

Supervisor Packet for March 6, 2018 General Meeting

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

7:00 p.m., March 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>Time</i>	<i>Item</i>
7:00 – 7:05	<ol style="list-style-type: none"> 1. CALL TO ORDER 2. PLEDGE OF ALLEGIANCE 3. INVOCATION (Chair Fannin) 4. ACKNOWLEDGMENT OF SUPERVISORS AND STAFF PRESENT 5. INTRODUCTION OF HOMEOWNERS, RESIDENTS AND PUBLIC AND IDENTIFICATION OF PARTIES WISHING TO MAKE PUBLIC COMMENTS
7:05 – 7:15	<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. February 6, 2018 Meeting Minutes b. Committee Meeting Minutes for February 2018 <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. January 2017 Financial Statements d. February 2018 Property Manager Monthly Report e. February 2018 Clubhouse Monthly Report f. February 2018 Facilities Monitor Report (Distributed Separately)
7:20 - 7:45	10. COMMITTEE REPORTS (25 Minutes)
	<ul style="list-style-type: none"> 1. Treasurer's Review Committee – Treasurer Martin <ul style="list-style-type: none"> a. The Treasurer's Committee recommends approval of Resolution 2018-04 Authorization for Treasurer to move funds from Centerstate Operational Account to Centerstate Money Market Account. 2. Grounds/Security Committee – Committee Chair Nelson <ul style="list-style-type: none"> b. The Grounds/Security Committee recommends the acceptance of Arete Industries bid of \$85,538 for solid black granite sign plaquards and backgrounds with sandblasted and gold leaf lettering and borders. c. The Grounds/Security Committee recommends that the district should not pay for the retaining wall block as requested by the contractor due to several factors. 1) The change order was not submitted to and agreed upon (per the contract) prior to work being performed. 2) The district waived the design specifications for setting the equipment on concrete slabs which saved the contractor monies which were included in the base bid. The committee recommends that if the contractor is unhappy with the district's decision that we will abide by the contract and apply change orders for the concrete slab deletion and then the addition of the block material. d. The Grounds/Security recommends approval of \$70 additional dollars for residential delivery of the bollards to be taken from CIP funds line. 3. Management Committee – Committee Chair Fannin <ul style="list-style-type: none"> a. The Management Committee recommends approval of Resolution 2018-03 Disposition of Obsolete Property b. The Management Committee recommends approving the funding of \$250 for medical stipends retroactively owed to Bryant Urbina. The Management Committee also recommends approving the addition of 34.82 PTO hours to Bryant Urbina's PTO account held by ADP. 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 1. Property Management Report
8:00–8:05	13. DISTRICT MANAGER (5 Minutes)
	Items for Consideration by District Manager 1. District Manager Report
8:05 – 8:10	15. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
8:10	ADJOURN



Date: February 6, 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 Absent
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 Simon and second by Supervisor Martin the Board approved the, February 6, 2018 Consent Agenda consisting of the: January 2, 2018 General Meeting Minutes, the January Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the January 2018 Financial Reports, the Property Manager, District Administrative Assistant reports, and the Facility Monitor January 2018 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 4 to 0
2. On **MOTION** by Supervisor Nelson and Second by Supervisor Simon, the Board discussed waiving the RFP process 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. Motion amended to have Property Manager, Mark Cooper visit FAS and Weather Tite Windows showrooms for window comparisons Project not to exceed \$22,000. Motion was rescinded.

3. On **MOTION** by Supervisor Nelson and Second by Supervisor Simon, the Board approved the purchase of 4 fold down lockable bollards with shipping included for \$1,485 to be purchased from the unassigned CIP funds line. Motion passed 4 to 0
4. On **MOTION** by Supervisor Nelson and Second by Supervisor Fannin, the Board approved waiving the RFP process 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. Property Manager, Mark Cooper is asked to visit FAS and Weather Tite Windows showrooms for window comparisons and present his notes and comments to the Security/Grounds Chairman for final decision. Project is set to not exceed \$22,000. Motion passed 4 to 0
5. On **MOTION** by Supervisor Nelson and Second by Supervisor Simon, the Board discussed fixing a solar power light and installing it by the kids playground. Mark made the Board aware that he did not think the light would illuminate the playground. Motion was amended to say that the repair cost should not exceed \$250. Motion was rescinded.

Action Item: For Property Manager, Mark Cooper to research the cost of installing a light pole at the children's playground located by the clubhouse.

6. On **MOTION** by Supervisor Fannin and Second by Supervisor Simon, the Board approved Resolution 2018-02 Disposition of Obsolete Property. Motion passed 4 to 0
7. On **MOTION** by Supervisor Simon and Second by Supervisor Fannin, the Board discussed the purchase of the community communication app. The Board discussed that a mailed notice to join the app would not be necessary for the residents of the community. Property Manager, Mark Cooper was instructed to place a sign at the entrance of the community advising residents to download the app. Motion was rescinded.
8. On **MOTION** by Supervisor Simon and Second by Supervisor Fannin, the Board approved the \$2,700 purchase of the community app from AppyPie. \$2,500 will be reimbursed from Hillsborough County Community Relations. Motion passed 4 to 0
9. On **MOTION** by Supervisor Simon and Second by Supervisor Fannin, the Board approved the conditional seawall easement for Mr. & Mrs. Boyette, property address 7227 Colonial Lake Drive. Motion passed 4 to 0

10. On **MOTION** by Supervisor Simon and Second by Supervisor Martin, the Board approved the request from Mr. & Mrs. Kirk, clearing is subject to the Property Manager, Mark Cooper receiving written approval from the EPC. This is to stipulate the specific conditions of approval. The Kirk's are to meet with Property Manager prior to clearing to review agencies conditions. Following completion of all clearing activities the Kirks are to inform Property Manager so that he can ensure that all work was completed in accordance to issued permit. Motion passed 4 to 0

Meeting adjourned at 8:02PM

Respectfully submitted,

Rob Martin, Treasurer/Secretary

Rob Fannin, Chair

Treasurer's Review Committee Meeting Minutes

Date: *Thursday, February 22, 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 (3rd) Thursday of each month at 12:30 pm.

The next Treasurer's Review Committee Meeting will be **Thursday, March 15th 2018 at 12:30 pm.**

- The Treasurer reviewed bank statements.
- The Treasurer reviewed and signed the wage sign off document provided by auditors.
- The Treasurer reviewed and signed checks.
- The Treasurer committee reviewed and discussed the bids received for the community sign project.
- The Treasurer reviewed the current CIP expense chart.
- The Treasurer reviewed and discussed the District's staff benefits policies.
- The Treasurer committee reviewed the contract held with Executive Pools. The Treasurer does not recommend the funding for the requested block retaining wall.

LSC CDD Resolution 2018-04

Authorization for Treasurer to move funds from
Centerstate Operational Account to Centerstate
Money Market Account

M03-06-18-00

Approved by the Lake St. Charles Board of Supervisors

RESOLUTION 2018-04

**RESOLUTION 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

PURSUANT TO 190.011(5) which states the board may also adopt resolutions which may be necessary for the conduct of district business and

WHEREAS, the Board of Supervisors of the Lake St. Charles Community Development District desires that the District Treasurer be authorized to make changes in the accounts of the Lake St. Charles Community Development District as described herein;

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

- 1. The District Treasurer is hereby authorized to transfer \$5,000 from the District’s Centerstate Bank Operating Account to the District’s Centerstate Bank Money Market Reserve Account for the purpose of adhering to the District’s reserve fund budget policy 3200.4.**
- 2. Effective Date:** This Resolution shall become effective upon its adoption.

**LAKE ST. CHARLES COMMUNITY
DEVELOPMENT DISTRICT**

ROB FANNIN, CHAIRMAN

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH COUNTY

I, Rob Martin, Secretary/Treasurer 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 March 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.

Rob Martin, Secretary/Treasurer

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, February 21st 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 opened sign bids received and discussed and ranked the sign bids.
The committee reviewed the amount of the estimated budget which was \$100,000.

The committee recommends the acceptance of Arete Industries bid of \$85,538 for solid black granite sign plaquards and backgrounds with sandblasted and gold leaf lettering and borders.

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

The 2nd basketball court should be completed in March.

The Dredging survey Proposals are due March 16th 2018 and will be reviewed and ranked at the March 21st Grounds Committee meeting. Recommendations will be presented to the Board at the April meeting.

The new pool equipment replacement should be completed by the March Board meeting.
The contractor asked if the district would buy the retaining wall block (material only) at cost for \$1,723.04. They cite the necessity of this due to unanticipated required equipment grades 6-12" above the resting pool water level) and the need to support the new equipment. The committee discussed the request, the relationship with the contractor, the contract and the specifications and makes the following recommendation: That the district should not pay for the retaining wall block as requested by the contractor due to several factors. 1) The change order was not submitted to and agreed upon (per the contract) prior to work being performed. 2) The district waived the design specifications for setting the equipment on concrete slabs which saved the contractor monies which were included in the base bid. The committee recommends that if the contractor is unhappy with the district's decision that we will abide by the contract and apply change orders for the concrete slab deletion and then the addition of the block material.

The Staff is underway on producing the community app.

Lockable fold down powder coated steel bollards (4) have been installed. The committee recommends approval of \$70 additional dollars for residential delivery to be taken from CIP funds.

The committee met with Ralph and Jennifer Kirk about their request for clearing behind their home after the property manager observed that they had begun clearing immediately after the last board meeting but prior to his receiving their permission from the EPC (Environmental Protection Commission). E-mail, letter and phone messages were sent to them asking them to stop until such permission was received by the District. They were invited to the committee meeting to discuss the matter. They stated that they thought they had all the permission they needed and wanted to get started before the trees leafed out. Committee chairperson Dave Nelson made it very clear to them again that no activity is to proceed until the District receives written permission from the EPC for their

proposed activities. Their request to remove 2 willow trees along the lake for their view was also discussed on site. They are to ask the board for separate permission for that work.

The clubhouse window replacement is underway. Final measurements have been taken and the windows are being manufactured. Installation is likely to occur in May.

At this point, there are 3 projects remaining that have been approved and slated for this year.

- 1) Dredging Survey – Out to Bid
- 2) Dredging
- 3) Replacement of Villas foam wall with PVC fencing

The meeting adjourned at 6:45 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 and install contract- includes engineering fees	\$100,000.00	\$106,397.00	\$102,917.00
5	Resurface, color coat, stripe & goals for 1 basketball court	\$22,262.00	\$22,262.00	\$22,262.00
6	New Community signage	\$100,000.00	\$85,538.00	\$85,538.00
7	Dredging of 3 - 5 ponds	\$75,000.00		\$75,000.00
8	Dredging Survey - Data			
9	Villas wall replacement	\$100,000.00		\$100,000.00
10	Conversion of fountain lights to LED	\$10,000.00		\$10,000.00
11	Emerging CIP projects			
12	Electric feed to Garage	\$5,832.00	\$6,082.00	\$6,082.00
13	4 midge treatments \$860 each treatment (will be in budget starting next FY)	\$3,440.00	\$1,720.00	\$3,440.00
14	Hurricane protection for clubhouse	\$25,000.00	\$21,000.00	\$21,000.00
15	Trail traffic bollards (4)	\$1,485.00	\$1,555.00	\$1,555.00
16	Soccer field regrade, sod and markers			
17	Baseball field clay infield and new bases			
18	Shade structure for Wade pool			
19	Clubhouse Window and Door Blinds	\$2,500.00		
20	Addition APP funding (grant covers \$2,500 of expenses)	\$2,700.00	\$2,610.00	\$110.00
21	Accelerated CIP projects Scheduled for FY 19			
22				
23	Emerging Financial			
24	Additional Funding of Reserve Account		\$5,000.00	\$5,000.00
25	TOTAL EXPENDATURE			\$436,263.00
26	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
27	FY 17 Carryover Funds unassigned			\$33,544.00
28	Completed Projects	TOTAL Funds Available		\$448,385.00
29	Projects in progress		Unassigned Funds	\$12,122.00

Sign Bidders	Base Bid for Staron*	Alternate bid #1: for Absolute black granite, Sandblasted and Gold painted letters	Alternate bid #2: Absolute black granite, sandblasted letters Gold leaf	Alternate bid # 3: Absolute black granite, enrtly aluminum letters all others sandblasted	Bid alternate #4: Absolute black granite all letters and boarders cut out aluminum painted gold.	Warranty
Arete Industries	\$51,182	\$64,189	\$85,538	\$91,419		No Staron; 1 year on Granite
C&S	\$80,135	\$110,870			\$129,375	No Staron; 1 year on Granite
Creative Sign Designs	\$68,525					3 years from sign company

* Note; Staron is not warrantied by manufacturer for outdoor use.

Management Committee Meeting Minutes

Date: *Wednesday, February 21, 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, March 21st at 1:00PM.

The meeting commenced at 1:00 pm

-The committee reviewed and discussed implementing new towing policies for vehicles parked on District property.

- The committee Chairman reviewed and signed checks.

-The committee reviewed and discussed Resolution 2018-03 Disposition of Obsolete Property

The Management Committee recommends approval of Resolution 2018-03 Disposition of Obsolete Property

-The committee reviewed and discussed the District's staff benefits policies. Bryant Urbina was hired as a part-time maintenance staff member but he did not receive his benefits outlined in the District's Permanent Part-Time Employee Benefits Policy#3520.

The Management Committee recommends approving the funding of \$250 for medical stipends retroactively owed to Bryant Urbina. The Management Committee also recommends approving the addition of 34.82 PTO hours to Bryant Urbina's PTO account held by ADP.

The meeting adjourned at 2:15 pm

LSC CDD Resolution 2018-03

[Lake St. Charles District Disposition of Obsolete
Property]

Approved by the Lake St. Charles BOS of Supervisors per M03-06-2018-xx
03/06/2018

**RESOLUTION No. 2018-03
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**

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 March 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.

ROBERT MARTIN, SECRETARY

Exhibit A

Book Current Year Disposals

FYE: 9/30/2017

Asset	Property Description	Disposal Date	Disposal Method	Book Cost/Basis	Gross Proceeds	Expense of Sale	Unrecovered Book Cost	Book Gain/Loss
Group: Equipment and Furniture								
4	32' Gal Litter Bin	9/30/17	Sold	1,008.00	0.00	0.00	0.00	0.00
5	Coin Meter	9/30/17	Sold	1,136.90	0.00	0.00	0.00	0.00
6	Computer	9/30/17	Sold	2,856.63	0.00	0.00	0.00	0.00
10	Laptop Computer	9/30/17	Sold	1,549.96	0.00	0.00	0.00	0.00
12	Pressure Washer	9/30/17	Sold	2,686.50	0.00	0.00	0.00	0.00
14	Clubhouse Computer	9/30/17	Sold	944.98	0.00	0.00	0.00	0.00
20	Picnic Table	9/30/17	Sold	856.00	0.00	0.00	0.00	0.00
26	Power for card assess system	9/30/17	Sold	367.40	0.00	0.00	0.00	0.00
28	Upgrade gates for key card readers	9/30/17	Sold	1,250.00	0.00	0.00	0.00	0.00
30	Installation of card reader at women	9/30/17	Sold	941.01	0.00	0.00	0.00	0.00
31	Lanyards	9/30/17	Sold	161.93	0.00	0.00	0.00	0.00
32	Sept Installation of card reader to cc	9/30/17	Sold	943.00	0.00	0.00	0.00	0.00
35	WMM 600 Purple Pole	9/30/17	Sold	1,564.91	0.00	0.00	0.00	0.00
Equipment and Furniture				16,267.22	0.00	0.00	0.00	0.00
Group: Infrastructure								
57	Hampton Entrance Landscaping	9/30/17	Sold	1,883.36	0.00	0.00	0.00	0.00
58	Jamestown Entrance Landscaping	9/30/17	Sold	2,549.36	0.00	0.00	0.00	0.00
59	Stratford Entrance Landscaping	9/30/17	Sold	2,549.36	0.00	0.00	0.00	0.00
60	Charleston West Entrance Landscap	9/30/17	Sold	2,549.36	0.00	0.00	0.00	0.00
61	Bishops Pointe Entrance Landscapi	9/30/17	Sold	2,549.36	0.00	0.00	0.00	0.00
62	Charleston East Entrance Landscapi	9/30/17	Sold	2,549.36	0.00	0.00	0.00	0.00
63	Courtland Entrance Landscaping	9/30/17	Sold	2,549.36	0.00	0.00	0.00	0.00
64	Kensington Entrance Landscaping	9/30/17	Sold	2,549.36	0.00	0.00	0.00	0.00
65	Lexington Entrance Landscaping	9/30/17	Sold	2,549.36	0.00	0.00	0.00	0.00
66	Lakeside Entrance Landscaping	9/30/17	Sold	2,549.36	0.00	0.00	0.00	0.00
67	Cambridge Entrance Landscaping	9/30/17	Sold	4,120.88	0.00	0.00	0.00	0.00
68	Remington Entrance Landscaping	9/30/17	Sold	1,231.00	0.00	0.00	0.00	0.00
81	Clubhouse Fan Installation	9/30/17	Sold	2,100.00	0.00	0.00	105.00	-105.00
Infrastructure				32,279.48	0.00	0.00	105.00	-105.00
Grand Total				48,546.70	0.00	0.00	105.00	-105.00

Bryant Urbina

Full Time Benefits:

\$100 Medical Stipend, 8 Hours for Holidays & 1.54 hours per pay period PTO

Part Time Benefits:

75% of full time benefits- \$75 Medical Stipend, 6hours for Holidays & 1.16 hour per pay period PTO

12-1-2016 to 2-28-2017 90 Day Probation Period

Pay Period	Hours	Medical Stipend	Holiday	PTO hours
3/5 to 3/18	28			1.16
3/19 to 4/1	72.25	\$75		1.16
4/2 to 4/15	80			1.54
4/16 to 4/29	80	\$100		1.54
4/30 to 5/13	57.5			1.16
5/14 to 5/27	60	\$75		1.16
5/28 to 6/10	50.25		6	1.16
6/11 to 6/24	72			1.16
6/25 to 7/8	58.25		8	1.54
7/9 to 7/22	71			1.54
7/23 to 8/5	66.25			1.54
8/6 to 8/19	72			1.54
8/20 to 9/2	80			1.54
9/3 to 9/16	80			1.54
9/17 to 9/30	73.5			1.54
		\$ 250.00	14	20.82

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, February 20th, 2018 @ 10:00 am*

Chairperson: *Supervisor Ginny Gianakos*

Operations Manager: *Property Manager, Mark Cooper*

The Strategic Planning Committee Meeting was canceled. The committee will present last month's material that was not presented.

Notice of Meetings – Strategic Planning Committee

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 16th 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, March 20th at 10 am.

**Lake St. Charles CDD
Funds Statement**

Nov '17 - Jan '17

	Nov '17	Dec '17	Jan '17	Category
Bank/Current Asset Accounts				
CenterState Bank Checking	274,681	816,402	790,094	Cash
CenterState Bank Money Market	235,947	236,758	236,804	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	511,423	1,053,955	1,027,693	
Cash (Checking/Savings)				
CenterState Bank Checking	274,681	816,402	790,094	
CenterState Bank Money Market	235,947	236,758	236,804	
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	511,423	1,053,955	1,027,693	
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	511,423	1,053,955	1,027,693	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	235,947	236,758	236,804	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	235,947	236,758	236,804	

Lake St. Charles CDD Disbursement Authorization Report

January 2018

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	01/02/2018	Square Inc	10000-CenterState Bank Checking	-262.58
				Security/Renters Cards Deposits	270.00
				Security/Renters Cards Deposits	-7.42
TOTAL					262.58
Check	EFT/Auto	01/02/2018	Square Inc	10000-CenterState Bank Checking	-14.59
				Security/Renters Cards Deposits	15.00
				Security/Renters Cards Deposits	-0.41
TOTAL					14.59
Check	EFT/Auto	01/05/2018	TECO Electric	10000-CenterState Bank Checking	-2,812.74
				53100 - Electric Utility Svs	42.66
				53100 - Electric Utility Svs	59.77
				53100 - Electric Utility Svs	225.62
				53100 - Electric Utility Svs	727.41
				53100 - Electric Utility Svs	107.74
				53100 - Electric Utility Svs	1,046.72
				53100 - Electric Utility Svs	299.78
				53100 - Electric Utility Svs	43.78
				53100 - Electric Utility Svs	19.01
				53100 - Electric Utility Svs	24.55
				53100 - Electric Utility Svs	21.56
				53100 - Electric Utility Svs	21.56
				53100 - Electric Utility Svs	21.46
				53100 - Electric Utility Svs	21.46
				53100 - Electric Utility Svs	21.76

Lake St. Charles CDD Disbursement Authorization Report

January 2018

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	21.86
				53100 - Electric Utility Svs	21.46
				53100 - Electric Utility Svs	21.56
				53100 - Electric Utility Svs	21.56
				53100 - Electric Utility Svs	21.46
TOTAL					<u>2,812.74</u>
Check	EFT/Auto	01/09/2018 ADP		10000-CenterState Bank Checking	-10,111.77
				District Manager	1,936.00
				Payroll Taxes - Employer Taxes	216.16
				Facilities Monitor	1,303.20
				Property Maintenance Team Lead	717.20
				Property Manager	2,329.60
				Payroll Taxes - Employer Taxes	611.91
				Supervisor Fees	1,000.00
				Employer Taxes	101.20
				Full Time Hybrid Employee	951.00
				Medical Stipend	200.00
				Medical Stipends	500.00
				Property Maintenance Part-Time	245.50
TOTAL					<u>10,111.77</u>
Check	EFT/Auto	01/12/2018 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	01/17/2018 ADP		10000-CenterState Bank Checking	-142.35

Lake St. Charles CDD Disbursement Authorization Report

January 2018

Type	Num	Date	Name	Account	Original Amount
				Payroll Service Charge	10.16
				Payroll Service Charge	81.39
				Supervisor Payroll Service	50.80
TOTAL					142.35
Check	EFT/Auto	01/23/2018 ADP		10000-CenterState Bank Checking	-8,225.35
				District Manager	1,936.00
				Payroll Taxes - Employer Taxes	161.66
				Facilities Monitor	1,303.20
				Property Maintenance Team Lead	1,022.83
				Property Manager	2,329.60
				Payroll Taxes - Employer Taxes	472.25
				Full Time Hybrid Employee	960.00
				Property Maintenance Part-Time	39.81
TOTAL					8,225.35
Bill Pmt -Check	7989	01/02/2018 Aquatic Systems, Inc		10000-CenterState Bank Checking	-225.00
Bill	2nd Quater Mitigatio	01/01/2018		Mitigation Maint Contract	225.00
TOTAL					225.00
Bill Pmt -Check	7990	01/02/2018 Aquaworx		10000-CenterState Bank Checking	-34,507.00
Bill	Final Payment	01/02/2018		58003-Future CIP Projects & Res	34,507.00
TOTAL					34,507.00

Lake St. Charles CDD Disbursement Authorization Report

January 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	7991	01/02/2018	Brandon Electric Inc.	10000-CenterState Bank Checking	-125.00
Bill	229 Inv #	11/27/2017		Security Repairs	<u>125.00</u>
TOTAL					125.00
Bill Pmt -Check	7992	01/02/2018	Republic Waste Services	10000-CenterState Bank Checking	-175.25
Bill	0696-000703257 Inv #	12/17/2017		53400 - Garbage/Solid Waste Svc	<u>175.25</u>
TOTAL					175.25
Bill Pmt -Check	7993	01/02/2018	Staples	10000-CenterState Bank Checking	-633.96
Bill	Toner & Paper	12/15/2017		Printer Supplies	<u>633.96</u>
TOTAL					633.96
Bill Pmt -Check	7994	01/02/2018	SunTrust Credit Card	10000-CenterState Bank Checking	-2,960.67
Bill	Dec CC Statement	01/02/2018		13500 - SunTrust Visa Card	<u>2,960.67</u>
TOTAL					2,960.67
Bill Pmt -Check	7995	01/02/2018	Verizon Wireless	10000-CenterState Bank Checking	-42.36
Bill	11-24-17 to 12-23-17	12/23/2017		Telephone	<u>42.36</u>
TOTAL					42.36
Bill Pmt -Check	7996	01/02/2018	Aquatic Systems, Inc	10000-CenterState Bank Checking	-1,049.00
Bill	January Pond Mainten	01/01/2018		Pond & Stormwater Maint Contrac	<u>1,049.00</u>

Lake St. Charles CDD Disbursement Authorization Report

January 2018

Type	Num	Date	Name	Account	Original Amount
TOTAL					1,049.00
Bill Pmt -Check	7997	01/17/2018	Chris's Portable Toilets	10000-CenterState Bank Checking	-75.00
Bill	1805-90053 Inv #	01/08/2018		Park Facility Maintenance	75.00
TOTAL					75.00
Bill Pmt -Check	7998	01/17/2018	CLC Total Care	10000-CenterState Bank Checking	-7,250.00
Bill	INV 19829	01/03/2018		Landscape Maintenance Contract	7,250.00
TOTAL					7,250.00
Bill Pmt -Check	7999	01/17/2018	Frontier	10000-CenterState Bank Checking	-218.79
Bill	Dec Internet & Fax	12/25/2017		Telephone	218.79
TOTAL					218.79
Bill Pmt -Check	8000	01/17/2018	RetailFirst - Summit W/C	10000-CenterState Bank Checking	-892.41
Bill	INV# 10348297	02/01/2018		Employer Workman Comp	892.41
TOTAL					892.41
Bill Pmt -Check	8001	01/17/2018	Scott Surridge	10000-CenterState Bank Checking	-45.00
Bill	Access Card Deposit	01/17/2018		Security/Renters Cards Deposits	45.00
TOTAL					45.00

Lake St. Charles CDD Disbursement Authorization Report

January 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	8002	01/17/2018	SmartTech ID Company, INC	10000-CenterState Bank Checking	-675.30
Bill	INV# 121517_LSC_Serv	01/17/2018		Technology Services/Upgrades	675.30
TOTAL					675.30
Bill Pmt -Check	8003	01/17/2018	Tampa Bay Times	10000-CenterState Bank Checking	-197.50
Bill	AD#581637	01/11/2018		Legal Advertising	197.50
TOTAL					197.50
Bill Pmt -Check	8004	01/17/2018	TECO Gas Company	10000-CenterState Bank Checking	-469.83
Bill	January Billing	01/08/2018		53200 - Gas Utility Services	469.83
TOTAL					469.83
Bill Pmt -Check	8005	01/17/2018	Verizon Wireless	10000-CenterState Bank Checking	-112.84
Bill	12-02-17 to 01-01-17	01/01/2018		Parks & Rec Cell Phones	112.84
TOTAL					112.84
Bill Pmt -Check	8006	01/17/2018	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,600.00
Bill	JanuaryPool Cleaning	01/10/2018		Pool Maintenance Contract	1,600.00
TOTAL					1,600.00

2/22/2018

Treasurer's Report - CenterState Account

January 2018

01/1/1 - 01/31/18

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						816,402.30
01/02/2018	7989	Aquatic Systems, Inc	INV# 0000395941	225.00		816,177.30
01/02/2018	7990	Aquaworx	Invoice # 13882 Final Payment	34,507.00		781,670.30
01/02/2018	7991	Brandon Electric Inc.	229 Inv #	125.00		781,545.30
01/02/2018	7992	Republic Waste Services	3-0696-1005435	175.25		781,370.05
01/02/2018	7993	Staples	6011 1000 4086 310	633.96		780,736.09
01/02/2018	7994	SunTrust Credit Card	4223071100091531 Acct #	2,960.67		777,775.42
01/02/2018	7995	Verizon Wireless	Acct# 842082173-00001	42.36		777,733.06
01/02/2018	7996	Aquatic Systems, Inc	INV# 0000395940	1,049.00		776,684.06
01/02/2018	EFT/Auto	Square Inc	K. Vassell CH Deposit Refund	262.58		776,421.48
01/02/2018	EFT/Auto	Square Inc	S. Fountain Guest Pass Refund	14.59		776,406.89
01/03/2018			Deposit		53.49	776,460.38
01/05/2018	EFT/Auto	TECO Electric	06980007400 Acct #	2,812.74		773,647.64
01/09/2018	EFT/Auto	ADP	P.E. 01-06-18	10,111.77		763,535.87
01/09/2018			Deposit		374.41	763,910.28
01/10/2018			Deposit		44,485.39	808,395.67
01/10/2018			Deposit		374.41	808,770.08
01/12/2018	EFT/Auto	ADP	506421553 Inv #	146.80		808,623.28
01/17/2018	7997	Chris's Portable Toilets	1805-90053 Inv #	75.00		808,548.28
01/17/2018	7998	CLC Total Care	INV 19829	7,250.00		801,298.28
01/17/2018	7999	Frontier	ACCT# 813-671-8339-120297-5	218.79		801,079.49
01/17/2018	8000	RetailFirst - Summit W/C	0520-48906 Policy # INV# 10348297	892.41		800,187.08
01/17/2018	8001	Scott Surridge	Access Card Deposit Refund	45.00		800,142.08
01/17/2018	8002	SmartTech ID Company, INC	INV# 121517_LSC_Serv	675.30		799,466.78
01/17/2018	8003	Tampa Bay Times	Acct# 105743 AD#581637	197.50		799,269.28
01/17/2018	8004	TECO Gas Company	07884976	469.83		798,799.45
01/17/2018	8005	Verizon Wireless	Acct# 742078254-00001	112.84		798,686.61
01/17/2018	8006	Zebra Cleaning Team, Inc.	2414 Inv #	1,600.00		797,086.61
01/17/2018	EFT/Auto	ADP	486584652 Inv #	142.35		796,944.26
01/18/2018			Deposit		123.53	797,067.79
01/19/2018			Deposit		555.24	797,623.03

2/22/2018

<u>Date</u>	<u>PM</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
01/22/2018				Deposit		162.52	797,785.55
01/23/2018	EFT/Auto	ADP		P.E. 1-20-18	8,225.35		789,560.20
01/27/2018				Deposit		374.41	789,934.61
01/31/2018				Interest		159.35	790,093.96
					72,971.09	46,662.75	790,093.96

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2017 through January 2018

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Jan '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
3							Revenue/Expense					
4							Revenue					
5							36100 - Interest Earnings					
6							Interest - General Fund	547	1,450	(903)		292
7							Total 36100 - Interest Earnings	547	1,450	(903)		292
8							General Fund Assessment-O&M					
9							General Fund Assessment Gross	878,473	935,803	(57,330)		736,519
10							GF Prop Tax Interest	138	0	138		89
11							GF Tax Collector Commissions	(16,869)	(18,716)	1,847		(14,143)
12							GF Tax Payment Discount	(35,041)	(37,432)	2,391		(29,372)
13							Total General Fund Assessment-O&M	826,702	879,655	(52,953)		693,093
14												
15							Total 36310 - Special Assessment	826,702	879,655	(52,953)		693,093
16							36311 - Excess Fees	5,701	0	5,701		5,388
17							36900 - Miscellaneous Revenues			0		
18							Other Misc Revenue	1,073	1,200	(127)		835
19							Rental	792	1,900	(1,108)		728
20							Total 36900 - Miscellaneous Revenues	1,865	3,100	(1,235)		1,563
21							Total Revenue	834,815	884,205	(49,390)		700,335
22												
24							Expense					
25							5110 - Legislative					
26							Employer Taxes	405	1,460	(1,055)		485
27							Special District Fees	175	175	0		175
28							Supervisor Fees	4,000	12,000	(8,000)		4,000
29							Supervisor Payroll Service	323	900	(577)		310
30							Total 5110 - Legislative	4,903	14,535	(9,632)		4,970

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2017 through January 2018

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Jan '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)		472
35							District F&A Employees					
36							District Manager	17,386	50,336	(32,950)		17,048
37							Medical Stipend	800	2,400	(1,600)		800
38							Payroll Service Charge	154	465	(311)		158
39							Payroll Taxes - Employer Taxes	1,458	4,400	(2,942)		1,593
40							Performance Stipend	0	1,000	(1,000)		500
41							Total District F&A Employees	19,798	58,601	(38,803)		20,100
42							Dues, Licenses & Fees	316	500	(184)		299
43							General Insurance					
44							Crime	510	600	(90)		510
45							General Liability	3,517	3,868	(351)		3,517
46							Public Officials Liability & EP	2,890	3,179	(289)		2,890
47							Total General Insurance	6,917	7,647	(730)		6,917
48							Legal Advertising	1,332	2,600	(1,269)		1,356
49							Local/Other Taxes	3,196	2,800	396		2,756
50							Office Supplies	180	1,000	(820)		214
51							Postage	60	250	(190)		45
52							Printer Supplies	634	2,000	(1,366)		566
53							Professional Development	0	1,000	(1,000)		0
54							Technology Services/Upgrades	1,045	2,000	(955)		370
55							Telephone	1,057	3,100	(2,043)		820
56							Travel Per Diem	0	200	(200)		0
57							Website Development & Monitor	0	2,650	(2,650)		0
58							Total 51300 - Financial & Admin	35,534	100,048	(64,514)		34,915

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2017 through January 2018

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Jan '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
59							51400 - Legal Counsel					
60							District Counsel	(302)	8,000	(8,302)		3,216
61							Total 51400 - Legal Counsel	(302)	8,000	(8,302)		3,216
62							52100 - Law Enforcement					
63							Car Maintenance & Repairs	337	1,000	(663)		5
64							Car Gas	228	1,500	(1,272)		248
65							Hyundai Loan Payments			0		
66							Hyundai Interest Payment	4	53	(49)		69
67							Hyundai Principal Payment	1,035	995	40		979
68							Total Hyundai Loan Payments	1,040	1,048	(8)		1,048
69							Other Protection Services	0	15	(15)		0
70							Total 52100 - Law Enforcement	1,604	3,563	(1,959)		1,301
71							53100 - Electric Utility Svs	12,086	38,800	(26,714)		9,076
72							53200 - Gas Utility Services	1,354	4,000	(2,646)		1,114
73							53400 - Garbage/Solid Waste Svc	700	1,700	(1,000)		577
74							53600 - Water/Sewer Services	2,088	8,000	(5,912)		1,985
75							53900 - Physical Environment			0		
76							Entry & Walls Maintenance	78	2,000	(1,922)		(8,509)
77							Ford F250 Loan Payment			0		
78							Interest Payment	9	172	(163)		79
79							Principal Payment	2,023	2,140	(117)		846
80							Total Ford F250 Loan Payment	2,032	2,312	(280)		925
81							Ford F250 Maintenance & Repair	721	1,000	(279)		104
82							Fountain in Lake	1,719	3,000	(1,281)		0
83							Gas - Equipment	70	400	(330)		119
84							Gas - Truck	485	1,800	(1,315)		317

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2017 through January 2018

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Jan '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
85							Irrigation Maintenance	4,028	6,700	(2,672)		2,138
86							Landscape Maintenance Contract	29,000	87,000	(58,000)		29,000
87							Misc. Landscape-Temporary Staff	0	3,000	(3,000)		2,321
88							Misc. Landscape Maintenance	4,287	9,500	(5,213)		3,871
89							Mulch	0	4,000	(4,000)		0
90							New Plantings	386	6,000	(5,614)		0
91							Pond & Stormwater Maint Contract	4,196	12,780	(8,584)		3,502
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	450	900	(450)		702
95							Total 53900 - Physical Environment	58,284	156,392	(98,108)		45,040
96							57200 - Parks & Recreation					
97							Auto Liability	665	755	(90)		665
98							Club Facility Maintenance			0		
99							Club Facility Maintenance	1,428	5,000	(3,572)		2,961
100							Clubhouse Supplies	1,789	2,300	(511)		592
101							Locks/Keys	0	100	(100)		0
102							Total Club Facility Maintenance	3,218	7,400	(4,182)		3,553
103							District Employees Payroll Exp					
104							Employer Workman Comp	3,231	7,629	(4,398)		1,745
105							Facilities Monitor	11,345	33,403	(22,058)		11,027
106							Medical Stipends	2,000	6,000	(4,000)		1,600
107							Payroll Service Charge	785	2,000	(1,215)		735
108							Payroll Taxes - Employer Taxes	4,231	13,500	(9,269)		4,114
109							Performance Stipend	0	2,600	(2,600)		1,050
110							Full-Time Hybrid Employee	8,337	24,960	(16,623)		0
111							Property Maintenance Part-Time	669	1,381	(712)		305
112							Property Maintenance Team Lead	9,442	27,675	(18,233)		9,984
113							Property Manager	20,921	60,570	(39,649)		20,511
114							Recreational Assistants	0	5,900	(5,900)		0
115							Total District Employees Payroll Exp	60,960	185,618	(124,658)		51,071

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2017 through January 2018

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Jan '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
116							Dock Maintenance	98	400	(302)		0
117							Drainage/ Nature Path/Trail Maintenance	0	1,800	(1,800)		85
118							Park Facility Maintenance	2,478	5,000	(2,522)		866
119							Parks & Rec Cell Phones	451	1,700	(1,249)		417
120							Playground Maintenance	0	2,000	(2,000)		0
121							Pool Maintenance Contract	4,800	19,600	(14,800)		6,400
122							Pool Maintenance Repairs	6,408	12,000	(5,592)		1,436
123							Sec System Monitoring Contract	120	240	(120)		120
124							Security Repairs	2,759	2,921	(162)		0
125							Total 57200 - Parks & Recreation	81,956	239,434	(157,478)		64,613
126							58003- Future CIP Projects and Reserves	115,646	309,733	(194,087)		14,992
127							Total Expense	313,853	884,205	(570,352)		181,800
128							Revenue Less Expenses	520,962	0	520,962		518,535
129							Other Revenue/Expense					
130							Other Revenue					
131							SunTrust Credit Card Rewards	765		0		
132							FY 16-17 Carryover	138,652		138,652		
133							Total Other Revenue	139,417	0	138,652		
134												
135							Other Expense					
136							Midge Treatments	860	3,440	(2,580)		
137							Unassigned CIP Projects	0	135,212	(135,212)		
138							Total Other Expense	860	138,652	(137,792)		
139							Net Other Income	137,792	(138,652)	137,792		

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2017 through January 2018

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Jan '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
140	Net Income							658,754	(138,652)	658,754		

Lake St. Charles CDD Property Manager Expense Report

January 2018

	Type	Date	Num	Memo	Amount
Alphabet Signs					
	Credit Card Charge	01/17/2018	Replacement	Replacement Message Board Tracks	29.95
Buckeye Cleaning Center					
	Credit Card Charge	01/18/2018	Toilet Pape	Toilet Paper	58.98
Chris's Portable Toilets					
	Bill	01/08/2018	1805-90053 Inv #	1805-90053 Inv #	75.00
Dog Waste Depot					
	Credit Card Charge	01/11/2018	Doggie Bags	Doggie Bags	235.98
George's Mower Service Inc.					
	Credit Card Charge	01/09/2018	Filter, Lab	Filter, Labor & misc	92.97
Home Depot					
	Credit Card Charge	01/03/2018	Toilet Tank	Toilet Tank Repair	7.48
	Credit Card Charge	01/03/2018	Paint	Paint	13.98
	Credit Card Charge	01/08/2018	Cleaning Su	Cleaning Supplies	35.54
	Credit Card Charge	01/10/2018	Misc Items	Misc Items & Chlorine Granules	178.07
	Credit Card Charge	01/11/2018	Misc Dock M	Misc Dock Maint Items	73.71
	Credit Card Charge	01/17/2018	Tape & Goo	Tape & Goo Gone	8.91
	Credit Card Charge	01/17/2018	Paint & Dro	Paint & Drop Cloth	54.78
	Credit Card Credit	01/18/2018	Clear Mount	Clear Mount Tape	-4.97
	Credit Card Charge	01/18/2018	Gloves & Tr	Gloves & Tread Strip	23.88
Manatee Apparel Graphics					
	Credit Card Charge	01/25/2018	1021801 INV	1021801 INV#	190.56
Signs Now					
	Credit Card Charge	01/09/2018	SN006-32020	Signs	39.00
Winn Dixie					
	Credit Card Charge	01/11/2018	Water	Water	9.00
TOTAL					1,123

March 2018 Property Manager's report

All activities are generally covered under my grounds committee report.

Staff will be commencing landscape enhancements this month with mulching to follow completion of plantings.

The HOA has agreed to purchase a sign to be placed at the community entrance (across from Hampton) that states this is a deed restricted community and no soliciting.

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	3											7	27
Completed Clubhouse Rentals	2	4											6	36
Guest Passes Issued	0	0											0	14
Replacement Cards	0	1											1	11
Resident Access Cards	4	1											5	71
Renters Access Cards	1	0											1	45
Parking Stickers	4	4											8	142
Online Purchases	2	1											3	28
Monthly Total	17	14											31	374

I have received 4 voicemails, with 2 that required a call back.

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

Mark & Adriana notarized 2 documents.