

## **Supervisor Packet for July 10, 2018 General Meeting**

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

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

	<ul style="list-style-type: none"> <li>d. June 2018 Property Manager Monthly Report</li> <li>e. June 2018 Clubhouse Monthly Report</li> <li>f. June 2018 Facilities Monitor Report (Distributed Separately)</li> </ul>
<b>7:20 - 7:40</b>	<b>8. COMMITTEE REPORTS (20 Minutes)</b>
	<ul style="list-style-type: none"> <li>1. <b>Treasurer's Review Committee</b> – Treasurer Martin <ul style="list-style-type: none"> <li>a. The committee recommends a Motion to approve maintaining the proposed 2% increase for all salary staff.</li> </ul> </li> <li>2. <b>Grounds/Security Committee</b> – Committee Chair Nelson <ul style="list-style-type: none"> <li>a. The Grounds/Security Committee recommends the purchase of the Miracle Inclusive swing for \$1,076 to be funded from this year's CIP funds. (See Treasurer's Comments)</li> </ul> </li> <li>3. <b>Management Committee</b> – Committee Chair Fannin</li> <li>4. <b>Strategic Planning Committee</b> – Committee Chair Gianakos</li> </ul>
<b>7:40- 7:50</b>	<b>10. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR FANNIN (10 Minutes)</b>
	<b>GENERAL REMARKS</b> – Chair of The Board of Supervisors
<b>7:50 -7:55</b>	<b>11. PROPERTY MANAGER (5 Minutes)</b>
	<b>Items for Consideration by Property Manager</b> - Mark Cooper <ul style="list-style-type: none"> <li>1. Property Management Report</li> </ul>
<b>7:55–8:00</b>	<b>12. DISTRICT MANAGER (5 Minutes)</b>
	<b>Items for Consideration by District Manager</b> <ul style="list-style-type: none"> <li>1. District Manager Report</li> </ul>
<b>8:00 – 8:10</b>	<b>15. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)</b>
<b>8:10</b>	<b>ADJOURN</b>



Date: June 5, 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 Vice-Chair Nelson

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

Action Item: To research cost of living percent adjustments remanded to the Management and Treasurer Review Committee.

2. On **MOTION** by Supervisor Martin and Second by Supervisor Gianakos, the Board approved Resolution 2018-0 Lake St. Charles District FY 19 Proposed Budget. Motion passed 5 to 0
3. On **MOTION** by Supervisor Nelson and Second by Supervisor Simon, the Board approved proceeding with the clubhouse restroom re-piping project as this will require extensive planning, in order to have project construction ready to commence in December 2018. Motion was amended to say that the approval is for an architect to provide a quote for the designing of the project. Motion passed 5 to 0
4. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board approved the purchase of a hexagon shaped-22' diameter shade structure from Shade Systems, Ocala Florida. Includes a 20 year warranty on the post and 10 years on the shade fabric for a cost of \$17,176. Motion was amended to make this project a priority on the CIP plan after the midge control cost is evaluated. Motion passed 5 to 0
5. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board approved the repairs to the brick walls at Courtland & Jamestown in advance of the sign placement. Cost is not to exceed \$900 for pinning the walls in place (to the column) and tuck pointing the stress cracks. Motion passed 5 to 0
6. On **MOTION** by Supervisor Gianakos and Second by Supervisor Fannin, the Board approved to notify residents that the midge survey will be taking place in the lake via the LSC App. Motion passed 5 to 0.
7. On **MOTION** by Supervisor Gianakos and Second by Supervisor Fannin, the Board discussed implementing Neighborhood Watch Program without requesting a grant from the county. It was further discussed that the previous neighborhood watch program was successful because they had a golf cart that was utilized for patrolling the neighborhood. The District would benefit out of receiving the grant funds to purchase the golf cart instead of trying to organize car washes to collect money for the purchase. Motion was amended to approve the request for a grant from Hillsborough County. Motion passed 5 to 0
8. On **MOTION** by Supervisor Nelson and Second by Supervisor Fannin, the Board approved Property Manager, Mark Cooper to research other available grants for the community. Motion passed 5 to 0.
9. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board approved Property Manager, Mark Cooper to research the cost of adding a handicap accessible swing in the park. Motion passed 5 to 0

Meeting adjourned at 8:03PM

Respectfully submitted,

Rob Martin, Treasurer/Secretary

Rob Fannin, Chair

# Treasurer's Review Committee Meeting Minutes

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**Date:** *Thursday, June 21, 2018, 12:30 pm*

**Chair:** *Supervisor Rob Martin*

**Operations Manager:** *Adriana Urbina*

**Committee Members:** *Supervisors Rob Martin, Adriana Urbina & Mark Cooper*

## Notice of Meetings – Treasurer's Review Committee

The scheduled date for the Treasurers Review Committee meetings is set as follows:

**The third (3<sup>rd</sup>) Thursday of each month at 12:30 pm.**

The next Treasurer's Review Committee Meeting will be **Thursday, July 19, 2018 at 12:30 pm.**

-The Treasurer reviewed the District's bank statements.

-The committee discussed the need to apply for a sales tax ID for the sales of drinks and candy at the pool.

-The committee reviewed and discussed the proposed Neighbor hood Watch Program.

The Treasurer reviewed the cost of the inclusive swing for the community and recommends that funding should be postponed until the carryover is determined after year end closing. The Treasurer recommends that the Board follow the funding cart process for all projects.

-The committee reviewed and discussed the cost of living adjustments for the previous years.

**The Treasurer Committee recommends a Motion to approve maintaining the proposed 2% salary increase for all staff.**

# Security - Grounds Committee Meeting Minutes

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**Date:** *Wednesday, June 20<sup>th</sup> 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

The meeting commenced at 5:30 PM.

The committee looked at and discussed the options for the requested inclusive swing.



**Option #1:** Burke mfg. – freedom swing with chains - \$1,198.12



**Option #2:** Miracle Recreation mfg. – inclusive swing with chains - \$1,076

**The Grounds Committee recommends the purchase of the Miracle Inclusive swing for \$1,076 to be funded from this year's CIP funds. SEE TREASURER'S COMMENTS.**

The committee reviewed a request from Supervisor Simon to discuss with the Board and render a decision on whether to proceed with neighborhood watch -absent a grant award. In a required grant pre submission meeting with Hillsborough County they indicated that vehicles including golf carts would not qualify for grant funding and if our crime rates were low (which they are) it would be difficult to prove the need for funding a neighborhood watch grant.



Supervisor Simon's neighborhood watch proposal is to be able to utilize the district vehicle for volunteer patrols when not in use by the Facility Monitor. The idea would be to schedule volunteer patrols at times that the Facility Monitor is not on duty. Our insurance company has stated that the district vehicle would be covered under our existing hired and non-owned portion of our vehicle policy and that for a small **fee of \$235 the volunteers would be covered for medical costs** under volunteer rider coverage. **Background checks would need to be conducted at \$55 each and driver's records would need to be checked costing about \$5 each.** Currently Supervisor Simon has indicated that there are about 12 interested residents.

**Other costs** to be borne by the District would be a couple of safety vests with neighborhood watch printed on them, magnetic neighborhood watch car magnets totaling an **estimated \$ 200 and the purchase of addition vehicle fuel at unknown costs.**

If the Board elects to proceed with neighborhood watch under the CDD and to fund the misc. costs, Supervisor Simon plans on scheduling a meeting with the interested volunteers and neighborhood watch liaison of the Hillsborough County Sheriffs' office. **Attached are Supervisor Simons proposed "Standard Operating Procedures" and program outline.**

The meeting adjourned at 6:30 PM.

**LAKE ST. CHARLES  
NEIGHBORHOOD MOBILE  
WATCH PATROL PROGRAM**

**DRAFT**

**6/2018**

## **LAKE ST CHARLES**

## **NEIGHBORHOOD MOBILE**

## **WATCH PATROL**

### **OVERVIEW**

### **MISSION STATEMENT**

The Neighborhood Mobile Watch Program seeks to enhance the communities crime prevention strategy by providing concerned citizens, with proper training and signage materials to further deter criminal activity.

- To help our local sheriff's department by becoming the eyes and ears of the Lake St. Charles Community.
- To establish a power of presence and thus increasing the visibility of our neighborhood watch services.
- To establish a community environment for criminals, where the risk of being caught is too high for them to carry out their activities.
- To unite the community and its citizens
- To assist law enforcement
- To empower residents to remain in control of their community
- To lower crime rates and keep property values high.

## **NEIGHBORHOOD MOBILE WATCH PATROLS**

### **Patrol Hours**

While all hours of the day evening or night have patrol value, the hours of the greatest vulnerability for our community would be early morning (6A to 9A , i.e. nature trails and truants), later morning and early afternoon (10A to 2 P ), early evening (6P To 9P) or late evening (10p to 12A). to the greatest degree possible patrol watches during these time are most desirable. However, as volunteers you should find the times and days the best fit your schedules.

### **Patrol Modes**

Volunteers may patrol by foot, personal or District vehicle ( if available), or bike. It is essential that while on patrol you can be identified as an authorized patrol member. Therefore, in addition to your Patrol Vest, your or the District's automobile should be identified with magnetic signs. It will be the responsibility of the volunteers to secure all equipment at the completion of the patrol in the designated location according to the established procedure.

### **Patrol Schedules**

A master scheduling roster will be maintained by the Program Coordinator(s). Volunteers will submit their patrol schedules to the Coordinator at least one week in advance of the desired patrol days and times All schedules will be coordinated to maximize the volunteer coverage, and provide for the necessary access to District equipment. The Coordinator should be notified of any changes in a volunteers availability.

### **Patrol Equipment**

The following equipment is recommended for all patrols:

1-COMMON SENSE

2-Flashlight

3-Cell phone ( fully charged)

4-Note pad and pencil/pen

5-Patrol reference guide ( stored with patrol equipment)

### **Patrol Partners**

While individuals may chose to patrol by themselves, it is recommended whenever possible to patrol with a partner

## **VOLUNTEER PARTICIPANTS**

### **Patrol Members**

The Mobile Neighborhood Watch Patrol will be comprised of resident volunteers. The patrol members shall be :

- 1- Over 21 years of age
- 2-Residents of the Lake St Charles Community
- 3-Have a valid Florida Drivers License
- 4-Successfully complete Mobile Neighborhood Watch screening process
- 5-Have successfully completed the established orientation program.

### **Training**

The orientation and training program will be carried out by the District Coordinators, trained volunteers with the support of law enforcement representatives. Successful completion of the program is necessary before being approved for patrols.

### **Patrol Identification**

When on patrol volunteers must wear Patrol Vests, Caps( if available), and place magnetic signs and lights on personal or District vehicles.

**Neighborhood Patrol ID must be used on all patrols , and only when on patrols.**

# **LSC NEIGHBORHOOD MOBILE WATCH PATROL**

## **ADVICE FOR PATROL VOLUNTEERS**

### **THE "GOLDEN RULES"**

1-YOU ARE THE EYES AND EARS FOR THE SHERIFFS OFFICE. YOUR JOB IS TO OBSERVE AND REPORT.

2-NEVER BECOME DIRECTLY INVOLVED IN ANY INCIDENT OR PROBLEM

3-NEVER TAKE ANY ACTION OF A LAW ENFORCEMENT NATURE! BY DOING SO YOU EXPOSE YOURSELF TO DANGER AND LIABILITY

4-NEVER PURSUE ANOTHER VEHICLE OR PERSON FLEEING FROM A SCENE OF AN INCIDENT

5-DO NOT CARRY ANY WEAPONS OF ANY KIND AS PERMITTED BY LAW

6-THIS IS YOUR COMMUNITY SO LOOK FOR THE UNUSUAL OR OUT OF PLACE, WHICH MAY BE A PERSON, PLACE OR THING

7-ALWAYS USE COMMON SENSE IN DETERMINING YOUR ACTIONS

# LAKE ST. CHARLES NEIGHBORHOOD MOBILE WATCH PATROL

PATROL

REFERENCE

GUIDE

*6/2018*

DRAFT

# REPORTING PROCEDURES GUIDELINES

- 1-BE PATIENT AND CALM.
- 2-CONTACT THE SHERIFF'S OFFICE (NONEMERGENCY NUMBER OR 911 IF AN EMERGENCY).
- 3-IDENTIFY YOUR SELF TO THE OPERATOR- (FULL NAME AND MEMBER OF THE LAKE ST CHARLES MOBILE NEIGHBORHOOD WATCH PATROL).
- 4-BEGIN ADVISING THE COMMUNICATIONS CENTER THE FOLLOWING:
  - a-What type of call you need to be placed on or what the circumstances are.
  - b-Your location (address, street, cross streets)
  - c-Any other information concerning the event or observation)
  - d-What resources are you requesting (i.e. deputy, EMS, etc.)
- 5-ANSWER ALL QUESTIONS AS THEY ARE ASKED.
- 6-IF YOU ARE CALLING ABOUT A PERSON, BE PREPARED TO PROVIDE FACTS ABOUT RACE, SEX, HEIGHT, WEIGHT AND CLOTHING.
- 7-IF YOU ARE CALLING ABOUT A VEHICLE, ATTEMPT TO PROVIDE A COLOR, MAKE, MODEL, STYLE, TAG NUMBER (USE PHONETIC ALPHABET) AND DIRECTION OF TRAVEL IF MOVING OR SPECIFIC LOCATION IF PARKED.
- 8-BE PREPARED TO EXPLAIN WHY THE PERSON OR VEHICLE APPEARED SUSPICIOUS.
- 9-ALWAYS SPEAK CLEARLY AND ANSWER QUESTIONS AS CONCISE AS POSSIBLE.
- 10-IF REPORTING AN EMERGENCY STAY ON THE LINE WITH THE COMMUNICATION CENTER UNTIL THE DEPUTY ARRIVES ON THE SCENE. THIS IS TO PROVIDE UPDATES ON THE REPORTED ACTIVITY.
- 11-IF REPORTING A NONEMERGENCY, YOU NEED NOT STAY ON LINE WITH THE COMMUNICATION CENTER. HOWEVER, IF THERE IS NEW INFORMATION ON YOUR INITIAL REPORT CALL THE CENTER BACK AND PROVIDE AN UPDATE. WHEN DOING SO, ALWAYS REFER TO YOUR EARLIER CALL.

## **REMEMBER**

**ALWAYS REMAIN A SAFE DISTANCE WAY FROM THE INCIDENT**

**YOUR SAFETY IS PARAMOUNT**

**IF YOU FEEL YOUR LOCATION IS NOT SAFE, THEN VACATE THE AREA, AND NOTIFY COMMUNICATIONS IF APPROPRIATE THAT YOU ARE LEAVING THE SITE.**

**BASE YOUR REPORTING ON SUSPICIOUS ACTIVITY NOT RACE, SEX OR OUTFIT**



# **WHAT TO REPORT**

The primary responsibility of the Neighborhood Mobile Watch patrol is to observe and report situations which may require response by trained personnel. This section will help to enhance your ability to react in an appropriate manner. Please keep in mind that the varieties of different situations you may encounter is endless. Therefore, you must think carefully and always consider your personal safety first.

## **OBVIOUS THINGS TO WATCH AND LISTEN FOR**

- Any person entering a building in other than a normal manner (through a door)
- Someone screaming for help-could mean a robbery or assault
- Merchandise being sold at a ridiculously low prices (may be stolen property)
- Someone removing parts, accessories, license plates or gas from a car
- Persons looking into parked cars ( may be looking for a car to steal or for valuables left in the vehicle)
- Sound of breaking glass or loud explosive noises (could be an accident, burglary or vandalism)
- Sound of gun shots or audible alarms

## **NOT SO OBVIOUS THINGS TO WATCH AND LISTEN FOR**

- Persons going door to door. Watch the person (s). If they try a door to see if it is locked, look into windows or go into the side or back yard, they could be looking at a house to burglarize. This type of activity becomes more suspicious if there is a car following a few houses away.
- Juveniles walking through a neighborhood looking into vehicles, yards, etc. They may be looking for something to steal. ~ Person or persons running, especially if carrying something of value or if they are being chased. ~ Persons carrying property that is not wrapped or boxed as if it were just purchased. Pillow cases are a favorite with burglars to remove property.
- Someone exhibiting unusual mental or physical symptoms (staggering, walking in the middle of the street, talking to self) this person may be injured, under the influence or otherwise needs medical or psychiatric assistance.
- People going in and out of a certain residence on a daily or very regular basis especially during late or unusual hours. This could mean drug sales, illegal gambling or a "fence" operation. Watch for visits of a short duration
- Parked vehicles that are occupied (one or more persons); even if the persons appear legitimate. This could indicate the same situations as a vehicle cruising the area.

- Sales from a vehicle. (stolen property or drugs)
- Persons being forced into vehicles.-especially children or females.
- Open or broken doors and windows at a residence
- A beam from a flashlight in a house ( might be a burglar at work)
- Persons carrying or wearing bloody clothing. Could be a victim or suspect of a serious crime ~ someone making a quick change of vehicles (could be attempting to elude police or abandoning a stolen vehicle.
- A vehicle following a delivery truck on its rounds. This may be a thief tracking potential items of casing a break-in

**DO NOT HESITATE!!**

**Report observations immediately.**

**At the end of each patrol record all incidents  
or suspicious observations in log book.**

PHONETIC ALPHABET			
<b>A</b>	<b>Alpha</b>	<b>N</b>	<b>Nora</b>
<b>B</b>	<b>Bravo</b>	<b>O</b>	<b>Oscar</b>
<b>C</b>	<b>Charlie</b>	<b>P</b>	<b>Papa</b>
<b>D</b>	<b>Delta</b>	<b>Q</b>	<b>Quebec</b>
<b>E</b>	<b>Echo</b>	<b>R</b>	<b>Romeo</b>
<b>F</b>	<b>Fox</b>	<b>S</b>	<b>Sierra</b>
<b>G</b>	<b>Golf</b>	<b>T</b>	<b>Tango</b>
<b>H</b>	<b>Hotel</b>	<b>U</b>	<b>Union</b>
<b>I</b>	<b>Ida</b>	<b>V</b>	<b>Victor</b>
<b>J</b>	<b>Juliet</b>	<b>W</b>	<b>Whiskey</b>
<b>K</b>	<b>Kilo</b>	<b>X</b>	<b>X-ray</b>
<b>L</b>	<b>Lima</b>	<b>Y</b>	<b>Yankee</b>
<b>M</b>	<b>Mike</b>	<b>Z</b>	<b>Zulu</b>

COLOR ABBREVIATIONS			
<b>Beige</b>	<b>BGE</b>	<b>Light Blue</b>	<b>LBL</b>
<b>Black</b>	<b>BLK</b>	<b>Light Green</b>	<b>LGR</b>
<b>Blue</b>	<b>BLU</b>	<b>Maroon or Burgundy</b>	<b>MAR</b>
<b>Brown</b>	<b>BRO</b>	<b>Orange</b>	<b>ONG</b>
<b>Bronze</b>	<b>BRZ</b>	<b>Purple</b>	<b>PLE</b>
<b>Cream</b>	<b>CRM</b>	<b>Pink</b>	<b>PNK</b>
<b>Dark Blue</b>	<b>DBL</b>	<b>Red</b>	<b>RED</b>
<b>Dark Green</b>	<b>DGR</b>	<b>Silver</b>	<b>SIL</b>
<b>Gold</b>	<b>GLD</b>	<b>Tan</b>	<b>TAN</b>
<b>Grey</b>	<b>GRY</b>	<b>Turquoise</b>	<b>TRQ</b>
<b>Hazel</b>	<b>HAZ</b>	<b>White</b>	<b>WHI</b>
<b>Lavender</b>	<b>LAV</b>	<b>Yellow</b>	<b>YEL</b>

# Management Committee Meeting Minutes

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**Date:** *Wednesday, June 20, 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, July 18<sup>th</sup> at 1:00PM.

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

- The committee Chairman reviewed and signed checks.
- The committee reviewed and discussed the options for an inclusive child swing.

The committee reviewed and discussed the Neighborhood Watch proposal.

The committee reviewed and discussed the cost of living adjustments for the previous years.

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

# Strategic Planning Committee Meeting Minutes

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**Date:** *Tuesday, June 19<sup>th</sup>, 2018 @ 10:00 am*

**Chairperson:** *Supervisor Ginny Gianakos*

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

The June Strategic Planning Committee meeting was canceled.

## Notice of Meetings – Strategic Planning Committee

The next Strategic Planning Committee Meeting is scheduled for Tuesday, July 17<sup>th</sup> at 10 am.

**Lake St. Charles CDD  
Funds Statement**

**Mar '18 - May '18**

	Mar '18	Apr '18	May '18	Category
<b>Bank/Current Asset Accounts</b>				
CenterState Bank Checking	592,694	566,118	479,329	Cash
CenterState Bank Money Market	241,893	241,938	241,986	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	0	0	0	Restricted
Investment Cost of Issuance	0	0	0	Restricted
Investment Reserve	0	0	0	Restricted
Investment Revenue	0	0	0	Restricted
Investment Redemption	0	0	0	Restricted
Investment Prepayment	0	0	0	Restricted
Investment Interest	0	0	0	Restricted
Investment SBA	0	0	0	Committed/Assigned
<b>Total Bank/Current Asset Accounts</b>	<b>835,377</b>	<b>808,846</b>	<b>722,105</b>	
<b>Cash (Checking/Savings)</b>				
CenterState Bank Checking	592,694	566,118	479,329	
CenterState Bank Money Market	241,893	241,938	241,986	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	790	790	790	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
<b>Total Cash Accounts</b>	<b>835,377</b>	<b>808,846</b>	<b>722,105</b>	
<b>Debt Service</b>				
Investment Cost of Issuance	0	0	0	
Investment Reserve	0	0	0	
Investment Revenue	0	0	0	
Investment Redemption	0	0	0	
Investment Interest	0	0	0	
Investment Prepayment	0	0	0	
<b>Total Debt Service Fund Balances</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL FUND BALANCES</b>	<b>835,377</b>	<b>808,846</b>	<b>722,105</b>	
<b>District Reserve Fund</b>				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	241,893	241,938	241,986	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	241,893	241,938	241,986	

# Lake St. Charles CDD Disbursement Authorization Report

May 2018

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	05/01/2018 ADP		10000-CenterState Bank Checking	-9,201.17
				District Manager	1,936.00
				Payroll Taxes - Employer Taxes	163.40
				Facilities Monitor	1,303.20
				Property Maintenance Team Lead	1,291.78
				Property Manager	2,329.60
				Payroll Taxes - Employer Taxes	490.65
				Full Time Hybrid Employee	960.00
				Property Maintenance Part-Time	26.54
				Medical Stipend	200.00
				Medical Stipends	500.00
TOTAL					9,201.17
Check	EFT/Auto	05/01/2018 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	05/02/2018 Square Inc		10000-CenterState Bank Checking	-374.41
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-8.25
				Rental	85.00
				Rental	-2.34
TOTAL					374.41
Check	EFT/Auto	05/05/2018 Square Inc		10000-CenterState Bank Checking	-291.75

# Lake St. Charles CDD Disbursement Authorization Report

May 2018

Type	Num	Date	Name	Account	Original Amount
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-8.25
TOTAL					291.75
Check	EFT/Auto	05/11/2018 ADP		10000-CenterState Bank Checking	-140.25
				Payroll Service Charge	23.38
				Payroll Service Charge	116.87
TOTAL					140.25
Check	EFT/Auto	05/15/2018 ADP		10000-CenterState Bank Checking	-9,512.61
				District Manager	1,936.00
				Payroll Taxes - Employer Taxes	148.10
				Facilities Monitor	1,303.20
				Property Maintenance Team Lead	1,301.30
				Property Manager	2,329.60
				Payroll Taxes - Employer Taxes	450.91
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
				Full Time Hybrid Employee	960.00
TOTAL					9,512.61
Check	EFT/Auto	05/17/2018 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	05/18/2018 TECO Electric		10000-CenterState Bank Checking	-2,957.83



# Lake St. Charles CDD Disbursement Authorization Report

May 2018

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	51.69
				53100 - Electric Utility Svs	61.06
				53100 - Electric Utility Svs	173.49
				53100 - Electric Utility Svs	842.98
				53100 - Electric Utility Svs	123.74
				53100 - Electric Utility Svs	1,082.65
				53100 - Electric Utility Svs	300.02
				53100 - Electric Utility Svs	42.05
				53100 - Electric Utility Svs	24.08
				53100 - Electric Utility Svs	26.10
				53100 - Electric Utility Svs	23.01
				53100 - Electric Utility Svs	23.01
				53100 - Electric Utility Svs	23.01
				53100 - Electric Utility Svs	22.90
				53100 - Electric Utility Svs	23.12
				53100 - Electric Utility Svs	23.32
				53100 - Electric Utility Svs	22.90
				53100 - Electric Utility Svs	22.90
				53100 - Electric Utility Svs	22.90
				53100 - Electric Utility Svs	22.90
					<u>22.90</u>
TOTAL					2,957.83
Check	EFT/Auto	05/22/2018	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>

# Lake St. Charles CDD Disbursement Authorization Report

May 2018

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	05/25/2018 ADP		10000-CenterState Bank Checking	-151.38
				Payroll Service Charge	15.14
				Payroll Service Charge	60.54
				Supervisor Payroll Service	75.70
TOTAL					<u>151.38</u>
Check	EFT/Auto	05/28/2018 ADP		10000-CenterState Bank Checking	-8,460.50
				District Manager	1,936.00
				Payroll Taxes - Employer Taxes	148.10
				Facilities Monitor	1,303.20
				Property Maintenance Team Lead	1,193.20
				Property Manager	2,329.60
				Payroll Taxes - Employer Taxes	454.82
				Full Time Hybrid Employee	840.00
				Recreational Assistants	202.50
				Property Maintenance Part-Time	53.08
TOTAL					<u>8,460.50</u>
Bill Pmt -Check	8076	05/01/2018 BOCC		10000-CenterState Bank Checking	-462.11
Bill	April Water Bill	04/11/2018		53600 - Water/Sewer Services	462.11
TOTAL					<u>462.11</u>
Bill Pmt -Check	8077	05/01/2018 Brandon Lock & Safe, Inc.		10000-CenterState Bank Checking	-107.50

# Lake St. Charles CDD Disbursement Authorization Report

May 2018

Type	Num	Date	Name	Account	Original Amount
Bill	Pool gate lock	04/20/2018		Locks/Keys	107.50
TOTAL					107.50
<b>Bill Pmt -Check</b>	<b>8078</b>	<b>05/01/2018</b>	<b>CLC Total Care</b>	<b>10000-CenterState Bank Checking</b>	<b>-7,250.00</b>
Bill	May Monthly Mainte	05/01/2018		Landscape Maintenance Contract	7,250.00
TOTAL					7,250.00
<b>Bill Pmt -Check</b>	<b>8079</b>	<b>05/01/2018</b>	<b>Frontier</b>	<b>10000-CenterState Bank Checking</b>	<b>-218.68</b>
Bill	Apr Internet & Fax	04/25/2018		Telephone	218.68
TOTAL					218.68
<b>Bill Pmt -Check</b>	<b>8080</b>	<b>05/01/2018</b>	<b>Mark Cooper</b>	<b>10000-CenterState Bank Checking</b>	<b>-44.36</b>
Bill	Travel To Arete Indu	04/19/2018		Travel Per Diem	44.36
TOTAL					44.36
<b>Bill Pmt -Check</b>	<b>8081</b>	<b>05/01/2018</b>	<b>Republic Waste Services</b>	<b>10000-CenterState Bank Checking</b>	<b>-176.37</b>
Bill	0696-000727397 Inv #	04/17/2018		53400 - Garbage/Solid Waste Svc	176.37
TOTAL					176.37
<b>Bill Pmt -Check</b>	<b>8082</b>	<b>05/01/2018</b>	<b>Staples</b>	<b>10000-CenterState Bank Checking</b>	<b>-62.99</b>
Bill	trash Bags	04/15/2018		Clubhouse Supplies	62.99
TOTAL					62.99

# Lake St. Charles CDD Disbursement Authorization Report

May 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	8083	05/01/2018	Still Water Aquatics LLC	10000-CenterState Bank Checking	-910.00
Bill	INV #2095 Midge Trea	04/18/2018		Midge Treatments	910.00
TOTAL					910.00
Bill Pmt -Check	8084	05/01/2018	SunTrust Credit Card	10000-CenterState Bank Checking	-2,161.92
Bill	Apr CC Statement	04/24/2018		13500 - SunTrust Visa Card	2,161.92
TOTAL					2,161.92
Bill Pmt -Check	8085	05/01/2018	Tampa Bay Times	10000-CenterState Bank Checking	-210.25
Bill	AD#626475	04/19/2018		Legal Advertising	210.25
TOTAL					210.25
Bill Pmt -Check	8086	05/01/2018	Verizon Wireless	10000-CenterState Bank Checking	-42.38
Bill	3-24-18 to 04-23-18	04/23/2018		Telephone	42.38
TOTAL					42.38
Bill Pmt -Check	8087	05/01/2018	Still Water Aquatics LLC	10000-CenterState Bank Checking	-100.00
Bill	INV #2096 Treat buff	04/18/2018		Misc. Landscape Maintenance	100.00
TOTAL					100.00
Bill Pmt -Check	8088	05/16/2018	Alley Cat Pest Control	10000-CenterState Bank Checking	-85.00
Bill	pest control	05/02/2018		Club Facility Maintenance	85.00

# Lake St. Charles CDD Disbursement Authorization Report

May 2018

Type	Num	Date	Name	Account	Original Amount
TOTAL					85.00
Bill Pmt -Check	8089	05/16/2018	Aquatic Systems, Inc	10000-CenterState Bank Checking	-1,049.00
Bill	May Pond Mainten	05/01/2018		Pond & Stormwater Maint Contrac	1,049.00
TOTAL					1,049.00
Bill Pmt -Check	8090	05/16/2018	Arete Industries	10000-CenterState Bank Checking	-619.50
Bill	HOA Deed Restriction	05/07/2018		58003-Future CIP Projects & Res	619.50
TOTAL					619.50
Bill Pmt -Check	8091	05/16/2018	Chris's Portable Toilets	10000-CenterState Bank Checking	-75.00
Bill	1805-94808 Inv #	05/08/2018		Park Facility Maintenance	75.00
TOTAL					75.00
Bill Pmt -Check	8092	05/16/2018	CLC Total Care	10000-CenterState Bank Checking	-1,150.00
Bill	INV 19887	05/15/2018		Irrigation Maintenance	1,150.00
TOTAL					1,150.00
Bill Pmt -Check	8093	05/16/2018	Cushion Solutions, Inc.	10000-CenterState Bank Checking	-60.00
Bill	23371 Inv #	05/08/2018		Pool Maintenance Repairs	60.00
TOTAL					60.00
Bill Pmt -Check	8094	05/16/2018	Danielle Fence	10000-CenterState Bank Checking	-34,662.00
Bill	Villas Fence Deposit	04/16/2018		58003-Future CIP Projects & Res	34,662.00
TOTAL					34,662.00
Bill Pmt -Check	8095	05/16/2018	Persson & Cohen, P.A.	10000-CenterState Bank Checking	-244.65

# Lake St. Charles CDD Disbursement Authorization Report

May 2018

Type	Num	Date	Name	Account	Original Amount
Bill	Boyette Easement	05/03/2018		District Counsel	244.65
TOTAL					<u>244.65</u>
<b>Bill Pmt -Check</b>	<b>8096</b>	<b>05/16/2018</b>	<b>Still Water Aquatics LLC</b>	<b>10000-CenterState Bank Checking</b>	<b>-910.00</b>
Bill	INV #2101 Midge Trea	05/09/2018		Midge Treatments	910.00
TOTAL					<u>910.00</u>
<b>Bill Pmt -Check</b>	<b>8097</b>	<b>05/16/2018</b>	<b>Tampa Bay Times</b>	<b>10000-CenterState Bank Checking</b>	<b>-255.00</b>
Bill	AD#634090	05/07/2018		Legal Advertising	255.00
TOTAL					<u>255.00</u>
<b>Bill Pmt -Check</b>	<b>8098</b>	<b>05/16/2018</b>	<b>TECO Gas Company</b>	<b>10000-CenterState Bank Checking</b>	<b>-383.36</b>
Bill	May Billing	05/07/2018		53200 - Gas Utility Services	383.36
TOTAL					<u>383.36</u>
<b>Bill Pmt -Check</b>	<b>8099</b>	<b>05/16/2018</b>	<b>Verizon Wireless</b>	<b>10000-CenterState Bank Checking</b>	<b>-112.64</b>
Bill	4-02-18 to 05-01-18	05/01/2018		Parks & Rec Cell Phones	112.64
TOTAL					<u>112.64</u>
<b>Bill Pmt -Check</b>	<b>8100</b>	<b>05/16/2018</b>	<b>Zebra Cleaning Team, Inc.</b>	<b>10000-CenterState Bank Checking</b>	<b>-1,600.00</b>
Bill	May Pool Cleaning	05/14/2018		Pool Maintenance Contract	1,600.00
TOTAL					<u>1,600.00</u>
<b>Bill Pmt -Check</b>	<b>8101</b>	<b>05/16/2018</b>	<b>Arete Industries</b>	<b>10000-CenterState Bank Checking</b>	<b>-11,133.50</b>
Bill	Deposit for Sign add	05/08/2018		58003-Future CIP Projects & Res	11,133.50
TOTAL					<u>11,133.50</u>

# Lake St. Charles CDD Disbursement Authorization Report

May 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	8102	05/16/2018	Tampa Bay Times	10000-CenterState Bank Checking	-247.50
Bill	AD#634115	05/07/2018		Legal Advertising	247.50
TOTAL					247.50
Check	8103	05/17/2018	BOCC	10000-CenterState Bank Checking	0.00
TOTAL					0.00
Bill Pmt -Check	8104	05/17/2018	RetailFirst - Summit W/C	10000-CenterState Bank Checking	-892.48
Bill	INV# 10513993	06/01/2018		Employer Workman Comp	892.48
TOTAL					892.48
Bill Pmt -Check	8105	05/17/2018	BOCC	10000-CenterState Bank Checking	-505.03
Bill	May Water Bill	05/10/2018		53600 - Water/Sewer Services	505.03
TOTAL					505.03

6/30/2018

# Treasurer's Report - CenterState Account

## April 2018

### 05/1/18 - 05/31/18

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						<b>566,118.42</b>
05/01/2018	8076	BOCC	4678710000 Acct #	462.11		565,656.31
05/01/2018	8077	Brandon Lock & Safe, Inc.	42579 Inv #	107.50		565,548.81
05/01/2018	8078	CLC Total Care	INV 19884	7,250.00		558,298.81
05/01/2018	8079	Frontier	ACCT# 813-671-8339-120297-5	218.68		558,080.13
05/01/2018	8080	Mark Cooper		44.36		558,035.77
05/01/2018	8081	Republic Waste Services	3-0696-1005435	176.37		557,859.40
05/01/2018	8082	Staples	6011 1000 4086 310	62.99		557,796.41
05/01/2018	8083	Still Water Aquatics LLC	INV #2095	910.00		556,886.41
05/01/2018	8084	SunTrust Credit Card	4223071100091531 Acct #	2,161.92		554,724.49
05/01/2018	8085	Tampa Bay Times	Acct# 105743 AD#626475	210.25		554,514.24
05/01/2018	8086	Verizon Wireless	Acct# 842082173-00001	42.38		554,471.86
05/01/2018	8087	Still Water Aquatics LLC	INV #2096	100.00		554,371.86
05/01/2018	EFT/Auto	ADP	P.E. 4-28-18	9,201.17		545,170.69
05/01/2018	EFT/Auto	Square Inc	B.Brown CH Rental Deposit Refund	291.75		544,878.94
05/02/2018	EFT/Auto	Square Inc	D. Fay CH Rental Deposit Refund & Cancellation	374.41		544,504.53
05/03/2018			Deposit		389.00	544,893.53
05/05/2018	EFT/Auto	Square Inc	K. Mosely CH Rental Deposit Refund	291.75		544,601.78
05/05/2018			Deposit		238.26	544,840.04
05/07/2018			Deposit		8,892.82	553,732.86
05/10/2018			Deposit		403.59	554,136.45
05/11/2018	EFT/Auto	ADP	513717920 Inv #	140.25		553,996.20
05/12/2018			Deposit		345.24	554,341.44
05/15/2018	EFT/Auto	ADP	P.E. 5-12-18	9,512.61		544,828.83
05/15/2018			Deposit		29.17	544,858.00
05/15/2018			Deposit		18.82	544,876.82
05/16/2018	8088	Alley Cat Pest Control	1075 Acct #, Inv # 21785	85.00		544,791.82
05/16/2018	8089	Aquatic Systems, Inc	INV# 0000407864	1,049.00		543,742.82
05/16/2018	8090	Arete Industries	SO7761	619.50		543,123.32
05/16/2018	8091	Chris's Portable Toilets	1805-94808 Inv #	75.00		543,048.32
05/16/2018	8092	CLC Total Care	INV 19887	1,150.00		541,898.32



6/30/2018

<u>Date</u>	<u>PM</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
05/16/2018		8093	Cushion Solutions, Inc.	23371 Inv #	60.00		541,838.32
05/16/2018		8094	Danielle Fence		34,662.00		507,176.32
05/16/2018		8095	Persson & Cohen, P.A.	Acct # LakStCharles	244.65		506,931.67
05/16/2018		8096	Still Water Aquatics LLC	INV #2101	910.00		506,021.67
05/16/2018		8097	Tampa Bay Times	Acct# 105743 AD#634090	255.00		505,766.67
05/16/2018		8098	TECO Gas Company	07884976	383.36		505,383.31
05/16/2018		8099	Verizon Wireless	Acct# 742078254-00001	112.64		505,270.67
05/16/2018		8100	Zebra Cleaning Team, Inc.	INV# 2612	1,600.00		503,670.67
05/16/2018		8101	Arete Industries	SO7846	11,133.50		492,537.17
05/16/2018		8102	Tampa Bay Times	Acct# 105743 AD#634115	247.50		492,289.67
05/17/2018		8105	BOCC	4678710000 Acct #	505.03		491,784.64
05/17/2018		8104	RetailFirst - Summit W/C	0520-48906 Policy # INV# 10513993	892.48		490,892.16
05/17/2018		8103	BOCC	VOID: 4678710000 Acct # GJE, RGJE created on 05/17/2018		0.00	490,892.16
05/17/2018	EFT/Auto		Square Inc	E. Williams CH Rental Deposit Refund	291.75		490,600.41
05/18/2018	EFT/Auto		TECO Electric	06980007400 Acct #	2,957.83		487,642.58
05/19/2018				Deposit		14.59	487,657.17
05/21/2018				Deposit		345.24	488,002.41
05/22/2018	EFT/Auto		Square Inc	B. McGrath CH Rental Deposit Refund	291.75		487,710.66
05/25/2018	EFT/Auto		ADP	514291711 Inv #	151.38		487,559.28
05/25/2018				Deposit		82.66	487,641.94
05/26/2018				Deposit		43.77	487,685.71
05/28/2018	EFT/Auto		ADP	P.E. 5-26-18	8,460.50		479,225.21
05/31/2018				Interest		104.15	479,329.36
					<b>97,696.37</b>	<b>10,907.31</b>	<b>479,329.36</b>

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '17 May '18</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
3							<b>Revenue/Expense</b>					
4							<b>Revenue</b>					
5							<b>36100 - Interest Earnings</b>					
6							Interest - General Fund	1,211	1,450	(239)		779
7							<b>Total 36100 - Interest Earnings</b>	<b>1,211</b>	<b>1,450</b>	<b>(239)</b>		<b>779</b>
8							<b>General Fund Assessment-O&amp;M</b>					
9							General Fund Assessment Gross	922,382	935,803	(13,421)		779,448
10							GF Prop Tax Interest	421	0	421		223
11							GF Tax Collector Commissions	(17,747)	(18,716)	969		(14,533)
12							GF Tax Payment Discount	(35,300)	(37,432)	2,132		(30,139)
13							<b>Total General Fund Assessment-O&amp;M</b>	<b>869,756</b>	<b>879,655</b>	<b>(9,899)</b>		<b>735,000</b>
14												
15							<b>Total 36310 - Special Assessment</b>	<b>869,756</b>	<b>879,655</b>	<b>(9,899)</b>		<b>735,000</b>
16							<b>36311 - Excess Fees</b>	<b>5,701</b>	<b>0</b>	<b>5,701</b>		<b>5,388</b>
17							<b>36900 - Miscellaneous Revenues</b>			<b>0</b>		
18							Other Misc Revenue	5,497	5,357	140		1,409
19							Rental	1,775	1,900	(125)		1,579
20							<b>Total 36900 - Miscellaneous Revenues</b>	<b>7,271</b>	<b>7,257</b>	<b>14</b>		<b>2,988</b>
21							<b>Total Revenue</b>	<b>883,939</b>	<b>888,362</b>	<b>(4,423)</b>		<b>744,154</b>
22												
24							<b>Expense</b>					
25							<b>5110 - Legislative</b>					
26							Employer Taxes	739	1,460	(721)		991
27							Special District Fees	175	175	0		175
28							Supervisor Fees	8,000	12,000	(4,000)		9,000
29							Supervisor Payroll Service	603	900	(297)		310
30							<b>Total 5110 - Legislative</b>	<b>9,517</b>	<b>14,535</b>	<b>(5,018)</b>		<b>10,476</b>

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '17 May '18</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
31							<b>51300 - Financial &amp; Admin</b>					
32							Accounting Services	0	500	(500)		0
33							Auditing Services	15,000	15,000	0		14,000
34							Banking & Investment Mgmt Fees	0	200	(200)		773
35							District F&A Employees					
36							District Manager	32,912	50,336	(17,424)		34,134
37							Medical Stipend	1,400	2,400	(1,000)		1,600
38							Payroll Service Charge	327	465	(138)		158
39							Payroll Taxes - Employer Taxes	2,712	4,400	(1,688)		3,049
40							Performance Stipend	0	1,000	(1,000)		750
41							<b>Total District F&amp;A Employees</b>	<b>37,351</b>	<b>58,601</b>	<b>(21,250)</b>		<b>39,691</b>
42							Dues, Licenses & Fees	316	500	(184)		414
43							General Insurance					
44							Crime	510	600	(90)		510
45							General Liability	3,517	3,868	(351)		3,517
46							Public Officials Liability & EP	2,890	3,179	(289)		2,890
47							<b>Total General Insurance</b>	<b>6,917</b>	<b>7,647</b>	<b>(730)</b>		<b>6,917</b>
48							Legal Advertising	2,044	2,600	(556)		1,785
49							Local/Other Taxes	3,196	2,800	396		2,756
50							Office Supplies	241	1,000	(759)		440
51							Postage	150	250	(100)		106
52							Printer Supplies	772	2,000	(1,228)		1,381
53							Professional Development	0	1,000	(1,000)		0
54							Technology Services/Upgrades	2,530	2,000	530		1,425
55							Telephone	2,102	3,100	(998)		1,768
56							Travel Per Diem	72	200	(128)		175
57							Website Development & Monitor	0	2,650	(2,650)		0
58							<b>Total 51300 - Financial &amp; Admin</b>	<b>70,690</b>	<b>100,048</b>	<b>(29,358)</b>		<b>71,629</b>

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '17 May '18</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
59							<b>51400 - Legal Counsel</b>					
60							District Counsel	303	8,000	(7,697)		5,717
61							<b>Total 51400 - Legal Counsel</b>	303	8,000	(7,697)		5,717
62							<b>52100 - Law Enforcement</b>					
63							Car Maintenance & Repairs	613	1,000	(387)		192
64							Car Gas	453	1,500	(1,047)		458
65							Hyundai Loan Payments			0		
66							Hyundai Interest Payment	26	53	(27)		154
67							Hyundai Principal Payment	1,014	995	19		1,942
68							<b>Total Hyundai Loan Payments</b>	1,040	1,048	(8)		2,095
69							Other Protection Services	0	15	(15)		0
70							<b>Total 52100 - Law Enforcement</b>	2,106	3,563	(1,457)		2,745
71							<b>53100 - Electric Utility Svs</b>	23,434	38,800	(15,366)		20,374
72							<b>53200 - Gas Utility Services</b>	2,663	4,000	(1,337)		2,534
73							<b>53400 - Garbage/Solid Waste Svc</b>	1,486	1,700	(214)		1,185
74							<b>53600 - Water/Sewer Services</b>	5,155	8,000	(2,845)		3,927
75							<b>53900 - Physical Environment</b>			0		
76							Entry & Walls Maintenance	123	2,000	(1,877)		(8,509)
77							Ford F250 Loan Payment			0		
78							Interest Payment	16	172	(156)		160
79							Principal Payment	2,016	2,140	(124)		1,690
80							<b>Total Ford F250 Loan Payment</b>	2,032	2,312	(280)		1,850
81							Ford F250 Maintenance & Repair	824	1,000	(176)		565
82							Fountain in Lake	3,979	3,418	561		0
83							Gas - Equipment	243	400	(157)		186
84							Gas - Truck	1,035	1,800	(765)		931

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '17 May '18</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
85							Irrigation Maintenance	7,316	6,700	616		8,171
86							Landscape Maintenance Contract	58,000	87,000	(29,000)		72,500
87							Misc. Landscape-Temporary Staff	0	3,000	(3,000)		9,500
88							Misc. Landscape Maintenance	4,518	9,500	(4,982)		8,568
89							Mulch	737	4,000	(3,263)		3,900
90							New Plantings	1,769	6,000	(4,231)		6,081
91							Pond & Stormwater Maint Contract	8,392	12,780	(4,388)		7,004
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	675	900	(225)		1,404
95							<b>Total 53900 - Physical Environment</b>	<b>100,475</b>	<b>156,810</b>	<b>(56,335)</b>		<b>122,710</b>
96							<b>57200 - Parks &amp; Recreation</b>					
97							Auto Liability	665	755	(90)		665
98							Club Facility Maintenance					
99							Club Facility Maintenance	2,463	5,000	(2,537)		4,011
100							Clubhouse Supplies	2,285	2,300	(15)		1,427
101							Locks/Keys	245	100	145		0
102							<b>Total Club Facility Maintenance</b>	<b>4,993</b>	<b>7,400</b>	<b>(2,407)</b>		<b>5,438</b>
103							<b>District Employees Payroll Exp</b>					
104							Employer Workman Comp	6,801	7,629	(828)		5,075
105							Facilities Monitor	21,854	33,403	(11,549)		22,038
106							Medical Stipends	3,750	6,000	(2,250)		3,200
107							Payroll Service Charge	1,609	2,000	(391)		735
108							Payroll Taxes - Employer Taxes	7,997	13,500	(5,503)		8,459
109							Performance Stipend	0	2,600	(2,600)		1,575
110							Full-Time Hybrid Employee	15,927	24,960	(9,033)		591
111							Property Maintenance Part-Time	816	1,381	(565)		20,715
112							Property Maintenance Team Lead	19,353	27,675	(8,322)		40,982
113							Property Manager	39,603	60,570	(20,967)		234
114							Recreational Assistants	203	5,900	(5,698)		0
115							<b>Total District Employees Payroll Exp</b>	<b>117,912</b>	<b>185,618</b>	<b>(67,706)</b>		<b>103,603</b>

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '17 May '18</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
116							<b>Dock Maintenance</b>	98	400	(302)		0
117							<b>Drainage/ Nature Path/Trail Maintenance</b>	154	1,800	(1,647)		1,498
118							<b>Park Facility Maintenance</b>	3,646	5,000	(1,354)		1,736
119							<b>Parks &amp; Rec Cell Phones</b>	902	1,700	(798)		835
120							<b>Playground Maintenance</b>	0	2,000	(2,000)		0
121							<b>Pool Maintenance Contract</b>	11,200	19,600	(8,400)		12,800
122							<b>Pool Maintenance Repairs</b>	7,413	12,000	(4,587)		4,428
123							<b>Sec System Monitoring Contract</b>	240	240	0		240
124							<b>Security Repairs</b>	2,916	2,921	(5)		605
125							<b>Total 57200 - Parks &amp; Recreation</b>	150,138	239,434	(89,296)		131,848
126							<b>58003- Future CIP Projects and Reserves</b>	245,174	313,472	(68,299)		42,790
127							<b>Total Expense</b>	611,139	888,362	(277,223)		415,936
128							<b>Revenue Less Expenses</b>	272,800	0	272,800		328,218
129							<b>Other Revenue/Expense</b>					
130							<b>Other Revenue</b>					
131							<b>SunTrust Credit Card Rewards</b>	765		0		
132							<b>FY 16-17 Carryover</b>	138,652		138,652		
133							<b>Carryforward from FY17 Audit</b>	63,943		63,943		
134							<b>Total Other Revenue</b>	203,360	0	138,652		
135												
136							<b>Other Expense</b>					
137							<b>Unassigned CIP Projects</b>	5,237	135,212	(129,975)		
138							<b>Carryforward from FY17 Audit</b>	0	63,943	(63,943)		
139							<b>Midge Treatments</b>	5,260	3,440	1,820		
140							<b>Total Other Expense</b>	10,497	202,595	(192,098)		

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '17 May '18</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
141		<b>Net Other Income</b>						128,155	(202,595)	128,155		
142		<b>Net Income</b>						400,955	(202,595)	400,955		

# Lake St. Charles CDD Property Manager Expense Report

	Type	Date	May 2018 Num	Memo	Amount
<b>Ace Hardware</b>					
	Credit Card Charge	05/16/2018	Fastners fo	Fastners for projection screen in CH	3.00
<b>Alley Cat Pest Control</b>					
	Bill	05/02/2018	pest control	pest control	85.00
<b>CentralPro</b>					
	Credit Card Charge	05/10/2018	Irrigation	Irrigation Materials	14.55
	Credit Card Charge	05/10/2018	Irrigation	Irrigation Materials	30.39
<b>CLC Total Care</b>					
	Bill	05/15/2018	INV 19887	Irrigation Repairs	1,150.00
<b>George's Mower Service Inc.</b>					
	Credit Card Charge	05/21/2018	Bar & Chain	Bar & Chain oil & WD-40	15.96
<b>Home Depot</b>					
	Credit Card Charge	05/11/2018	Soil	Soil	12.00
	Credit Card Charge	05/14/2018	Light bulbs,	Light bulbs, lamp holder & cable ties	31.95
	Credit Card Charge	05/22/2018	COConcrete pa	COConcrete patch	24.97
<b>Lowe's Commerical Services</b>					
	Credit Card Charge	05/09/2018	Plants	Plants	88.37
	Credit Card Charge	05/10/2018	Irrigation	Irrigation Misc	80.22
	Credit Card Charge	05/15/2018	Hooks for p	Hooks for projector	14.48
<b>O'Reilly Auto Parts</b>					
	Credit Card Charge	05/14/2018	Mini Bulb	Mini Bulb	7.49
<b>Stanley Steemer</b>					
	Credit Card Charge	05/08/2018	Carpet Clea	Carpet Cleaning	125.00
<b>Winn Dixie</b>					
	Credit Card Charge	05/11/2018	Water	Water	7.98
	Credit Card Charge	05/21/2018	Water	Water	7.98
				<b>Total</b>	<b>1,699</b>



## July 2018 Property Manager's report

Hillsborough County repaired all of the problem sidewalks in the Waterton area of the community.

The new sign installations will be completed in July and the villas sign wall (Brick) and new perimeter fencing should start in mid-July.

The pre dredging data collection and report was completed. The estimated budget is \$ 66,100. It has been decided to postpone the project until January – February of 2019 to reduce costs as much as possible as the ponds will be at their driest. The report will be distributed separately.

As of June 29<sup>th</sup> 2018 there were 143 android and 133 apple downloads (276 total) of our community App.

The midge fly data collection, mapping and sampling was completed. Report and costs distributed separately.

I need Board motions for all the grant applications (as required) to submit with the grant applications indicating that the Board is aware of and approves the proposed grant.

- 1) Motion to approve grant submission for a kid pool shade structure costing approximately \$17,200. If the grant of \$5,000 is awarded then the District approves funding for the balance of the project costs of approximately \$12, 200. This grant proposal will also have a free swim safety component.
- 2) Discuss if Motion is necessary for grant submission for a permanent traffic feedback sign (1) and to fund additional required amount in excess of the \$5,000 grant if awarded.

Radar Signs offers a solar powered feedback sign kit for \$4,800 delivered.



# 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	4	2							21	27
Completed Clubhouse Rentals	2	4	2	4	4	4							20	36
Guest Passes Issued	0	0	0	0	8	3							11	14
Replacement Cards	0	1	2	1	1	1							6	11
Resident Access Cards	4	1	9	12	6	21							53	71
Renters Access Cards	1	0	7	14	7	18							47	45
Parking Stickers	4	4	10	9	12	29							68	142
Online Purchases	2	1	2	2	2	2							11	28
Monthly Total	17	14	33	49	44	80							237	374

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

Mark & Adriana notarized 3 documents.