

Supervisor Packet for May 1, 2018 General Meeting

Table of Contents	i
Agenda for May 1, 2018	1
Consent Agenda	
Minutes from April 3, 2018 General Meeting	4
April Committee Minutes	
Policy 6000 Amenity Usage Rules Draft	7
Treasurer’s Review Committee Minutes	15
Resolution 2018-05 LSC FY 18 Budget Amendment	16
Grounds and Security Committee Minutes	25
CIP Expense Chart	26
Agreement Addendums with Arete industries	27
Danielle Fence Samples	29
Management Committee Minutes.....	31
Strategic Planning Committee Minutes	32
March Financial Statements	
Funds Statement	33
Disbursement Authorization Report	34
Treasurer’s Report Centerstate Bank	41
Budget Performance Report	42
Property Manager Expense Report	49
District Staff Reports	
April Property Manager Report	51
April Clubhouse Report	52

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

7:00 p.m., May 1, 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. April 3, 2018 Meeting Minutes b. Committee Meeting Minutes for April 2018 <ol style="list-style-type: none"> i. Treasurer's Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. March 2018 Financial Statements

	<ul style="list-style-type: none"> d. April 2018 Property Manager Monthly Report e. April 2018 Clubhouse Monthly Report f. April 2018 Facilities Monitor Report (Distributed Separately)
7:20 - 7:35	8. CLOSE GENERAL MEETING AND OPEN PUBLIC HEARING ON RULES AMENDMENT OF DISTRICT AMENITIES USAGE POLICY – Chair Nelson
	<ul style="list-style-type: none"> 1. Discussion of Changes to District’s Amenity Usage Policy, Policy # 6000. 2. Public Comment regarding revisions. 3. Board Vote on District Policy Changes and Amendment to Amenity Usage Policy. <ul style="list-style-type: none"> a. The Management Committee recommends that the District’s Amenity Usage Rules Policy is revised per the attached draft. 4. Close Public Hearing and Reopen the General Meeting.
7:35 - 7:55	9. COMMITTEE REPORTS (20 Minutes)
	<ul style="list-style-type: none"> 1. Treasurer’s Review Committee – Treasurer Martin <ul style="list-style-type: none"> a. The Treasurer recommends a Motion to approve Resolution 2018-05 Lake St. Charles District FY 18 Budget Amendment. 2. Grounds/Security Committee – Committee Chair Nelson <ul style="list-style-type: none"> a. The Grounds/Security Committee recommends a Motion to approve the 3 addendums to the sign contract with Arete Industries(see attachments) increasing the contract amount by \$22,267. b. The Grounds/Security Committee recommends a Motion to approve an additional \$2,500 to remove and replace the electrical meter at the villas wall while the sign wall is being rebuilt. c. The Grounds/Security Committee recommends a Motion to waive the RFP bid requirements for the villas PVC fence replacement due to the PVC specifications, specific product warranty (20 years) and reputation and longevity in business of the selected contractor/ supplier. d. The Grounds/Security Committee recommends a Motion to approve Danielle fence’s proposal to remove the villas wall along Lake St Charles Blvd and Krycul Ave (1,116 linear feet) and replace the perimeter buffer with 6’ high Maxwell style PVC fence for \$71,556. See attachment. e. The Grounds/Security Committee recommends a Motion to approve the purchase of new window blinds for the meeting room pool side windows and double doors not to exceed \$3,000. 3. Management Committee – Committee Chair Fannin <ul style="list-style-type: none"> a. The Management Committee recommends approving a 2% hourly increase to Property Maintenance Team Lead, John Martini.

	4. Strategic Planning Committee – Committee Chair Gianakos a. The strategic planning committee recommends utilizing the \$63,943 carryover amount for aquatic midge fly control vs any other capital improvement project.
7:55- 8:05	10. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR FANNIN (10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors
8:05 -8:10	11. PROPERTY MANAGER (5 Minutes)
	Items for Consideration by Property Manager - Mark Cooper 1. Property Management Report
8:10–8:15	12. DISTRICT MANAGER (5 Minutes)
	Items for Consideration by District Manager 1. District Manager Report
8:15 – 8:25	15. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
8:25	ADJOURN



Date: April 3, 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 (Absent)
Supervisor, Ginny Gianakos
Supervisor, Jim Simon

Staff:

Adriana Urbina, District Manager
Mark Cooper, Property Manager

In attendance:

Lake St. Charles Residents

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

Multiple residents attending the meeting presented their concern with the midges swarming the community. Resident Betty Torres commented that midges cause allergies and there are many other health concerns related to the midges. Mrs. Torres asked why we continue to use the same midge treatments if they are not working and she also asked the Board to consider the addition of 2 fountains to the lake for aeration. The Board and Property Manager Mark Cooper responded that the treatments are working to reduce the population. He also informed residents that the Board has approved 3 additional midge treatments and that they will be conducted soon, additionally he made them aware that during the spring and the fall is when the midges are heavily populated. Mark also stated that the fountains will only offer little aeration and that a long term solution would be to aerate the whole lake, which can be very expensive.

The Board made all residents aware that many surrounding communities are noticing midges on their property. The Board concluded the discussion by informing the present residents that they will continue to research different solutions to the midge problem.

1. On **MOTION** by Supervisor Gianakos and Second by Supervisor Fannin, the Board remanded to the Grounds/Security Committee the task to seek the cost and environmental impact of algae treatments. Motion passed 4 to 0

Auditor Jeff Tuscan with Tuscan and Company made a presentation to those present on the District's Audit Report. He stated that the audit received the highest level of opinion they could render and that no deficiencies in internal control could be identified. He discussed the need to repair and or upgrade the District's assets every year to maintain an equal depreciation value.

2. On **MOTION** by Supervisor Gianakos and Second by Supervisor Simon, the Board approved the Fiscal Year 2016-2017 Annual Audit. Motion passed 4 to 0

3. On **MOTION** by Supervisor Simon and second by Supervisor Gianakos the Board approved the, April 3, 2018 Consent Agenda consisting of the: March 6, 2018 General Meeting Minutes, the April Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the March 2018 Financial Reports, the Property Manager, District Administrative Assistant reports, and the Facility Monitor March 2018 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 4 to 0

4. On **MOTION** by Supervisor Nelson and Second by Supervisor Simon, the Board approved the bid provided by H2O Environmental Services to perform pond surveys and data collection for ponds #22, #23 and #11 at a cost of not to exceed \$8,900.00. Motion passed 4 to 0

5. On **MOTION** by Supervisor Nelson and Second by Supervisor Simon, the Board approved Policy #3540 District Employee's lunch and Break Policy. Motion passed 4 to 0

Action Item: Security/Grounds committee to discuss setting up a standard lunch time for staff.

6. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board approved 3 additional midge treatments not to exceed \$2,800.00 funded from the CIP Unassigned funds. Motion passed 4 to 0

7. On **MOTION** by Supervisor Nelson and Second by Supervisor Simon, the Board Denied the usage of the District's electric meter located in the Winn-Dixie Plaza by Yet-Ice. Motion was amended to state that the Board will not enter into any agreements in order to protect the LSC District. Property Manager is to notify Yeti-Ice owner's and firmly express that the Board prohibits the usage of the District's electric meter. Motion passed 4 to 0

Action Item: Property Manager, Mark Cooper to research if skateboards or roller-skates will cause any damage to the newly resurface basketball courts.

Action Item: Security/Grounds committee to discuss the benefits offered by PTR Towing.

8. On **MOTION** by Supervisor Nelson and Second by Supervisor Simon, the Board approved extending the General Meeting 5 minutes until 8:20PM. Motion passed 3 to 0.
9. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board approved advertising for a Rule Amendment Hearing scheduled on May 1, 2018. Motion passed 4 to 0
10. On **MOTION** by Supervisor Fannin and Second by Supervisor Gianakos, the Board approved extending the General Meeting 5 minutes until 8:25PM. Motion passed 4 to 0.
11. On **MOTION** by Supervisor Nelson and Second by Supervisor Fannin, the Board discussed foregoing the screening process for 2 returning employees. Motion was a draw 2 to 2
12. On **MOTION** by Supervisor Nelson and Second by Supervisor Fannin, the Board approved to conduct the required drug & background screenings for 2 returning employees. Motion passed 4 to 0

Meeting adjourned at 8:25PM

Respectfully submitted,

Rob Martin, Treasurer/Secretary

Rob Fannin, Chair

Lake St. Charles Community Development District

POLICY HANDBOOK

POLICY TITLE: Amenities Usage Rules

POLICY NUMBER: 6000

APPROVED: Motion 03-07-17-05

6000.1 General District Rules for Lake St. Charles Amenity Usage

1. These rules are intended to ensure the continued operation and maintenance of the District's facilities and protect the health, safety and welfare of the District's residents, guests and authorized users of District facilities. Residents issued an access card must comply with all District rules.
"Resident" shall be defined as a homeowner, lessee, tenant or roommate who resides in a home within the District.
2. "Household" shall be defined as all residents and authorized occupants (including but not limited to family members, children, and roommates) residing within a home within the District.
3. "Guest" shall be defined as person's visiting a resident. Who must be accompanied by the resident at all times when using District facilities or having a valid District guest pass.
4. Applicants for Access Cards must provide proof that they are a resident within Lake St. Charles. The access card issued will have a photo id of the cardholder for identification.
5. Each application will be checked against the District's roster for residency.
6. Residents and their minor children over the age of twelve (12) are eligible to receive an access card.
7. Resident minors ages twelve (12) through eighteen (18), must have their own access cards if using facilities without being accompanied by a resident adult.
8. Resident minors ages twelve (12) through eighteen (18), must be accompanied by an adult resident in order to be issued an access key card.
9. If a resident is a lessee or tenant, the homeowner must sign the Lake St. Charles Community Development District Landlord/Tenant Agreement before access cards can be issued and upon renewal.
10. Lessee or tenant will need to provide \$15 per access card issued. During registration and for every renewal thereafter.
11. Copy of signed lease is required for new access card issuance and for renewals.
12. Access cards will only be issued to lessee or tenants named on the lease.
13. Lessee's or tenant's access card will be deactivated at the end of the rental lease agreement.
14. Roommates of residents will be issued access cards if accompanied by the resident.
15. Residents may have a maximum of two (2) cards issued to roommates at any one time.
16. Replacement Cards for lost and/or damaged cards will cost \$15.00 each
17. Residents are requested to visibly wear the District's access cards when using park, nature path and docks, and to have access cards readily available in the pool deck area, tennis courts and basketball courts or other community facilities. Residents using facilities without visible access cards may be asked for alternate verification of residency by pool area staff in uniform, private security officer and/or local law enforcement officer.
18. Non-residents using District facilities who are not guests will be considered trespasser.
19. Each household is permitted to have up to five (5) guests at the tennis court and pool.

20. Each household is permitted to have up to ten (10) guests in the District's common areas, except the tennis court and pool (see Rule #19 above).
21. Resident minors ages twelve (12) through eighteen (18), are permitted two (2) guests per household when using the tennis court and pool and five (5) guests when using the District's common areas.
22. Guests who have not been issued an active guest pass must be accompanied by a resident at all times when using District facilities.
23. Guests can be issued their own access card if they qualify for a guest pass. A \$15.00 deposit for each guest pass card will be required. The deposit will be forfeited for all guest cards not returned within 10 days of the guest's expiration date.
24. Security camera recordings of vandalism, property destruction or rule-breaking will automatically result in disabling card access to the District's facilities including the pool and may result in criminal prosecution.
25. Trespassers will be issued a trespass warning for the first offense and prosecuted as allowable under the law for subsequent offenses.
26. No illegal activity may be conducted within any District properties or facilities. Violators will be prosecuted.
27. All deactivated cards are the property of the LSC CDD.
28. No dumping of yard waste and / or trash on any District property.
29. Lending your access card to any other person will result in immediate deactivation. A \$25 reactivation fee will apply.
30. ~~There will be a \$25 fee for any returned check.~~ Access card fees, rental fees and deposits are to be made by certified funds, such as cash, credit/debit cards, cashier's check or money order. The District does not accept personal checks.
31. Failure to follow the District rules may result in the revocation of District facility privileges and the deactivation of the resident's and household's access cards.
32. Offense schedule is as followed:
 - 1st Offense:** Written notice to offending resident's household with a 7 days suspension on offending resident's access card and a \$25 reactivation fee.
 - 2nd Offense:** Written notice to offending resident's household with 14 days suspension on offending resident's access card and \$50 reactivation fee.
 - 3rd Offense:** Written notice to offending resident's household with suspension until Board of Supervisors reinstatement (on all household access cards) and \$75 reactivation fee per card. With an amount not to exceed \$150
33. All written notices for rule non-compliance will be permanently on file.

12. Resident Waiver:

I understand that the Lake St. Charles Community Development District, and its agents, supervisors, officers, directors, employees and staff assume no responsibility for injuries or illness that I or my guests may sustain as a result of my physical condition or resulting from my participation in any activities: sports, use of the pool, use of the playground or use of any District amenity. I expressly acknowledge on behalf of myself, my heirs and my guests that I assume the risk for any and all injuries and illness that may result from my participation in these activities. I hereby release and discharge Lake St. Charles Community Development District, its agents, supervisors, officers, directors, employees, and staff from any claims for injury, illness, death, loss or damage that I may suffer as a result of my participation in these activities. I understand that Lake St. Charles Community Development District is not responsible for personal property lost or stolen from the amenity facilities.

13. Guest Waiver:

All guests using the District facilities assume the risk the risk for any and all injuries and illness that may result from my participation in these activities. I hereby release and discharge Lake St. Charles Community Development District, its agents, supervisors, officers, directors, employees, and staff from any claims for injury, illness, death, loss or damage that I may suffer as a result of my participation in these activities. I understand that Lake St. Charles Community Development

District is not responsible for personal property lost or stolen from the amenity facilities.

6000.2 Parking Rules

1. Per Board Motion M03-06-2012-05, parking stickers are required to park in all Lake St. Charles CDD parking areas including, Clubhouse parking lot and Colonial Lake Drive cul-de-sac at the park.
2. No parking is allowed in the Waterton Drive cul-de-sac.
3. Guests of residents who park in the Lake St. Charles CDD parking areas are required to obtain a temporary parking permit from the clubhouse during posted office hours or from a pool monitor, if on duty.
4. Violators will be towed, according to Lake St. Charles CDD towing policy.
5. The District assumes no liability to vehicles and/or property parked or abandoned on District property.

6000.3 Pool Rules

1. The pool and hot tub are open from 6:00 am until ~~10:00~~ 11:00 pm.
2. Showering is mandatory before use of the pool facilities.
3. No glass or animals in the fenced pool area.
4. No food or beverages allowed in the pool or on the wet deck
5. Food and beverages must remain behind the painted line on the pool deck.
6. No trespassing. Use of pool is limited to Lake St. Charles residents or authorized user with proper identification. Proof of residency is required.
7. Pool users may be asked to provide access card for picture ID verification. If the picture ID does not match, the access card will be confiscated and access will be disabled from the card.
8. Management, Facility Monitor, and/or Pool Monitors reserve the right to refuse admittance, to eject from the pool premises, or suspend pool privileges of any person or family.
9. Each household is permitted to have up to five (5) guests at the pool, but must accompany their guest at all times.
10. Resident minors ages twelve (12) through eighteen (18) are permitted two (2) guests per household when using the pool.
11. Children under the age of 12 must be accompanied by an adult at all times while using the pool facilities.
12. Toddlers and babies not toilet trained must wear a swim diaper. Parents are responsible for ensuring that their children do not urinate or defecate in the pool. Any parent or person found to allow pool contamination will be charged \$100 for the pool fecal cleanup service call to treat the pool.
13. Proper swimming attire must be worn while using the pool facilities (T-shirt allowed over swimming attire). **No T Back swimwear allowed.**
14. No alcohol or smoking is allowed in the pool facilities.
15. Alcohol consumption on any District grounds by resident and/or guest will result in an immediate 3- month deactivation of access card and a \$25 reactivation fee.
16. Smoking in the pool area will result in immediate 7 day deactivation of access card and a \$25 reactivation fee.
17. Do not swallow the water or spit or spout into the pool.
18. **Person's ill with diarrhea cannot enter the pool, spa or wade pool per the Florida Department of Health.**
19. No running, rough housing, chicken fighting, boisterous or rough play, or excessive noise allowed.
20. Radios brought to the pool shall be kept at reasonable volumes in consideration of others using the pool facilities.

21. No bicycles, skateboards, or other wheeled items deemed inappropriate by the clubhouse staff are allowed on the pool deck.
22. No throwing any type of toys, balls, or water balloons in pool facility.
23. No flotation devices that interfere with the use or enjoyment of the facilities by others are allowed in the pool at the judgment of the staff
24. Persons having open blisters, cuts, or infectious disease are prohibited from using the pool.
25. Pool furniture shall not be removed from the pool deck area or placed into the swimming pool.
26. Belongings left in the pool facilities after dusk shall be placed in the clubhouse "Lost & Found" for a period of one week. If the items are not claimed they will be discarded.
27. Use of the pool and spa when closed is considered trespassing
28. Be able to provide proof of residency to District staff when using the pool facilities.
29. Do not give anyone unknown to you access to the pool area.
30. Lifeguards will not be present at the pool facilities. All persons using the pool and other clubhouse facilities do so at their own risk.
31. All persons using the pool facilities shall obey the pool capacity requirements as defined by Hillsborough County Health Department.
32. No charcoal/gas grills allowed in or around the clubhouse or pool facility except for community sponsored events approved by the Board of Supervisors
33. Appropriate physical and verbal behavior must be maintained as this is a family friendly environment. Any inappropriate conduct as determined by management and/or staff may result in immediate expulsion from the facilities and the suspension of access privileges.

6000.4 Spa Rules

1. Shower before entering spa
2. Children under 12 must have adult supervision.
3. No food, drink, glass or animals in spa or pool.
4. Pregnant women, small children, people with health problems, and people using alcohol, narcotics, or other drugs that cause drowsiness should not use the spa without first consulting a physician.
5. Do not drink the spa or pool water.

6000.5 Kid Pool Rules

1. Children must be supervised by an adult at all times.
2. Kid pool is for use of children under the age of 10.
3. Toddlers and babies not toilet trained must wear a swim diaper. Parents are responsible for ensuring that their children do not urinate or defecate in the pool. Any parent or person found to allow pool contamination will be charged \$100 for the pool fecal cleanup service call to treat the pool

6000.6 Park and Nature Path Rules

1. Use of the park, lake, docks and nature path is limited to Lake St. Charles residents or authorized users. Unauthorized users will be considered trespassers and may be prosecuted for such offense.
2. Use of the park, lake, docks and nature path is at your own risk.
3. No Trespassing
4. Maximum of (10) ten guests per household in district common areas, except the tennis court and pool where a maximum of (5) five guests is permitted.
5. Pets must be on a leash at all times except in Dog Park.
6. All pet waste must be picked up and properly disposed of by owner.
7. No alcoholic beverages permitted.
8. No unauthorized motorized vehicles allowed in the park or on the asphalt trail path.

9. No fires are permitted.
10. No weapons of any kind as permitted by law.
11. Plant or animal removal, destruction or harassment is prohibited.
12. No parking at the cul-de-sac on Waterton.
13. Overnight camping and large inflatable devices are prohibited, unless approved by the LSC CDD Board of Supervisors.
14. No dumping of yard waste and / or trash on any District property.

6000.7 Dog Park Rules

1. Use of Dog Parks is at your own risk **and your dogs**; liability waivers apply.
2. Dog Parks is limited to resident and resident guest pets only.
3. Dog waste cleanup stations are provided for your convenience. Please pick up after your pets. All applicable conditions of the Hillsborough County Animal Ordinance 00-26 as amended by Ordinance 03-8 apply.

6000.8 Tennis Court Rules

1. **Tennis Courts are open from 7:00 AM to 9:30 PM.**
2. Per Article VI, Section 30 of the Lake ST. Charles HOA Master Declarations, "Lighting of the tennis courts is prohibited after 9:30 PM on any evening until the following sunrise."
3. Each household is permitted to have up to five (5) guests at the tennis courts, but must accompany their guest at all times.
4. Resident minors ages twelve (12) through eighteen (18), are permitted two (2) guests per household when using the tennis court
5. **No rollerblades, skateboards or bicycles on tennis courts. Courts are to be used for tennis only.**

6000.9 Basketball Court Rules

1. **Each household is permitted to have up to five (5) guests at the basketball courts, but must accompany their guest at all times.**
2. **Resident minors ages twelve (12) through eighteen (18), are permitted two (2) guests per household when using the basketball court**
3. **No rollerblades, skateboards or bicycles on basketball courts. Courts are to be used for basketball only.**

6000.10 District Dock and Boat Launch Rules

1. Use of lake, docks, nature path and park is limited to Lake St. Charles residents or authorized users.
2. No Trespassing
3. Unauthorized users will be considered trespassers and may be prosecuted for such offense.
4. Use of the park, lake, docks and nature path is at your own risk.
5. No alcoholic beverages permitted **on any CDD property.**
6. No weapons of any kind **on CDD property** as permitted by law.
7. No unauthorized motorized vehicles allowed in the park or on the ~~path~~ **paved trail.**
8. Only electric "trolling" motor boats or devices allowed on the lakes and ponds. Gasoline-powered boats or devices are prohibited on all lakes and ponds
9. There shall be no use of the lake area and lake, except natural recreational uses which do not injure or scar the lake area or lake, increase the cost of maintenance thereof, or cause unreasonable embarrassment, disturbance or annoyance to owners in their enjoyment of their private areas, or in their enjoyment of the lake area.

10. No swimming or wading in the lake or ponds
11. No diving or jumping off of the dock
12. Pets must be on a leash at all times except in Dog Park.
13. All pet waste must be removed by owner.
14. No fires are permitted.
15. Maximum of (10) ten guests per household in District common areas, except the tennis court and pool where a maximum of (5) five guests is permitted.

6000.11 Clubhouse Rental Rules

1. Only District Residents can rent the Clubhouse unless approved by the Board of Supervisors.
2. **Alcohol on premise during a clubhouse rental is strictly prohibited and will result in forfeiture of the entire \$300 deposit.**
3. Clubhouse reservations are taken on a first come first serve basis. Payment of \$55 for half day rentals or \$85 for full day rentals and a \$300 deposit must be collected before scheduling of clubhouse rental.
4. Rental fee and deposit are to be made by certified funds, such as cash, credit/debit cards, cashier's check or money order. The District does not accept personal checks.
5. Non-payment of any fines assessed due to clubhouse rental rule non-compliance will result in the deactivation of the resident's personal access card. A \$25 reactivation fee will apply.
6. Resident renting clubhouse will need to be present for the entire rented timeframe and supervise all guests and minors at all times.
7. The use of the pool facilities/furniture is NOT included in the rental of the clubhouse.
8. Clubhouse furniture shall not be removed from clubhouse at any time.
9. No Fog/Smoke machines allowed in or around clubhouse or pool facility.
10. No charcoal/gas grills allowed in or around the clubhouse or pool facility except for community sponsored events approved by the Board of Supervisors.
11. Your reserved rental time includes both set up and cleans up times.
12. Renters may arrive anytime after specified starting time and must leave by end of reserve time. Note your access card will not work outside of the rental time.
13. The facility shall be left in the same condition it was found prior to the event. See clubhouse rental check out form for non-compliance fees.
14. No animals allowed in Clubhouse except for service animals.
15. Renter must supply all kitchen and cleaning supplies.
16. No glitter or confetti is allowed in the clubhouse facility. If tape is used, it must be removed completely from all surfaces. No nails or holes in the walls permitted.
17. If helium balloons are used they must be weighted down.
18. Renter shall agree to give notice of cancellation at least 15 days in advance or resident's rental check for \$55.00/\$85.00 will be forfeited.
19. Clubhouse rentals are for private parties. We ask the renter to not allow non-invitees access through the clubhouse into the pool deck area. All non-invitees should access the pool deck through the pool gates on either side of the clubhouse.
20. No wet bathing suits are permitted inside the clubhouse.
21. If the in-house smoke alarm is set off during a rental, any and all charges will be the responsibility of the resident renting the clubhouse.
22. If the security alarm is set off during a rental, **there will be an automatic \$50 deduction from the renters deposit** ~~any and all charges will be the responsibility of the resident renting the clubhouse.~~
23. Failure to uphold any portion of the Clubhouse Agreement Form may result in forfeiture of **\$300** ~~\$200~~ deposit plus any cost incurred in excess of the deposit amount.
24. Lake St. Charles CDD has a NO SOLICITATION policy. Any clubhouse rental for the purpose of selling merchandise EXCLUDES solicitation of residents using District facilities.
25. General Liability insurance will need to be provided for third party vendors. Ex: bounce houses

6000.12 Clubhouse Rental Checklist with Associated Fees

1. All damages incurred to clubhouse walls, paint, flooring, tables, chairs, fans, appliances, window treatments etc. will result in deduction of replacement or repair cost from deposit. Resident renter will be billed and responsible for any additional cost in excess of deposit amount.
2. Tables to be wiped down and chairs set up in the correct configuration.
\$25.00 fee applied if not in compliance
3. All items placed in the refrigerator, microwave and oven must be removed. Counters wiped down and were clean, water completely turned off.
\$15.00 fee applied if not in compliance.
4. Floors are to be vacuumed and mopped
\$25.00 fee applied if not in compliance
5. Garbage to be taken to dumpster.
\$15.00 fee applied if not in compliance.
6. All lights and fans are to be turned off.
\$15.00 fee applied if not in compliance.
7. Walls are not to be damaged; paint not to be marred
Dollar amount based on repair cost
8. No tape to be left on walls, doors or ceilings
\$15.00 fee applied if not in compliance.
9. Access Card to be returned by placing under clubhouse door.
\$15.00 fee applied if not in compliance.
10. If door is left unlocked a \$75 fee will apply. The renter will also be held liable for any theft and any damage done to clubhouse as a result of door being left unlocked.
11. If Alarm Not Set by designated Rental End Time: _____
\$75 fee applied. Renter will also be held liable for any and all damages done to clubhouse if not in compliance.
12. Fire/Security alarm set off at any time during rental
\$50 fee applied
13. No usage of pool and/or pool deck
\$300.00 fee applied if not in compliance.
14. Renting resident is to be present at all times.
\$75.00 fee applied if not in compliance.
15. If there is failure to provide General Liability Insurance for third party vendors.
\$300 fee applied if not in compliance.

6000.13 Guest Pass Rules

1. Guest Access key cards are only issued to guest that meet one of the following criteria:
Guest that will be residing overnight within the resident's home or guest who provides a service to the residents such as babysitting, pet-sitting or a function that lends itself to amenity usage.
2. Guest cards will only be issued for a maximum of 14 days. One extension can be requested for up to 7 days. Additional extensions must be approved by management-
3. Guest cards will require a \$15 deposit, refundable upon return. Deposit will be forfeited if card is not returned within 10 days of expiration.
4. Extended guest passes can be issued to anyone providing a service such as babysitters, nannies or pet-sitters to a resident for a \$15 fee. Extended guest pass will be issued for a maximum of 6 months.
5. There will be a limit of two (2) guest passes issued at any one time to a household.
6. Guests of residents are not permitted to bring other guest into District facilities.
7. Resident is responsible for his/her guest conduct and their compliance to Lake St. Charles CDD amenity rules.
8. Guest non-compliance of amenity rules may result in guest card deactivation and resident forfeiture of

future guest pass privileges.

Treasurer's Review Committee Meeting Minutes

Date: *Thursday, April 19th 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, May 17, 2018 at 12:30 pm.**

-The Treasurer reviewed the midge information provided by Aquatic Systems.

-The Treasurer reviewed Arete Industries Addendum to Contract.

-The Treasurer reviewed the current CIP expense chart.

-The Treasurer reviewed Resolution 2018-05 Lake St. Charles District FY 18 Budget Amendment.

The Treasurer recommends a Motion to approve Resolution 2018-05 Lake St. Charles District FY 18 Budget Amendment.

-The Treasurer reviewed bank statements.

LSC CDD Resolution 2018-05

[Lake St. Charles District FY 18 Budget
Amendment]

Approved by the Lake St. Charles BOS of Supervisors per M05-01-2018-xx
05/01/2018

**RESOLUTION No. 2018-05
OF THE
LAKE ST. CHARLES
COMMUNITY DEVELOPMENT DISTRICT**

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

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

WHEREAS, the District approved FY 17 General Fund Carryforward amount of \$457,418, per the final FY 17 District Audit; and

WHEREAS, the District approved FY 17 General Fund Carryover amount of \$63,943, per the final FY 17 District Audit; and

WHEREAS, the District approved an increase to Miscellaneous Revenue in the amount of \$4,157, received from Hillsborough County Community Grant, TECO rebate & HOA reimbursement for deed restriction sign.

NOW, THEREFORE, BE IT RESOLVED BY THE LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT IN A GENERAL MEETING THIS May 1, 2018 AMENDS THE FY 18 ADOPTED BUDGET PER THE DESCRIPTIONS BELOW AND REFLECTED IN EXHIBIT A, FY 18 AMENDED ADOPTED BUDGET

A. Budget Amendment Revenue:

1. The Budget is amended to reflect a carryforward amount of \$457,418.
2. The Budget is amended to reflect a carryover amount of \$63,943.
3. The Budget is amended to reflect an increase of \$4,157 Miscellaneous Revenue.

B. Budget Amendment Carryover Allocation:

1. To fund unassigned CIP projects. \$63,943

C. Budget Amendment Revenue Allocation:

1. Increase of \$418 to Fountain in Lake. (Line #83)
2. Increase of \$3,739 to Future CIP Projects & Reserves. (Line #130)

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

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

Rob Fannin, Chair

EXHIBIT A

AMENDED ADOPTED FY 18 BUDGET

Lake St. Charles CDD Amended Adopted FY 18 Budget

	A	B	C	D	E	F	G	M	Q	R
1								FY 18 Annual Budget	FY 18 Monthly Budget	Comments
2							Revenue/Expense			
3							Revenue			
4							36100 - Interest Earnings			
5							Interest - General Fund	1,450	121	
6							Total 36100 - Interest Earnings	1,450	121	
7							General Fund Assessment-O&M			
8							General Fund Assessment Gross	935,803	77,984	
9							GF Prop Tax Interest	0	0	
10							GF Tax Collector Commissions	(18,716)	(1,560)	
11							GF Tax Payment Discount	(37,432)	(3,119)	
12							Total General Fund Assessment-O&M	879,655	73,305	
13							Total 36310 - Special Assessment	879,655	73,305	
14							36311 - Excess Fees			
15							36900 - Miscellaneous Revenues			
16							Other Misc Revenue	5,357	446	\$4,157 Increase from funds received for Community app(\$2,500), HOA Deed restriction sign (\$1,239) & TECO rebate for lights on fountain(\$418)
17							Rental	1,900	158	
18							Total 36900 - Miscellaneous Revenues	7,257	605	
19							Total Revenue	888,362	74,030	
20										
21							Budgeted Carryforward	457,418		General Fund Balance Carryforward per FY17 Audit
22							Total Revenue	1,345,780		
23							Expense			
24							5110 - Legislative			
25							Employer Taxes	1,460	122	
26							Special District Fees	175	15	
27							Supervisor Fees	12,000	1,000	
28							Supervisor Payroll Service	900	75	
29							Total 5110 - Legislative	14,535	1,211	
30							51300 - Financial & Admin			
31							Accounting Services	500	42	
32							Auditing Services	15,000	1,250	
33							Banking & Investment Mgmt Fees	200	17	
34							District F&A Employees		0	
35							District Manager	50,336	4,195	

Lake St. Charles CDD Amended Adopted FY 18 Budget

	A	B	C	D	E	F	G	M	Q	R
								FY 18 Annual Budget	FY 18 Monthly Budget	Comments
1										
36							Medical Stipend	2,400	200	
37							Payroll Service Charge	465	39	
38							Payroll Taxes - Employer Taxes	4,400	367	
39							Performance Stipend	1,000	83	
40							Total District F&A Employees	58,601	4,883	
41							Dues, Licenses & Fees	500	42	
42							General Insurance			
43							Crime	600	50	
44							General Liability	3,868	322	
45							Public Officials Liability & EP	3,179	265	
46							Total General Insurance	7,647	637	
47							Legal Advertising	2,600	217	
48							Local/Other Taxes	2,800	233	
49							Office Supplies	1,000	83	
50							Postage	250	21	
51							Printer Supplies	2,000	167	
52							Professional Development	1,000	83	
53							Technology Services/Upgrades	2,000	167	
54							Telephone	3,100	258	
55							Travel Per Diem	200	17	
56							Website Development & Monitor	2,650		
57							Total 51300 - Financial & Admin	100,048	8,337	
58							51400 - Legal Counsel			
60							Total 51400 - Legal Counsel	8,000	667	
61							52100 - Law Enforcement			
62							Car Maintenance & Repairs	1,000	83	
63							Car Gas	1,500	125	
64							Hyundai Loan Payments			
65							Hyundai Interest Payment	53	4	
66							Hyundai Principal Payment	995	83	
67							Total Hyundai Loan Payments	1,048	87	
68							Other Protection Services	15	1	
71							Total 52100 - Law Enforcement	3,563	297	
72							53100 - Electric Utility Svs	38,800	3,233	
73							53200 - Gas Utility Services	4,000	333	
74							53400 - Garbage/Solid Waste Svc	1,700	142	
75							53600 - Water/Sewer Services	8,000	667	
76							53900 - Physical Environment			

Lake St. Charles CDD Amended Adopted FY 18 Budget

	A	B	C	D	E	F	G	M	Q	R
								FY 18 Annual Budget	FY 18 Monthly Budget	Comments
1										
77							Entry & Walls Maintenance	2,000	167	
78							Ford F250 Loan Payment			
79							Interest Payment	172	14	
80							Principal Payment	2,140	178	
81							Total Ford F250 Loan Payment	2,312	193	
82							Ford F250 Maintenance & Repair	1,000	83	
83							Fountain in Lake	3,418	285	\$418 received from TECO rebate
84							Gas - Equipment	400	33	
85							Gas - Truck	1,800	150	
86							Irrigation Maintenance	6,700	558	
87							Landscape Maintenance Contract	87,000	7,250	
88							Misc. Landscape -Temporary Staff	3,000	250	
89							Misc. Landscape- Maintenance	9,500	792	
90							Mulch	4,000	333	
91							New Plantings	6,000	500	
92							Pond & Storm water Maint Contract	12,780	1,065	
93							Property Insurance Contract	12,000	1,000	
94							Sod Replacement	4,000	333	
95							Mitigation Maint Contract	900	75	
97							Total 53900 - Physical Environment	156,810	13,068	
98							57200 - Parks & Recreation			
99							Auto Liability	755	63	
100							Club Facility Maintenance			
101							Club Facility Maintenance	5,000	417	
102							Clubhouse Supplies	2,300	192	
103							Locks/Keys	100	8	
104							Total Club Facility Maintenance	7,400	617	
105							District Employees Payroll Exp			
107							Employer Workman Comp	7,629	636	
108							Facilities Monitor	33,403	2,784	
109							Medical Stipends	6,000	500	
110							Payroll Service Charge	2,000	167	
111							Payroll Taxes - Employer Taxes	13,500	1,125	
112							Performance Stipend	2,600	217	
113							Full Time Hybrid Employee	24,960	2,080	
114							Property Maintenance Part-Time	1,381	115	
115							Property Maintenance Team Lead	27,675	2,306	
116							Property Manager	60,570	5,048	
117							Recreational Assistants	5,900	492	

Lake St. Charles CDD Amended Adopted FY 18 Budget

	A	B	C	D	E	F	G	M	Q	R
1								FY 18 Annual Budget	FY 18 Monthly Budget	Comments
118							Total District Employees Payroll Exp	185,618	15,468	
119							Dock Maintenance	400	33	
120							Drainage/ Nature Path/Trail Maintenance	1,800	150	
121							Park Facility Maintenance	5,000	417	
122							Parks & Rec Cell Phones	1,700	142	
123							Playground Maintenance	2,000	167	
124							Pool Maintenance Contract	19,600	1,633	
125							Pool Maintenance Repairs	12,000	1,000	
127							Sec System Monitoring Contract	240	20	
128							Security Repairs	2,921	243	
129							Total 57200 - Parks & Recreation	239,434	19,953	
130							58003- Future CIP Projects & Reserves	313,472	26,123	\$3,739 increase from app grant and HOA deed restriction sign reimbursement.
131							Total Expense	888,362	74,030	
132							Budgeted Carryforward	457,418		General Fund Balance Carryforward per FY17 Audit
133							Total Revenue	1,345,780		
134							Revenue Less Expenses	1	0	
141										
142										
143										
144							OTHER REVENUE - FY 16 CARRYOVER (Oct, 16-Sept, 17)	138,652	11,554	
145							OTHER REVENUE- FY16-17 CARRYOVER APPROVEDFROM AU	63,943	5,329	Additional funding from Budgeted Carryforward as approved from FY17 Audit
146							Total Unassigned Revenue	202,595		
147							OTHER EXPENSES - Required/Priority Projects Prior to Bond Payoff			
148							1 Midge Treatments	\$3,440		\$3,440 needed to fund 4 midge treatments for lake and ponds.

Lake St. Charles CDD Amended Adopted FY 18 Budget

	A	B	C	D	E	F	G	M	Q	R
								FY 18 Annual Budget	FY 18 Monthly Budget	Comments
1										
149							2 Additional funding for unassigned CIP projects	\$135,212		\$135,212 needed to fund emerging projects.
150							3 Additional funding for unassigned CIP projects	\$63,943		Additional funding from Budgeted Carryforward as approved from FY17 Audit
151							TOTAL	202,595		
152										
153										
154										
155										
156	District Reserve Fund								Mar '18	
157							CenterState Money Market Account		241,893	Committed/Assigned
158							Total		241,893	
159										
160										
161										
162							Budget Summary			
163										
164							Revenue (assessments, net, other)	888,362		
165							Carryover Funds in (PY audited FB)	457,418		
166							TOTAL REVENUE	1,345,780		
167										
168										
169							Operating Expenses	888,362		
170										
171							Reserved/assigned			
172							Non-spendable ('18 expenses paid in '17)	19,823		
173							Insurance Deductibles	80,000		
174							Mandated Projects	55,000		
175							Cash Flow	100,000		
176										
177							Other: Previously approved carryover			
178							Midge Treatments	3,440		
179							Additional CIP Funding	135,212		
180										
181							Other: Additional carryover funds from FY 17 audit	63,943		
182										
183							TOTAL REVENUE	1,345,780		

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, April 18th 2018*

Operations Manager: *Property Manager, Mark Cooper*

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

In Attendance: Property Manager-Mark Cooper & Supervisors Dave Nelson, Rob Fannin and Ginny Gianakos as well as Representatives from Aquatic Systems Peter Simoes, Josh McGarry and Logan Bell.

The meeting commenced at 1:15 PM.

The committee listened to a presentation on comprehensive midge fly control and estimated costs. Various questions were asked of the experts on a wide range of topics such as:

- Fish stocking, species type and when to stock the different species
- What role does Tilapia fish play in midge control?
- Cattails role if any in contributing to midge flies and general lake health. Should they be removed or replaced with another aquatic species?
- Aeration pros and cons and how it works
- Do lake fountains contribute to lake aeration?
- Costs and quantity of recommended biological larva treatments
- What areas of the lake and ponds need to be treated or the entire surface area?
- What is the cost to map the lake's depth and determine if the lake is stratified (dissolved oxygen levels). Why is this needed?
- Light traps
- The consultants were asked to make a community wide presentation addressing these and other topics at a special meeting advertised for somewhere around May 16th.

The consultants and other attendees left the meeting and the grounds committee discussed the villas perimeter buffer wall and sign wall replacement.

The committee recommends approval of the 3 addendums to the sign contract with Arete Industries (see attachments) increasing the contract amount by \$22,267

An additional \$2,500 is requested to remove and replace the electrical meter at the villas wall while the sign wall is being rebuilt.

The committee recommends waiving the RFP bid requirements for the villas PVC fence replacement due to the PVC specifications, specific product warranty (20 years) and reputation and longevity in business of the selected contractor/ supplier.

The committee recommends approval of Danielle fence's proposal to remove the villas wall along Lake St Charles Blvd and Krycul Ave (1,116 linear feet) and replace the perimeter buffer with 6' high Maxwell style PVC fence for \$71,556. See attachment.

The committee recommends the purchase of new window blinds for the meeting room pool side windows and double doors not to exceed \$3,000

The meeting adjourned at 2:30 PM

	A	B	C	D
1	Fiscal Year 18 - Ends September 30th 2018			
2	CIP Projects	CIP Cost Estimate	Actual Cost	Estimated or Actual Cost
3	Newer used golf cart	\$3,359.00	\$3,359.00	\$3,359.00
4	New Pool Equipment 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	\$107,805.00	\$107,805.00
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 including resetting of electrical meter.	\$100,000.00	\$71,556.00	\$74,056.00
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& 3 additional treatments @ \$910 each	\$6,170.00	\$4,350.00	\$6,170.00
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	\$3,000.00		\$3,000.00
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			\$439,304.00
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	\$9,081.00

Agreement Addendums with Arete industries.

Contract Amount \$85,538

Addendum #1

Villas Entrance Sign Walls Demolition & Rebuild (Brick)

Includes: Demo and removal of old foam walls | Dig footer to drawing specs | Set rebar lay brick with poured cells as per spec | Lay brick using a 6 x 12 red brick to desired height | Install restored red brick from existing wall | Work with electrician on power box fasten to wall | Waterproof red brick. Drawings and permitting are included in bid.

Excludes: Electricians cost not included in bid

Add \$21,017

New contract amount \$106,555

Addendum #2

Rust removal both sides of main entrance for \$900

New contract amount \$107,455

Addendum #3

Patching and repainting of chipped column caps on North side entrance for \$350

New contract amount \$107,805

These change orders and associated costs are agreed to by both parties.

Lake St Charles CDD - signature

By: _____
Print name

Title: _____

Date: _____

Arete Industries - signature

By: _____
Print name

Title: _____

Date: _____



14'-0"

6'-0"

Scale: 3/4" = 1'



OUTDOOR LIVING

Vinyl FenceScapes

www.DanielleFence.com



BGM MAXWELL VINYL FENCE

BGM Maxwell in almond.



BGM Maxwell with Federation post cap.



BGM Maxwell in white.



BGM Maxwell in adobe.

863.425.3182 • 813.681.6181 • 800.255.6794
4855 State Road 60 West - Mulberry, FL 33860 • www.DanielleFence.com • info@daniellefence.net

SUPERVISOR PACKET 29

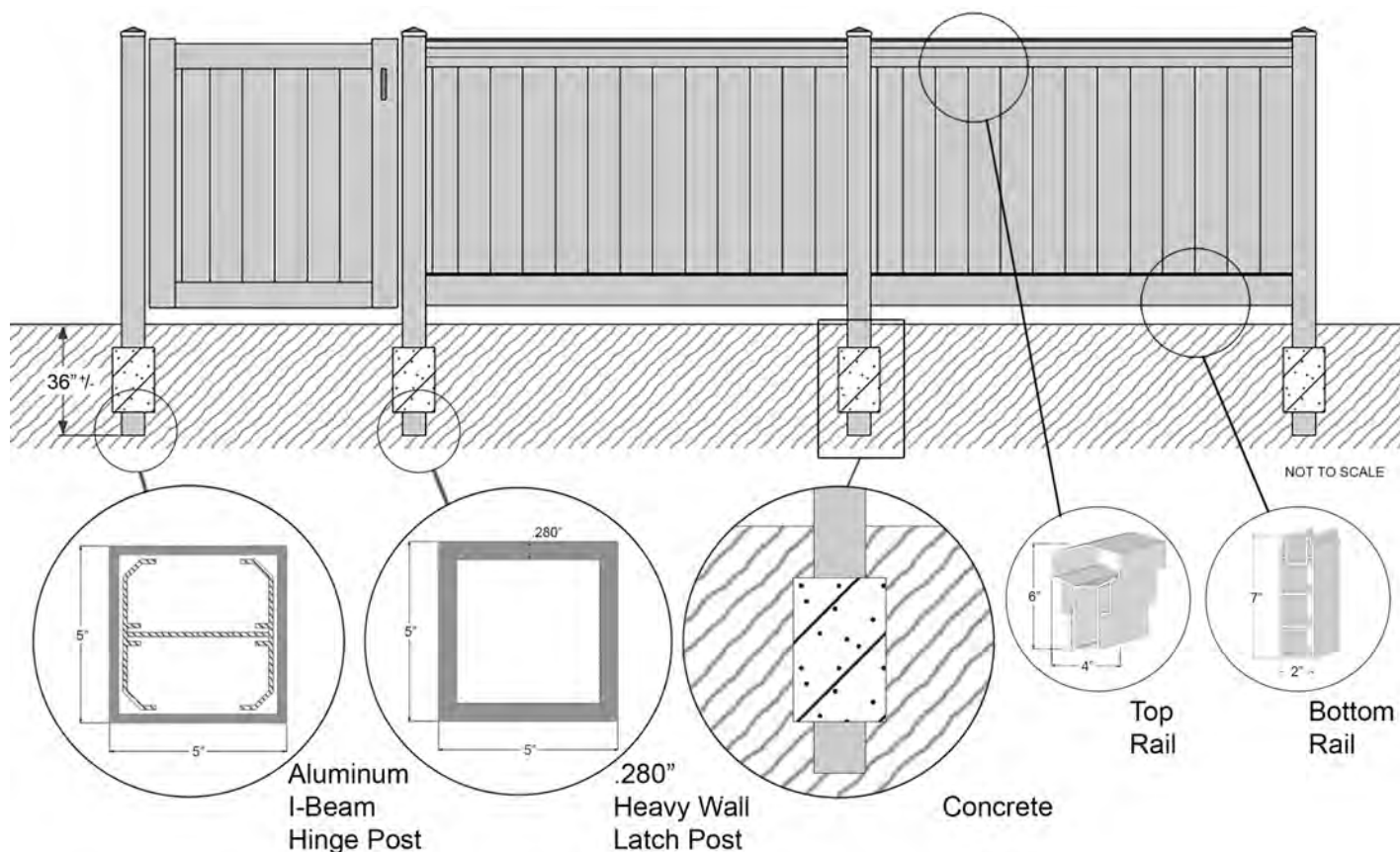
BGM MAXWELL VINYL FENCE

Heights available in 48", 60", 72", 84" and 96"

(Measurements listed are to the top of post)

Fence is constructed from the following materials:

- 2" x 7" ribbed heavy wall bottom rail
- 4" x 6" top rail
- 1" x 7" vertical ribbed tongue & groove pickets
- 84" and 96" heights have a 2" x 7" middle rail
- One, 1" x 1-1/2" u-channel
- 5" x 5" posts on 96" centers - 84" & 96" heights available with optional .280 heavy wall post
- Posts installed 36" in ground
- 96" fence height has an optional 48" depth
- Concrete around each post (excluding 48" height)
- 5" traditional post caps
- Aluminum reinforced gate hinge post
- 48" x 48" gates or smaller are all .280" posts with no insert
- 5" x 5" x .280" gate latch post



Proudly Made in the USA

10 year prorated warranty*

*See contract for terms & conditions. Visit www.daniellefence.com to view warranty details.

COLOR OPTIONS:



POST CAP OPTIONS:



A. Gothic Cap B. Federation Cap C. Classic Cap
D. Ball Cap E. Traditional Cap



www.DanielleFence.com



Management Committee Meeting Minutes

Date: *Wednesday, April 18, 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, May 16th at 1:00PM.

The meeting commenced at 1:00 pm

- The committee Chairman reviewed and signed checks.

-The committee reviewed and discussed the changes to the District's Amenity Usage Policy #6000

The Management Committee recommends that the District's Amenity Usage Rules Policy is revised per the attached draft.

The committee discussed John Martini's performance review.

The Management Committee recommends approving a 2% hourly increase to Property Maintenance Team Lead, John Martini.

The meeting adjourned at 1:15 pm

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, April 17th, 2018 @ 10:00 am*

Chairperson: *Supervisor Ginny Gianakos*

Operations Manager: *Property Manager, Mark Cooper*

The Strategic Planning Committee Meeting met and discussed the funds available from this year's CIP planned projects (approximately \$12,000), the amount of funds floating in the operating account – per the auditors of (approximately \$63,943) and next years planned projects.

The strategic planning committee recommends utilizing these funds for aquatic midge fly control vs any other capital improvement project.

The committee will make recommendations as to next year's (FY 18-19) CIP projects with the upcoming proposed budgeting process.

Notice of Meetings – Strategic Planning Committee

The next Strategic Planning Committee Meeting is scheduled for Tuesday, May 15th at 10 am.

**Lake St. Charles CDD
Funds Statement**

Jan '18 - Mar '18

	Jan '18	Feb '18	Mar '18	Category
Bank/Current Asset Accounts				
CenterState Bank Checking	790,094	695,015	592,694	Cash
CenterState Bank Money Market	236,804	236,846	241,893	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	1,027,693	932,656	835,382	
Cash (Checking/Savings)				
CenterState Bank Checking	790,094	695,015	592,694	
CenterState Bank Money Market	236,804	236,846	241,893	
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	1,027,693	932,656	835,382	
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	1,027,693	932,656	835,382	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	236,804	236,846	241,893	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	236,804	236,846	241,893	

Lake St. Charles CDD Disbursement Authorization Report

March 2018

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	03/01/2018	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	03/02/2018	ADP	10000-CenterState Bank Checking	-144.16
				Payroll Service Charge	14.42
				Payroll Service Charge	57.64
				Supervisor Payroll Service	72.10
TOTAL					144.16
Check	EFT/Auto	03/06/2018	TECO Electric	10000-CenterState Bank Checking	-2,713.16
				53100 - Electric Utility Svs	53.22
				53100 - Electric Utility Svs	169.47
				53100 - Electric Utility Svs	842.98
				53100 - Electric Utility Svs	125.36
				53100 - Electric Utility Svs	855.52
				53100 - Electric Utility Svs	308.53
				53100 - Electric Utility Svs	33.83
				53100 - Electric Utility Svs	20.45
				53100 - Electric Utility Svs	25.58
				53100 - Electric Utility Svs	22.90
				53100 - Electric Utility Svs	23.01
				53100 - Electric Utility Svs	23.01
				53100 - Electric Utility Svs	22.90
				53100 - Electric Utility Svs	23.21

Lake St. Charles CDD Disbursement Authorization Report

March 2018

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	23.42
				53100 - Electric Utility Svs	22.90
				53100 - Electric Utility Svs	23.01
				53100 - Electric Utility Svs	22.90
				53100 - Electric Utility Svs	22.90
				53100 - Electric Utility Svs	48.06
TOTAL					<u>2,713.16</u>
Check	EFT/Auto	03/06/2018 ADP		10000-CenterState Bank Checking	-8,969.80
				District Manager	1,936.00
				Payroll Taxes - Employer Taxes	163.40
				Facilities Monitor	1,303.20
				Property Maintenance Team Lead	1,079.88
				Property Manager	2,329.60
				Payroll Taxes - Employer Taxes	497.72
				Full Time Hybrid Employee	960.00
				Medical Stipend	200.00
				Medical Stipends	500.00
TOTAL					<u>8,969.80</u>
Check	EFT/Auto	03/16/2018 ADP		10000-CenterState Bank Checking	-130.93
				Payroll Service Charge	26.19
				Payroll Service Charge	104.74
TOTAL					<u>130.93</u>
Check	EFT/Auto	03/17/2018 Square Inc		10000-CenterState Bank Checking	-345.24
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-8.25

Lake St. Charles CDD Disbursement Authorization Report

March 2018

Type	Num	Date	Name	Account	Original Amount
				Rental	55.00
				Rental	-1.51
TOTAL					<u>345.24</u>
Check	EFT/Auto	03/20/2018 ADP		10000-CenterState Bank Checking	-9,846.67
				District Manager	1,936.00
				Payroll Taxes - Employer Taxes	148.10
				Facilities Monitor	1,303.21
				Property Maintenance Team Lead	1,304.00
				Property Manager	2,329.60
				Property Maintenance Part-Time	39.81
				Payroll Taxes - Employer Taxes	492.45
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
				Full Time Hybrid Employee	960.00
				Medical Stipends	250.00
TOTAL					<u>9,846.67</u>
Check	EFT/Auto	03/27/2018 Square Inc		10000-CenterState Bank Checking	-291.75
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-8.25
TOTAL					<u>291.75</u>
Check	EFT/Auto	03/30/2018 ADP		10000-CenterState Bank Checking	-149.45
				Payroll Service Charge	12.45

Lake St. Charles CDD Disbursement Authorization Report

March 2018

Type	Num	Date	Name	Account	Original Amount
				Payroll Service Charge	74.75
				Supervisor Payroll Service	62.25
TOTAL					<u>149.45</u>
Bill Pmt -Check	8029	03/06/2018	Aquatic Systems, Inc	10000-CenterState Bank Checking	-1,049.00
Bill	March Pond Mainten	03/01/2018		Pond & Stormwater Maint Contrac	1,049.00
TOTAL					<u>1,049.00</u>
Bill Pmt -Check	8030	03/06/2018	Brandon Electric Inc.	10000-CenterState Bank Checking	-313.00
Bill	2201 Inv #	02/26/2018		Park Facility Maintenance	313.00
TOTAL					<u>313.00</u>
Bill Pmt -Check	8031	03/06/2018	Brandon Lock & Safe, Inc.	10000-CenterState Bank Checking	-137.45
Bill	Mailbox key	02/08/2018		Locks/Keys	137.45
TOTAL					<u>137.45</u>
Bill Pmt -Check	8032	03/06/2018	CLC Total Care	10000-CenterState Bank Checking	-7,250.00
Bill	INV 19863	03/02/2018		Landscape Maintenance Contract	7,250.00
TOTAL					<u>7,250.00</u>
Bill Pmt -Check	8033	03/06/2018	Executive Pool, Inc.	10000-CenterState Bank Checking	-14,362.00
Bill	1351 Inv #	02/19/2018		58003-Future CIP Projects & Res	14,362.00
TOTAL					<u>14,362.00</u>

Lake St. Charles CDD Disbursement Authorization Report

March 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	8034	03/06/2018	Frontier	10000-CenterState Bank Checking	-219.02
Bill	Feb Internet & Fax	02/25/2018		Telephone	219.02
TOTAL					219.02
Bill Pmt -Check	8035	03/06/2018	Republic Waste Services	10000-CenterState Bank Checking	-176.87
Bill	0696-000715345 Inv #	02/17/2018		53400 - Garbage/Solid Waste Svc	176.87
TOTAL					176.87
Bill Pmt -Check	8036	03/06/2018	Still Water Aquatics LLC	10000-CenterState Bank Checking	-860.00
Bill	INV #2082	02/27/2018		Midge Treatments	860.00
TOTAL					860.00
Bill Pmt -Check	8037	03/06/2018	SunTrust Credit Card	10000-CenterState Bank Checking	-5,976.15
Bill	Feb CC Statement	02/24/2018		13500 - SunTrust Visa Card	5,976.15
TOTAL					5,976.15
Bill Pmt -Check	8038	03/06/2018	Tuscan & Company, PA	10000-CenterState Bank Checking	-6,000.00
Bill	113947 Inv #	02/24/2018		Auditing Services	6,000.00
TOTAL					6,000.00
Bill Pmt -Check	8039	03/06/2018	Verizon Wireless	10000-CenterState Bank Checking	-42.48

Lake St. Charles CDD Disbursement Authorization Report

March 2018

Type	Num	Date	Name	Account	Original Amount
Bill	1-24-18 to 02-23-18	02/23/2018		Telephone	42.48
TOTAL					42.48
Bill Pmt -Check	8040	03/21/2018	Arete Industries	10000-CenterState Bank Checking	-619.50
Bill	HOA Deed Restriction	03/22/2018		58003-Future CIP Projects & Res	619.50
TOTAL					619.50
Bill Pmt -Check	8041	03/21/2018	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,600.00
Bill	March Pool Cleaning	03/12/2018		Pool Maintenance Contract	1,600.00
TOTAL					1,600.00
Bill Pmt -Check	8042	03/21/2018	Arete Industries	10000-CenterState Bank Checking	-42,769.00
Bill	Deposit for Sign Pro	03/21/2018		58003-Future CIP Projects & Res	42,769.00
TOTAL					42,769.00
Bill Pmt -Check	8043	03/21/2018	BOCC	10000-CenterState Bank Checking	-1,797.56
Bill	March Water Bill	03/12/2018		53600 - Water/Sewer Services	350.00
				Pool Maintenance Repairs	1,447.56
TOTAL					1,797.56
Bill Pmt -Check	8044	03/21/2018	Chris's Portable Toilets	10000-CenterState Bank Checking	-75.00
Bill	1805-92425 Inv #	03/08/2018		Park Facility Maintenance	75.00
TOTAL					75.00

Lake St. Charles CDD Disbursement Authorization Report

March 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	8045	03/21/2018	Executive Pool, Inc.	10000-CenterState Bank Checking	-500.00
Bill	1353 Inv #	03/08/2018		58003-Future CIP Projects & Res	500.00
TOTAL					500.00
Bill Pmt -Check	8046	03/21/2018	RetailFirst - Summit W/C	10000-CenterState Bank Checking	-892.48
Bill	INV# 10428756	04/01/2018		Employer Workman Comp	892.48
TOTAL					892.48
Bill Pmt -Check	8047	03/21/2018	TECO Gas Company	10000-CenterState Bank Checking	0.00
TOTAL					0.00
Bill Pmt -Check	8048	03/21/2018	Verizon Wireless	10000-CenterState Bank Checking	-112.84
Bill	2-02-17 to 03-01-17	03/01/2018		Parks & Rec Cell Phones	112.84
TOTAL					112.84
Bill Pmt -Check	8049	03/21/2018	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-200.00
Bill	Stain Treat	03/12/2018		Pool Maintenance Repairs	200.00
TOTAL					200.00

4/11/2018

Treasurer's Report - CenterState Account

March 2018

03/1/18 - 03/31/18

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						695,015.05
03/01/2018 EFT/Auto	Square Inc	B. Barr CH Rental Deposit Refund		291.75		694,723.30
03/01/2018		Deposit			29.17	694,752.47
03/02/2018		Deposit			291.75	695,044.22
03/02/2018 EFT/Auto	ADP	509660502 Inv #		144.16		694,900.06
03/03/2018		Deposit			14.59	694,914.65
03/06/2018 8029	Aquatic Systems, Inc	INV# 0000401902		1,049.00		693,865.65
03/06/2018 8030	Brandon Electric Inc.	2201 Inv #		313.00		693,552.65
03/06/2018 8031	Brandon Lock & Safe, Inc.	41962 Inv #		137.45		693,415.20
03/06/2018 8032	CLC Total Care	INV 19863		7,250.00		686,165.20
03/06/2018 8033	Executive Pool, Inc.	1351 Inv #		14,362.00		671,803.20
03/06/2018 8034	Frontier	ACCT# 813-671-8339-120297-5		219.02		671,584.18
03/06/2018 8035	Republic Waste Services	3-0696-1005435		176.87		671,407.31
03/06/2018 8036	Still Water Aquatics LLC	INV #2082		860.00		670,547.31
03/06/2018 8037	SunTrust Credit Card	4223071100091531 Acct #		5,976.15		664,571.16
03/06/2018 8038	Tuscan & Company, PA	113947 Inv #		6,000.00		658,571.16
03/06/2018 8039	Verizon Wireless	Acct# 842082173-00001		42.48		658,528.68
03/06/2018 EFT/Auto	TECO Electric	06980007400 Acct #		2,713.16		655,815.52
03/06/2018		Deposit			8,833.45	664,648.97
03/06/2018 EFT/Auto	ADP	P.E. 3-03-18		8,969.80		655,679.17
03/09/2018		Deposit			29.17	655,708.34
03/14/2018		Deposit			29.18	655,737.52
03/15/2018		Deposit			345.24	656,082.76
03/16/2018 EFT/Auto	ADP	510324998 Inv #		130.93		655,951.83
03/17/2018 EFT/Auto	Square Inc	J. Larson CH Rental Deposit Refund		345.24		655,606.59
03/20/2018 EFT/Auto	ADP	P.E. 3-17-18		9,846.67		645,759.92
03/21/2018 8040	Arete Industries	SO7761		619.50		645,140.42
03/21/2018 8041	Zebra Cleaning Team, Inc.	INV# 2458		1,600.00		643,540.42
03/21/2018 8042	Arete Industries	SO7748		42,769.00		600,771.42
03/21/2018 8043	BOCC	4678710000 Acct #		1,797.56		598,973.86
03/21/2018 8044	Chris's Portable Toilets	1805-92425 Inv #		75.00		598,898.86

4/11/2018

<u>Date</u>	<u>PM</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
03/21/2018		8045	Executive Pool, Inc.	1353 Inv #	500.00		598,398.86
03/21/2018		8046	RetailFirst - Summit W/C	0520-48906 Policy # INV# 10428756	892.48		597,506.38
03/21/2018		8047	TECO Gas Company	VOID: 07884976 Incorrect Amount		0.00	597,506.38
03/21/2018		8048	Verizon Wireless	Acct# 742078254-00001	112.84		597,393.54
03/21/2018		8049	Zebra Cleaning Team, Inc.	2459 Inv #	200.00		597,193.54
03/24/2018				Deposit		14.59	597,208.13
03/26/2018				Funds Transfer Per Resolution 2018-04	5,000.00		592,208.13
03/27/2018	EFT/Auto		Square Inc	J. Metzger CH Rental Deposit Refund	291.75		591,916.38
03/27/2018				Deposit		389.00	592,305.38
03/29/2018				Deposit		374.41	592,679.79
03/30/2018				Deposit		29.18	592,708.97
03/30/2018	EFT/Auto		ADP	511144978 Inv #	149.45		592,559.52
03/31/2018				Interest		134.18	592,693.70
					112,835.26	10,513.91	592,693.70

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Mar '18	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
3							Revenue/Expense					
4							Revenue					
5							36100 - Interest Earnings					
6							Interest - General Fund	903	1,450	(547)		624
7							Total 36100 - Interest Earnings	903	1,450	(547)		624
8							General Fund Assessment-O&M					
9							General Fund Assessment Gross	895,503	935,803	(40,300)		751,596
10							GF Prop Tax Interest	138	0	138		89
11							GF Tax Collector Commissions	(17,204)	(18,716)	1,512		(14,422)
12							GF Tax Payment Discount	(35,300)	(37,432)	2,132		(29,681)
13							Total General Fund Assessment-O&M	843,136	879,655	(36,519)		707,582
14												
15							Total 36310 - Special Assessment	843,136	879,655	(36,519)		707,582
16							36311 - Excess Fees	5,701	0	5,701		5,388
17							36900 - Miscellaneous Revenues			0		
18							Other Misc Revenue	1,262	1,200	62		1,164
19							Rental	1,118	1,900	(782)		728
20							Total 36900 - Miscellaneous Revenues	2,380	3,100	(720)		1,892
21							Total Revenue	852,121	884,205	(32,084)		715,485
22												
24							Expense					
25							5110 - Legislative					
26							Employer Taxes	572	1,460	(888)		687
27							Special District Fees	175	175	0		175
28							Supervisor Fees	6,000	12,000	(6,000)		6,000
29							Supervisor Payroll Service	457	900	(443)		310
30							Total 5110 - Legislative	7,204	14,535	(7,331)		7,173

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Mar '18	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
31							51300 - Financial & Admin					
32							Accounting Services	0	500	(500)		0
33							Auditing Services	15,000	15,000	0		12,000
34							Banking & Investment Mgmt Fees	0	200	(200)		688
35							District F&A Employees					
36							District Manager	23,232	50,336	(27,104)		24,642
37							Medical Stipend	1,000	2,400	(1,400)		1,200
38							Payroll Service Charge	251	465	(214)		158
39							Payroll Taxes - Employer Taxes	1,941	4,400	(2,459)		2,273
40							Performance Stipend	0	1,000	(1,000)		500
41							Total District F&A Employees	26,424	58,601	(32,177)		28,773
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)		1,604
49							Local/Other Taxes	3,196	2,800	396		2,756
50							Office Supplies	180	1,000	(820)		329
51							Postage	60	250	(190)		96
52							Printer Supplies	634	2,000	(1,366)		1,381
53							Professional Development	0	1,000	(1,000)		0
54							Technology Services/Upgrades	2,412	2,000	412		658
55							Telephone	1,580	3,100	(1,520)		1,292
56							Travel Per Diem	27	200	(173)		64
57							Website Development & Monitor	0	2,650	(2,650)		0
58							Total 51300 - Financial & Admin	58,077	100,048	(41,971)		56,860

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Mar '18	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	384	1,000	(616)		192
64							Car Gas	310	1,500	(1,190)		320
65							Hyundai Loan Payments			0		
66							Hyundai Interest Payment	26	53	(27)		122
67							Hyundai Principal Payment	1,014	995	19		1,712
68							Total Hyundai Loan Payments	1,040	1,048	(8)		1,834
69							Other Protection Services	0	15	(15)		0
70							Total 52100 - Law Enforcement	1,733	3,563	(1,830)		2,346
71							53100 - Electric Utility Svs	17,900	38,800	(20,900)		15,151
72							53200 - Gas Utility Services	1,839	4,000	(2,161)		1,852
73							53400 - Garbage/Solid Waste Svc	1,054	1,700	(646)		730
74							53600 - Water/Sewer Services	2,740	8,000	(5,260)		2,991
75							53900 - Physical Environment			0		
76							Entry & Walls Maintenance	123	2,000	(1,877)		(8,509)
77							Ford F250 Loan Payment			0		
78							Interest Payment	16	172	(156)		121
79							Principal Payment	2,016	2,140	(124)		1,266
80							Total Ford F250 Loan Payment	2,032	2,312	(280)		1,387
81							Ford F250 Maintenance & Repair	754	1,000	(246)		104
82							Fountain in Lake	3,979	3,000	979		0
83							Gas - Equipment	154	400	(246)		133
84							Gas - Truck	640	1,800	(1,160)		562

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Mar '18	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
85							Irrigation Maintenance	5,810	6,700	(890)		4,366
86							Landscape Maintenance Contract	43,500	87,000	(43,500)		50,750
87							Misc. Landscape-Temporary Staff	0	3,000	(3,000)		5,075
88							Misc. Landscape Maintenance	4,083	9,500	(5,417)		6,821
89							Mulch	82	4,000	(3,918)		0
90							New Plantings	1,438	6,000	(4,562)		3,844
91							Pond & Stormwater Maint Contract	6,294	12,780	(6,486)		5,386
92							Property Insurance Contract	10,747	12,000	(1,253)		10,550
93							Sod Replacement	85	4,000	(3,915)		10
94							Mitigation Maint Contract	450	900	(450)		702
95							Total 53900 - Physical Environment	80,170	156,392	(76,222)		81,181
96							57200 - Parks & Recreation					
97							Auto Liability	665	755	(90)		665
98							Club Facility Maintenance					
99							Club Facility Maintenance	1,696	5,000	(3,304)		3,736
100							Clubhouse Supplies	2,143	2,300	(157)		604
101							Locks/Keys	137	100	37		0
102							Total Club Facility Maintenance	3,976	7,400	(3,424)		4,340
103							District Employees Payroll Exp					
104							Employer Workman Comp	5,016	7,629	(2,613)		3,415
105							Facilities Monitor	15,338	33,403	(18,065)		15,942
106							Medical Stipends	2,750	6,000	(3,250)		2,400
107							Payroll Service Charge	1,244	2,000	(756)		735
108							Payroll Taxes - Employer Taxes	5,701	13,500	(7,799)		6,163
109							Performance Stipend	0	2,600	(2,600)		1,050
110							Full-Time Hybrid Employee	11,247	24,960	(13,713)		448
111							Property Maintenance Part-Time	670	1,381	(711)		14,564
112							Property Maintenance Team Lead	13,704	27,675	(13,971)		29,647
113							Property Manager	27,955	60,570	(32,615)		0
114							Recreational Assistants	0	5,900	(5,900)		0
115							Total District Employees Payroll Exp	83,626	185,618	(101,992)		74,364

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Mar '18	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
116							Dock Maintenance	98	400	(302)		0
117							Drainage/ Nature Path/Trail Maintenance	154	1,800	(1,647)		1,498
118							Park Facility Maintenance	3,040	5,000	(1,960)		1,306
119							Parks & Rec Cell Phones	677	1,700	(1,023)		626
120							Playground Maintenance	0	2,000	(2,000)		0
121							Pool Maintenance Contract	8,000	19,600	(11,600)		9,600
122							Pool Maintenance Repairs	8,410	12,000	(3,590)		2,354
123							Sec System Monitoring Contract	120	240	(120)		120
124							Security Repairs	2,738	2,921	(183)		480
125							Total 57200 - Parks & Recreation	111,502	239,434	(127,932)		95,353
126							58003- Future CIP Projects and Reserves	198,759	309,733	(110,975)		31,667
127							Total Expense	480,677	884,205	(403,528)		298,609
128							Revenue Less Expenses	371,444	0	371,444		416,876
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							Unassigned CIP Projects	4,209	135,212	(131,003)		
137							Midge Treatments	3,440	3,440	0		
138							Total Other Expense	7,649	138,652	(131,003)		
139							Net Other Income	131,003	(138,652)	131,003		

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Mar '18	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
140	Net Income							502,447	(138,652)	502,447		

Lake St. Charles CDD Property Manager Expense Report

March 2018

	Type	Date	Num	Memo	Amount
CentralPro					
	Credit Card Charge	03/21/2018	Irrigation	Irrigation Materials Nozzle	3.85
	Credit Card Charge	03/21/2018	Irrigation	Irrigation Materials Nozzle	29.50
Chris's Portable Toilets					
	Bill	03/08/2018	1805-92425 Inv #	1805-92425 Inv #	75.00
CLC Total Care					
	Bill	03/22/2018	INV 19869	Irrigation Repairs	1,600.00
Florida Flag and Pennant					
	Bill	03/28/2018	13681 Inv #	US Flag	124.77
Harrell's Nursery Inc.					
	Credit Card Charge	03/13/2018	new plantin	new plantings	120.00
	Credit Card Charge	03/14/2018	new plantin	new plantings	192.50
Home Depot					
	Credit Card Charge	03/05/2018	PVC Pipe &	PVC Pipe & Adapter	3.23
	Credit Card Charge	03/06/2018	Adapter	Adapter	1.93
	Credit Card Charge	03/06/2018	PVC adapter	PVC adapters	10.82
	Credit Card Charge	03/09/2018	Showerhead,	Showerhead, air freshners & batteries	31.76
	Credit Card Charge	03/15/2018	Colored fla	Colored flags and nozzles	49.12
	Credit Card Charge	03/21/2018	PVC Materia	PVC Materials	11.30
Jules Riverview					
	Credit Card Charge	03/14/2018	Truck Wash	Truck Wash	9.00
Michaels					
	Credit Card Charge	03/08/2018	Model of wa	Model of wall cap	44.91
O'Reilly Auto Parts					
	Credit Card Charge	03/16/2018	Air Filter	Air Filter & Washer Fluid	23.78
Robert's Nursery, Inc.					
	Bill	03/07/2018	Flax Lily, Blue Daze	Flax Lily, Blue Daze	196.00
	Bill	03/08/2018	Plumbago, blue daze,	Plumbago, blue daze, african iris, schefflera	303.00
Staples					
	Bill	03/15/2018	Timesheets, ink and	Timesheets, ink and post its	58.16
Still Water Aquatics LLC					
	Bill	03/27/2018	INV #2087 Basal Mate	INV #2087 Basal Material	150.00
Winn Dixie					

	Type	Date	Num	Memo	Amount
	Credit Card Charge	03/07/2018	Water	Water	7.98
	Credit Card Charge	03/16/2018	Water	Water	7.98
Zee Medical Service					
	Bill	03/29/2018	089193093 Inv #	misc supplies for first aid box	23.70
				Total	3,078

May 2018 Property Manager's report

The clubhouse windows are still on schedule to be replaced in mid May.

The first new neighborhood signs (Cambridge and Lakeside) should be installed in May sometime with the rest of the signs following in incremental stages.

The pre dredging data collection is underway and the report should be ready around the end of May. After receipt of the report we can seek pond dredging proposals.

Congratulations to the LSC CDD Board of supervisors who was chosen as this year's recipient of the "Effective Board" Award. This award is given annually by Hillsborough County to a neighborhood or individual that demonstrates their dedication and talent to their community. The board's efforts in how they are organized and function as well as strategic planning for debt retirement and for community improvements for years into the future were submitted for the award consideration.

The prestigious honor recognizes the best of the best within Hillsborough County. In choosing the winner, several things are considered, including the quality and sustainability of the project, leadership and character of the individual or neighborhood.

The award will be presented to the Board members in attendance at the annual Neighborhoods Conference on Saturday May 12th at the Sheraton Tampa East in Sabal Park starting at 8am.

As of April 19th there were 86 android and 84 apple downloads (170 total) of our community App.

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	7									15	27
Completed Clubhouse Rentals	2	4	2	4									12	36
Guest Passes Issued	0	0	0	0									0	14
Replacement Cards	0	1	2	1									4	11
Resident Access Cards	4	1	9	12									26	71
Renters Access Cards	1	0	7	14									22	45
Parking Stickers	4	4	10	9									27	142
Online Purchases	2	1	2	2									7	28
Monthly Total	17	14	33	49									113	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 2 documents.