

Supervisor Packet for September 11, 2018 General Meeting

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

7:00 p.m., September 11, 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. August 7, 2018 Meeting Minutes b. Committee Meeting Minutes for August 2018 <ol style="list-style-type: none"> i. Treasurer's Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. July 2018 Financial Statements

	<ul style="list-style-type: none"> d. August 2018 Property Manager Monthly Report e. August 2018 Clubhouse Monthly Report f. August 2018 Facilities Monitor Report
7:20 - 8:00	8. MIDGE BID REVIEW AND CIP DISCUSSION (40 MINUTES)
	<ul style="list-style-type: none"> 1. The Grounds/Security Committee recommends a Motion to approve Aquatic Systems proposal for Aquatic midge control in the amount of \$161,028. 2. The Strategic Planning Committee recommends a Motion to approve FY 18- 19 proposed projects in the priority order as listed on CIP expense chart.
8:00-8:30	9. PUBLIC HEARING FOR FY 2018-2019 BUDGET ADOPTION (30 Minutes)
	<ul style="list-style-type: none"> 1. Talking Points – Treasurer Rob Martin 2. Board Discussion– Chair Robb Fannin 3. Resident Comments 4. Motion to approve Resolution 2018-07 Lake St. Charles District Budget and Assessment Roll Adoption. <p>Closing of Budget Adoption and Reopening of General Meeting</p>
8:30-8:50	10. 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’s Review Committee recommends a Motion to retroactively approve the funding for the clubhouse AC replacement at the cost of \$7,984. 2. Grounds/Security Committee – Committee Chair Nelson <ul style="list-style-type: none"> a. The Grounds/Security Committee recommends acceptance of ROJO Architecture’s proposal for design services for \$11,200 plus anticipated reimbursable costs amounting to approximately \$1,000. b. The Grounds/Security Committee recommends raising the threshold for construction projects requiring the issuance of an RFP to \$50,000. 3. Management Committee – Committee Chair Fannin <ul style="list-style-type: none"> a. The Management Committee recommends approving the annual performance bonus for all staff. Funding has been approved on the FY 17-18 budget. b. The Management Committee recommends approving Resolution 2018-08 Lake St. Charles District Annual Meeting Schedule FY18-19. 4. Strategic Planning Committee – Committee Chair Gianakos

8:50- 9:00	10. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR FANNIN (10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors
9:00 -9:05	11. PROPERTY MANAGER (5 Minutes)
	Items for Consideration by Property Manager - Mark Cooper 1. Property Management Report
9:05–9:10	12. DISTRICT MANAGER (5 Minutes)
	Items for Consideration by District Manager 1. District Manager Report
9:10 – 9:20	13. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
9:20	ADJOURN



Date: August 7, 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 (Absent)
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
Aquatic Systems Representative, Josh McGarry

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

1. On **MOTION** by Supervisor Simon and second by Supervisor Martin the Board approved the, August 7, 2018 Consent Agenda consisting of the: July 10, 2018 General Meeting Minutes, the August Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the July 2018 Financial Reports, the Property Manager, District Administrative Assistant reports, and the Facility Monitor July 2018 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 4 to 0

Aquatic Systems Representative, Josh McGarry presented the midge study conducted on ponds 9, 14 and the main lake #27. Pond 9 is right below the nuisance threshold level. For pond 9 it is recommended to have larvicide treatments, aeration

to remove stratification and fish stocking. Pond 14 was found to not have any midge larvae present, however fish stocking is recommended. LSC Lake #27 was tested in 4 different areas. Site #1 had 80,363 larvae per square meter, site #2 had 0, site #3 had 5,784 larvae per square meter and site #4 had 913 larvae per square meter. Recommendations for LSC Lake #27 are to have larvicide treatments, watershed management, phosphorus and clarity jar test, and fish stocking. Estimates were provided for the recommendations for each pond and lake as followed:

- (a) Aeration for pond #9- estimated between \$12,000 to \$30,000
- (b) One time bream stocking for ponds 9, 14 and lake 27-\$9,037.
- (c) Midge treatment program (larvicide) 7 treatments for pond 9, 14 and lake 27-estimated at \$68,376
- (d) Pond 27 initial treatment of planktonic algae-estimated at \$22,000
- (e) Addition of pond 27 to routine monthly maintenance contract- \$435 per month.
- (f) Phosphorus jar test- \$950.00
- (g) Alum application- Price will depend on phosphorus test results.

Property Manager, Mark Cooper contacted 4 references provided by Aquatic Systems and they all provided positive feedback along with mentioning that the treatments provided to them have significantly reduced their midge population. Josh McGarry informed the Board that if they chose to only approve the midge treatment larvicide and bream stocking of the ponds without the alum testing, they would still notice a reduction in the midge population.

The Board informed the present residents that a RFP will be issued for the midge control project and will providing a decision at the September Board Meeting.

2. On **MOTION** by Supervisor Simon and Second by Supervisor Gianakos, the Board discussed approving ROJO architecture's proposal for design services in the amount of \$11,200 plus anticipated reimbursable costs of approximately \$1,000. Supervisor Simon expressed his concern with the midge situation and prefers waiting for the actual expense of the treatment before moving forward with any other project. Supervisor Fannin also agreed that the Board should complete the midge treatment plan before moving forward with the bathroom project. Motion failed 2 to 2, with Supervisor Simon & Martin voting NO
3. On **MOTION** by Supervisor Martin and Second by Supervisor Gianakos, the Board approved rescheduling the September 4th Board Meeting to Tuesday, September 11th. Motion passed 4 to 0
4. On **MOTION** by Supervisor Martin and Second by Supervisor Gianakos, the Board approved to make a final decision on the midge treatment plan per the issued RFP at the September Board Meeting. Motion passed 4 to 0

5. On **MOTION** by Supervisor Martin and Second by Supervisor Gianakos, the Board approved to review the impact on next fiscal year Capital Improvement Plan after the addition of the midge treatment plan at the September Board Meeting. Motion passed 4 to 0

Action Item: Property Manager, Mark Cooper, to advertise the midge final decision on the entrance signs and the community App.

6. On **MOTION** by Supervisor Martin and Second by Supervisor Gianakos, the Board approved to proceed with the issuance of a RFP for the dredging project. Motion passed 4 to 0

Meeting adjourned at 8:37PM

Respectfully submitted,

Rob Martin, Treasurer/Secretary

Rob Fannin, Chair

Treasurer's Review Committee Meeting Minutes

Date: *Thursday, August 16th 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, September 20, 2018 at 12:30 pm.

The committee chair reviewed the project list on the current and upcoming CIP plan.

The committee Chair approved the funding for the clubhouse AC replacement, Mark is to search for 3 bids for final decision.

The Treasurer's Review Committee recommends a Motion to retroactively approve the funding for the clubhouse AC replacement at the cost of \$7,984.

The committee Chair reviewed the FY18-19 Budget for approval at the September Meeting.

The Treasurer's Review Committee recommends a Motion to approve Resolution 2018-07 Lake St. Charles District Budget and Assessment Roll Adoption.

Action Item: For Property Manager Mark Cooper to research the addition of a night camera on the clubhouse trash bin.

Action Item: For Property Manager, Mark Cooper to request a bid for trash services from other waste management companies for the clubhouse.

LSC CDD Resolution 2018-07

[Lake St. Charles District Budget and Assessment
Roll Adoption]

Approved by the Lake St. Charles BOS of Supervisors per M09-11-2018-0x
9/11/2018

**RESOLUTION No. 2018-07
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 established pursuant to Chapter 190, Florida Statutes, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in Hillsborough County, Florida (the “County”); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District’s adopted capital improvement plan and Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors (the “Board”) of the District hereby determines to undertake various operations and maintenance activities described in the District’s budget(s) for Fiscal Year 2018-2019 (“Budget”), attached hereto as **Exhibit “A”** and incorporated by reference herein; and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the District’s Budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, Florida Statutes, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, Chapter 197, Florida Statutes, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“Uniform Method”); and

WHEREAS, the District has previously evidenced its intention to utilize this Uniform Method; and

WHEREAS, the District has approved an Agreement with the Property Appraiser and Tax Collector of the County to provide for the collection of the special assessments under the Uniform Method; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Budget; and

WHEREAS, it is in the best interests of the District to adopt the assessment roll of the Lake St. Charles Community Development District (the “Assessment Roll”) attached to this Resolution as **Exhibit “B”** and incorporated as a material part of this Resolution by this reference, and to certify the portion of the Assessment Roll on platted property to the County Tax Collector pursuant to the Uniform Method and to directly collect the portion of the Assessment Roll relating to unplatted property; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll adopted herein, including that portion certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

WHEREAS, prior to the adoption of the proposed annual budget of the District (the “Proposed Budget”), the District filed a copy of the Proposed budget with Hillsborough County Clerk of the Circuit Court as Clerk to Hillsborough on June 5, 2018; and

WHEREAS, the District ratified Resolution 2018-06 approving the Proposed Budget for FY 18-19 and set September 11, 2018 as the date for a public hearing thereon and caused notice of such public hearing to be published pursuant to section 190.008(2)(b), Florida Statutes; and

NOW, THEREFORE, BE IT RESOLVED BY THE LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT IN A SPECIAL BUDGET HEARING MEETING ASSEMBLED THIS ELEVENTH DAY OF SEPTEMBER, 2018 THAT:

1. Budget: The District Manager’s Proposed FY18 Budget with revisions and recommended by the Treasurer’s Review Committee, which is Attachment A hereto, is hereby adopted in accordance with the provision of section 190.008(2)(a), Florida Statutes and incorporated herein by reference.

2. Appropriations: There is hereby appropriated out of the revenues of the District for the fiscal year beginning October 1, 2018 and ending September 30, 2019 (the “Fiscal Year”), the sum of Nine Hundred Fifty-Eight Thousand One Hundred Forty-Six Dollars to be raised by the levy of assessments and otherwise, which sum is deemed by the Board of Supervisors to be necessary to defray all expenditures of the District during said budget year, appropriated in the following fashion:

OPERATION & MAINTANANCE	\$ 575,358
CAPITAL IMPROVEMENT	\$ 325,299
 TOTAL	 \$ 900,657

3. Supplemental Appropriations: The Board may authorize by resolution supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the fiscal year as follows:

a. The Board may authorize a transfer of the unexpended balance or portion thereof any appropriation item.

b. The Board may authorize an appropriation from the non-appropriated balance of any fund.

c. The Board may increase any revenue or income budget account to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or non-appropriated balance.

4. BENEFIT. The provision of the services, facilities, and operations as described in **Exhibit “A”** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the costs of the assessments. The allocation of the costs to the specially benefitted lands is shown in **Exhibits “A” and “B,”** and is hereby found to be fair and reasonable.

5. ASSESSMENT IMPOSITION. Pursuant to Chapter 190 of the Florida Statutes, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District and in accordance with **Exhibits “A” and “B.”** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution.

6. COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.

A. Uniform Method Assessments. The collection of the operation and maintenance special assessments on platted lots and developed lands shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in **Exhibits “A” and “B.”**

B. Future Collection Methods. The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

7. ASSESSMENT ROLL. The District's Assessment Roll, attached to this Resolution as **Exhibit “B,”** is hereby certified. That portion of the District's Assessment Roll which includes developed lands and platted lots is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds there from shall be paid to the Lake St. Charles Community Development District.

8. ASSESSMENT ROLL AMENDMENT.

- A. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the District's Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.
- B. The District adopts its assessment roll for the assessment levy as prepared by the District Manager and submitted electronically to the Hillsborough County Property Appraiser and Tax Collector on August 28, 2018 File SD051.xls. The District Manager has received certification for receipt of this levy and said assessment roll by the Hillsborough County Property Appraiser and Tax Collector, in accordance with the applicable provisions of law, as required by Chapters 170, 190, and 197, Florida Statutes, **Exhibit C**.

9. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

10. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board of Supervisors of the Lake St. Charles Community Development District

**LAKE ST. CHARLES COMMUNITY
DEVELOPMENT DISTRICT**

Robert Fannin, Chair

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH COUNTY

I, Rob Martin, Secretary/Treasurer of the Lake St. Charles Community Development District, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of Resolution adopted by the Lake St. Charles Community Development District, at its meeting of September 11, 2018, as the same appears of record in the Minute Book of the Lake St. Charles Community Development District.

WITNESS my hand and official seal this _____ day of _____, 2015.

Rob Martin, Secretary/Treasurer

Lake St. Charles Community Development District
FY 19 Proposed Budget

Exhibit A

	A	B	C	D	E	F	G	H	I	L	O	P
1							Based on Actuals					
2							Based on Contract \$'s					
3							Based on Projections for FY' 17					
4							Based on FY '16 Budget					
5							Debt Service					
6												
7								Actuals Oct '17 - Aug '18	FY 18 Annual Budget	FY 19 Proposed Budget	FY 19 to FY 18 Increase (Decrease)	Comments
8							Revenue/Expense					
9							Revenue					
10							36100 - Interest Earnings					
11							Interest - General Fund	1,579	1,450	1,450	0	
12							Total 36100 - Interest Earnings	1,579	1,450	1,450	0	
13							36310 - Special Assessment					
14							Debt Service Assessment					
15							Debt Service Assessment Gross	0	0	0	0	
16							DS Prop Tax Interest	0	0	0	0	
17							DS Tax Collector Commissions	0	0	0	0	
18							DS Tax Payment Discount	0	0	0	0	
19							Total Debt Service Assessment	0	0	0	0	
20							General Fund Assessment-O&M					
21							General Fund Assessment Gross	935,803	935,803	958,146	22,343	Restoration to regular annual assessment per Burton's plan.
22							GF Prop Tax Interest	824	0	0	0	
23							GF Tax Collector Commissions	(18,024)	(18,716)	(19,163)	(447)	
24							GF Tax Payment Discount	(35,300)	(37,432)	(38,326)	(894)	
25							Total General Fund Assessment-O&M	883,303	879,655	900,657	21,002	
26							Total 36310 - Special Assessment	883,303	879,655	900,657	21,002	
27							36311 - Excess Fees	5,701	0	0	0	

Lake St. Charles Community Development District
FY 19 Proposed Budget

Exhibit A

	A	B	C	D	E	F	G	H	I	L	O	P
7								Actuals Oct '17 - Aug '18	FY 18 Annual Budget	FY 19 Proposed Budget	FY 19 to FY 18 Increase (Decrease)	Comments
28							36900 - Miscellaneous Revenues					
29							Other Misc Revenue	6,879	5,357	1,200	(4,157)	Decrease due to app reimbursement, HOA sign reimbursement and light rebate not applying this FY.
30							Rental	2,174	1,900	1,900	0	
31							Pool Snack Vending		0	475	475	New Line
32							Total 36900 - Miscellaneous Revenues	9,053	7,257	3,575	(3,682)	
33							Total Revenue	899,636	888,362	905,682	17,320	
34							Budgeted Carryforward		457,418	457,418	0	Carryforward balance from FY 17 Audit
35							Total Revenue		1,345,780	1,363,100	17,320	
36												
38							Expense					
39							5110 - Legislative					
40							Employer Taxes	989	1,460	1,460	0	
41							Special District Fees	175	175	175	0	
42							Supervisor Fees	11,000	12,000	12,000	0	
43							Supervisor Payroll Service	781	900	900	0	
44							Total 5110 - Legislative	12,945	14,535	14,535	0	
45							51300 - Financial & Admin					
46							Accounting Services	0	500	500	0	
47							Auditing Services	15,000	15,000	12,500	(2,500)	Decrease per contract
48							Banking & Investment Mgmt Fees	0	200	200	0	
49							District F&A Employees					
50							District Manager	44,528	50,336	51,334	998	2% pay increase effective Oct' 18
51							Medical Stipend	2,000	2,400	2,400	0	
52							Payroll Service Charge	429	465	465	0	

Lake St. Charles Community Development District
FY 19 Proposed Budget

	A	B	C	D	E	F	G	H	I	L	O	P
7								Actuals Oct '17 - Aug '18	FY 18 Annual Budget	FY 19 Proposed Budget	FY 19 to FY 18 Increase (Decrease)	Comments
53							Payroll Taxes - Employer Taxes	3,646	4,400	4,400	0	
54							Performance Stipend	0	1,000	1,000	0	
55							Total District F&A Employees	50,603	58,601	59,599	998	Increase due to pay increase
56							Dues, Licenses & Fees	420	500	500	0	
57							General Insurance					
58							Crime	510	600	600	0	
59							General Liability	3,517	3,868	3,868	0	
60							Public Officials Liability & EP	2,890	3,179	3,179	0	
61							Total General Insurance	6,917	7,647	7,647	0	
62							Legal Advertising	2,044	2,600	2,600	0	
63							Local/Other Taxes	3,196	2,800	3,396	596	Increase due to Lighting District and Sales Tax.
64							Office Supplies	364	1,000	1,000	0	
65							Postage	183	250	250	0	
66							Printer Supplies	772	2,000	2,000	0	
67							Professional Development	0	1,000	1,000	0	
68							Technology Services/Upgrades	2,540	2,000	2,000	0	
69							Telephone	2,626	3,100	3,100	0	
70							Travel Per Diem	88	200	200	0	
71							Website Development & Monitor	2,650	2,650	2,650	0	
72							Total 51300 - Financial & Admin	87,402	100,048	99,142	(906)	Decrease due to renewed auditing contract.
73							51400 - Legal Counsel					
74							District Counsel	1,002	8,000	8,000	0	
75							Total 51400 - Legal Counsel	1,002	8,000	8,000	0	
76							52100 - Law Enforcement					
77							Car Maintenance & Repairs	613	1,000	1,000	0	
78							Car Gas	577	1,500	1,500	0	

Lake St. Charles Community Development District
FY 19 Proposed Budget

	A	B	C	D	E	F	G	H	I	L	O	P
7								Actuals Oct '17 - Aug '18	FY 18 Annual Budget	FY 19 Proposed Budget	FY 19 to FY 18 Increase (Decrease)	Comments
79							Hyundai Loan Payments					
80							Hyundai Interest Payment	26	53	0	(53)	Decrease due to car loan payoff
81							Hyundai Principal Payment	1,014	995	0	(995)	Decrease due to car loan payoff
82							Total Hyundai Loan Payments	1,040	1,048	0	(1,048)	Decrease due to car loan payoff
83							Other Protection Services	0	15	0	(15)	
84							Total 52100 - Law Enforcement	2,230	3,548	2,500	(1,048)	Decrease due to car loan payoff
85							53100 - Electric Utility Svs	32,160	38,800	38,800	0	
86							53200 - Gas Utility Services	3,451	4,000	4,000	0	
87							53400 - Garbage/Solid Waste Svc	1,876	1,700	2,880	1,180	Increase due to rate adjustments throughout the year.
88							53600 - Water/Sewer Services	6,238	8,000	8,000	0	
89							53900 - Physical Environment					
90							Entry & Walls Maintenance	123	2,000	2,000	0	
91							Ford F250 Loan Payment					
92							Interest Payment	16	172	0	(172)	Decrease due to truck loan payoff
93							Principal Payment	2,016	2,140	0	(2,140)	Decrease due to truck loan payoff
94							Total Ford F250 Loan Payment	2,032	2,312	0	(2,312)	Decrease due to truck loan payoff
95							Ford F250 Maintenance & Repair	824	1,000	1,000	0	
96							Fountain in Lake	8,996	3,418	3,000	(418)	
97							Gas - Equipment	325	400	400	0	
98							Gas - Truck	1,408	1,800	1,800	0	
99							Irrigation Maintenance	7,316	6,700	8,000	1,300	Increase due to aging equipment.
100							Landscape Maintenance Contract	79,750	87,000	87,000	0	
101							Misc. Landscape -Temporary Staff	3,000	3,000	3,000	0	
102							Misc. Landscape - Maintenance	5,390	9,500	9,500	0	
103							Mulch	737	4,000	4,000	0	
104							New Plantings	1,769	6,000	6,000	0	
105							Pond Maint Contract	11,539	12,780	12,780	0	
106							Property Insurance Contract	10,747	12,000	12,000	0	

Lake St. Charles Community Development District
FY 19 Proposed Budget

	A	B	C	D	E	F	G	H	I	L	O	P
7								Actuals Oct '17 - Aug '18	FY 18 Annual Budget	FY 19 Proposed Budget	FY 19 to FY 18 Increase (Decrease)	Comments
107							Sod Replacement	4,420	4,000	4,000	0	
108							Water Drainage Maint Contract	900	900	900	0	
109							Total 53900 - Physical Environment	139,275	156,810	155,380	(1,430)	Decrease due to truck loan payoff
110							57200 - Parks & Recreation					
111							Auto Liability	665	755	755	0	
112							Club Facility Maintenance					
113							Club Facility Maintenance	3,147	5,000	5,000	0	
114							Clubhouse Supplies	2,387	2,300	2,300	0	
115							Locks/Keys	245	100	100	0	
116							Pool Snack Vending Items		0	300	300	New Line
117							Total Club Facility Maintenance	5,778	7,400	7,700	300	
118							District Employees Payroll Exp					
119							Employer Workman Comp	8,586	7,629	9,000	1,371	Increase due to insurance estimates
120							Facilities Monitor	29,674	33,403	34,570	1,167	2% pay increase effective Oct '18
121							Medical Stipends	5,250	6,000	6,000	0	
122							Payroll Service Charge	2,409	2,000	2,500	500	
123							Payroll Taxes - Employer Taxes	11,073	13,500	13,500	0	
124							Performance Stipend	0	2,600	2,600	0	
125							Full-time Hybrid Employee	21,540	24,960	25,459	499	2% pay increase effective Oct '18
126							Property Maintenance Part-Time	1,055	1,381	1,425	44	2% pay increase effective Oct '18
127							Property Maintenance Team Lead	24,749	27,675	28,221	546	2% pay increase effective Oct '18
128							Property Manager	53,581	60,570	61,776	1,206	2% pay increase effective Oct '18
129							Recreational Assistants	5,370	5,900	5,900	0	
130							Total District Employees Payroll Exp	163,286	185,618	190,951	5,333	increase due to 2% pay increases and increase in WC estimates

Lake St. Charles Community Development District
FY 19 Proposed Budget

	A	B	C	D	E	F	G	H	I	L	O	P
7								Actuals Oct '17 - Aug '18	FY 18 Annual Budget	FY 19 Proposed Budget	FY 19 to FY 18 Increase (Decrease)	Comments
131							Dock Maintenance	98	400	400	0	
132							Nature Path/Trail Maintenance/Drainage	1,719	1,800	1,800	0	
133							Park Facility Maintenance	3,871	5,000	5,000	0	
134							Parks & Rec Cell Phones	1,240	1,700	1,700	0	
135							Playground Maintenance	0	2,000	2,000	0	
136							Pool Maintenance Contract	16,300	19,600	19,600	0	
137							Pool Maintenance Repairs	9,638	12,000	12,000	0	
138							Sec System Monitoring Contract	240	240	240	0	
139							Security Repairs	2,916	2,921	5,000	2,079	Increase due to gate repair.
140							Total 57200 - Parks & Recreation	205,749	239,434	247,146	7,712	increase due to 2% pay increases, increase in WC estimates, and security gate repair.
141							58003-Future CIP Projects & Reserves	313,472	313,472	325,299	11,827	FY2019 CIP Project
142							Total Expense	805,800	888,362	905,682	17,321	
143							Budgeted Carryforward		457,418	457,418	0	Carryforward balance from FY 17 Audit
144							Total Revenue		1,345,780	1,363,100	17,321	
145							Revenue Less Expenses		0	(0)		

Assessment Adjustments and Summary FY 18

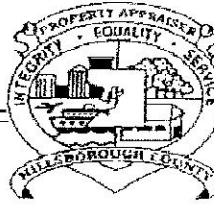
Exhibit B

No Operating & Maintenance Fees		
Folio Number	Owner	Total
0739885000	7510 RESIDENTIAL HOA	\$0
0739885010	7510 RESIDENTIAL HOA	\$0
0739885020	7510 RESIDENTIAL HOA	\$0
0739913128	7510 RESIDENTIAL HOA	\$0
0739913502	7510 RESIDENTIAL HOA	\$0
0739913504	8900 MUNICIPAL	\$0
0739913506	7510 RESIDENTIAL HOA	\$0
0739914732	8900 MUNICIPAL	\$0
0739914933	7510 RESIDENTIAL HOA	\$0
0739914978	7510 RESIDENTIAL HOA	\$0
0740900550	8600 COUNTY OWNED	\$0
0741246600	7510 RESIDENTIAL HOA	\$0
0741246602	8900 MUNICIPAL	\$0
0741246604	7510 RESIDENTIAL HOA	\$0
0741247182	7510 RESIDENTIAL HOA	\$0
0741247184	8900 MUNICIPAL	\$0
0741247186	8900 MUNICIPAL	\$0
0741247188	8600 COUNTY OWNED	\$0
0761510730	8900 MUNICIPAL	\$0
0761510732	7510 RESIDENTIAL HOA	\$0

		Total	Rev FY 17-18
40	Townhomes (per townhome)	\$1,120	\$44,800
785	Single Family Homes (per home)	\$1,120	\$879,200
10.83	Acres Commercial Property (per acre)	\$3,153	\$34,146
		Total	\$958,146

0740900500	BRE Mariner LAKE ST CHARLES LLC	\$24,246	7.69
0740900560	Lake St. Charles Medical Center LLP (Strip Center)	\$5,171	1.64
0740900570	NCJ Investment Co. (Conv store/gas)	\$4,729	1.5
Total		\$34,146	10.83

Bob Henriquez
Hillsborough County Property Appraiser



County Center, 16th Floor
601 East Kennedy Boulevard
Tampa, Florida 33602-4932

Telephone: (813) 272-6100
Fax: (813) 307-4448
www.hcpafl.org

Adriana Urbina
Lake St. Charles CDD 051
6801 Colonial Lake Dr
Riverview, FL 33578-8318

Dear Adriana Urbina

Please review the information generated from your non-Ad valorem Assessment Roll. Compare this information with the information certified with the Tax Collector.

Parcel Count	848
Total "0" Assessments	20
Assessed Parcel Count	828
Assessment Total	\$958,146.00

If there are questions regarding this information please contact me at (813) 276-8916 or Chris Weiss at (813) 273-3742.

Tracy Torres

Tracy Torres
Assessment Roll Coordinator
Hillsborough County Property Appraiser
torrest@hcpafl.org
(813)276-8916

DR-408A

Rvsd 02/01

**CERTIFICATE
TO
NON-AD VALOREM ASSESSMENT ROLL**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of _____

(name of local government)

located in Hillsborough County, Florida; as such I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid county is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

I further certify that upon completion of this certificate and the attachment of same to the herein described Non-Ad Valorem Assessment Roll as a part thereof that said Non-Ad Valorem Assessment Roll will be delivered to the Tax Collector of this county.

In witness whereof, I have subscribed this certificate and caused the same to be attached to and made a part of the above described Non-Ad Valorem Assessment Roll this _____ day of _____, _____.

Total Record Count	_____
Zeroed Item Count	_____
Assessment Record Count	_____
Total Assessment	\$_____

(Chairman of the Board or Authorized Agent)

of _____
(Name of Local Government)
Hillsborough County, Florida

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, August 15th 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.

Supervisor Nelson signed checks

Discussed restroom architectural proposals and expected “look” of the finished rooms after renovation.

The committee reviewed the clubhouse restroom architectural proposals. The security Grounds committee recommends acceptance of ROJO Architecture’s proposal for design services for \$11,200 plus anticipated reimbursable costs (large format prints etc.) amounting to an estimated \$1,000.

Clubhouse Restroom Architectural Services Proposals				
Firms	Cost	Anticipated reimbursables	Estimated permit costs	Total
Patrick Sullivan Architect LLC	\$8,900.00	\$1,000.00	\$2,500.00	\$12,400.00
ROJO Architecture LLC	\$11,200.00	\$1,000.00	\$2,500.00	\$14,700.00
Design Styles Architecture	\$20,525.00	\$1,000.00	\$2,500.00	\$24,025.00



Several supervisors mentioned raising the RFP threshold from \$20,000 to a higher amount. The grounds committee reviewed our other spending policies, the FL statutes and next years anticipated projects that would require the issuance of an RFP.

Our internal Purchasing Policy

3150.5 Vendor Selection Criteria for District Property Purchases:

- a. No quotes will be required for expenditure amounts less than or equal to \$750.00.
- b. One quote will be required for expenditures greater than \$750.00 but less than \$3,000.00.
- c. Three quotes will be required for construction project expenditures between \$3,000.00 and \$20,000.
- d. Three quotes will be required for electrical work expenditures between \$3,000.00 and \$50,000.
- e. Construction projects over \$20,000 and electrical projects over \$50,000 will be purchased in accordance with 3150.9 Bidding Procedures for Construction Projects and Extraordinary Repairs.

Florida Statutes regarding bids and threshold amounts.

190.033 Bids required. —

(1) No contract shall be let by the board for any goods, supplies, or materials to be purchased when the amount thereof to be paid by the district shall exceed the amount provided in s. 287.017 for **category four**, unless notice of bids or other competitive solicitation, including requests for proposals or qualifications, is advertised once in a newspaper in general circulation in the county and in the district. Any board seeking to construct or improve a public building, structure, or other public works shall comply with the bidding procedures of s. 255.20 and other applicable general law. In each case, the bid of the lowest responsive and responsible bidder shall be accepted unless all bids are rejected because the bids are too high, or the board determines it is in the best interests of the district to reject all bids. In each case in which requests for proposals, qualifications, or other competitive solicitations are used, the district shall determine which response is most advantageous for the district and award the contract to that proposer. The board may require the bidders or proposers to furnish bond with a responsible surety to be approved by the board. If the district does not receive a response to its competitive solicitation, the district may proceed to purchase such goods, supplies, materials, or construction services in the manner it deems in the best interests of the district. Nothing in this section shall prevent the board from undertaking and performing the construction, operation, and maintenance of any project or facility authorized by this act by the employment of labor, material, and machinery.

F.S. 287.017 Purchasing categories, threshold amounts.—The following purchasing categories are hereby created:

- (1) CATEGORY ONE: \$20,000.
- (2) CATEGORY TWO: \$35,000.
- (3) CATEGORY THREE: \$65,000.
- (4) CATEGORY FOUR: \$195,000.**
- (5) CATEGORY FIVE: \$325,000.

F.S. 255.20 Local bids and contracts for public construction works; specification of state-produced lumber. —

(1) A county, municipality, special district **as defined in chapter 189**, or other political subdivision of the state seeking to construct or improve a public building, structure, or other public construction works must competitively award to an appropriately licensed contractor each project that is estimated in accordance with generally accepted cost-accounting principles **to cost more than \$300,000**. For electrical work, the local government must competitively award to an appropriately licensed contractor each project that is estimated in accordance with generally accepted cost-accounting principles to cost **more than \$75,000**. As used in this section, the term "competitively award" means to award contracts based on the submission of sealed bids, proposals submitted in response to a request for proposal, proposals submitted in response to a request for qualifications, or proposals submitted for competitive negotiation. This subsection expressly allows contracts for construction management services, design/build contracts, continuation contracts based on unit prices, and any other contract arrangement

with a private sector contractor permitted by any applicable municipal or county ordinance, by district resolution, or by state law. For purposes of this section, cost includes the cost of all labor, except inmate labor, and the cost of equipment and materials to be used in the construction of the project. Subject to the provisions of subsection (3), the county, municipality, special district, or other political subdivision may establish, by municipal or county ordinance or special district resolution, procedures for conducting the bidding process.

It costs the District approximately \$225 to advertise each RFP in the newspaper. It is anticipated that there are approximately 6-7 projects scheduled for next year that could exceed the \$20,000 threshold. If the threshold was raised to \$50,000 the number of projects could be reduced to approximately 2 - midge control and the renovation of the clubhouse restroom.

The security grounds committee recommends raising the threshold for construction projects requiring the issuance of an RFP to \$50,000

The Security Grounds Committee reviewed the proposals received for midge control. See separate attachment of Bid break outs and analysis.

The Security/ Grounds Committee recommends acceptance of Aquatic Systems proposal for Aquatic midge control for \$161,028

The meeting adjourned at 6:30 PM.

Management Committee Meeting Minutes

Date: *Wednesday, August 15th, 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, September 19th at 1:00PM.

The meeting commenced at 1:00 pm

- The committee Chairman reviewed and signed checks.
- The committee reviewed and discussed the current and next fiscal year's CIP expense chart.
- The committee Chairman reviewed this year's goals and objectives.

The Management Committee recommends approving the annual performance bonus for all staff. Funding was approved on the FY 17-18 budget.

The committee discussed the unforeseen issues with the clubhouse air conditioning unit. The Committee Chair approved to have the clubhouse air conditioning unit replaced at the cost of \$7,984.00.

The meeting adjourned at 2:30 pm

LSC CDD Resolution 2018-08

[Lake St. Charles District Annual Meeting Schedule FY 18-19]

Approved by the Lake St. Charles BOS of Supervisors per M09-11-2018-xx

9/11/18

RESOLUTION 2018-18
RESOLUTION DESIGNATING DATE, TIME AND LOCATION FOR
REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE
LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT
FY 18-19

WHEREAS, the Lake St. Charles Community Development District is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Hillsborough County, Florida (hereinafter the “District”);

WHEREAS, the District’s Board of Supervisors (hereinafter the “Board”), is statutorily authorized to exercise the powers granted to the District, but has not heretofore met;

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes;

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Community Affairs, a schedule of its regular meetings;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT;

1. Regular meetings of the Board of Supervisors of the Lake St. Charles Community Development District shall be held as provided on the schedule, which is attached hereto and made part heretofore as Exhibit A.
2. In accordance with Section 189.015, Florida Statutes, the District’s District Manager is hereby directed to file annually with Hillsborough County a schedule of the District’s regular meetings.

PASSED AND ADOPTED THIS 11th DAY OF SEPTEMBER, 2018.

**LAKE ST. CHARLES COMMUNITY
DEVELOPMENT DISTRICT**

Robb Fannin, Chair of the Board

EXHIBIT A

MEETINGS NOTICE Lake St. Charles Community Development District

The Lake St. Charles Community Development District's ("District") Board of Supervisors' fiscal year 2018-2019 regular meetings will be held at 7:00 p.m. at 6801 Colonial Lake Dr., Riverview, FL 33578 (the "Community Clubhouse") on the following dates: Oct. 2, 2018; Nov. 6, 2018; Dec. 4, 2018; Jan. 8, 2019; Feb. 5, 2019; Mar. 5, 2019; Apr. 2, 2019; May 7, 2019; Jun. 4, 2019; Jul. 2, 2019; Aug. 6, 2019; and Sep. 10, 2019. The District's Board of Supervisors may attend the Lake St. Charles Homeowners Association meetings at 6:30 p.m. at the Community Clubhouse on the following dates: Oct. 8, 2018; Nov. 12, 2018; Dec. 10, 2018; Jan. 14, 2019; Feb. 11, 2019; Mar. 11, 2019; Apr. 8, 2019; May 13, 2019; Jun. 10, 2019; Jul. 08, 2019; Aug. 12, 2019; and Sep. 9, 2019.

Persons with disabilities needing special accommodations to participate in any District meeting may call the District Manager, Adriana Urbina, at 813-741-9768 at least 48 hours before the meeting.

If a person decides to appeal any decision made by the District with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, August 21st, 2018 @ 10:00 am*

Chairperson: *Supervisor Ginny Gianakos*

Operations Manager: *Property Manager, Mark Cooper*

The committee again looked at the current year's projects, the 10 year CIP plan and next years proposed projects. The Strategic Planning Committee ranked next years proposed projects as depicted in the attached proposed FY 18-19 projects document.

The Strategic planning committee recommends adoption of FY 18- 19 proposed projects in the priority they are listed.

The next Strategic Planning Committee Meeting is scheduled for Tuesday, September 18th at 10 am.

	A	B	C	D
1	Fiscal Year 18 - Ends September 30th 2018			
2	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 - base \$ 85,538 including all addendums - \$23,167	\$100,000.00	\$107,805.00	\$108,705.00
7	Dredging of 3 - 5 ponds	\$75,000.00		\$66,100.00
8	Dredging Survey - Data		\$8,900.00	\$8,900.00
9	Villas wall replacement w/ PVC fencing \$69,324 + \$2,500 resetting electrical meter	\$100,000.00	\$69,324.00	\$71,824.00
10	Conversion of fountain lights to LED	\$10,000.00	\$10,000.00	\$10,000.00
11	Electric feed to Garage	\$5,832.00	\$6,082.00	\$6,082.00
12	4 midge treatments \$860 each treatment& 3 additional treatments @ \$910 each	\$6,170.00	\$5,260.00	\$5,260.00
13	Hurricane protection for clubhouse	\$25,000.00	\$21,000.00	\$21,000.00
14	Trail traffic bollards (4)	\$1,485.00	\$1,555.00	\$1,555.00
15	Lake mapping, dissolved oxygen tests and midge larval sampling LSC, Pond #9 & #14			\$830.00
16	Inclusive Swing			\$1,076.00
17	Pjar Phosporus test for alum treatment algaea midge control of Lake St Charles			\$950.00
18	Clubhouse Window and Door Blinds 4 windows = \$1,558 back doors only = \$1,028			\$1,028.00
19	Addition APP funding (grant reimburses \$2,500 of expenses)	\$2,700.00	\$2,698.00	\$198.00
20	Clubhouse A/C replacement			\$7,984.00
21	Accelerated CIP projects Scheduled for FY 19			
22	Architectural fees for clubhouse restrooms			\$12,200.00
23	RESERVE FUNDING			
24	Additional Funding of Reserve Account		\$5,000.00	\$5,000.00
25	TOTAL EXPENDITURE			\$457,730.00
26	Burton target FY 18 CIP \$340,347 Actual CIP funds budgeted \$313,472 + Bond refund \$22,342 + Wall repair \$10,504 + \$50,000 reserved for signs + 22,262 reserved for basketball			\$418,580.00
27	FY 17 Carryover Funds unassigned			\$33,544.00
28	Approved carryover from FY 17 Audit			\$63,943.00
29	Completed Projects		TOTAL Funds Available	\$516,067.00
30	Projects in progress		Unassigned Funds	\$58,337.00

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	Lake St Charles - Proposed Capital Improvement Program (FY2017-2031) current																						
3	Project Name	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	FY 31	Total
4	Drainage system repairs - 5 Yrs	33,403				2,115		-	-	-	10,000	-	-	-	-	10,000	-	-	-	-	20,000	-	75,518
5	SWFWMD Drainage O&M insp & report due @ 5 yrs	4,655				4,875		-	-	-	6,000	-	-	-	-	7,000	-	-	-	-	8,000	-	25,875
6	Units 1-6, 11-15 @ 5 yrs 3/4/2020 due					x		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	Units 7-10 @ 5 yrs 3/4/2020 due					x		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8	Stained clubhouse office floors		1,980						-	-							-	-	-	-			\$ 1,980.00
9	Resurface Clubhouse parking lot @ 15 yrs		17,560					-	-	-	-	-	-	-	-	-	-	25,000	-	-	-	-	42,560
10	Pool Furniture				12,405				-	-								-		16,000			28,405
11	Pool Awnings					9,185			-	-								-			15,000		24,185
12	New access system and DVR camera recorder Card reader to turn on tennis court lights/timer						18,000	-	-	-		-	-	-	-	-	-	-	-	-	-	-	18,000
13	Replace French Doors Front & Back & 2 Hall Access						29,530		-	-	-	-	-	-	-	-	-	-	-	-	-	-	29,530
14	Cypress/ Oak tree removal and replacement						7,125	11,307	-	-	-	-	-	-	-	-	-	-	-	-	-	-	18,432
15	Replace Clubhouse office door							1,963	-	-							-	-	-	-			1,963
16	Carpet tile clubhouse, LVT kitchen & Foyer							8,875	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,875
17	Replace interior tables and chairs							4,680	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,680
18	Water meter, drinking fountain, spigot in park							11,411	-	-							-	-	-	-			11,411
19	Replace island planters w/ concrete planters							7,866	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,866
20	Bat Houses (5)							1,600	-	-							-	-	-	-			1,600
21	Lake Bank Restoration - 125 L.F.							5,625	-	-							-	-	-	-			5,625
22	Gambusia minnow (mosquito) fish stocking							6,930	-	-							-	-	-	-			6,930
23	ADA compliant aluminum Handrail at stairs							950	-	-							-	-	-	-			950
24	Legal and assessment adoption							20,721	-	-							-	-	-	-			20,721
25	Replace benches and Trash receptacles							22,904	-	-							-	-	-	-			22,904
26	Resurface color coat stripe & goals 1 basketball court							22,262	-	-							-	-	-	-			22,262
27	Midge Study							790	830	-							-	-	-	-			1,620
28	Emergency Debris removal Hurricane Irma							6,997	-	-							-	-	-	-			6,997
29	Midge Treatment							2,743	6,170	161,028	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000					769,941
30	Electric service for pond #9 Areation								-	10,000							-	-	-	-			
31	New entrance, directory & neighborhood signage								108,705	-		-	-	-	-	-	-	-	-	-	-	-	100,000
32	Resurface color coat stripe & goals basketball court							22,262	22,262	-							-	-	-	-			44,524
33	Replace pool equip and fiberglass housings @ 20 yrs								103,417	-	-	-	-	-	-	-	-	-	-	-	-	-	103,417
34	Pre dredge Data - Hydrologic survey								8,900	-							-	-	-	-			
35	Replace villas foam wall with PVC fence								71,824	-							-	-	-	-			71,824
36	Replace 1800 w lake ftn lights with 126 w LED lights							-	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000
37	New or used electric golf cart							-	3,359	-		-	-	-	-	-	-	7,500		-	-	-	10,859
38	Installed traffic control bolladsr (4) at trail entrances								1,555	-							-	-	-	-			
39	Electric feed to garage replacement								6,082	-							-	-	-	-			6,082
40	Hurricane Impact windows in Clubhouse								21,000	-							-	-	-	-			21,000
41	APP Funding								198	-							-	-	-	-			198
42	Clubhouse back door window blind								1,028	-							-	-	-	-			1,028
43	Clubhouse A/C replacement								7,984	-							-	-	-	-			

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
3	Project Name	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	FY 31	Total
44	Replace hallway and front cameras (in operation budget)								ring cameras		X		-	-	-	-	-	-	-	-	-	-	-
45	Emergency fund & Reserve funding (Policy Applies)							35,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	105,000
46	Dredge 3 ponds									66,100													66,100
47	Re-pipe Clubhouse water lines									25,000	-	-	-	-	-	-	-	-	-	-	-	-	25,000
48	Renovate Clubhouse Restrooms estimate (\$128,800)									90,000													90,000
49	pool bathroom floors									6,000	-	-	-	-	-	-	-	-	-	-	-	-	6,000
50	Replace 2 Clubhouse water heaters @ 15 yrs									1,800	-	-	-	-	-	-	-	-	-	-	-	2,800	4,600
51	Restroom A/C climate control- mini splits									6,000	-	-	-	-	-	-	-	-	-	-	-	-	6,000
52	Recolor seal coat tennis courts @ 4 yrs					X				15,000	-	-	-	17,000	-	-	-	19,000	-	-	-	5,000	56,000
53	Replace Tennis court Fencing w/ Black vinyl paint poles									25,000													25,000
54	Shade structure for wade pool (grant dependant)									12,500													12,500
55	Convert overhead tennis court lights to LED									22,000													
56	Add practice board to tennis court									6,000													
57	Baseball in field upgrades									45,000													
58	Soccer field upgrades									30,000													
59	Root prune and re bio barrier @ 15 yrs - Phase 1 &2			X						45,000											250,000	-	295,000
60	Resealed clubhouse parking lot			10,998							3,000					3,500					4,500		\$21,998
61	Replace playground equip @ 20 yrs							-			250,000			-	-	-	-	-	-	-	-	-	250,000
62	Resurface cul de sacs @ 20 yrs reseal at 4 years							-		-		15,000	-	-	-	3,000	-	-	-	3,000	-	-	21,000
63	Resurface trail system @ 20 yrs 13200 sy			60,479				-	-			200,000	-	-	-	-	-	-	-	-	-	-	260,479
64	Revamping of irrig system heads							-		-		35,000			-	-	-	-	-	-	-	-	35,000
65	Patch and paint I-75 wall							-	-			25,000		-	-	-	-	-	-	-	-	-	25,000
66	Repair cracked brick walls and columns					7,693			900				100,000	-	-	-	-	-	-	-	-	-	108,593
67	Reseal trail system @ 5 yrs			X				-					17,000					17,000		-	20,000	-	54,000
68	Replace Clubhouse Roof (metal) 45 squares @ 30 yrs							-	-	-			30,000	-	-		-	-	-	-	-	-	30,000
69	Resurface spa @ 15 yrs							-	-	-			8,000	-	-	-	-	-	-	-	-	-	8,000
70	Resurface wade pool @ 15 yrs							-	-	-			8,000	-	-	-	-	-	-	-	-	-	8,000
71	Resurface tennis courts @ 15 yrs					21,000		-	-	-	-	-	-	-	-	-	-	-	-	-		28,000	49,000
72	Replace District Truck			13,871									20,000										33,871
73	9 hole mini golf on 1 of the tennis courts													18,000									
74	Street tree structural pruning							-	-					30,000	-	-	-	-	-	-	-	-	30,000
75	Replace docks @ 10 yrs							-	-	-				30,000	-	-	-	-	-	-	-	-	30,000
76	New well @ guardhouse to prevent rust staining							-						12,000	-	-	-	-	-	-	-	-	12,000
77	Replace District Car			15,715											20,000								35,715
78	Resurface pool @ 15 yrs and make ADA compliant	105,000						-	-	-	-	-	-	-	-	-	175,000	-	-	-	-	-	280,000
79	Repaint Clubhouse exterior 4000 sf 16 gal @ 10 yrs					900		-		-	-	-	-	-	-	1,500	-	-	-	-	8,000	-	10,400
80	Converted underwater pool lights to LED fixtures					4,100																	4,100
81	Converted overhead pool lights to LED fixtures					6,700																	6,700
82	New office computers and software (in operations)																						
83	Recurring Expenses																						
84	Replace spa heater @ 2 yrs (in operation budget)						X			X		X		X		X		X		X		X	-

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
3	Project Name	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	FY 31	Total
85	Replace main pool filters @ 2 yrs (in operation budget)								x		x		x		x		x		x		x		-
86	Total CIP Expendature	\$143,058	19,540	101,063	12,405	56,568	54,655	194,886	379,214	571,428	349,000	355,000	263,000	187,000	100,000	105,000	255,000	148,500	5,000	24,000	330,500	40,800	3,532,818
87																							
88	CIP funding target per Burton's 2016 report							\$181,199	\$ 340,347	\$ 331,075	\$ 307,440	\$ 301,377	\$ 285,873	\$ 269,912	\$ 253,480	\$ 236,560	\$ 222,306	\$ 207,674					
89	Bond Refund at payoff 1/5/17							\$22,342															
90	Annual Assessment Collection Total							\$902,000	\$ 888,362	\$ 905,208													
91	Operations and Maintenance (O&M) Total							\$700,000	\$ 574,890	\$ 576,407													
92	Total Budgeted Funds for CIP							\$202,000	\$313,472	\$328,801	0	0	0	0	0	0	0	0	0	0	0	0	0
93	Previous years carry forward amount						\$62,000	\$56,622	\$ 202,595														
94	Total Funds Available for CIP							\$258,622	\$516,067	\$328,801	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
95	Reserve Target per Burton Plan 2016						200K	200K	210K	210K	220K	220K	230K	230K	230K	240K	240K	240K					
96	Actual Reserve Funds (policy applies)						\$200,000	\$235,000	\$240,000	\$245,000	\$250,000	\$255,000	\$260,000	\$265,000	\$270,000	\$275,000	\$280,000	\$285,000					

	A	B	C	D
1	Fiscal Year 19 - October 1, 2018 - September 30, 2019			
2	Projects	Cost Estimate	Actual Cost	Estimated or Actual Cost
3	Midge fly control: fish stocking, alum, algae treatment and aeration			\$161,028.00
4	Electric service for pond #9 aeration: meter, electrician, jack and bore & permit	\$10,000.00		\$10,000.00
5	Dredging of 3 - 4 ponds	\$66,100.00		\$66,100.00
6	Clubhouse restroom renovations including re-piping of clubhouse water lines	\$128,800.00		\$128,800.00
7	Recolor coat & seal tennis courts	\$15,000.00		\$15,000.00
8	Tennis court fencing replace chain link and paint posts & rails including new access gates.	\$25,000.00		\$25,000.00
9	Shade structure for wade pool- assuming \$5,000 GRANT AWARD	\$12,500.00		\$12,500.00
10	Conversion of tennis court lights to LED	\$22,000.00		\$22,000.00
11	Add practice board to tennis court	\$6,000.00		\$6,000.00
12	Baseball infield upgrades	\$45,000.00		
13	Soccer field upgrades	\$30,000.00		
14	Root prune and bio barrier Stratford to Cambridge along brick wall	\$45,000.00		
15	9 hole mini put put golf on the single tennis court	\$18,000.00		
16				
17				
18	RESERVE FUNDING			
19	Additional Funding of Reserve Account		\$5,000.00	\$5,000.00
20	TOTAL EXPENDITURE			\$451,428.00
21	Burton target of FY 19 available project funds = \$331,075 Actual budget funds available are \$328,801 + unspent pond dredging carry over of \$66,100			\$394,901.00
22	FY 18 unspent project Funds - estimated at \$58,337 + unspent O&M amounts estimated at \$25,000			\$83,337.00
23	Completed Projects		TOTAL Funds Available	\$478,238.00
24	Projects in progress		Unassigned Funds	\$26,810.00

**Lake St. Charles CDD
Funds Statement**

May '18 - Jul '18

	May '18	Jun '18	Jul '18	Category
Bank/Current Asset Accounts				
CenterState Bank Checking	479,329	453,964	345,809	Cash
CenterState Bank Money Market	241,986	242,031	242,079	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	790	790	960	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
Total Bank/Current Asset Accounts	722,105	696,785	588,848	
Cash (Checking/Savings)				
CenterState Bank Checking	479,329	453,964	345,809	
CenterState Bank Money Market	241,986	242,031	242,079	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	790	790	960	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
Total Cash Accounts	722,105	696,785	588,848	
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	722,105	696,785	588,848	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	241,986	242,031	242,079	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	241,986	242,031	242,079	

Name

Page 1 of 7

Lake St. Charles CDD

Disbursement Authorization Report

July 2018

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	07/10/2018 ADP		10000-CenterState Bank Checking	-10,058.50
				District Manager	1,936.00
				Payroll Taxes - Employer Taxes	163.40
				Facilities Monitor	1,303.20
				Property Maintenance Team Lead	1,031.06
				Property Manager	2,329.60
				Payroll Taxes - Employer Taxes	558.41
				Full Time Hybrid Employee	960.00
				Property Maintenance Part-Time	53.08
				Medical Stipend	200.00
				Medical Stipends	500.00
				Recreational Assistants	1,023.75
TOTAL					<u>10,058.50</u>
Check	EFT/Auto	07/10/2018 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	07/20/2018 ADP		10000-CenterState Bank Checking	-148.60
				Payroll Service Charge	16.51
				Payroll Service Charge	132.09
TOTAL					<u>148.60</u>
Check	EFT/Auto	07/21/2018 Square Inc		10000-CenterState Bank Checking	-291.75
				Security/Renters Cards Deposits	300.00

Lake St. Charles CDD Disbursement Authorization Report

July 2018

Type	Num	Date	Name	Account	Original Amount
				Security/Renters Cards Deposits	-8.25
TOTAL					<u>291.75</u>
Check	EFT/Auto	07/24/2018 ADP		10000-CenterState Bank Checking	-10,375.20
				District Manager	1,936.00
				Payroll Taxes - Employer Taxes	148.10
				Facilities Monitor	1,303.20
				Property Maintenance Team Lead	1,118.37
				Property Manager	2,329.60
				Payroll Taxes - Employer Taxes	519.35
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
				Full Time Hybrid Employee	840.00
				Recreational Assistants	1,044.00
				Property Maintenance Part-Time	53.08
TOTAL					<u>10,375.20</u>
Check	EFT/Auto	07/28/2018 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	07/31/2018 Square Inc		10000-CenterState Bank Checking	-3.78
				Other Misc Income	3.78
TOTAL					<u>3.78</u>

Lake St. Charles CDD Disbursement Authorization Report

July 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	8126	07/10/2018	All Trades Historical Restoration, LLC	10000-CenterState Bank Checking	-1,250.00
Bill	Brick cleaning & pat	06/18/2018		58003-Future CIP Projects & Res	1,250.00
TOTAL					1,250.00
Bill Pmt -Check	8127	07/10/2018	Aquatic Systems, Inc	10000-CenterState Bank Checking	-1,049.00
Bill	July Pond Mainten	07/01/2018		Pond & Stormwater Maint Contrac	1,049.00
TOTAL					1,049.00
Bill Pmt -Check	8128	07/10/2018	Architectural Fountains, Inc.	10000-CenterState Bank Checking	-3,267.00
Bill	070518-01E Inv #	07/05/2018		Fountain in Lake	3,267.00
TOTAL					3,267.00
Bill Pmt -Check	8129	07/10/2018	Arete Industries	10000-CenterState Bank Checking	-42,769.00
Bill	Final Payment	06/26/2018		58003-Future CIP Projects & Res	42,769.00
TOTAL					42,769.00
Bill Pmt -Check	8130	07/10/2018	CLC Total Care	10000-CenterState Bank Checking	-7,250.00
Bill	July Monthly Mainte	07/01/2018		Landscape Maintenance Contract	7,250.00
TOTAL					7,250.00
Bill Pmt -Check	8131	07/10/2018	Edmonson Enterprises, Inc.	10000-CenterState Bank Checking	-380.00

Lake St. Charles CDD

Disbursement Authorization Report

July 2018

Type	Num	Date	Name	Account	Original Amount
Bill	South Fountain Repai	07/06/2018		Fountain in Lake	380.00
TOTAL					380.00
Bill Pmt -Check	8132	07/10/2018	Frontier	10000-CenterState Bank Checking	-218.68
Bill	June Internet & Fax	06/25/2018		Telephone	218.68
TOTAL					218.68
Bill Pmt -Check	8133	07/10/2018	Republic Waste Services	10000-CenterState Bank Checking	-179.85
Bill	0696-000739191 Inv #	06/17/2018		53400 - Garbage/Solid Waste Svc	179.85
TOTAL					179.85
Bill Pmt -Check	8134	07/10/2018	SunTrust Credit Card	10000-CenterState Bank Checking	-12,709.54
Bill	June CC Statement	06/24/2018		13500 - SunTrust Visa Card	12,709.54
TOTAL					12,709.54
Bill Pmt -Check	8135	07/10/2018	Urbina's Lawn Care, LLC or Bryant Urbina	10000-CenterState Bank Checking	-2,300.00
Bill	Sod Installation at	06/08/2018		Sod Replacement	2,300.00
TOTAL					2,300.00
Bill Pmt -Check	8136	07/10/2018	Verizon Wireless	10000-CenterState Bank Checking	-42.38
Bill	5-24-18 to 06-23-18	06/23/2018		Telephone	42.38
TOTAL					42.38

Lake St. Charles CDD Disbursement Authorization Report

July 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	8137	07/10/2018	All Trades Historical Restoration, LLC	10000-CenterState Bank Checking	-900.00
Bill	Stress crack repair	06/18/2018		58003-Future CIP Projects & Res	900.00
TOTAL					900.00
Bill Pmt -Check	8138	07/10/2018	Aquatic Systems, Inc	10000-CenterState Bank Checking	-225.00
Bill	4th Quater Mitigatio	07/01/2018		Mitigation Maint Contract	225.00
TOTAL					225.00
Bill Pmt -Check	8139	07/10/2018	Arete Industries	10000-CenterState Bank Checking	-9,883.50
Bill	Final payment for Si	06/26/2018		58003-Future CIP Projects & Res	9,883.50
TOTAL					9,883.50
Bill Pmt -Check	8140	07/18/2018	Chris's Portable Toilets	10000-CenterState Bank Checking	-75.00
Bill	1805-97081 Inv #	07/08/2018		Park Facility Maintenance	75.00
TOTAL					75.00
Bill Pmt -Check	8141	07/18/2018	TECO Gas Company	10000-CenterState Bank Checking	-223.34
Bill	July Billing	07/06/2018		53200 - Gas Utility Services	223.34
TOTAL					223.34
Bill Pmt -Check	8142	07/18/2018	Verizon Wireless	10000-CenterState Bank Checking	-112.60
Bill	6-02-18 to 07-01-18	07/01/2018		Parks & Rec Cell Phones	112.60

Lake St. Charles CDD Disbursement Authorization Report

July 2018

Type	Num	Date	Name	Account	Original Amount
TOTAL					112.60
Bill Pmt -Check	8143	07/18/2018	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-100.00
Bill	July Oil Remover	07/18/2018		Pool Maintenance Contract	100.00
TOTAL					100.00
Bill Pmt -Check	8144	07/18/2018	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,600.00
Bill	July Pool Cleaning	07/18/2018		Pool Maintenance Contract	1,600.00
TOTAL					1,600.00

9/5/2018

Treasurer's Report - CenterState Account

July 2018

07/1/18 - 07/31/18

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						453,963.94
07/05/2018 EFT/Auto	TECO Electric	06980007400 Acct #		2,963.80		451,000.14
07/05/2018		Deposit			72.93	451,073.07
07/06/2018 EFT/Auto	ADP	516809028 Inv #		148.60		450,924.47
07/10/2018 8126	All Trades Historical Restoration, LLC	INV# 1144		1,250.00		449,674.47
07/10/2018 8127	Aquatic Systems, Inc	INV# 0000413774		1,049.00		448,625.47
07/10/2018 8128	Architectural Fountains, Inc.	070518-01E Inv #		3,267.00		445,358.47
07/10/2018 8129	Arete Industries	SO7748		42,769.00		402,589.47
07/10/2018 8130	CLC Total Care	INV 19903		7,250.00		395,339.47
07/10/2018 8131	Edmonson Enterprises, Inc.	INV# 1251		380.00		394,959.47
07/10/2018 8132	Frontier	ACCT# 813-671-8339-120297-5		218.68		394,740.79
07/10/2018 8133	Republic Waste Services	3-0696-1005435		179.85		394,560.94
07/10/2018 8134	SunTrust Credit Card	4223071100091531 Acct #		12,709.54		381,851.40
07/10/2018 8135	Urbina's Lawn Care, LLC or Bryant Urbina			2,300.00		379,551.40
07/10/2018 8136	Verizon Wireless	Acct# 842082173-00001		42.38		379,509.02
07/10/2018 8137	All Trades Historical Restoration, LLC	INV# 1143		900.00		378,609.02
07/10/2018 8138	Aquatic Systems, Inc	INV# 0000413775		225.00		378,384.02
07/10/2018 8139	Arete Industries	SO7846		9,883.50		368,500.52
07/10/2018 EFT/Auto	ADP	P.E. 7-07-18		10,058.50		358,442.02
07/10/2018 EFT/Auto	Square Inc	L. Gavin CH Rental Deposit Refund		291.75		358,150.27
07/11/2018		Deposit			29.17	358,179.44
07/17/2018		Deposit			14.59	358,194.03
07/18/2018 8140	Chris's Portable Toilets	1805-97081 Inv #		75.00		358,119.03
07/18/2018 8141	TECO Gas Company	07884976		223.34		357,895.69
07/18/2018 8142	Verizon Wireless	Acct# 742078254-00001		112.60		357,783.09
07/18/2018 8143	Zebra Cleaning Team, Inc.	INV# 2663		100.00		357,683.09
07/18/2018 8144	Zebra Cleaning Team, Inc.	INV# 2662		1,600.00		356,083.09
07/20/2018 EFT/Auto	ADP	517574161 Inv #		148.60		355,934.49
07/21/2018		Deposit			29.17	355,963.66
07/21/2018 EFT/Auto	Square Inc	J. Fell CH Rental Deposit Refund		291.75		355,671.91
07/24/2018 EFT/Auto	ADP	P.E. 7-21-18		10,375.20		345,296.71

9/5/2018

<u>Date</u>	<u>PM</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
07/26/2018				Deposit		291.75	345,588.46
07/28/2018				Deposit		14.59	345,603.05
07/28/2018	EFT/Auto		Square Inc	S. Green CH Rental Deposit Refund	291.75		345,311.30
07/31/2018			Clubhouse Rentals			110.00	345,421.30
07/31/2018			Vending Sales			20.50	345,441.80
07/31/2018				Deposit		291.75	345,733.55
07/31/2018	EFT/Auto		Square Inc	2.75% Square Processing Fee for Vending Items	3.78		345,729.77
07/31/2018				Interest		79.38	345,809.15
					109,108.62	953.83	345,809.15

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 July '18	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
3							Revenue/Expense					
4							Revenue					
5							36100 - Interest Earnings					
6							Interest - General Fund	1,472	1,450	22		1,387
7							Total 36100 - Interest Earnings	1,472	1,450	22		1,387
8							General Fund Assessment-O&M					
9							General Fund Assessment Gross	935,803	935,803	0		788,068
10							GF Prop Tax Interest	824	0	824		531
11							GF Tax Collector Commissions	(18,024)	(18,716)	692		(14,710)
12							GF Tax Payment Discount	(35,300)	(37,432)	2,132		(30,139)
13							Total General Fund Assessment-O&M	883,303	879,655	3,648		743,750
14												
15							Total 36310 - Special Assessment	883,303	879,655	3,648		743,750
16							36311 - Excess Fees	5,701	0	5,701		5,388
17							36900 - Miscellaneous Revenues			0		
18							Other Misc Revenue	6,725	5,357	1,368		2,623
19							Rental	2,123	1,900	223		2,096
20							Total 36900 - Miscellaneous Revenues	8,847	7,257	1,590		4,719
21							Total Revenue	899,323	888,362	10,961		755,244
22												
24							Expense					
25							5110 - Legislative					
26							Employer Taxes	906	1,460	(554)		1,294
27							Special District Fees	175	175	0		175
28							Supervisor Fees	10,000	12,000	(2,000)		12,000
29							Supervisor Payroll Service	661	900	(239)		310
30							Total 5110 - Legislative	11,742	14,535	(2,793)		13,780

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 July '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		14,000
34							Banking & Investment Mgmt Fees	0	200	(200)		773
35							District F&A Employees					
36							District Manager	40,656	50,336	(9,680)		49,321
37							Medical Stipend	1,800	2,400	(600)		2,400
38							Payroll Service Charge	388	465	(77)		158
39							Payroll Taxes - Employer Taxes	3,335	4,400	(1,065)		4,291
40							Performance Stipend	0	1,000	(1,000)		1,000
41							Total District F&A Employees	46,179	58,601	(12,422)		57,170
42							Dues, Licenses & Fees	421	500	(79)		519
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	2,044	2,600	(556)		9,025
49							Local/Other Taxes	3,196	2,800	396		2,756
50							Office Supplies	364	1,000	(636)		1,008
51							Postage	183	250	(67)		580
52							Printer Supplies	772	2,000	(1,228)		1,737
53							Professional Development	0	1,000	(1,000)		0
54							Technology Services/Upgrades	2,540	2,000	540		2,128
55							Telephone	2,584	3,100	(516)		2,823
56							Travel Per Diem	88	200	(112)		229
57							Website Development & Monitor	2,650	2,650	0		2,650
58							Total 51300 - Financial & Admin	82,937	100,048	(17,111)		102,314

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 July '18	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
59							51400 - Legal Counsel					
60							District Counsel	396	8,000	(7,604)		18,782
61							Total 51400 - Legal Counsel	396	8,000	(7,604)		18,782
62							52100 - Law Enforcement					
63							Car Maintenance & Repairs	613	1,000	(387)		425
64							Car Gas	526	1,500	(974)		755
65							Hyundai Loan Payments			0		
66							Hyundai Interest Payment	26	53	(27)		140
67							Hyundai Principal Payment	1,014	995	19		3,003
68							Total Hyundai Loan Payments	1,040	1,048	(8)		3,143
69							Other Protection Services	0	15	(15)		0
70							Total 52100 - Law Enforcement	2,179	3,563	(1,384)		4,323
71							53100 - Electric Utility Svs	29,407	38,800	(9,393)		33,892
72							53200 - Gas Utility Services	3,199	4,000	(801)		3,218
73							53400 - Garbage/Solid Waste Svc	1,876	1,700	176		1,814
74							53600 - Water/Sewer Services	6,238	8,000	(1,762)		6,357
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)		181
79							Principal Payment	2,016	2,140	(124)		2,594
80							Total Ford F250 Loan Payment	2,032	2,312	(280)		2,775
81							Ford F250 Maintenance & Repair	824	1,000	(176)		569
82							Fountain in Lake	8,996	3,418	5,578		210
83							Gas - Equipment	266	400	(134)		408
84							Gas - Truck	1,333	1,800	(467)		1,505

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 July '18	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
85							Irrigation Maintenance	7,316	6,700	616		8,171
86							Landscape Maintenance Contract	72,500	87,000	(14,500)		87,000
87							Misc. Landscape-Temporary Staff	0	3,000	(3,000)		9,500
88							Misc. Landscape Maintenance	5,263	9,500	(4,237)		9,860
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	10,490	12,780	(2,290)		10,772
92							Property Insurance Contract	10,747	12,000	(1,253)		10,550
93							Sod Replacement	2,805	4,000	(1,195)		2,955
94							Mitigation Maint Contract	900	900	0		2,808
95							Total 53900 - Physical Environment	126,100	156,810	(30,710)		148,554
96							57200 - Parks & Recreation					
97							Auto Liability	665	755	(90)		665
98							Club Facility Maintenance					
99							Club Facility Maintenance	2,891	5,000	(2,109)		4,919
100							Clubhouse Supplies	2,375	2,300	75		2,698
101							Locks/Keys	245	100	145		0
102							Total Club Facility Maintenance	5,511	7,400	(1,889)		7,618
103							District Employees Payroll Exp					
104							Employer Workman Comp	8,586	7,629	957		6,735
105							Facilities Monitor	27,067	33,403	(6,336)		31,792
106							Medical Stipends	4,750	6,000	(1,250)		5,200
107							Payroll Service Charge	2,098	2,000	98		735
108							Payroll Taxes - Employer Taxes	10,105	13,500	(3,395)		12,675
109							Performance Stipend	0	2,600	(2,600)		2,100
110							Full-Time Hybrid Employee	19,647	24,960	(5,313)		930
111							Property Maintenance Part-Time	962	1,381	(419)		34,690
112							Property Maintenance Team Lead	22,941	27,675	(4,734)		59,246
113							Property Manager	48,922	60,570	(11,648)		8,085
114							Recreational Assistants	4,380	5,900	(1,520)		0
115							Total District Employees Payroll Exp	149,457	185,618	(36,161)		162,188

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 July '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	3,796	5,000	(1,204)		5,148
119							Parks & Rec Cell Phones	1,128	1,700	(572)		1,717
120							Playground Maintenance	0	2,000	(2,000)		0
121							Pool Maintenance Contract	14,600	19,600	(5,000)		19,500
122							Pool Maintenance Repairs	9,503	12,000	(2,497)		10,229
123							Sec System Monitoring Contract	240	240	0		240
124							Security Repairs	2,916	2,921	(5)		612
125							Total 57200 - Parks & Recreation	188,065	239,434	(51,369)		209,414
126							58003- Future CIP Projects and Reserves	283,644	313,472	(29,828)		120,205
127							Total Expense	735,784	888,362	(152,578)		662,653
128							Revenue Less Expenses	163,539	0	163,539		92,591
129							Other Revenue/Expense					
130							Other Revenue					
131							SunTrust Credit Card Rewards	765		0		
132							FY 16-17 Carryover	138,652		138,652		
133							Carryforward from FY17 Audit	63,943		63,943		
134							Total Other Revenue	203,360	0	202,595		
135												
136							Other Expense					
137							Unassigned CIP Projects	34,719	135,212	(100,493)		
138							Carryforward from FY17 Audit	0	63,943	(63,943)		
139							Midge Treatments	3,440	3,440	0		
140							Total Other Expense	38,159	202,595	(164,436)		

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 July '18	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
141		Net Other Income						164,436	(202,595)	164,436		
142		Net Income						327,975	(202,595)	327,975		

Lake St. Charles CDD Property Manager Expense Report

		July 2018			
Type	Date	Num	Memo	Amount	
Architectural Fountains, Inc.					
Bill	07/05/2018	070518-01E Inv #	Installation of motor and capacitor box on south fountain	3,267.00	
Bill	07/14/2018	completed installati	completed installation of 5hp pump on south fountain	1,370.00	
Buckeye Cleaning Center					
Credit Card Charge	07/20/2018	Toilet Pape	Toilet Paper	58.98	
CentralPro					
Credit Card Charge	07/20/2018	Misc	Misc	1.24	
Edmonson Enterprises, Inc.					
Bill	07/06/2018	South Fountain Repai	South Fountain Repair	380.00	
Fastenal Company					
Credit Card Charge	07/20/2018	Sling & Anc	Sling & Anchor	288.01	
Home Depot					
Credit Card Charge	07/06/2018	Misc. Fount	Misc. Fountain items	7.98	
Credit Card Charge	07/09/2018	Misc Items	Misc Items	36.14	
Sod X					
Credit Card Charge	07/10/2018	Sod	Sod	140.00	
Credit Card Charge	07/10/2018	Sod	Sod	140.00	
Credit Card Charge	07/11/2018	Sod	Sod	140.00	
Staples					
Bill	07/15/2018		Trash Bags, Wipes , Gloves	161.91	
Winn Dixie					
Credit Card Charge	07/05/2018	Water	Water	16.76	
Credit Card Charge	07/14/2018	Water	Water	16.76	
Credit Card Charge	07/20/2018	Water	Water	10.00	
Total				6,035	

September 2018 Property Manager's report

The inclusive swing was installed at the park on August 16th. There was a small dedication ceremony organized by Supervisor Nelson for the resident who requested the swing along with a small group of their friends. The swing was much appreciated and made the young resident very happy.



As of August 31st 2018 there were 169 android and 153 apple downloads (322 total) of our community App.

The next RFP / bid solicitation is anticipated to be for **pond dredging**. This project is scheduled to be undertaken in March of 2019 and is currently budgeted at \$66,100.

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	4	1					26	27
Completed Clubhouse Rentals	2	4	2	4	4	4	4	3					27	36
Guest Passes Issued	0	0	0	0	8	3	0	1					12	14
Replacement Cards	0	1	2	1	1	1	1	0					7	11
Resident Access Cards	4	1	9	12	6	21	17	10					80	71
Renters Access Cards	1	0	7	14	7	18	12	4					63	45
Parking Stickers	4	4	10	9	12	29	18	10					96	142
Online Purchases	2	1	2	2	2	2	2	1					14	28
Monthly Total	17	14	33	49	44	80	58	30					325	374

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

Mark & Adriana notarized 2 documents.