

Supervisor Packet for April 3, 2018 General Meeting

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

7:00 p.m., April 3, 2018

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

Board of Supervisors

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

LSC CDD Staff

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

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

	<ul style="list-style-type: none"> d. March 2018 Property Manager Monthly Report e. March 2018 Clubhouse Monthly Report f. March 2018 Facilities Monitor Report (Distributed Separately)
7:20 - 7:35	8. Audit Presentation FY 16 (15 Minutes)
7:35 - 7:45	9. COMMITTEE REPORTS (10 Minutes)
	<ul style="list-style-type: none"> 1. Treasurer's Review Committee – Treasurer Martin 2. Grounds/Security Committee – Committee Chair Nelson <ul style="list-style-type: none"> a. The Grounds/Security Committee recommends a Motion to approve the selection of H2O Environmental Services to perform the pond surveys and data collection for ponds # 22, #23, and #11 at a cost of \$8,900. b. The Grounds/Security Committee recommends approval of Policy #3540 District Employees Lunch & Break Policy. 3. Management Committee – Committee Chair Fannin 4. Strategic Planning Committee – Committee Chair Gianakos
7:45- 7:55	10. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR FANNIN (10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors
7:55 -8:00	11. PROPERTY MANAGER (5 Minutes)
	Items for Consideration by Property Manager - Mark Cooper <ul style="list-style-type: none"> 1. Property Management Report
8:00–8:05	12. DISTRICT MANAGER (5 Minutes)
	Items for Consideration by District Manager <ul style="list-style-type: none"> 1. District Manager Report
8:05 – 8:15	15. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
8:15	ADJOURN



Date: March 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
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

Action Item: For Property Manager, Mark Cooper to research the available options for midges on land

1. On **MOTION** by Supervisor Gianakos and second by Supervisor Simon the Board approved the, March 6, 2018 Consent Agenda consisting of the: February 6, 2018 General Meeting Minutes, the March Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the February 2018 Financial Reports, the Property Manager, District Administrative Assistant reports, and the Facility Monitor February 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 Gianakos, the Board approved Arete Industries bid of \$85,538.00, for solid black granite sign placards and backgrounds with sandblasted and gold leaf lettering and borders. Motion passed 4 to 0

Supervisor Martin arrived at 7:20PM

3. On **MOTION** by Supervisor Nelson and Second by Supervisor Simon, the Board discussed providing half of the requested payment for the retaining wall block in the amount of \$1,723.04. Motion was amended to only approving \$500 towards the payment. Motion was rescinded.
4. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board approved a \$500 payment from the requested \$1,723.04 requested from Executive pools for the constructed retaining wall block. Motion passed 4 to 1 Supervisor Martin voted NO
5. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board approved the additional payment of \$70.00 for the residential delivery of the bollards, to be funded from the CIP funds line. Motion passed 5 to 0
6. On **MOTION** by Supervisor Fannin and Second by Supervisor Simon, the Board approved Resolution 2018-04 Authorization for Treasurer to move funds from Centerstate Operational Account to Centerstate Money Market Account. Motion passed 5 to 0.
7. On **MOTION** by Supervisor Martin and Second by Supervisor Gianakos, the Board approved the 3 year engagement letter provided by Tuscan & Company, PA. For the following years: FY2018(\$12,500), FY2019(\$13,000), FY2020(\$13,500). Motion passed 5 to 0
8. On **MOTION** by Supervisor Fannin and Second by Supervisor Nelson, the Board approved the funding of \$250 for medical stipends retroactively owed to Bryant Urbina. Motion passed 5 to 0
9. On **MOTION** by Supervisor Fannin and Second by Supervisor Martin, the Board approved adding 34.82 PTO hours retroactively owed to Bryant Urbina's PTO account held by ADP. Motion passed 5 to 0
10. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board approved extending the General Meeting until 8:20PM. Motion passed 5 to 0

Meeting adjourned at 8:10PM

Respectfully submitted,

Rob Martin, Treasurer/Secretary

Rob Fannin, Chair

Treasurer's Review Committee Meeting Minutes

Date: *Thursday, March 15th 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, April 19, 2018 at 12:30 pm.**

The Treasurer's Review Committee Meeting was cancelled.

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, March 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 and reviewed the pond dredging survey bids that were received.

The bidders and amounts are summarized on the next page.

The committee recommends the selection of H2O Environmental Services to perform the pond surveys and data collection for ponds # 22, #23, and #11 at a cost of \$8,900.

The estimated CIP cost for the pond dredging project is \$75,000.

The 2nd basketball court will be completed by the end of March.

The upgrade of the pool equipment was completed in March.

The clubhouse window replacement is tentatively scheduled for mid-May.

The meeting adjourned at 6:30 PM

Pre Dredge Pond Survey				
Company	Mandatory Ponds 22,23,11	Additional Optional Ponds 2,18,20,21	Total Combined	Notes
SurvTech Solutions, Inc.	\$4,800	\$5,420		No Soil Testing or dump site identification
Gator Dredging	14,000	\$9,500	\$23,500	All inclusive. \$2,000 discount if they dredge
George F Young	\$23,551	\$19,333	\$42,884	All inclusive
GBA	\$10,765	\$10,000	\$20,765	All inclusive
H2O	\$8,900	\$11,250 *\$10,125	\$19,025	All inclusive * 10% deduction of optional ponds if work done at same time as Mandatory ponds.
DMC	\$26,000	\$20,000 - \$29,000	\$46,000	All inclusive

	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- engineering fees paid in pool maint.	\$100,000.00	\$106,897.00	\$103,417.00
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		\$66,500.00
8	Dredging Survey - Data		\$8,900.00	\$8,900.00
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	\$3,440.00	\$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 reimburses \$2,500 of expenses)	\$2,700.00	\$2,698.00	\$198.00
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 EXPENDITURE			\$437,251.00
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	\$11,134.00

Lake St. Charles Community Development District

POLICY HANDBOOK

POLICY TITLE: District Employees Lunch & Break Policy

POLICY NUMBER: 3540

MOTION NUMBER: M04-03-2018-xx

3540.1 This policy shall apply to all full-time, non-seasonal District employees. A full-time employee is defined as an employee who works 32 hours or more per week.

3540.2 The purpose of this policy establishes that the District recognizes that employees need to have adequate time to enjoy a daily lunch and work breaks.

3540.2.1 Employees are entitled to a 15 minute break for every four (4) hours worked.

3540.2.2 Employees are entitled to a 30 minute lunch break for every eight (8) hours worked.

3540.2.3 Lunch & breaks are not to exceed 60 minutes daily.

Management Committee Meeting Minutes

Date: *Wednesday, March 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, April 18th at 1:00PM.

The meeting commenced at 1:00 pm

- The committee Chairman reviewed and signed the contract provided by Arete Industries, Inc.
- The committee Chairman reviewed and signed checks.

The meeting adjourned at 2:00 pm

Strategic Planning Committee Meeting Minutes

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

Chairperson: *Supervisor Ginny Gianakos*

Operations Manager: *Property Manager, Mark Cooper*

The Strategic Planning Committee Meeting was canceled.

Notice of Meetings – Strategic Planning Committee

The next Strategic Planning Committee Meeting is scheduled for Tuesday, April 17th at 10 am.

Lake St. Charles CDD
Funds Statement

Dec '17 - Feb '18

	Dec '17	Jan '18	Feb '18	Category
Bank/Current Asset Accounts				
CenterState Bank Checking	816,402	790,094	695,015	Cash
CenterState Bank Money Market	236,758	236,804	236,846	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	1,053,955	1,027,693	932,656	
Cash (Checking/Savings)				
CenterState Bank Checking	816,402	790,094	695,015	
CenterState Bank Money Market	236,758	236,804	236,846	
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	1,053,955	1,027,693	932,656	
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	1,053,955	1,027,693	932,656	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	236,758	236,804	236,846	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	236,758	236,804	236,846	

Lake St. Charles CDD Disbursement Authorization Report

February 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check		02/22/2018	Egis Insurance & Risk Advisors, LLC	10000-CenterState Bank Checking	0.00
General Journal	Audit#1	09/30/2016	Egis Insurance & Risk Advisors, LLC	Accounts Payable	-18,132.00
TOTAL					-18,132.00
Bill Pmt -Check		02/22/2018	RetailFirst - Summit W/C	10000-CenterState Bank Checking	0.00
General Journal	Audit#2	09/30/2016	RetailFirst - Summit W/C	Accounts Payable	-635.00
TOTAL					-635.00
Check	EFT/Auto	02/02/2018	ADP	10000-CenterState Bank Checking	-133.57
				Payroll Service Charge	22.26
				Payroll Service Charge	111.31
TOTAL					133.57
Check	EFT/Auto	02/05/2018	ADP	10000-CenterState Bank Checking	-9,063.63
				District Manager	1,936.00
				Payroll Taxes - Employer Taxes	178.36
				Facilities Monitor	1,303.20
				Property Maintenance Team Lead	1,173.60
				Property Manager	2,329.60
				Payroll Taxes - Employer Taxes	517.60
				Full Time Hybrid Employee	912.00
				Property Maintenance Part-Time	13.27
				Medical Stipend	200.00
				Medical Stipends	500.00
TOTAL					9,063.63

Lake St. Charles CDD Disbursement Authorization Report

February 2018

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	02/08/2018	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	02/16/2018	ADP	10000-CenterState Bank Checking	-133.57
				Payroll Service Charge	22.26
				Payroll Service Charge	111.31
TOTAL					133.57
Check	EFT/Auto	02/20/2018	ADP	10000-CenterState Bank Checking	-8,896.98
				District Manager	1,936.00
				Payroll Taxes - Employer Taxes	153.64
				Facilities Monitor	1,303.20
				Property Maintenance Team Lead	704.98
				Property Manager	2,329.60
				Payroll Taxes - Employer Taxes	426.06
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
				Full Time Hybrid Employee	960.00
TOTAL					8,896.98
Check	EFT/Auto	02/22/2018	TECO Electric	10000-CenterState Bank Checking	-3,101.12
				53100 - Electric Utility Svs	48.26
				53100 - Electric Utility Svs	66.12
				53100 - Electric Utility Svs	200.11

February 2018

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	822.61
				53100 - Electric Utility Svs	132.24
				53100 - Electric Utility Svs	1,162.09
				53100 - Electric Utility Svs	352.19
				53100 - Electric Utility Svs	39.47
				53100 - Electric Utility Svs	20.45
				53100 - Electric Utility Svs	25.69
				53100 - Electric Utility Svs	23.21
				53100 - Electric Utility Svs	23.12
				53100 - Electric Utility Svs	23.01
				53100 - Electric Utility Svs	23.12
				53100 - Electric Utility Svs	23.42
				53100 - Electric Utility Svs	23.53
				53100 - Electric Utility Svs	23.12
				53100 - Electric Utility Svs	23.12
				53100 - Electric Utility Svs	23.12
TOTAL					3,101.12
Bill Pmt -Check	8007	02/06/2018	Alley Cat Pest Control	10000-CenterState Bank Checking	-85.00
Bill	pest control	02/02/2018		Club Facility Maintenance	85.00
TOTAL					85.00
Bill Pmt -Check	8008	02/06/2018	Aquatic Systems, Inc	10000-CenterState Bank Checking	-1,049.00
Bill	FebruaryPond Mainten	02/01/2018		Pond & Stormwater Maint Contrac	1,049.00
TOTAL					1,049.00

Lake St. Charles CDD Disbursement Authorization Report

February 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	8009	02/06/2018	Architectural Fountains, Inc.	10000-CenterState Bank Checking	-11,640.00
Bill	012118-02E Inv #	01/21/2018		Fountain in Lake	1,640.00
				58003-Future CIP Projects & Res	10,000.00
TOTAL					<u>11,640.00</u>
Bill Pmt -Check	8010	02/06/2018	BOCC	10000-CenterState Bank Checking	-288.93
Bill	Jan Water Bill	01/11/2018		53600 - Water/Sewer Services	288.93
TOTAL					<u>288.93</u>
Bill Pmt -Check	8011	02/06/2018	CLC Total Care	10000-CenterState Bank Checking	-7,250.00
Bill	INV 19849	02/06/2018		Landscape Maintenance Contract	7,250.00
TOTAL					<u>7,250.00</u>
Bill Pmt -Check	8012	02/06/2018	Executive Pool, Inc.	10000-CenterState Bank Checking	-14,361.00
Bill	1346 Inv #	01/31/2018		58003-Future CIP Projects & Res	14,361.00
TOTAL					<u>14,361.00</u>
Bill Pmt -Check	8013	02/06/2018	Frontier	10000-CenterState Bank Checking	-231.30
Bill	Jan Internet & Fax	01/25/2018		Telephone	231.30
TOTAL					<u>231.30</u>
Bill Pmt -Check	8014	02/06/2018	Republic Waste Services	10000-CenterState Bank Checking	-176.28

Lake St. Charles CDD Disbursement Authorization Report

February 2018

Type	Num	Date	Name	Account	Original Amount
Bill	0696-000709220 Inv #	01/17/2018		53400 - Garbage/Solid Waste Svc	176.28
TOTAL					176.28
Bill Pmt -Check	8015	02/06/2018	Stewart Tennis Courts & Fencing INC	10000-CenterState Bank Checking	-13,674.50
Bill	2nd Basketball Court	01/18/2018		58003-Future CIP Projects & Res	13,674.50
TOTAL					13,674.50
Bill Pmt -Check	8016	02/06/2018	SunTrust Credit Card	10000-CenterState Bank Checking	-2,295.24
Bill	Jan CC Statement	01/24/2018		13500 - SunTrust Visa Card	2,295.24
TOTAL					2,295.24
Bill Pmt -Check	8017	02/06/2018	Verizon Wireless	10000-CenterState Bank Checking	-42.48
Bill	12-24-17 to 01-23-18	01/23/2018		Telephone	42.48
TOTAL					42.48
Bill Pmt -Check	8018	02/06/2018	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,600.00
Bill	Feb Pool Cleaning	02/06/2018		Pool Maintenance Contract	1,600.00
TOTAL					1,600.00
Bill Pmt -Check	8019	02/14/2018	FAS Windows & Doors	10000-CenterState Bank Checking	-10,500.00
Bill	Clubhouse Windows	02/12/2018		58003-Future CIP Projects & Res	10,500.00

Lake St. Charles CDD Disbursement Authorization Report

February 2018

Type	Num	Date	Name	Account	Original Amount
TOTAL					10,500.00
Bill Pmt -Check	8020	02/21/2018	Architectural Fountains, Inc.	10000-CenterState Bank Checking	-2,105.00
Bill		02/16/2018		Fountain in Lake	<u>2,105.00</u>
TOTAL					2,105.00
Bill Pmt -Check	8021	02/21/2018	BOCC	10000-CenterState Bank Checking	-302.68
Bill	Feb Water Bill	02/09/2018		53600 - Water/Sewer Services	<u>302.68</u>
TOTAL					302.68
Bill Pmt -Check	8022	02/21/2018	Chris's Portable Toilets	10000-CenterState Bank Checking	-75.00
Bill	1805-91285 Inv #	02/08/2018		Park Facility Maintenance	<u>75.00</u>
TOTAL					75.00
Bill Pmt -Check	8023	02/21/2018	Executive Pool, Inc.	10000-CenterState Bank Checking	-14,362.00
Bill	1347 Inv #	02/13/2018		58003-Future CIP Projects & Res	<u>14,362.00</u>
TOTAL					14,362.00
Bill Pmt -Check	8024	02/21/2018	Mark Cooper	10000-CenterState Bank Checking	-27.25
Bill	Travel To Windows	02/08/2018		Travel Per Diem	<u>27.25</u>
TOTAL					27.25
Bill Pmt -Check	8025	02/21/2018	RetailFirst - Summit W/C	10000-CenterState Bank Checking	-892.54

Lake St. Charles CDD Disbursement Authorization Report

February 2018

Type	Num	Date	Name	Account	Original Amount
Bill	INV# 10386874	03/01/2018		Employer Workman Comp	892.54
TOTAL					892.54
Bill Pmt -Check	8026	02/21/2018	TECO Gas Company	10000-CenterState Bank Checking	-448.07
Bill	February Billing	02/08/2018		53200 - Gas Utility Services	448.07
TOTAL					448.07
Bill Pmt -Check	8027	02/21/2018	Verizon Wireless	10000-CenterState Bank Checking	-112.84
Bill	1-02-17 to 02-01-17	02/01/2018		Parks & Rec Cell Phones	112.84
TOTAL					112.84
Bill Pmt -Check	8028	02/21/2018	Architectural Fountains, Inc.	10000-CenterState Bank Checking	-155.00
Bill		02/16/2018		Fountain in Lake	155.00
TOTAL					155.00

3/28/2018

Treasurer's Report - CenterState Account

February 2018

02/1/18 - 02/28/18

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						790,093.96
02/02/2018 EFT/Auto	ADP	507799393 Inv #		133.57		789,960.39
02/03/2018		Deposit			106.97	790,067.36
02/05/2018 EFT/Auto	ADP	P.E. 2-03-18		9,063.63		781,003.73
02/06/2018 8007	Alley Cat Pest Control	1075 Acct #, Inv # 21317		85.00		780,918.73
02/06/2018 8008	Aquatic Systems, Inc	INV# 0000398976		1,049.00		779,869.73
02/06/2018 8009	Architectural Fountains, Inc.	012118-02E Inv #		11,640.00		768,229.73
02/06/2018 8010	BOCC	4678710000 Acct #		288.93		767,940.80
02/06/2018 8011	CLC Total Care	INV 19849		7,250.00		760,690.80
02/06/2018 8012	Executive Pool, Inc.	1346 Inv #		14,361.00		746,329.80
02/06/2018 8013	Frontier	ACCT# 813-671-8339-120297-5		231.30		746,098.50
02/06/2018 8014	Republic Waste Services	3-0696-1005435		176.28		745,922.22
02/06/2018 8015	Stewart Tennis Courts & Fencing INC	INV# 6818		13,674.50		732,247.72
02/06/2018 8016	SunTrust Credit Card	4223071100091531 Acct #		2,295.24		729,952.48
02/06/2018 8017	Verizon Wireless	Acct# 842082173-00001		42.48		729,910.00
02/06/2018 8018	Zebra Cleaning Team, Inc.	INV# 2433		1,600.00		728,310.00
02/07/2018		Deposit			7,600.71	735,910.71
02/08/2018 EFT/Auto	Square Inc	P. Roberts CH Rental Deposit Refund		291.75		735,618.96
02/13/2018		Deposit			14.59	735,633.55
02/14/2018 8019	FAS Windows & Doors	INV# PR466406		10,500.00		725,133.55
02/16/2018 EFT/Auto	ADP	508638871 Inv #		133.57		724,999.98
02/20/2018 EFT/Auto	ADP	P.E. 2-17-18		8,896.98		716,103.00
02/20/2018		Deposit			345.24	716,448.24
02/21/2018 8020	Architectural Fountains, Inc.	021618-02E Inv #		2,105.00		714,343.24
02/21/2018 8021	BOCC	4678710000 Acct #		302.68		714,040.56
02/21/2018 8022	Chris's Portable Toilets	1805-91285 Inv #		75.00		713,965.56
02/21/2018 8023	Executive Pool, Inc.	1347 Inv #		14,362.00		699,603.56
02/21/2018 8024	Mark Cooper			27.25		699,576.31
02/21/2018 8025	RetailFirst - Summit W/C	0520-48906 Policy # INV# 10386874		892.54		698,683.77
02/21/2018 8026	TECO Gas Company	07884976		448.07		698,235.70
02/21/2018 8027	Verizon Wireless	Acct# 742078254-00001		112.84		698,122.86

3/28/2018

<u>Date</u>	<u>PM</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
02/21/2018		8028	Architectural Fountains, Inc.	021618-03E Inv #	155.00		697,967.86
02/22/2018			Egis Insurance & Risk Advisors, LLC	QuickBooks generated zero amount transaction for bill payment stub		0.00	697,967.86
02/22/2018			RetailFirst - Summit W/C	QuickBooks generated zero amount transaction for bill payment stub		0.00	697,967.86
02/22/2018				Deposit		14.59	697,982.45
02/22/2018	EFT/Auto		TECO Electric	06980007400 Acct #	3,101.12		694,881.33
02/28/2018				Interest		133.72	695,015.05
					103,294.73	8,215.82	695,015.05

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Feb '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
3							Revenue/Expense					
4							Revenue					
5							36100 - Interest Earnings					
6							Interest - General Fund	723	1,450	(727)		455
7							Total 36100 - Interest Earnings	723	1,450	(727)		455
8							General Fund Assessment-O&M					
9							General Fund Assessment Gross	886,401	935,803	(49,402)		745,942
10							GF Prop Tax Interest	138	0	138		89
11							GF Tax Collector Commissions	(17,024)	(18,716)	1,692		(14,328)
12							GF Tax Payment Discount	(35,213)	(37,432)	2,219		(29,570)
13							Total General Fund Assessment-O&M	834,303	879,655	(45,352)		702,134
14												
15							Total 36310 - Special Assessment	834,303	879,655	(45,352)		702,134
16							36311 - Excess Fees	5,701	0	5,701		5,388
17							36900 - Miscellaneous Revenues			0		
18							Other Misc Revenue	1,102	1,200	(98)		1,164
19							Rental	953	1,900	(947)		728
20							Total 36900 - Miscellaneous Revenues	2,055	3,100	(1,045)		1,892
21							Total Revenue	842,781	884,205	(41,424)		709,868
22												
24							Expense					
25							5110 - Legislative					
26							Employer Taxes	488	1,460	(972)		586
27							Special District Fees	175	175	0		175
28							Supervisor Fees	5,000	12,000	(7,000)		5,000
29							Supervisor Payroll Service	323	900	(577)		310
30							Total 5110 - Legislative	5,986	14,535	(8,549)		6,071

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Feb '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
31							51300 - Financial & Admin					
32							Accounting Services	0	500	(500)		0
33							Auditing Services	7,000	15,000	(8,000)		12,000
34							Banking & Investment Mgmt Fees	0	200	(200)		563
35							District F&A Employees					
36							District Manager	19,360	50,336	(30,976)		20,845
37							Medical Stipend	800	2,400	(1,600)		1,000
38							Payroll Service Charge	198	465	(267)		158
39							Payroll Taxes - Employer Taxes	1,629	4,400	(2,771)		1,967
40							Performance Stipend	0	1,000	(1,000)		500
41							Total District F&A Employees	21,987	58,601	(36,614)		24,470
42							Dues, Licenses & Fees	316	500	(184)		302
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)		273
51							Postage	60	250	(190)		84
52							Printer Supplies	634	2,000	(1,366)		1,338
53							Professional Development	0	1,000	(1,000)		0
54							Technology Services/Upgrades	1,998	2,000	(2)		370
55							Telephone	1,319	3,100	(1,781)		1,029
56							Travel Per Diem	27	200	(173)		64
57							Website Development & Monitor	0	2,650	(2,650)		0
58							Total 51300 - Financial & Admin	44,965	100,048	(55,083)		51,522

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Feb '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
59							51400 - Legal Counsel					
60							District Counsel	(302)	8,000	(8,302)		3,307
61							Total 51400 - Legal Counsel	(302)	8,000	(8,302)		3,307
62							52100 - Law Enforcement					
63							Car Maintenance & Repairs	345	1,000	(655)		192
64							Car Gas	228	1,500	(1,272)		285
65							Hyundai Loan Payments			0		
66							Hyundai Interest Payment	26	53	(27)		86
67							Hyundai Principal Payment	1,014	995	19		1,223
68							Total Hyundai Loan Payments	1,040	1,048	(8)		1,310
69							Other Protection Services	0	15	(15)		0
70							Total 52100 - Law Enforcement	1,612	3,563	(1,951)		1,786
71							53100 - Electric Utility Svs	15,187	38,800	(23,613)		11,998
72							53200 - Gas Utility Services	1,802	4,000	(2,198)		1,454
73							53400 - Garbage/Solid Waste Svc	877	1,700	(823)		730
74							53600 - Water/Sewer Services	2,390	8,000	(5,610)		2,688
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	16	172	(156)		100
79							Principal Payment	2,016	2,140	(124)		1,056
80							Total Ford F250 Loan Payment	2,032	2,312	(280)		1,156
81							Ford F250 Maintenance & Repair	721	1,000	(279)		104
82							Fountain in Lake	3,979	3,000	979		0
83							Gas - Equipment	70	400	(330)		119
84							Gas - Truck	485	1,800	(1,315)		441

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Feb '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
85							Irrigation Maintenance	4,028	6,700	(2,672)		4,360
86							Landscape Maintenance Contract	36,250	87,000	(50,750)		43,500
87							Misc. Landscape-Temporary Staff	0	3,000	(3,000)		4,091
88							Misc. Landscape Maintenance	3,427	9,500	(6,073)		5,693
89							Mulch	0	4,000	(4,000)		0
90							New Plantings	386	6,000	(5,614)		2,268
91							Pond & Stormwater Maint Contract	5,245	12,780	(7,535)		4,311
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	67,983	156,392	(88,409)		68,786
96							57200 - Parks & Recreation					
97							Auto Liability	665	755	(90)		665
98							Club Facility Maintenance			0		
99							Club Facility Maintenance	1,513	5,000	(3,487)		3,539
100							Clubhouse Supplies	1,789	2,300	(511)		604
101							Locks/Keys	137	100	37		0
102							Total Club Facility Maintenance	3,440	7,400	(3,960)		4,143
103							District Employees Payroll Exp					
104							Employer Workman Comp	4,123	7,629	(3,506)		2,585
105							Facilities Monitor	12,732	33,403	(20,671)		13,465
106							Medical Stipends	2,000	6,000	(4,000)		2,000
107							Payroll Service Charge	1,007	2,000	(993)		735
108							Payroll Taxes - Employer Taxes	4,711	13,500	(8,789)		5,218
109							Performance Stipend	0	2,600	(2,600)		1,050
110							Full-Time Hybrid Employee	9,327	24,960	(15,633)		0
111							Property Maintenance Part-Time	630	1,381	(751)		357
112							Property Maintenance Team Lead	11,320	27,675	(16,355)		12,339
113							Property Manager	23,296	60,570	(37,274)		25,079
114							Recreational Assistants	0	5,900	(5,900)		0
115							Total District Employees Payroll Exp	69,147	185,618	(116,471)		62,828

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Feb '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)		1,255
118							Park Facility Maintenance	2,866	5,000	(2,134)		1,091
119							Parks & Rec Cell Phones	564	1,700	(1,136)		522
120							Playground Maintenance	0	2,000	(2,000)		0
121							Pool Maintenance Contract	6,400	19,600	(13,200)		8,000
122							Pool Maintenance Repairs	6,408	12,000	(5,592)		2,354
123							Sec System Monitoring Contract	120	240	(120)		120
124							Security Repairs	2,759	2,921	(162)		480
125							Total 57200 - Parks & Recreation	92,466	239,434	(146,968)		81,458
126							58003- Future CIP Projects and Reserves	154,870	309,733	(154,863)		26,974
127							Total Expense	387,838	884,205	(496,367)		256,774
128							Revenue Less Expenses	454,944	0	454,944		453,094
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	2,580	3,440	(860)		
137							Unassigned CIP Projects	0	135,212	(135,212)		
138							Total Other Expense	2,580	138,652	(136,072)		
139							Net Other Income	136,072	(138,652)	136,072		

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Feb '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
140	Net Income							591,016	(138,652)	591,016		

Lake St. Charles CDD Property Manager Expense Report

February 2018

	Type	Date	Num	Memo	Amount
Alley Cat Pest Control					
	Bill	02/02/2018	pest control	pest control	85.00
Architectural Fountains, Inc.					
	Bill	02/16/2018		Installation of Capacitor box on north fountain	2,105.00
	Bill	02/16/2018		Replaced light and motor circuit breakers on south fountain	155.00
Brandon Electric Inc.					
	Bill	02/26/2018	2201 Inv #	Volley Ball Lights Repair	313.00
Brandon Lock & Safe, Inc.					
	Bill	02/08/2018	Mailbox key	Mailbox key	137.45
Chris's Portable Toilets					
	Bill	02/08/2018	1805-91285 Inv #	1805-91285 Inv #	75.00
TOTAL					2,870

April 2018 Property Manager's report

The App was completed and launched as of the April 3 BOS meeting. A sign will be placed at the entrance of the community announcing its availability.

PTR towing as presented the neighborhood with incentives of free services to the residents of Lake St Charles if we enter an agreement with them for towing from the clubhouse and colonial lake drive cull de sac (the park) between the hours of midnight to 5am for example. They will provide the posted hours signs free of charge and in exchange they will provide free jump starts, car lock out entry services, up to 2 gallons of fuel delivered for free but must pay for the 2 gal of fuel. Free flat tire changes and discounts of towing as long as the vehicle is located within Lake St Charles.

I became aware that the Yeti Ice concession had constructed an outlet and had tapped into our meter that is located behind the short brick wall on the Winn Dixie corner located at the intersection of US 301 and Lake St Charles Blvd. The district pays the electric and service charge for this meter which operates the well pump for irrigation that irrigates the 3 median Islands and provides electricity for the Win Dixie plaza's tenant signage (tall brick monument sign) at the tip of the median island.

Several months ago I received a phone call from a woman identifying herself as the owner of the snow cone concession asking if she could use our meter for electricity and if they could work out a deal to pay for their electric consumption. I clearly stated to her that she would have to come to a Board of Supervisors meeting (gave her the next Board meeting date and time) to make her request as the matter was a board decision as to any arrangements.

Several months pass and that's when I noticed the vendor plugged into our electric meter with an outlet. I made contact with the owner and he stated that he had a lease agreement with the property owner of the plaza. I explained to him that I had discussed this matter several months ago with a female identifying herself as the owner and he remarked that it was his wife. I also informed him that the LSC CDD pays for the electric at that meter.

I then contacted the plaza management company and property manager for the commercial property and they told me that the yeti ice company did have a lease with them and that the vendor told them that they (Yeti Ice) had contacted TECO and said to the management company that the meter was abandoned. I informed them of the electric meter situation and they stated that their lease agreement with Yeti Ice instructed them to set their own electric meter. I have requested that Yeti Ice send me a copy of their lease with the commercial property owner.

The snow cone concession owner asked to come to the April BOS meeting to discuss if they could make some arrangement to pay for their electric usage on our meter.

A vibrant night-time photograph of a city skyline, featuring several illuminated skyscrapers against a deep blue sky. The lights from the buildings and streetlights create a colorful, bokeh-like effect in the foreground, suggesting a view from across a body of water or a park. The overall mood is dynamic and urban.

FREE SERVICES

PTR TOWING

**JUMP STARTS
LOCK-OUTS**

DISCOUNT TOWS

**FUEL DELIVERY
TIRE CHANGES**

813-671-8097

Free services apply to vehicles while on community property.

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	1										8	27
Completed Clubhouse Rentals	2	4	2										8	36
Guest Passes Issued	0	0	0										0	14
Replacement Cards	0	1	2										3	11
Resident Access Cards	4	1	9										14	71
Renters Access Cards	1	0	7										8	45
Parking Stickers	4	4	10										18	142
Online Purchases	2	1	2										5	28
Monthly Total	17	14	33										64	374

I have received 5 voicemails, with 2 that required a call back.

1344 residents have registered their access cards in the new system.

Mark & Adriana notarized 3 documents.