** \$20,000
8. **New Pond fountain at memorial bench** and memorial bench plaza \$14,000

9. **Paddle boats (2) / rental \$3,000**
10. **Picnic Pavilion in park** with tables and grills \$100,000
11. **New lake fountain by the park** \$13,000
12. **Park Security / Gates** \$75,000- Protect assets in park. Stop trespassers and nonresident use.
13. **Connective walkways** / sundial through access gates and 2 benches \$12,000
14. **Decorative street signs** along LSC and common areas of CLD \$40,000
15. **Splash Pad** \$65,000
16. **Solar power generation on clubhouse.** Project cost 105K – 150k. Can be integrated with solar hot water heaters and geo thermal heat pump HVAC system to replace our current HVAC system. The project payback is approximately 11 years offsets our current electrical bill by 32% and is projected to save 342,000 over the 25 year period. The percentage of electric cost offset is likely to increase with reduced energy consumption through other planned reductions like: LED fountain lights, replacement of clubhouse windows with low E impact windows, solar hot water heaters and much more efficient heating and air conditioning. The system is warrantied for 25 years with a likely useful life of 40-50 years. This system will allow for the clubhouse to function including climate control during periods of power outages. This was ranked as a lower priority for several reasons. The first being that there is little tangible benefit to residents. Other projects are more immediately beneficial and useable by residents. Second, solar and battery technology efficiencies are likely to increase in the future and costs are likely to decrease. Additionally it would be most cost efficient to implement this project with a new roof on the clubhouse rather than having to remove the system to replace the roof. Finally, with discussions surrounding the desire for exercise facilities / new meeting / office space solar may be better incorporated into new future construction.
17. **Water feature at villas pond** \$100,000
18. **Improved boat launch ramp** \$?
19. **Sport fish stocking (bream and Bass) of the Lake** \$3,444

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

Meeting adjourned at 11:30 am



**Lake St. Charles CDD**  
**Funds Statement**

**Oct '17 - Dec '17**

	Oct '17	Nov '17	Dec '17	Category
<b>Bank/Current Asset Accounts</b>				
CenterState Bank Checking	169,351	274,681	816,402	Cash
CenterState Bank Money Market	235,902	235,947	236,758	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
<b>Total Bank/Current Asset Accounts</b>	<b>406,048</b>	<b>511,423</b>	<b>1,053,955</b>	
<b>Cash (Checking/Savings)</b>				
CenterState Bank Checking	169,351	274,681	816,402	
CenterState Bank Money Market	235,902	235,947	236,758	
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	
<b>Total Cash Accounts</b>	<b>406,048</b>	<b>511,423</b>	<b>1,053,955</b>	
<b>Debt Service</b>				
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	
<b>Total Debt Service Fund Balances</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL FUND BALANCES</b>	<b>406,048</b>	<b>511,423</b>	<b>1,053,955</b>	
<b>District Reserve Fund</b>				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	235,902	235,947	236,758	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	235,902	235,947	236,758	

# Lake St. Charles CDD Disbursement Authorization Report

December 2017

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	12/01/2017	ADP	10000-CenterState Bank Checking	-133.57
				Payroll Service Charge	22.26
				Payroll Service Charge	111.31
TOTAL					133.57
Check	EFT/Auto	12/07/2017	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	12/12/2017	ADP	10000-CenterState Bank Checking	-10,004.28
				District Manager	1,936.00
				Payroll Taxes - Employer Taxes	163.40
				Facilities Monitor	1,243.21
				Property Maintenance Team Lead	1,047.28
				Property Manager	2,329.60
				Payroll Taxes - Employer Taxes	470.51
				Supervisor Fees	1,000.00
				Employer Taxes	101.20
				Full Time Hybrid Employee	960.00
				Medical Stipend	200.00
				Medical Stipends	500.00
				Property Maintenance Part-Time	53.08
TOTAL					10,004.28
Check	EFT/Auto	12/15/2017	ADP	10000-CenterState Bank Checking	-146.80

# Lake St. Charles CDD

## Disbursement Authorization Report

December 2017

Type	Num	Date	Name	Account	Original Amount
				Payroll Service Charge	13.34
				Payroll Service Charge	66.76
				Supervisor Payroll Service	66.70
TOTAL					<u>146.80</u>
Check	EFT/Auto	12/21/2017	TECO Electric	10000-CenterState Bank Checking	-3,028.02
				53100 - Electric Utility Svs	42.75
				53100 - Electric Utility Svs	60.99
				53100 - Electric Utility Svs	211.24
				53100 - Electric Utility Svs	798.12
				53100 - Electric Utility Svs	103.90
				53100 - Electric Utility Svs	1,199.23
				53100 - Electric Utility Svs	301.35
				53100 - Electric Utility Svs	29.58
				53100 - Electric Utility Svs	24.11
				53100 - Electric Utility Svs	26.25
				53100 - Electric Utility Svs	23.10
				53100 - Electric Utility Svs	23.00
				53100 - Electric Utility Svs	23.10
				53100 - Electric Utility Svs	23.10
				53100 - Electric Utility Svs	23.10
				53100 - Electric Utility Svs	23.20
				53100 - Electric Utility Svs	23.20
				53100 - Electric Utility Svs	22.90
				53100 - Electric Utility Svs	22.90
				53100 - Electric Utility Svs	22.90
TOTAL					<u>3,028.02</u>
Check	EFT/Auto	12/26/2017	ADP	10000-CenterState Bank Checking	-8,316.49

# Lake St. Charles CDD

## Disbursement Authorization Report

December 2017

Type	Num	Date	Name	Account	Original Amount
				District Manager	1,936.00
				Payroll Taxes - Employer Taxes	148.10
				Facilities Monitor	1,303.20
				Property Maintenance Team Lead	1,169.53
				Property Manager	2,329.60
				Payroll Taxes - Employer Taxes	443.52
				Full Time Hybrid Employee	960.00
				Property Maintenance Part-Time	26.54
					<hr/>
TOTAL					8,316.49
Check	EFT/Auto	12/29/2017 ADP		10000-CenterState Bank Checking	-133.57
				Payroll Service Charge	22.26
				Payroll Service Charge	111.31
					<hr/>
TOTAL					133.57
Check	7959	12/05/2017 BOCC		10000-CenterState Bank Checking	0.00
TOTAL					0.00
Bill Pmt -Check	7960	12/05/2017 Brandon Electric Inc.		10000-CenterState Bank Checking	-211.50
Bill	51574 Inv #	11/17/2017		Park Facility Maintenance	211.50
					<hr/>
TOTAL					211.50
Bill Pmt -Check	7961	12/05/2017 CLC Total Care		10000-CenterState Bank Checking	-7,250.00

# Lake St. Charles CDD

## Disbursement Authorization Report

December 2017

Type	Num	Date	Name	Account	Original Amount
Bill	INV 19816	12/04/2017		Landscape Maintenance Contract	7,250.00
TOTAL					<u>7,250.00</u>
<b>Bill Pmt -Check</b>	<b>7962</b>	<b>12/05/2017</b>	<b>Florida Flag and Pennant</b>	<b>10000-CenterState Bank Checking</b>	<b>-605.87</b>
Bill	13548 Inv #	11/27/2017		Clubhouse Supplies	605.87
TOTAL					<u>605.87</u>
<b>Bill Pmt -Check</b>	<b>7963</b>	<b>12/05/2017</b>	<b>Frontier</b>	<b>10000-CenterState Bank Checking</b>	<b>-218.79</b>
Bill	Nov Internet & Fax	11/25/2017		Telephone	218.79
TOTAL					<u>218.79</u>
<b>Bill Pmt -Check</b>	<b>7964</b>	<b>12/05/2017</b>	<b>Pope's Water Systems, Inc.</b>	<b>10000-CenterState Bank Checking</b>	<b>-750.00</b>
Bill	59325 Inv #	11/28/2017		Irrigation Maintenance	750.00
TOTAL					<u>750.00</u>
<b>Bill Pmt -Check</b>	<b>7965</b>	<b>12/05/2017</b>	<b>Republic Waste Services</b>	<b>10000-CenterState Bank Checking</b>	<b>-175.14</b>
Bill	0696-000697107 Inv #	11/17/2017		53400 - Garbage/Solid Waste Svc	175.14
TOTAL					<u>175.14</u>
<b>Bill Pmt -Check</b>	<b>7966</b>	<b>12/05/2017</b>	<b>Staples</b>	<b>10000-CenterState Bank Checking</b>	<b>-57.35</b>
Bill	Tape & Misc	11/15/2017		Clubhouse Supplies	22.67
				Office Supplies	34.68
TOTAL					<u>57.35</u>

# Lake St. Charles CDD Disbursement Authorization Report

December 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	7967	12/05/2017	SunTrust Credit Card	10000-CenterState Bank Checking	-3,221.70
Bill	Nov CC Statement	11/24/2017		13500 - SunTrust Visa Card	3,221.70
TOTAL					<u>3,221.70</u>
Bill Pmt -Check	7968	12/05/2017	Tampa Bay Times	10000-CenterState Bank Checking	-197.50
Bill	AD#558257	11/17/2017		Legal Advertising	197.50
TOTAL					<u>197.50</u>
Bill Pmt -Check	7969	12/05/2017	Verizon Wireless	10000-CenterState Bank Checking	-42.36
Bill	10-24-17 to 11-23-17	11/23/2017		Telephone	42.36
TOTAL					<u>42.36</u>
Bill Pmt -Check	7970	12/05/2017	Tampa Bay Times	10000-CenterState Bank Checking	-206.00
Bill	AD#558249	11/17/2017		Legal Advertising	206.00
TOTAL					<u>206.00</u>
Bill Pmt -Check	7971	12/05/2017	Tampa Bay Times	10000-CenterState Bank Checking	-189.00
Bill	AD#558245	11/17/2017		Legal Advertising	189.00
TOTAL					<u>189.00</u>
Bill Pmt -Check	7972	12/05/2017	Tampa Bay Times	10000-CenterState Bank Checking	-189.00

# Lake St. Charles CDD Disbursement Authorization Report

December 2017

Type	Num	Date	Name	Account	Original Amount
Bill	AD#558255	11/17/2017		Legal Advertising	189.00
TOTAL					189.00
Bill Pmt -Check	7973	12/05/2017	BOCC	10000-CenterState Bank Checking	-603.01
Bill	Nov Water Bill	11/14/2017		53600 - Water/Sewer Services	603.01
TOTAL					603.01
Check	7974	12/20/2017	Aquatic Systems, Inc	10000-CenterState Bank Checking	0.00
TOTAL					0.00
Bill Pmt -Check	7975	12/20/2017	BOCC	10000-CenterState Bank Checking	-728.03
Bill	Dec Water Bill	12/12/2017		53600 - Water/Sewer Services	728.03
TOTAL					728.03
Bill Pmt -Check	7976	12/20/2017	Brandon Electric Inc.	10000-CenterState Bank Checking	-344.00
Bill	154 Inv #	12/04/2017		Security Repairs	344.00
TOTAL					344.00
Bill Pmt -Check	7977	12/20/2017	Chris's Portable Toilets	10000-CenterState Bank Checking	-75.00
Bill	1805-88946 Inv #	12/08/2017		Park Facility Maintenance	75.00
TOTAL					75.00
Bill Pmt -Check	7978	12/20/2017	CLC Total Care	10000-CenterState Bank Checking	-1,247.00

# Lake St. Charles CDD Disbursement Authorization Report

December 2017

Type	Num	Date	Name	Account	Original Amount
Bill	INV 19807	11/26/2017		Irrigation Maintenance	1,247.00
TOTAL					1,247.00
<b>Bill Pmt -Check</b>	<b>7979</b>	<b>12/20/2017</b>	<b>G. B. Collins Engineering, P.A.</b>	<b>10000-CenterState Bank Checking</b>	<b>-600.00</b>
Bill	3464 Inv #	12/08/2017		Pool Maintenance Repairs	600.00
TOTAL					600.00
<b>Bill Pmt -Check</b>	<b>7980</b>	<b>12/20/2017</b>	<b>RetailFirst - Summit W/C</b>	<b>10000-CenterState Bank Checking</b>	<b>-796.82</b>
Bill	INV# 10306078	01/01/2018		Employer Workman Comp	796.82
TOTAL					796.82
<b>Bill Pmt -Check</b>	<b>7981</b>	<b>12/20/2017</b>	<b>Stewart Tennis Courts &amp; Fencing INC</b>	<b>10000-CenterState Bank Checking</b>	<b>-8,587.50</b>
Bill	2nd Basketball Court	12/19/2017		58003-Future CIP Projects & Res	8,587.50
TOTAL					8,587.50
<b>Bill Pmt -Check</b>	<b>7982</b>	<b>12/20/2017</b>	<b>Still Water Aquatics LLC</b>	<b>10000-CenterState Bank Checking</b>	<b>-860.00</b>
Bill	INV #2069	12/20/2017		Misc. Landscape Maintenance	860.00
TOTAL					860.00
<b>Bill Pmt -Check</b>	<b>7983</b>	<b>12/20/2017</b>	<b>TECO Gas Company</b>	<b>10000-CenterState Bank Checking</b>	<b>-338.93</b>
Bill	December Billing	12/06/2017		53200 - Gas Utility Services	338.93
TOTAL					338.93
<b>Bill Pmt -Check</b>	<b>7984</b>	<b>12/20/2017</b>	<b>Verizon Wireless</b>	<b>10000-CenterState Bank Checking</b>	<b>-112.74</b>
Bill	11-02-17 to 12-01-17	12/01/2017		Parks & Rec Cell Phones	112.74
TOTAL					112.74



# Lake St. Charles CDD Disbursement Authorization Report

December 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	7985	12/20/2017	Brandon Electric Inc.	10000-CenterState Bank Checking	-1,307.00
Bill	145 Inv #	12/04/2017		Security Repairs	845.00
				Pool Maintenance Repairs	293.00
				Misc. Landscape Maintenance	169.00
TOTAL					<u>1,307.00</u>
Bill Pmt -Check	7986	12/20/2017	CLC Total Care	10000-CenterState Bank Checking	-500.00
Bill	INV 19823	12/14/2017		Irrigation Maintenance	500.00
TOTAL					<u>500.00</u>
Bill Pmt -Check	7987	12/20/2017	Aquatic Systems, Inc	10000-CenterState Bank Checking	-1,049.00
Bill	DecemberPond Mainten	12/01/2017		Pond & Stormwater Maint Contrac	1,049.00
TOTAL					<u>1,049.00</u>
Bill Pmt -Check	7988	12/21/2017	Mike's Stump Removal, Inc	10000-CenterState Bank Checking	-900.00
Bill	INV# 13380	12/21/2017		Misc. Landscape Maintenance	900.00
TOTAL					<u>900.00</u>

1/30/2018

# Treasurer's Report - CenterState Account

## December 2017

### 12/1/17 - 12/31/17

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						<b>274,680.94</b>
12/01/2017			Deposit		14.59	274,695.53
12/01/2017 EFT/Auto	ADP		504358605 Inv #	133.57		274,561.96
12/05/2017 7973	BOCC		4678710000 Acct #	603.01		273,958.95
12/05/2017 7960	Brandon Electric Inc.		51574 Inv #	211.50		273,747.45
12/05/2017 7961	CLC Total Care		INV 19816	7,250.00		266,497.45
12/05/2017 7962	Florida Flag and Pennant		13548 Inv #	605.87		265,891.58
12/05/2017 7963	Frontier		ACCT# 813-671-8339-120297-5	218.79		265,672.79
12/05/2017 7964	Pope's Water Systems, Inc.		59325 Inv #	750.00		264,922.79
12/05/2017 7965	Republic Waste Services		3-0696-1005435	175.14		264,747.65
12/05/2017 7966	Staples		6011 1000 4086 310	57.35		264,690.30
12/05/2017 7967	SunTrust Credit Card		4223071100091531 Acct #	3,221.70		261,468.60
12/05/2017 7968	Tampa Bay Times		Acct# 105743 AD#558257	197.50		261,271.10
12/05/2017 7969	Verizon Wireless		Acct# 842082173-00001	42.36		261,228.74
12/05/2017 7970	Tampa Bay Times		Acct# 105743 AD#558249	206.00		261,022.74
12/05/2017 7971	Tampa Bay Times		Acct# 105743 AD#558245	189.00		260,833.74
12/05/2017 7972	Tampa Bay Times		Acct# 105743 AD#558255	189.00		260,644.74
12/05/2017 7959	BOCC		VOID: 4678710000 Acct #		0.00	260,644.74
12/06/2017			Deposit		542,580.08	803,224.82
12/06/2017			Deposit		68.08	803,292.90
12/07/2017 EFT/Auto	Square Inc		M. Plett CH Deposit Refund	291.75		803,001.15
12/12/2017 EFT/Auto	ADP		P.E. 12-09-17	10,004.28		792,996.87
12/14/2017			Deposit		53,114.46	846,111.33
12/15/2017			Funds Transfer SunTrust Credit Card Rewards for FY 16-17	765.45		845,345.88
12/15/2017 EFT/Auto	ADP		504883348 Inv #	146.80		845,199.08
12/20/2017 7987	Aquatic Systems, Inc		INV# 0000393060	1,049.00		844,150.08
12/20/2017 7975	BOCC		4678710000 Acct #	728.03		843,422.05
12/20/2017 7976	Brandon Electric Inc.		154 Inv #	344.00		843,078.05
12/20/2017 7977	Chris's Portable Toilets		1805-88946 Inv #	75.00		843,003.05
12/20/2017 7978	CLC Total Care		INV 19807	1,247.00		841,756.05
12/20/2017 7979	G. B. Collins Engineering, P.A.		3464 Inv #	600.00		841,156.05

1/30/2018

<u>Date</u>	<u>PM</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
12/20/2017	7980		RetailFirst - Summit W/C	0520-48906 Policy # INV# 10306078	796.82		840,359.23
12/20/2017	7981		Stewart Tennis Courts & Fencing INC	INV# 6809	8,587.50		831,771.73
12/20/2017	7982		Still Water Aquatics LLC	INV #2069	860.00		830,911.73
12/20/2017	7983		TECO Gas Company	07884976	338.93		830,572.80
12/20/2017	7984		Verizon Wireless	Acct# 742078254-00001	112.74		830,460.06
12/20/2017	7985		Brandon Electric Inc.	145 Inv #	1,307.00		829,153.06
12/20/2017	7986		CLC Total Care	INV 19823	500.00		828,653.06
12/20/2017	7974		Aquatic Systems, Inc	VOID:		0.00	828,653.06
12/21/2017	EFT/Auto		TECO Electric	06980007400 Acct #	3,028.02		825,625.04
12/21/2017	7988		Mike's Stump Removal, Inc	INV# 13380	900.00		824,725.04
12/26/2017	EFT/Auto		ADP	P.E. 12-23-17	8,316.49		816,408.55
12/29/2017	EFT/Auto		ADP	505810253 Inv #	133.57		816,274.98
12/31/2017				Interest		127.32	816,402.30
					<b>54,183.17</b>	<b>595,904.53</b>	<b>816,402.30</b>

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '17 Dec '17</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
3							<b>Revenue/Expense</b>					
4							<b>Revenue</b>					
5							<b>36100 - Interest Earnings</b>					
6							Interest - General Fund	341	1,450	(1,109)		129
7							<b>Total 36100 - Interest Earnings</b>	341	1,450	(1,109)		129
8							<b>General Fund Assessment-O&amp;M</b>					
9							General Fund Assessment Gross	831,056	935,803	(104,747)		714,084
10							GF Prop Tax Interest	15	0	15		14
11							GF Tax Collector Commissions	(15,961)	(18,716)	2,755		(13,710)
12							GF Tax Payment Discount	(33,017)	(37,432)	4,415		(28,602)
13							<b>Total General Fund Assessment-O&amp;M</b>	782,093	879,655	(97,562)		671,785
14												
15							<b>Total 36310 - Special Assessment</b>	782,093	879,655	(97,562)		671,785
16							<b>36311 - Excess Fees</b>	5,701	0	5,701		5,388
17							<b>36900 - Miscellaneous Revenues</b>			0		
18							Other Misc Revenue	720	1,200	(480)		835
19							Rental	491	1,900	(1,409)		360
20							<b>Total 36900 - Miscellaneous Revenues</b>	1,211	3,100	(1,889)		1,195
21							<b>Total Revenue</b>	789,346	884,205	(94,859)		678,496
22												
24							<b>Expense</b>					
25							<b>5110 - Legislative</b>					
26							Employer Taxes	304	1,460	(1,156)		364
27							Special District Fees	175	175	0		175
28							Supervisor Fees	3,000	12,000	(9,000)		3,000
29							Supervisor Payroll Service	205	900	(695)		201
30							<b>Total 5110 - Legislative</b>	3,684	14,535	(10,851)		3,739

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Dec '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
31							<b>51300 - Financial &amp; Admin</b>					
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)		372
35							District F&A Employees					
36							District Manager	13,514	50,336	(36,822)		13,251
37							Medical Stipend	600	2,400	(1,800)		600
38							Payroll Service Charge	130	465	(335)		115
39							Payroll Taxes - Employer Taxes	1,080	4,400	(3,320)		1,079
40							Performance Stipend	0	1,000	(1,000)		250
41							<b>Total District F&amp;A Employees</b>	<b>15,324</b>	<b>58,601</b>	<b>(43,277)</b>		<b>15,295</b>
42							Dues, Licenses & Fees	316	500	(184)		234
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							<b>Total General Insurance</b>	<b>6,917</b>	<b>7,647</b>	<b>(730)</b>		<b>6,917</b>
48							Legal Advertising	1,134	2,600	(1,466)		1,356
49							Local/Other Taxes	3,196	2,800	396		2,756
50							Office Supplies	131	1,000	(869)		214
51							Postage	60	250	(190)		45
52							Printer Supplies	634	2,000	(1,366)		84
53							Professional Development	0	1,000	(1,000)		0
54							Technology Services/Upgrades	370	2,000	(1,630)		370
55							Telephone	783	3,100	(2,317)		611
56							Travel Per Diem	0	200	(200)		0
57							Website Development & Monitor	0	2,650	(2,650)		0
58							<b>Total 51300 - Financial &amp; Admin</b>	<b>29,866</b>	<b>100,048</b>	<b>(70,182)</b>		<b>29,254</b>

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Dec '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
59							<b>51400 - Legal Counsel</b>					
60							District Counsel	58	8,000	(7,942)		2,410
61							<b>Total 51400 - Legal Counsel</b>	58	8,000	(7,942)		2,410
62							<b>52100 - Law Enforcement</b>					
63							Car Maintenance & Repairs	87	1,000	(913)		5
64							Car Gas	184	1,500	(1,316)		122
65							Hyundai Loan Payments			0		
66							Hyundai Interest Payment	4	53	(49)		38
67							Hyundai Principal Payment	1,035	995	40		486
68							<b>Total Hyundai Loan Payments</b>	1,040	1,048	(8)		524
69							Other Protection Services	0	15	(15)		15
70							<b>Total 52100 - Law Enforcement</b>	1,310	3,563	(2,253)		666
71							<b>53100 - Electric Utility Svs</b>	9,273	38,800	(29,527)		9,076
72							<b>53200 - Gas Utility Services</b>	884	4,000	(3,116)		780
73							<b>53400 - Garbage/Solid Waste Svc</b>	524	1,700	(1,176)		427
74							<b>53600 - Water/Sewer Services</b>	1,799	8,000	(6,201)		1,407
75							<b>53900 - Physical Environment</b>			0		
76							Entry & Walls Maintenance	78	2,000	(1,922)		(9,259)
77							Ford F250 Loan Payment			0		
78							Interest Payment	9	172	(163)		58
79							Principal Payment	2,023	2,140	(117)		636
80							<b>Total Ford F250 Loan Payment</b>	2,032	2,312	(280)		694
81							Ford F250 Maintenance & Repair	721	1,000	(279)		104
82							Fountain in Lake	79	3,000	(2,921)		0
83							Gas - Equipment	15	400	(385)		95
84							Gas - Truck	405	1,800	(1,395)		173

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '17 Dec '17</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
85							Irrigation Maintenance	4,028	6,700	(2,672)		1,448
86							Landscape Maintenance Contract	21,750	87,000	(65,250)		21,750
87							Misc. Landscape-Temporary Staff	0	3,000	(3,000)		1,178
88							Misc. Landscape Maintenance	3,886	9,500	(5,614)		2,581
89							Mulch	0	4,000	(4,000)		0
90							New Plantings	386	6,000	(5,614)		0
91							Pond & Stormwater Maint Contract	3,147	12,780	(9,633)		2,427
92							Property Insurance Contract	10,747	12,000	(1,253)		10,550
93							Sod Replacement	85	4,000	(3,915)		0
94							Mitigation Maint Contract	225	900	(675)		702
95							<b>Total 53900 - Physical Environment</b>	<b>47,584</b>	<b>156,392</b>	<b>(108,808)</b>		<b>32,443</b>
96							<b>57200 - Parks &amp; Recreation</b>					
97							Auto Liability	665	755	(90)		665
98							Club Facility Maintenance			0		
99							Club Facility Maintenance	1,189	5,000	(3,811)		2,103
100							Clubhouse Supplies	1,691	2,300	(609)		415
101							Locks/Keys	0	100	(100)		0
102							<b>Total Club Facility Maintenance</b>	<b>2,881</b>	<b>7,400</b>	<b>(4,519)</b>		<b>2,518</b>
103							<b>District Employees Payroll Exp</b>					
104							Employer Workman Comp	2,434	7,629	(5,195)		1,359
105							Facilities Monitor	8,738	33,403	(24,665)		8,589
106							Medical Stipends	1,500	6,000	(4,500)		1,200
107							Payroll Service Charge	636	2,000	(1,364)		473
108							Payroll Taxes - Employer Taxes	3,147	13,500	(10,353)		2,755
109							Performance Stipend	0	2,600	(2,600)		525
110							Full-Time Hybrid Employee	6,426	24,960	(18,534)		202
111							Property Maintenance Part-Time	384	1,381	(997)		253
112							Property Maintenance Team Lead	7,702	27,675	(19,973)		7,897
113							Property Manager	16,262	60,570	(44,308)		15,943
114							Recreational Assistants	0	5,900	(5,900)		0
115							<b>Total District Employees Payroll Exp</b>	<b>47,229</b>	<b>185,618</b>	<b>(138,389)</b>		<b>39,196</b>

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '17 Dec '17</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
116							<b>Dock Maintenance</b>	24	400	(376)		0
117							<b>Drainage/ Nature Path/Trail Maintenance</b>	0	1,800	(1,800)		85
118							<b>Park Facility Maintenance</b>	2,167	5,000	(2,833)		791
119							<b>Parks &amp; Rec Cell Phones</b>	338	1,700	(1,362)		313
120							<b>Playground Maintenance</b>	0	2,000	(2,000)		0
121							<b>Pool Maintenance Contract</b>	3,200	19,600	(16,400)		4,800
122							<b>Pool Maintenance Repairs</b>	6,408	12,000	(5,592)		922
123							<b>Sec System Monitoring Contract</b>	120	240	(120)		120
124							<b>Security Repairs</b>	2,406	2,921	(515)		0
125							<b>Total 57200 - Parks &amp; Recreation</b>	65,437	239,434	(173,997)		49,410
126							<b>58003- Future CIP Projects and Reserves</b>	43,104	309,733	(266,630)		8,910
127							<b>Total Expense</b>	203,523	884,205	(680,682)		138,523
128							<b>Revenue Less Expenses</b>	585,823	0	585,823		539,973
129							<b>Other Revenue/Expense</b>					
130							<b>Other Revenue</b>					
131							<b>SunTrust Credit Card Rewards</b>	765		0		
132							<b>FY 16-17 Carryover</b>	138,652		138,652		
133							<b>Total Other Revenue</b>	139,417	0	138,652		
134												
135							<b>Other Expense</b>					
136							<b>Midge Treatments</b>	860	3,440	(2,580)		
137							<b>Unassigned CIP Projects</b>	0	135,212	(135,212)		
138							<b>Total Other Expense</b>	860	138,652	(137,792)		
139							<b>Net Other Income</b>	137,792	(138,652)	137,792		



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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Dec '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
140	Net Income							723,615	(138,652)	723,615		

# Lake St. Charles CDD Property Manager Expense Report

December 2017

	Type	Date	Num	Memo	Amount
<b>Angelo's Recycled Materials</b>					
	Credit Card Charge	12/19/2017	Drain Struc	Drain Structure erosion repair	40.00
	Credit Card Charge	12/19/2017	Drain Struc	Drain Structure erosion repair	40.00
<b>Brandon Electric Inc.</b>					
	Bill	12/04/2017	145 Inv #	Directory Receptacle & Fountain Pump	169.00
<b>Burnett's Rock &amp; Landscape</b>					
	Credit Card Charge	12/20/2017	Drain Struc	Drain Structure erosion repair	40.00
<b>C.E.S.</b>					
	Credit Card Charge	12/03/2017	Directory L	Directory Lights Time Clock	47.43
<b>CLC Total Care</b>					
	Bill	12/14/2017	INV 19823	Irrigation Maintenance	500.00
<b>Dog Waste Depot</b>					
	Credit Card Charge	12/08/2017	Can Liners	Can Liners & Doggie Bags	171.96
<b>George's Mower Service Inc.</b>					
	Credit Card Charge	12/04/2017	5 Gal Mix	5 Gal Mix	31.96
	Credit Card Charge	12/07/2017	Labor	Labor	14.00
	Credit Card Charge	12/12/2017	Chainsaw fi	Chainsaw filter, bar, & chain	44.96
	Credit Card Charge	12/19/2017	Chainsaw fi	Chainsaw filter, bar, & chain	73.96
<b>Home Depot</b>					
	Credit Card Charge	12/04/2017	Bleach	Bleach	5.98
	Credit Card Charge	12/05/2017	Touch Up Pa	Touch Up Paint	18.38
	Credit Card Charge	12/06/2017	Batteries &	Batteries & Tester	23.96
	Credit Card Charge	12/18/2017	Safety Glas	Safety Glasses & Sprayers	48.91
<b>Lowe's Commerical Services</b>					
	Credit Card Charge	12/11/2017	Tennis Cour	Tennis Court Gate Closer	6.10
<b>Mike's Stump Removal, Inc</b>					
	Bill	12/21/2017	INV# 13380	Tree stumps in park prep for sodding	900.00
<b>Pinecrest Printing</b>					
	Credit Card Charge	12/20/2017	Parking Sti	Parking Stickers	553.84
<b>Sod X</b>					
	Credit Card Charge	12/20/2017	Drain Struc	Drain Structure erosion repair	85.00
<b>Still Water Aquatics LLC</b>					
	Bill	12/20/2017	INV #2069	INV#2069 Midge Treatment	860.00

	Type	Date	Num	Memo	Amount
<b>Sun City Tree Farms</b>					
	Credit Card Charge	12/13/2017	Quercus Vir	Quercus Virginiana	386.25
<b>Winn Dixie</b>					
	Credit Card Charge	12/18/2017	Water	Water	11.97
<b>TOTAL</b>					<b>4,074</b>

## **February 2018 Property Manager's report**

The grant award for the community app is approved and ready to proceed. I seek approval for the purchase of the app of \$2,700 (we will be reimbursed (\$2,500) and for the allocation of the cost to send a letter (\$490 for paper, envelopes and stamps) to each household informing them of the app, its capabilities and how to download it as this will be our official communication method replacing our newsletter. **Total funds requested from the unassigned CIP funds are \$690.**

As a gym / fitness equipment has long been requested and the District does not have the physical space, I explored the costs of leasing space in the commercial plaza where the Top Kids preschool is located. There is currently 1,200 square feet available which leases for \$16.50 per square foot. The monthly cost is \$1,650 and includes water and sewer. Electricity is not included. The annual cost would be \$19,800. The lease is a triple net lease and the agent indicated that they would prefer a two year lease but could possibly negotiate a 1 year lease. This does not include the purchase or lease of fitness equipment. There would also be unknown costs of the build out.

## 2018 Clubhouse Monthly Status Report

	January	February	March	April	May	June	July	August	September	October	November	December	Yearly Total	2017 Total
Scheduled Clubhouse Rentals	4													27
Completed Clubhouse Rentals	2													36
Guest Passes Issued	0													14
Replacement Cards	0													11
Resident Access Cards	4													71
Renters Access Cards	1													45
Parking Stickers	4													142
Online Purchases	2													28
Monthly Total	17													374

I have received 5 voicemails, with 3 that required a call back.

1364 residents have registered their access cards in the new system.

Mark & Adriana notarized 5 documents.