

## **Supervisor Packet for November 6, 2018 General Meeting**

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

**7:00 p.m., November 6, 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. October 2, 2018 Meeting Minutes</li> <li>b. Committee Meeting Minutes for October 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. September 2018 Financial Statements</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>d. October 2018 Property Manager Monthly Report</li> <li>e. October 2018 Clubhouse Monthly Report</li> <li>f. October 2018 Facilities Monitor Report</li> </ul>
<b>7:20-7:40</b>	<b>9. COMMITTEE REPORTS (20 Minutes)</b>
	<ul style="list-style-type: none"> <li><b>1. Treasurer’s Review Committee</b> – Treasurer Martin <ul style="list-style-type: none"> <li>a. The Treasurer’s Review Committee recommends a Motion to approve Resolution 2019-01 Lake St. Charles District FY19 Budget Amendment.</li> </ul> </li> <li><b>2. Grounds/Security Committee</b> – Committee Chair Nelson <ul style="list-style-type: none"> <li>a. The Grounds/Security Committee recommends acceptance and engagement of Planeng Inc.’s proposal for \$2,400 for civil engineering and permitting to change the clubhouse water meter from 1” to 2” for the purpose of allowing tankless, auto flush toilets.</li> <li>b. The Grounds/Security Committee recommends approval of Arete Industries’ Addendum #4 for the addition of block backing the brick face and stucco and paint on the exposed back surface at the villas walls for \$4,325.</li> <li>c. The Grounds/Security Committee recommends approval of Judy’s permitting service to submit, track and push the restrooms plans through the Hillsborough County building permit process for \$450</li> </ul> </li> <li><b>3. Management Committee</b> – Committee Chair Fannin</li> <li><b>4. 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>13. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)</b>
<b>8:10</b>	<b>ADJOURN</b>



Date: October 2, 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 (Absent)  
Mark Cooper, Property Manager

**In attendance:**

Lake St. Charles Residents

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

1. On **MOTION** by Supervisor Martin and second by Supervisor Gianakos the Board approved the, October 2, 2018 Consent Agenda consisting of the: September 11, 2018 General Meeting Minutes, the September Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the August 2018 Financial Reports, the Property Manager, District Administrative Assistant reports, and the Facility Monitor September 2018 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0
2. On **MOTION** by Supervisor Fannin and Second by Supervisor Gianakos, the Board approved a 2% salary increase for all staff per the approved Resolution 2018-07 Lake St. Charles District Budget and Assessment Roll Adoption. Motion passed 5 to 0

3. On **MOTION** by Supervisor Fannin and Second by Supervisor Gianakos, the Board approved Policy#5000 FY18-19 Goals and Objectives of the Board of Supervisors. Motion passed 5 to 0

Supervisor Gianakos discussed with the Board the need to finalize a playground location or locations, so Property Manager, Mark Cooper has ample time to get the design decisions done in a timely manner. The goal would be to have a location or locations decided upon by May 2019. The Board of Supervisors directed Property Manager, Mark Cooper to produce illustrations, design options and site locations in a graphic format to aid them and residents in arriving at a final decision.

4. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board approved to post the midge control schedule on the District's website and to send out a push notification on the District's APP. Additionally the Board wants it on record that the previous sequence of events as noted on last month's meeting minute was incorrect and will be corrected on the midge control schedule posted on the website. Motion passed 5 to 0

5. On **MOTION** by Supervisor Nelson and Second by Supervisor Martin, the Board approved to interview Supervisor candidates and make Supervisor selection for the available seat at the December 4<sup>th</sup> Board of Supervisors Meeting. Motion passed 5 to 0

6. On **MOTION** by Supervisor Simon and Second by Supervisor Gianakos, the Board approved to continue to advertise the Board's upcoming open seat#2 and accept resumes until November 1, 2018. Motion passed 3 to 2 with Supervisor Nelson & Supervisor Fannin Voting NO

The Board briefly discussed selling beer and wine at the pool next summer. The Board remanded this issue to committees and will address at next month's meeting.

Meeting adjourned at 8:15PM

Respectfully submitted,

Rob Martin, Treasurer/Secretary

Rob Fannin, Chair

# Treasurer's Review Committee Meeting Minutes

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**Date:** *Thursday, October 18<sup>th</sup> 2018, 12:30 pm*

**Chair:** *Supervisor Rob Martin*

**Operations Manager:** *Adriana Urbina*

**Committee Members:** *Supervisors Rob Martin, Adriana Urbina (Absent) & 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, November 15, 2018 at 12:30 pm.**

**The Treasurer's Review Committee recommends a Motion to approve Resolution 2019-01 Lake St. Charles District FY19 Budget Amendment.**

-The committee reviewed the proposed restroom architectural finish and material selections and the new restroom layouts and wall elevations.

-The committee reviewed the proposal from Planeng, Inc for civil engineering services to design / permit the clubhouse water meter from a 1" to a 2" minimum tap and supply line size as required for auto flush, tankless toilet facilities. There are no options for auto flush tanked toilets.

-The committee recommends acceptance and engagement of Planeng Inc.'s proposal for \$2,400 for civil engineering and permitting to change the clubhouse water meter from 1" to 2" for the purpose of allowing tankless, auto flush toilets.

-The committee discussed the situation with the villas sign wall and the change order request that is required because there are no structural bricks available. Our directive to the sign company was to build the walls out of structural brick to match our existing walls. They started the structural drawings and they and I looked for a suitable brick. There were no structural brick available anywhere so we picks a close matching alternative that is same brick face height, 8" long instead of 12' long (structural Brick) only 3' deep instead of the 6" deep of a structural brick which requires a block backing structurally per the engineer to meet current wind codes. There is no other way to build this wall. This is a result of increased wind load structural requirements per the current Florida building code and the fact that structural bricks are no longer made. Both of these conditions have changed from when our original walls were built.

-The committee recommends approval of Arete Industries' Addendum #4 for the addition of block backing the brick face and stucco and paint on the exposed back surface at the villas walls for \$4,325. It was recommended by the Architect that we utilize Judy's Permitting Service to submit our restroom building plans to Hillsborough County for acquiring a building permit. Our time constraint of desiring to have the renovations completed by April when pool usage typically increases and the increased length of time that permitting is taking necessitates that we start the permitting process immediately while we concurrently bid the construction documents to general contractors.

# LSC CDD Resolution 2019-01

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[Lake St. Charles District FY 19 Budget  
Amendment]

**Approved by the Lake St. Charles BOS of Supervisors per M11-06-2018-xx  
11/06/2018**

**RESOLUTION No. 2019-01  
OF THE  
LAKE ST. CHARLES  
COMMUNITY DEVELOPMENT DISTRICT**

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

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

WHEREAS, the District approved FY 19 Carryover of \$184,037

**NOW, THEREFORE, BE IT RESOLVED BY THE LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT IN A GENERAL MEETING THIS NOVEMBER 1, 2017 AMENDS THE FY 17 ADOPTED BUDGET PER THE DESCRIPTIONS BELOW AND REFLECTED IN EXHIBIT A, FY 17 AMENDED ADOPTED BUDGET**

**A. Budget Amendment Revenue:**

1. The Budget is amended to reflect a carryover amount of \$184,037

**B. Budget Amendment Carryover Allocation:**

1. To fund the District Reserve Account per Burton’s target plan. \$5,000
2. To fund unassigned CIP projects. \$179,037

**C. Effective Date.** This Resolution shall become effective upon its adoption.

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

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Robb Fannin, Chair



**EXHIBIT A**

**AMENDED ADOPTED FY 19 BUDGET**

	A	B	C	D	E	F	G	M	Q	R
1								FY 19 Annual Budget	FY 19 Monthly Budget	Comments
2							<b>Revenue/Expense</b>			
3							<b>Revenue</b>			
4							<b>36100 - Interest Earnings</b>			
5							Interest - General Fund	1,450	121	
6							<b>Total 36100 - Interest Earnings</b>	<b>1,450</b>	<b>121</b>	
7							<b>General Fund Assessment-O&amp;M</b>			
8							General Fund Assessment Gross	958,146	79,846	
9							GF Prop Tax Interest	0	0	
10							GF Tax Collector Commissions	(19,163)	(1,597)	
11							GF Tax Payment Discount	(38,326)	(3,194)	
12							<b>Total General Fund Assessment-O&amp;M</b>	<b>900,657</b>	<b>75,055</b>	
13							<b>Total 36310 - Special Assessment</b>	<b>900,657</b>	<b>75,055</b>	
14							<b>36311 - Excess Fees</b>			
15							<b>36900 - Miscellaneous Revenues</b>			
16							Other Misc Revenue	1,200	100	
17							Rental	1,900	158	
18							Pool Snack Vending	475	40	
19							<b>Total 36900 - Miscellaneous Revenues</b>	<b>3,575</b>	<b>298</b>	
20							<b>Total Revenue</b>	<b>905,682</b>	<b>75,474</b>	
21										
23							<b>Expense</b>			
24							<b>5110 - Legislative</b>			
25							Employer Taxes	1,460	122	
26							Special District Fees	175	15	
27							Supervisor Fees	12,000	1,000	
28							Supervisor Payroll Service	900	75	
29							<b>Total 5110 - Legislative</b>	<b>14,535</b>	<b>1,211</b>	
30							<b>51300 - Financial &amp; Admin</b>			
31							Accounting Services	500	42	
32							Auditing Services	12,500	1,042	
33							Banking & Investment Mgmt Fees	200	17	
34							District F&A Employees		0	
35							District Manager	51,334	4,278	
36							Medical Stipend	2,400	200	
37							Payroll Service Charge	465	39	
38							Payroll Taxes - Employer Taxes	4,400	367	
39							Performance Stipend	1,000	83	

	A	B	C	D	E	F	G	M	Q	R
1								FY 19 Annual Budget	FY 19 Monthly Budget	Comments
40							<b>Total District F&amp;A Employees</b>	59,599	4,967	
41							<b>Dues, Licenses &amp; Fees</b>	500	42	
42							<b>General Insurance</b>			
43							Crime	600	50	
44							General Liability	3,868	322	
45							Public Officials Liability & EP	3,179	265	
46							<b>Total General Insurance</b>	7,647	637	
47							<b>Legal Advertising</b>	2,600	217	
48							<b>Local/Other Taxes</b>	3,396	283	
49							<b>Office Supplies</b>	1,000	83	
50							<b>Postage</b>	250	21	
51							<b>Printer Supplies</b>	2,000	167	
52							<b>Professional Development</b>	1,000	83	
53							<b>Technology Services/Upgrades</b>	2,000	167	
54							<b>Telephone</b>	3,100	258	
55							<b>Travel Per Diem</b>	200	17	
56							<b>Website Development &amp; Monitor</b>	2,650		
57							<b>Total 51300 - Financial &amp; Admin</b>	99,142	8,262	
58							<b>51400 - Legal Counsel</b>			
60							<b>Total 51400 - Legal Counsel</b>	8,000	667	
61							<b>52100 - Law Enforcement</b>			
62							Car Maintenance & Repairs	1,000	83	
63							Car Gas	1,500	125	
66							<b>Total 52100 - Law Enforcement</b>	2,500	208	
67							<b>53100 - Electric Utility Svs</b>	38,800	3,233	
68							<b>53200 - Gas Utility Services</b>	4,000	333	
69							<b>53400 - Garbage/Solid Waste Svc</b>	2,880	240	
70							<b>53600 - Water/Sewer Services</b>	8,000	667	
71							<b>53900 - Physical Environment</b>			
72							Entry & Walls Maintenance	2,000	167	
73							Ford F250 Maintenance & Repair	1,000	83	
74							Fountain in Lake	3,000	250	
75							Gas - Equipment	400	33	
76							Gas - Truck	1,800	150	
77							Irrigation Maintenance	8,000	667	
78							Landscape Maintenance Contract	87,000	7,250	
79							Misc. Landscape -Temporary Staff	3,000	250	
80							Misc. Landscape- Maintenance	9,500	792	

	A	B	C	D	E	F	G	M	Q	R
								FY 19 Annual Budget	FY 19 Monthly Budget	Comments
1										
81							Mulch	4,000	333	
82							New Plantings	6,000	500	
83							Pond & Stormwater Maint Contract	12,780	1,065	
84							Property Insurance Contract	12,000	1,000	
85							Sod Replacement	4,000	333	
86							Mitigation Maint Contract	900	75	
88							Total 53900 - Physical Environment	155,380	12,948	
89							57200 - Parks & Recreation			
90							Auto Liability	755	63	
91							Club Facility Maintenance			
92							Club Facility Maintenance	5,000	417	
93							Clubhouse Supplies	2,300	192	
94							Locks/Keys	100	8	
95							Pool Snack Vending Items	300	25	
96							Total Club Facility Maintenance	7,700	642	
97							District Employees Payroll Exp			
99							Employer Workman Comp	9,000	750	
100							Facilities Monitor	34,570	2,881	
101							Medical Stipends	6,000	500	
102							Payroll Service Charge	2,500	208	
103							Payroll Taxes - Employer Taxes	13,500	1,125	
104							Performance Stipend	2,600	217	
105							Full Time Hybrid Employee	25,459	2,122	
106							Property Maintenance Part-Time	1,425	119	
107							Property Maintenance Team Lead	28,221	2,352	
108							Property Manager	61,776	5,148	
109							Recreational Assistants	5,900	492	
110							Total District Employees Payroll Exp	190,951	15,913	
111							Dock Maintenance	400	33	
112							Drainage/ Nature Path/Trail Maintenance	1,800	150	
113							Park Facility Maintenance	5,000	417	
114							Parks & Rec Cell Phones	1,700	142	
115							Playground Maintenance	2,000	167	
116							Pool Maintenance Contract	19,600	1,633	
117							Pool Maintenance Repairs	12,000	1,000	
119							Sec System Monitoring Contract	240	20	

	A	B	C	D	E	F	G	M	Q	R
1								FY 19 Annual Budget	FY 19 Monthly Budget	Comments
120							Security Repairs	5,000	417	
121							Total 57200 - Parks & Recreation	247,146	20,596	
122							58003- Future CIP Projects & Reserves	325,299	27,108	
123							Total Expense	905,682	75,474	
124							Revenue Less Expenses	0	0	
131										
132										
133										
134							OTHER REVENUE - FY 16 CARRYOVER (Oct, 15-Sept, 16)	184,037	15,336	
135							Total Unassigned Revenue	184,037		
136							OTHER EXPENSES - Required/Priority Projects Prior to Bond Payoff			
137							1 Funding for District's Reserve account	\$5,000		\$5,000 Needed to fund reserve account per Burton's recommendations.
138							2 Additional funding for unassigned CIP projects	\$179,037		\$179,037 needed to fund emerging projects.
139							TOTAL	184,037		
140										
141										
142										
143										
144							District Reserve Fund		Sept '18	
145							CenterState Money Market Account		242,172	Committed/Assigned
146							Total		242,172	

# Security - Grounds Committee Meeting Minutes

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**Date:** *Wednesday, October 17<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.

Supervisor Nelson signed checks

The committee reviewed the proposed restroom architectural finish and material selections and the new restroom layouts and wall elevations.

The committee reviewed the proposal from Planeng, Inc for civil engineering services to design / permit the clubhouse water meter from a 1" to a 2" minimum tap and supply line size as required for auto flush, tankless toilet facilities. There are no options for auto flush tanked toilets. See the attached proposal.

The committee recommends acceptance and engagement of Planeng Inc.'s proposal for \$2,400 for civil engineering and permitting to change the clubhouse water meter from 1" to 2" for the purpose of allowing tankless, auto flush toilets.

The committee discussed the situation with the villas sign wall and the change order request that is required because there are no structural bricks available. Our directive to the sign company was to build the walls out of structural brick to match our existing walls. They started the structural drawings and they and I looked for a suitable brick. There were no structural brick available anywhere so we picks a close matching alternative that is same brick face height, 8" long instead of 12' long (structural Brick) only 3' deep instead of the 6" deep of a structural brick which requires a block backing structurally per the engineer to meet current wind codes. There is no other way to build this wall. This is a result of increased wind load structural requirements per the current Florida building code and the fact that structural bricks are no longer made. Both of these conditions have changed from when our original walls were built. See attached addendum.

The committee recommends approval of Arete Industries' Addendum #4 for the addition of block backing the brick face and stucco and paint on the exposed back surface at the villas walls for \$4,325

It was recommended by the Architect that we utilize Judy's Permitting Service to submit our restroom building plans to Hillsborough County for acquiring a building permit. Our time constraint of desiring to have the renovations completed by April when pool usage typically increases and the increased length of time that permitting is taking necessitates that we start the permitting process immediately while we concurrently bid the construction documents to general contractors.

The grounds committee recommends approval of Judy's permitting service to submit, track and push the restrooms plans through the Hillsborough County building permit process for \$400

October 9, 2018

**Mr. Mark Cooper**

Property Manager  
Lake St. Charles CDD  
6801 Colonial Lake Dr.  
Riverview, FL 33578

Re: Project: Lake St. Charles Clubhouse Water Meter Upsize  
Address: 6801 Colonial Dr., Riverview, FL 33578  
"Client": Lake St. Charles CDD

Dear Mr. Cooper:

Thank you for this opportunity to offer you our services towards the upsizing of the water meter at the subject location. Pursuant to Juan Esparza's request (ROJO Architecture), we have prepared the following letter agreement (hereinafter referred to as the "Agreement") for services to be rendered by Planeng, Inc. to the Client towards that goal. This Agreement includes the "Terms and Conditions" which are attached hereto as Schedule "B" and incorporated herein by reference:

**SCOPE OF SERVICE TASKS<sup>1</sup>**

**1. Water Utility Plan**

We will prepare a water utility plan using the as-builts previously prepared for this project. The water utility plan will depict replacing the existing water meter with a 2" meter. Should a new water main tap be required, the plan will also show it.

**2. Regulatory Permitting**

This task will include the preparation and submittal of the following applications for permits and/or approvals:

**2.1.1. Hillsborough County:**

2.1.1.1. Utility permit application (water service only)

**2.1.2. Florida Department of Environmental Protection/ Dep't of Health:**

2.1.2.1. Application for a Single Service Permit

**3. Shop Drawings and Regulatory Certifications**

This Task includes one round of shop drawing review as well as preparation of regulatory certifications to Hillsborough County and FDEP/DOH as required. This Task also includes preparation and submittal of Hillsborough County's required Final Site Inspection Request package. Certifications shall be based on a signed and sealed as-

<sup>1</sup> Services not specifically included are explicitly excluded.

built survey (prepared and furnished by others), site inspections, and water main pressure testing (as required). A total of two (2) site visits or tests are included in this Task.

### **COST OF SERVICES AND PAYMENT SCHEDULES**

The services cost for the above scope of service Tasks shall be \$2,400. See "Schedule A", which is attached hereto and incorporated herein by reference for applicable hourly rate costs for services provided by Planeng, Inc. but not included in the tasks set forth above.

### **Direct and Reimbursable Expenses:**

The Client shall provide reimbursement for direct expenses such as those listed below:

- |  |                                  |
|--|----------------------------------|
| • Prints (24" x 36")                                       | \$2.00 each                      |
| • Photocopies (letter, legal, and ledger sizes)            | \$0.20 each                      |
| • Services of others, e.g., traffic counts, surveyor, etc. | actual cost                      |
| • Mileage  | current allowed<br>by Fed. Govt. |
| • Parking  | actual cost                      |
| • Postage, delivery, etc.                                  | actual cost                      |
| • Expenses of others                                       | paid by<br>Client/Owner          |

### **Billing and Payment:**

Payment for tasks, fees, services and expenses may be invoiced by Planeng, Inc. to the Client monthly and/or as they occur. All invoices are due and payable upon receipt, and are late and delinquent to the extent not paid in full by the Client within thirty (30) days after the date of an invoice. Should the Client abandon the project, payment shall be due for all tasks, services and expenses performed, paid or incurred through the date of Planeng, Inc.'s receipt of written notification of work cessation. Payment for services is not contingent upon the outcome of the permit processes nor the outcome of the tasks or services provided pursuant to this Agreement. Permit application and/or review fees shall be paid by the Client and/or Owner and are not included in this Agreement.

### **COMMENCEMENT; DOCUMENTS NEEDED FROM THE CLIENT:**

We pledge to work quickly, effectively, and economically on behalf of the Client, and we are confident that you will be pleased with our performance and design excellence. Within seven (7) days of Planeng, Inc.'s receipt of the signed and dated Client Acceptance of the Agreement signature page (below) and the following listed information, we will begin work on this project pursuant to this Agreement.

Information to be provided by "Client":

1. AutoCAD file and PDF of current as-built survey (Planeng to provide survey specifications to the surveyor of your choice)

**Planeng, Inc.**, 3737 Lake Joyce Drive, Land O' Lakes, FL 34639 T (813) 962.1752 F (866) 413.6206

E:\DOCUMENTS\Marketing\Lake St. Charles Water Meter Upsize.docx



Date: October 9, 2018  
Client: Lake St. Charles CDD  
Project: Lake St. Charles Clubhouse Water Meter Upsize  
Address: 6801 Colonial Dr., Riverview, FL 33578

Page 3 of 12

Sincerely,

**Planeng, Inc.**



Russell M. Ottenberg  
Vice President

RMO:JMG:jg

Attachment(s): Client Acceptance of the Agreement (signature page)  
Schedule "A" (Job Description and Hourly Rates)  
Schedule "B" (Terms and Conditions)

**Planeng, Inc.**, 3737 Lake Joyce Drive, Land O' Lakes, FL 34639 T (813) 962.1752 F (866) 413.6206

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### **CLIENT ACCEPTANCE OF THE AGREEMENT**

This signature page is part of the Agreement between Planeng, Inc. and the undersigned Client.

The undersigned Client hereby acknowledges a full understanding of the services and tasks to be performed by **Planeng, Inc.** for the Client pursuant to this Agreement.

The undersigned Client hereby agrees to the terms and conditions of this Agreement (which Agreement includes the "Terms and Conditions" attached to the Agreement as Schedule "B" when originally transmitted to the Client for review and acceptance). Those "Terms and Conditions" are expressly incorporated into the Agreement and into this Acceptance Page by this reference.

### **Statutory Disclosure**

**PURSUANT TO THIS AGREEMENT AND F.S. SECTION 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT OF PLANENG MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.**

"Client":

\_\_\_\_\_  
Accepted and agreed to on behalf of the Client  
by:

By: \_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Planeng, Inc.**, 3737 Lake Joyce Drive, Land O' Lakes, FL 34639 T (813) 962.1752 F (866) 413.6206

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**SCHEDULE "A"**  
**JOB DESCRIPTION AND HOURLY RATES**

<b><u>JOB DESCRIPTION</u></b>	<b><u>HOURLY RATE</u></b>
Expert	\$175
Senior Planner	\$150
Project Planner	\$130
Staff Planner	\$110
Senior Engineer	\$150
Project Engineer	\$130
Staff Engineer	\$110
Project CADD Technician	\$90
Staff CADD Technician	\$70
Secretary	\$50

# Quotation

Number: SO9141

Date: 10/23/2018

## Sold To:

Lake St. Charles CDD  
Attn: Mark Cooper  
6801 Colonial Lake Drive  
Riverview, FL 33578  
Phone: +18139907555  
Email:  
propertymgr@lakestcharles.org

## Bill To:

Lake St. Charles CDD  
Attn: Mark Cooper  
6801 Colonial Lake Drive  
Riverview, FL 33578  
Phone: +18139907555  
Email:  
propertymgr@lakestcharles.org

## Ship To:

Lake St. Charles CDD  
Attn: Mark Cooper  
6801 Colonial Lake Drive  
Riverview, FL 33578  
Phone: +18139907555  
Email:  
propertymgr@lakestcharles.org

Salesperson	PO Reference	Ship Via	Terms	F.O.B.
Debra Kempker	Addendum #4		50% Deposit / Net 30	FOB-Arete

Model	Quantity	Description	Unit Price	Price
	1.000	Addendum # 4 - ADDITION TO VILLA WALLS - per discussion to meet Florida wind load, this addendum now covers the 816 CMU Typ. concrete block needed to build the structural wall that will carry the newly selected queen modular brick. Specifically Old Lexington brick by Meridian. Queen modular brick 3" wide x 7 5/8" long x 2 3/4" tall. Blocks to have filled cells with #5 vertical bars. Back side of wall to have knock down stucco finish, primed and painted Sherwin Williams SW6106 Kilim Beige. Also includes engineering and permit revision.	\$ 4,325.00	\$ 4,325.00

<b>Subtotal</b>	\$ 4,325.00
<b>Taxes</b>	\$ 0.00
<b>Total</b>	\$ 4,325.00

Unless otherwise indicated, freight charges are determined upon completion of purchase

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

By endorsing here, I have read and accept the below outlined terms of this agreement.

## TERMS AND CONDITIONS:

TERMS: This quotation is subject to acceptance within 30 days from the date of the quotation. Arete Industries must approve all changes, deletions, or additions to this proposal and any changes therefore will be reflected in the final invoice. Unless otherwise indicated prices are F.O.B. Odessa, Florida and shipments will be sent C.O.D. with the carrier fees and freight charges prepaid and added to the final invoice. Unless otherwise indicated this quotation does not include applicable sales or other taxes, if any. The status of this agreement shall be deemed to Pasco County, Florida and shall be governed by the laws of the state of Florida. If it becomes necessary to institute legal action or use any outside agency to enforce collection of amounts due under this agreement, buyer agrees to reimburse seller for all costs and attorney's fees.

PAYMENT: Unless otherwise noted above, a deposit of 50% is required with the signed copy of this agreement. Balance due upon delivery. A 4% processing fee is applied if paying by credit card. Late payments will be assessed a late payment fee of 1 1/2% per month (18% annual interest rate) on any unpaid balance.

# Management Committee Meeting Minutes

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**Date:** *Wednesday, October 17<sup>th</sup>, 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, November 21<sup>st</sup> at 1:00PM.

### The meeting commenced at 1:00 pm

- The committee Chairman reviewed and signed checks.
- The committee reviewed the proposed restroom architectural finish and material selections and the new restroom layouts and wall elevations.
- The committee reviewed the proposal from Planeng, Inc for civil engineering services to design / permit the clubhouse water meter from a 1” to a 2” minimum tap and supply line size as required for auto flush, tankless toilet facilities. There are no options for auto flush tanked toilets.
- The committee recommends acceptance and engagement of Planeng Inc.’s proposal for \$2,400 for civil engineering and permitting to change the clubhouse water meter from 1” to 2” for the purpose of allowing tankless, auto flush toilets.
- The committee discussed the situation with the villas sign wall and the change order request that is required because there are no structural bricks available. Our directive to the sign company was to build the walls out of structural brick to match our existing walls. They started the structural drawings and they and I looked for a suitable brick. There were no structural brick available anywhere so we picks a close matching alternative that is same brick face height, 8” long instead of 12’ long (structural Brick) only 3’ deep instead of the 6” deep of a structural brick which requires a block backing structurally per the engineer to meet current wind codes. There is no other way to build this wall. This is a result of increased wind load structural requirements per the current Florida building code and the fact that structural bricks are no longer made. Both of these conditions have changed from when our original walls were built.
- The committee recommends approval of Arete Industries’ Addendum #4 for the addition of block backing the brick face and stucco and paint on the exposed back surface at the villas walls for \$4,325. It was recommended by the Architect that we utilize Judy’s Permitting Service to submit our restroom building plans to Hillsborough County for acquiring a building permit. Our time constraint of desiring to have the renovations completed by April when pool usage typically increases and the increased length of time that permitting is taking necessitates that we start the permitting process immediately while we concurrently bid the construction documents to general contractors.

### The meeting adjourned at 2:15 pm

# Strategic Planning Committee Meeting Minutes

---

**Date:** *Tuesday, October 16<sup>th</sup>, 2018 @ 10:00 am*

**Chairperson:** *Supervisor Ginny Gianakos*

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

The Strategic Planning Committee was canceled.

Supervisor Gianakos did come to the clubhouse a few days later to look at the proposed finish material for the clubhouse restroom project and offered input.

The next Strategic Planning Committee Meeting is scheduled for Tuesday, November 21<sup>st</sup> at 10 am.

	Jul '18	Aug '18	Sept '18	Category
<b>Bank/Current Asset Accounts</b>				
CenterState Bank Checking	345,809	257,904	179,783	Cash
CenterState Bank Money Market	242,079	242,126	242,172	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	960	1,002	1,002	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>588,848</b>	<b>501,032</b>	<b>422,957</b>	
<b>Cash (Checking/Savings)</b>				
CenterState Bank Checking	345,809	257,904	179,783	
CenterState Bank Money Market	242,079	242,126	242,172	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	960	1,002	1,002	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
<b>Total Cash Accounts</b>	<b>588,848</b>	<b>501,032</b>	<b>422,957</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>588,848</b>	<b>501,032</b>	<b>422,957</b>	
<b>District Reserve Fund</b>				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	242,079	242,126	242,172	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	242,079	242,126	242,172	

Type	Num	Date	Name	Account	Original Amount
Sales Tax Paymen EFT/ACH		09/11/2018	Florida Department of Revenue	10000-CenterState Bank Checking	-6.18
			Florida Department of Revenue	Sales Tax Payable	0.90
			Florida Department of Revenue	Sales Tax Payable	2.99
			Florida Department of Revenue	Sales Tax Payable	2.29
TOTAL					<u>6.18</u>
Check	EFT/Auto	09/04/2018	TECO Electric	10000-CenterState Bank Checking	-2,832.18
				53100 - Electric Utility Svs	50.65
				53100 - Electric Utility Svs	59.82
				53100 - Electric Utility Svs	176.44
				53100 - Electric Utility Svs	842.98
				53100 - Electric Utility Svs	93.64
				53100 - Electric Utility Svs	1,143.62
				53100 - Electric Utility Svs	35.26
				53100 - Electric Utility Svs	28.67
				53100 - Electric Utility Svs	26.93
				53100 - Electric Utility Svs	22.90
				53100 - Electric Utility Svs	22.08
				53100 - Electric Utility Svs	23.12
				53100 - Electric Utility Svs	22.80
				53100 - Electric Utility Svs	23.21
				53100 - Electric Utility Svs	23.12
				53100 - Electric Utility Svs	22.90
				53100 - Electric Utility Svs	22.90
				53100 - Electric Utility Svs	22.90
				53100 - Electric Utility Svs	22.80
				53100 - Electric Utility Svs	<u>145.44</u>



Type	Num	Date	Name	Account	Original Amount
TOTAL					2,832.18
Check	EFT/Auto	09/05/2018 ADP		10000-CenterState Bank Checking	-8,722.62
				District Manager	1,936.00
				Payroll Taxes - Employer Taxes	163.40
				Facilities Monitor	1,303.20
				Property Maintenance Team Lead	877.23
				Property Manager	2,329.60
				Payroll Taxes - Employer Taxes	456.65
				Full Time Hybrid Employee	930.00
				Property Maintenance Part-Time	26.54
				Medical Stipend	200.00
				Medical Stipends	500.00
TOTAL					8,722.62
Check	EFT/Auto	09/11/2018 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	09/14/2018 ADP		10000-CenterState Bank Checking	-140.25
				Payroll Service Charge	23.38
				Payroll Service Charge	116.87
TOTAL					140.25
Check	EFT/Auto	09/18/2018 ADP		10000-CenterState Bank Checking	-13,024.57
				District Manager	1,936.00

Type	Num	Date	Name	Account	Original Amount
				Payroll Taxes - Employer Taxes	224.60
				Facilities Monitor	1,303.20
				Property Maintenance Team Lead	922.97
				Property Manager	2,329.60
				Payroll Taxes - Employer Taxes	624.89
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
				Full Time Hybrid Employee	960.00
				Performance Stipend	2,600.00
				Performance Stipend	1,000.00
				Property Maintenance Part-Time	39.81
TOTAL					<u>13,024.57</u>
Check	EFT/Auto	09/22/2018	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>
Check	EFT/Auto	09/26/2018	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	09/28/2018	ADP	10000-CenterState Bank Checking	-162.50
				Payroll Service Charge	23.20

Type	Num	Date	Name	Account	Original Amount
				Payroll Service Charge	81.30
				Supervisor Payroll Service	58.00
TOTAL					<u>162.50</u>
<b>Check</b>	<b>EFT/Auto</b>	<b>09/29/2018 ADP</b>		<b>10000-CenterState Bank Checking</b>	<b>-9,020.86</b>
				District Manager	1,936.00
				Payroll Taxes - Employer Taxes	163.40
				Facilities Monitor	1,303.20
				Property Maintenance Team Lead	1,097.58
				Property Manager	2,329.60
				Payroll Taxes - Employer Taxes	478.00
				Full Time Hybrid Employee	960.00
				Property Maintenance Part-Time	53.08
				Medical Stipend	200.00
				Medical Stipends	500.00
TOTAL					<u>9,020.86</u>
<b>Check</b>	<b>EFT/Auto</b>	<b>09/30/2018 Square Inc</b>		<b>10000-CenterState Bank Checking</b>	<b>-4.72</b>
				Other Misc Income	0.04
				Rental	4.68
TOTAL					<u>4.72</u>
<b>Bill Pmt -Check</b>	<b>8167</b>	<b>09/11/2018 Air Pros HVAC Contracting LLC</b>		<b>10000-CenterState Bank Checking</b>	<b>-7,285.00</b>
Bill	INV# 1000000652	08/23/2018		Unassigned CIP Projects	7,285.00
TOTAL					<u>7,285.00</u>

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	8168	09/11/2018	Aquatic Systems, Inc	10000-CenterState Bank Checking	-950.00
Bill	P Jar test	08/30/2018		Unassigned CIP Projects	950.00
TOTAL					950.00
Bill Pmt -Check	8169	09/11/2018	BOCC	10000-CenterState Bank Checking	-540.33
Bill	Aug Water Bill	08/13/2018		53600 - Water/Sewer Services	540.33
TOTAL					540.33
Bill Pmt -Check	8170	09/11/2018	CLC Total Care	10000-CenterState Bank Checking	-7,250.00
Bill	SeptMonthly Maintena	09/11/2018		Landscape Maintenance Contract	7,250.00
TOTAL					7,250.00
Bill Pmt -Check	8171	09/11/2018	Frontier	10000-CenterState Bank Checking	-220.65
Bill	Aug Internet & Fax	08/25/2018		Telephone	220.65
TOTAL					220.65
Bill Pmt -Check	8172	09/11/2018	Miracle Recreation	10000-CenterState Bank Checking	-1,076.00
Bill	802859 Inv #	08/15/2018		Unassigned CIP Projects	1,076.00
TOTAL					1,076.00
Bill Pmt -Check	8173	09/11/2018	Republic Waste Services	10000-CenterState Bank Checking	-205.06

Type	Num	Date	Name	Account	Original Amount
Bill	0696-000751067 Inv #	08/17/2018		53400 - Garbage/Solid Waste Svc	205.06
TOTAL					<u>205.06</u>
<b>Bill Pmt -Check</b>	<b>8174</b>	<b>09/11/2018</b>	<b>Still Water Aquatics LLC</b>	<b>10000-CenterState Bank Checking</b>	<b>-250.00</b>
Bill	INV #2125	08/30/2018		Misc. Landscape Maintenance	250.00
TOTAL					<u>250.00</u>
<b>Bill Pmt -Check</b>	<b>8175</b>	<b>09/11/2018</b>	<b>SunTrust Credit Card</b>	<b>10000-CenterState Bank Checking</b>	<b>-1,907.69</b>
Bill	Aug CC Statement	08/24/2018		13500 - SunTrust Visa Card	1,907.69
TOTAL					<u>1,907.69</u>
<b>Bill Pmt -Check</b>	<b>8176</b>	<b>09/11/2018</b>	<b>Tampa Bay Times</b>	<b>10000-CenterState Bank Checking</b>	<b>-193.25</b>
Bill	AD#670296	08/10/2018		Legal Advertising	193.25
TOTAL					<u>193.25</u>
<b>Bill Pmt -Check</b>	<b>8177</b>	<b>09/11/2018</b>	<b>Verizon Wireless</b>	<b>10000-CenterState Bank Checking</b>	<b>-42.24</b>
Bill	7-24-18 to 08-23-18	08/23/2018		Telephone	42.24
TOTAL					<u>42.24</u>
<b>Bill Pmt -Check</b>	<b>8178</b>	<b>09/11/2018</b>	<b>Zebra Cleaning Team, Inc.</b>	<b>10000-CenterState Bank Checking</b>	<b>-90.00</b>
Bill	Electrician Visit	08/31/2018		Pool Maintenance Repairs	90.00
TOTAL					<u>90.00</u>

	Type	Num	Date	Name	Account	Original Amount
	Bill Pmt -Check	8179	09/11/2018	Air Pros HVAC Contracting LLC	10000-CenterState Bank Checking	-699.00
	Bill	INV# 1000000677	08/24/2018		Unassigned CIP Projects	699.00
TOTAL						699.00
	Bill Pmt -Check	8180	09/11/2018	Aquatic Systems, Inc	10000-CenterState Bank Checking	-1,049.00
	Bill	Sept Pond Mainten	09/01/2018		Pond Maint Contract	1,049.00
TOTAL						1,049.00
	Bill Pmt -Check	8181	09/11/2018	Tampa Bay Times	10000-CenterState Bank Checking	-427.00
	Bill	AD#676614	09/04/2018		Legal Advertising	427.00
TOTAL						427.00
	Bill Pmt -Check	8182	09/19/2018	BOCC	10000-CenterState Bank Checking	-426.72
	Bill	Sept Water Bill	09/19/2018		53600 - Water/Sewer Services	426.72
TOTAL						426.72
	Bill Pmt -Check	8183	09/19/2018	Brandon Lock & Safe, Inc.	10000-CenterState Bank Checking	-260.50
	Bill	Pool gate lock	09/15/2018		Club Facility Maintenance	260.50
TOTAL						260.50
	Bill Pmt -Check	8184	09/19/2018	Chris's Portable Toilets	10000-CenterState Bank Checking	-75.00
	Bill	1805-99323 Inv #	09/08/2018		Park Facility Maintenance	75.00
TOTAL						75.00
	Bill Pmt -Check	8185	09/19/2018	Edmonson Enterprises, Inc.	10000-CenterState Bank Checking	-260.00
	Bill	South Fountain Repai	09/13/2018		Unassigned CIP Projects	260.00

Type	Num	Date	Name	Account	Original Amount
TOTAL					260.00
<b>Bill Pmt -Check</b>	<b>8186</b>	<b>09/19/2018</b>	<b>TECO Gas Company</b>	<b>10000-CenterState Bank Checking</b>	<b>-226.34</b>
Bill	Sept Billing	09/07/2018		53200 - Gas Utility Services	226.34
TOTAL					226.34
<b>Bill Pmt -Check</b>	<b>8187</b>	<b>09/19/2018</b>	<b>Zebra Cleaning Team, Inc.</b>	<b>10000-CenterState Bank Checking</b>	<b>-1,600.00</b>
Bill	Sept Pool Cleaning	09/12/2018		Pool Maintenance Contract	1,600.00
TOTAL					1,600.00
<b>Bill Pmt -Check</b>	<b>8188</b>	<b>09/26/2018</b>	<b>Republic Waste Services</b>	<b>10000-CenterState Bank Checking</b>	<b>-210.28</b>
Bill	0696-000756923 Inv #	09/17/2018		53400 - Garbage/Solid Waste Svc	210.28
TOTAL					210.28
<b>Bill Pmt -Check</b>	<b>8189</b>	<b>09/26/2018</b>	<b>Verizon Wireless</b>	<b>10000-CenterState Bank Checking</b>	<b>-112.60</b>
Bill	8-02-18 to 09-01-18	09/01/2018		Parks & Rec Cell Phones	112.60
TOTAL					112.60
<b>Bill Pmt -Check</b>	<b>8190</b>	<b>09/26/2018</b>	<b>Egis Insurance &amp; Risk Advisors, LLC</b>	<b>10000-CenterState Bank Checking</b>	<b>-18,654.00</b>
Bill	Policy#100118567	10/01/2018		Crime	510.00
				General Liability	3,517.00
				Public Officials Liability & EP	2,890.00
				Property Insurance Contract	11,040.00
				Auto Liability	697.00
TOTAL					18,654.00
<b>Bill Pmt -Check</b>	<b>8191</b>	<b>09/26/2018</b>	<b>RetailFirst - Summit W/C</b>	<b>10000-CenterState Bank Checking</b>	<b>-808.15</b>

Type	Num	Date	Name	Account	Original Amount
Bill	INV# 10675281	10/01/2018		Employer Workman Comp	808.15
TOTAL					<u>808.15</u>



# Treasurer's Report - CenterState Account

September 2018

09/1/18 - 09/30/18

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						<b>257,904.23</b>
09/04/2018 EFT/Auto	TECO Electric	06980007400 Acct #		2,832.18		255,072.05
09/05/2018 EFT/Auto	ADP	P.E. 9-01-18		8,722.62		246,349.43
09/05/2018		Deposit			14.59	246,364.02
09/06/2018		Deposit			14.59	246,378.61
09/11/2018 EFT/ACH	Florida Department of Revenue			6.18		246,372.43
09/11/2018 8167	Air Pros HVAC Contracting LLC	INV# 1000000652		7,285.00		239,087.43
09/11/2018 8168	Aquatic Systems, Inc	INV# 0000422462		950.00		238,137.43
09/11/2018 8169	BOCC	4678710000 Acct #		540.33		237,597.10
09/11/2018 8170	CLC Total Care	INV 19925		7,250.00		230,347.10
09/11/2018 8171	Frontier	ACCT# 813-671-8339-120297-5		220.65		230,126.45
09/11/2018 8172	Miracle Recreation	802859 Inv #		1,076.00		229,050.45
09/11/2018 8173	Republic Waste Services	3-0696-1005435		205.06		228,845.39
09/11/2018 8174	Still Water Aquatics LLC	INV #2125		250.00		228,595.39
09/11/2018 8175	SunTrust Credit Card	4223071100091531 Acct #		1,907.69		226,687.70
09/11/2018 8176	Tampa Bay Times	Acct# 105743 AD#670296		193.25		226,494.45
09/11/2018 8177	Verizon Wireless	Acct# 842082173-00001		42.24		226,452.21
09/11/2018 8178	Zebra Cleaning Team, Inc.	INV# 2822		90.00		226,362.21
09/11/2018 8179	Air Pros HVAC Contracting LLC	INV# 1000000677		699.00		225,663.21
09/11/2018 8180	Aquatic Systems, Inc	INV# 0000419986		1,049.00		224,614.21
09/11/2018 8181	Tampa Bay Times	Acct# 105743 AD#676614		427.00		224,187.21
09/11/2018 EFT/Auto	Square Inc	Y. Chamberlain CH Rental Deposit Refund		291.75		223,895.46
09/13/2018		Deposit			291.75	224,187.21
09/14/2018 EFT/Auto	ADP	518987044 Inv #		140.25		224,046.96
09/15/2018		Deposit			583.50	224,630.46
09/18/2018 EFT/Auto	ADP	P.E. 9-15-18		13,024.57		211,605.89
09/18/2018		Deposit			14.59	211,620.48
09/19/2018 8182	BOCC	4678710000 Acct #		426.72		211,193.76
09/19/2018 8183	Brandon Lock & Safe, Inc.	42579 Inv #		260.50		210,933.26
09/19/2018 8184	Chris's Portable Toilets	1805-99323 Inv #		75.00		210,858.26
09/19/2018 8185	Edmonson Enterprises, Inc.	INV# 2218		260.00		210,598.26

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
09/19/2018	8186	TECO Gas Company	07884976	226.34		210,371.92
09/19/2018	8187	Zebra Cleaning Team, Inc.	INV# 2913	1,600.00		208,771.92
09/20/2018			Deposit		291.75	209,063.67
09/21/2018			Deposit		29.17	209,092.84
09/22/2018	EFT/Auto	Square Inc	P. Roberts CH Rental Deposit Refund	291.75		208,801.09
09/26/2018	8188	Republic Waste Services	3-0696-1005435	210.28		208,590.81
09/26/2018	8189	Verizon Wireless	Acct# 742078254-00001	112.60		208,478.21
09/26/2018	8190	Egis Insurance & Risk Advisors, LLC	Policy#100118567	18,654.00		189,824.21
09/26/2018	8191	RetailFirst - Summit W/C	0520-48906 Policy # INV# 10675281	808.15		189,016.06
09/26/2018			Deposit		29.17	189,045.23
09/26/2018	EFT/Auto	Square Inc	R. Cortez CH Rental Deposit Refund	291.75		188,753.48
09/28/2018	EFT/Auto	ADP	519823565 Inv #	162.50		188,590.98
09/29/2018	EFT/Auto	ADP	P.E. 9-29-18	9,020.86		179,570.12
09/30/2018		Clubhouse Rentals			170.00	179,740.12
09/30/2018		Vending Sales			1.50	179,741.62
09/30/2018	EFT/Auto	Square Inc	2.75% Square Processing Fee for Vending Items	4.72		179,736.90
09/30/2018			Interest		45.88	179,782.78
				<b>79,607.94</b>	<b>1,486.49</b>	<b>179,782.78</b>

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '17 Sept '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							<b>Interest - General Fund</b>	1,671	1,450	221		1,387
7							<b>Total 36100 - Interest Earnings</b>	1,671	1,450	221		1,387
8							<b>General Fund Assessment-O&amp;M</b>					
9							<b>General Fund Assessment Gross</b>	935,803	935,803	0		788,068
10							<b>GF Prop Tax Interest</b>	824	0	824		531
11							<b>GF Tax Collector Commissions</b>	(18,024)	(18,716)	692		(14,710)
12							<b>GF Tax Payment Discount</b>	(35,300)	(37,432)	2,132		(30,139)
13							<b>Total General Fund Assessment-O&amp;M</b>	883,303	879,655	3,648		743,750
14												
15							<b>Total 36310 - Special Assessment</b>	883,303	879,655	3,648		743,750
16							<b>36311 - Excess Fees</b>	5,701	0	5,701		5,388
17							<b>36900 - Miscellaneous Revenues</b>			0		
18							<b>Other Misc Revenue</b>	6,968	5,357	1,611		2,623
19							<b>Rental</b>	2,329	1,900	429		2,096
20							<b>Total 36900 - Miscellaneous Revenues</b>	9,296	7,257	2,039		4,719
21							<b>Total Revenue</b>	899,971	888,362	11,609		755,244
22												
24							<b>Expense</b>					
25							<b>5110 - Legislative</b>					
26							<b>Employer Taxes</b>	1,073	1,460	(387)		1,294
27							<b>Special District Fees</b>	175	175	0		175
28							<b>Supervisor Fees</b>	12,000	12,000	0		12,000
29							<b>Supervisor Payroll Service</b>	839	900	(61)		310
30							<b>Total 5110 - Legislative</b>	14,086	14,535	(449)		13,780

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Sept '18	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
31							51300 - Financial & Admin					
32							Accounting Services	300	500	(200)		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	50,336	50,336	0		49,321
37							Medical Stipend	2,400	2,400	0		2,400
38							Payroll Service Charge	475	465	10		158
39							Payroll Taxes - Employer Taxes	4,198	4,400	(202)		4,291
40							Performance Stipend	1,000	1,000	0		1,000
41							Total District F&A Employees	58,409	58,601	(192)		57,170
42							Dues, Licenses & Fees	420	500	(80)		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	2,958	2,600	358		9,025
49							Local/Other Taxes	3,196	2,800	396		2,756
50							Office Supplies	577	1,000	(423)		1,008
51							Postage	210	250	(40)		580
52							Printer Supplies	772	2,000	(1,228)		1,737
53							Professional Development	0	1,000	(1,000)		0
54							Technology Services/Upgrades	2,580	2,000	580		2,128
55							Telephone	3,152	3,100	52		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	97,228	100,048	(2,820)		102,313

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '17 Sept '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	1,002	8,000	(6,998)		18,782
61							<b>Total 51400 - Legal Counsel</b>	1,002	8,000	(6,998)		18,782
62							<b>52100 - Law Enforcement</b>					
63							Car Maintenance & Repairs	613	1,000	(387)		425
64							Car Gas	691	1,500	(809)		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							<b>Total Hyundai Loan Payments</b>	1,040	1,048	(8)		3,143
69							Other Protection Services	0	15	(15)		0
70							<b>Total 52100 - Law Enforcement</b>	2,344	3,563	(1,219)		4,323
71							<b>53100 - Electric Utility Svs</b>	34,992	38,800	(3,808)		33,892
72							<b>53200 - Gas Utility Services</b>	3,677	4,000	(323)		3,218
73							<b>53400 - Garbage/Solid Waste Svc</b>	2,291	1,700	591		1,814
74							<b>53600 - Water/Sewer Services</b>	7,205	8,000	(795)		6,357
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)		181
79							Principal Payment	2,016	2,140	(124)		2,594
80							<b>Total Ford F250 Loan Payment</b>	2,032	2,312	(280)		2,775
81							Ford F250 Maintenance & Repair	828	1,000	(172)		569
82							Fountain in Lake	8,996	3,418	5,578		210
83							Gas - Equipment	426	400	26		408
84							Gas - Truck	1,580	1,800	(220)		1,505

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '17 Sept '18</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
85							Irrigation Maintenance	7,428	6,700	728		8,171
86							Landscape Maintenance Contract	87,000	87,000	0		87,000
87							Misc. Landscape-Temporary Staff	3,000	3,000	0		9,500
88							Misc. Landscape Maintenance	6,653	9,500	(2,847)		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	12,588	12,780	(192)		10,772
92							Property Insurance Contract	10,747	12,000	(1,253)		10,550
93							Sod Replacement	4,420	4,000	420		2,955
94							Mitigation Maint Contract	900	900	0		2,808
95							<b>Total 53900 - Physical Environment</b>	<b>149,228</b>	<b>156,810</b>	<b>(7,582)</b>		<b>148,554</b>
96							<b>57200 - Parks &amp; Recreation</b>					
97							Auto Liability	665	755	(90)		665
98							Club Facility Maintenance					
99							Club Facility Maintenance	3,572	5,000	(1,428)		4,919
100							Clubhouse Supplies	2,446	2,300	146		2,698
101							Locks/Keys	245	100	145		0
102							<b>Total Club Facility Maintenance</b>	<b>6,262</b>	<b>7,400</b>	<b>(1,138)</b>		<b>7,618</b>
103							<b>District Employees Payroll Exp</b>					
104							Employer Workman Comp	8,586	7,629	957		6,735
105							Facilities Monitor	33,583	33,403	180		31,792
106							Medical Stipends	6,250	6,000	250		5,200
107							Payroll Service Charge	2,607	2,000	607		735
108							Payroll Taxes - Employer Taxes	12,632	13,500	(868)		12,675
109							Performance Stipend	2,600	2,600	0		2,100
110							Full-Time Hybrid Employee	24,390	24,960	(570)		0
111							Property Maintenance Part-Time	1,174	1,381	(207)		930
112							Property Maintenance Team Lead	27,647	27,675	(28)		34,690
113							Property Manager	60,570	60,570	(0)		59,246
114							Recreational Assistants	5,370	5,900	(530)		8,085
115							<b>Total District Employees Payroll Exp</b>	<b>185,408</b>	<b>185,618</b>	<b>(210)</b>		<b>162,188</b>

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '17 Sept '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>	1,784	1,800	(16)		1,498
118							<b>Park Facility Maintenance</b>	4,404	5,000	(596)		5,148
119							<b>Parks &amp; Rec Cell Phones</b>	1,353	1,700	(347)		1,717
120							<b>Playground Maintenance</b>	0	2,000	(2,000)		0
121							<b>Pool Maintenance Contract</b>	17,900	19,600	(1,700)		19,500
122							<b>Pool Maintenance Repairs</b>	9,811	12,000	(2,189)		10,229
123							<b>Sec System Monitoring Contract</b>	240	240	0		240
124							<b>Security Repairs</b>	2,916	2,921	(5)		612
125							<b>Total 57200 - Parks &amp; Recreation</b>	230,841	239,434	(8,593)		209,414
126							<b>58003- Future CIP Projects and Reserves</b>	313,472	313,472	0		120,205
127							<b>Total Expense</b>	856,366	888,362	(31,996)		662,653
128							<b>Revenue Less Expenses</b>	43,605	0	43,605		92,591
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	202,595		
135												
136							<b>Other Expense</b>					
137							<b>Unassigned CIP Projects</b>	58,723	135,212	(76,489)		
138							<b>Carryforward from FY17 Audit</b>	0	63,943	(63,943)		
139							<b>Midge Treatments</b>	3,440	3,440	0		
140							<b>Total Other Expense</b>	62,163	202,595	(140,432)		

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '17 Sept '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>						140,432	(202,595)	140,432		
142		<b>Net Income</b>						184,037	(202,595)	184,037		



	Type	Date	Num	Memo	Amount
<b>Amazon.com</b>					
	Credit Card Charge	09/12/2018	EnGenius fo	EnGenius for tennis courts	86.66
<b>Basketball-Goals.com</b>					
	Credit Card Charge	09/25/2018	2 Nets for	2 Nets for basketball goals	56.00
<b>Brandon Lock &amp; Safe, Inc.</b>					
	Bill	09/15/2018	Pool gate lock	Pool gate lock	260.50
<b>C.E.S.</b>					
	Credit Card Charge	09/19/2018	4 sign ligh	4 sign light replacements	181.21
<b>Chris' Plumbing</b>					
	Credit Card Charge	09/20/2018	PVC part	PVC part	4.24
	Credit Card Charge	09/20/2018	PVC part	PVC part	8.00
<b>Home Depot</b>					
	Credit Card Charge	09/05/2018	Water	Water	2.48
	Credit Card Charge	09/06/2018	RoundUp	RoundUp	12.00
	Credit Card Charge	09/11/2018	Water	Water	10.44
	Credit Card Charge	09/12/2018	raising sig	raising sign lights @ each entrance	59.78
	Credit Card Charge	09/13/2018	Fence post	Fence post for villas electric	9.45
	Credit Card Charge	09/18/2018	PVC & Misc	PVC & Misc	52.30
	Credit Card Charge	09/19/2018	PVC cap	PVC cap	1.14
	Credit Card Charge	09/20/2018	PVC & Misc	PVC & Misc	61.23
<b>Lowe's Commerical Services</b>					
	Credit Card Charge	09/18/2018	Gloves	Gloves	18.48
<b>Mayer Electric Supply</b>					
	Credit Card Charge	09/12/2018	Raising sig	Raising sign lights	121.61
<b>O'Reilly Auto Parts</b>					
	Credit Card Charge	09/18/2018	JB Weld for	JB Weld for broken sign light	6.99
<b>Winn Dixie</b>					
	Credit Card Charge	09/20/2018	Water	Water	19.96
<b>TOTAL</b>					<b>972</b>

### **November 2018 Property Manager's report**

As of August 31st 2018 there were 210 android and 203 apple downloads (**413 total**) of our community App.

I created a notice about the Community app- its purpose, how to get it and things that it contains to improve our communications with our residents as stated in the Board's and my goal for this year. Since we have never delivered or sent any type of notice to each household, I coordinated with the HOA and they have agreed to include the notice in their mailing to each household / property owner with their proposed budget and assessment for next year at no cost to the CDD.

See the attached app notice.

The bids for pond dredging are due November 14<sup>th</sup> at 5pm.

I have been receiving bids for the tennis courts resealing, striping, fencing and tennis court light conversion to LED lighting. Those projects should be ready to present to the Board immediately after receiving the bids costs of the clubhouse restroom project.

## Download the “Lake St Charles” Community App

Download it for free at the Apple Store or the Google Play Store for your smart phone, tablet or computer.

**This App replaces the Lake St Charles community newsletter and is the official means of information, communication and notification to the residents of Lake St Charles.**

When opening the app for the first time after downloading – say yes to the pop up question to allow or enable notifications. If you need help downloading the app please come to the clubhouse and our friendly staff can assist you.

### **On the app you will find:**

- A calendar of events such as when the clubhouse is rented, when HOA, CDD and CDD sub committee meetings are being held.
- A directory where you can reach anyone from the HOA, HOA Management, CDD supervisors or CDD staff by email or phone.
- All of the rules and hours of operation regarding the communities' amenities
- Link to the CDD's official website [www.LakeStCharles.org](http://www.LakeStCharles.org)  
Where additional information such as: budgets, financial statements, audit reports, meeting agendas and minutes, community maps, access card agreement and landlord / tenant release forms and much more.
- Link to the HOA's website [www.LakeStCharlesHOA.com](http://www.LakeStCharlesHOA.com)  
Where you can contact the HOA Property Manager, pay your HOA annual assessment, view meeting minutes and the annual budget.
- Notices of importance to the residents of the community such as information on upcoming improvements within the community, how to get your sidewalk in front of your home repaired and that we offer free notary services etc.

- Notifications about special events and activities such as the community wide garage sale event, the HOA Christmas party, open positions on the governing boards etc.
- Information on clubhouse hours of operation and rental rates for clubhouse rentals.

The app is one way communication only from the CDD or HOA directly and conveniently to you. There is no replying or commenting on content or posting by residents of any kind -just information.

To date there have been approximately 400 downloads of the app. That's about half of the households within the community. Help us to keep you better informed by downloading the Lake St Charles APP today!

Push notifications are found here



# 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	2	2			30	27
Completed Clubhouse Rentals	2	4	2	4	4	4	4	3	5	2			34	36
Guest Passes Issued	0	0	0	0	8	3	0	1	0	0			12	14
Replacement Cards	0	1	2	1	1	1	1	0	0	0			7	11
Resident Access Cards	4	1	9	12	6	21	17	10	4	8			92	71
Renters Access Cards	1	0	7	14	7	18	12	4	3	2			68	45
Parking Stickers	4	4	10	9	12	29	18	10	8	8			112	142
Online Purchases	2	1	2	2	2	2	2	1	2	1			17	28
Monthly Total	17	14	33	49	44	80	58	30	24	23			372	374

I have received 2 voicemails, with 1 that required a call back.

Mark & Adriana notarized 1 document.