

Supervisor Packet for January 8, 2019 General Meeting

Table of Contents	i
Agenda for January 8, 2019	1
Consent Agenda	
Minutes from December 4, 2018 General Meeting.....	4
December Committee Minutes	
Treasurer’s Review Committee Minutes	7
Grounds and Security Committee Minutes	8
CIP Expense Chart	9
Management Committee Minutes.....	11
Resolution 2019-02 Authorization to move funds	12
Management Committee Minutes.....	11
Policy#6020 District Tree Cutting Policy	15
Irrigation Analysis	16
Policy#2903 Job Description-Property Maintenance Lead	18
Policy#2908 Job Description-Property Maintenance Full-Time	21
Strategic Planning Committee Minutes	24
November Financial Statements	
Funds Statement	25
Disbursement Authorization Report	26
Treasurer’s Report Centerstate Bank	34
Budget Performance Report	36
Property Manager Expense Report	41
District Staff Reports	
December Property Manager Report	42
December Clubhouse Report	43

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

7:00 p.m., January 8, 2019

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

Board of Supervisors

Rob Martin, Chair, 716-2948

Ginny Gianakos, Vice Chair, 293-4728

Dave Nelson, Secretary/Treasurer, 293-7979

Jim Simon, Supervisor, 741-0413

Robb Fannin, Supervisor, 785-5423

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	<ol style="list-style-type: none"> 6. PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 10 MINUTES DESIGNATED)
	<ol style="list-style-type: none"> 1. Homeowners Requesting to Speak (Please State Name Prior to Remarks)
7:15 – 7:20	<ol style="list-style-type: none"> 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. December 4, 2018 Meeting Minutes b. Committee Meeting Minutes for December 2018 <ol style="list-style-type: none"> i. Treasurer's Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. November 2018 Financial Statements

	<ul style="list-style-type: none"> d. December 2018 Property Manager Monthly Report e. December 2018 Clubhouse Monthly Report f. December 2018 Facilities Monitor Report
7:20-7:40	8. COMMITTEE REPORTS (20 Minutes)
	<ul style="list-style-type: none"> 1. Treasurer's Review Committee – Treasurer Nelson 2. Grounds/Security Committee – Committee Chair Fannin <ul style="list-style-type: none"> a. The Grounds/Security Committee recommends acceptance of E & L Construction's base bid for clubhouse restroom renovations according to the ROJO Architects plans and specifications for \$217,493 3. Management Committee – Committee Chair Martin <ul style="list-style-type: none"> a. The Management Committee recommends approval of Resolution 2019-02 Authorization for Treasurer to move funds from Centerstate Operational Account to Centerstate Money Market Account Disposition of Obsolete Property. b. The Management Committee recommends approval of Policy #6020 District Tree Cutting Policy. c. The Management Committee recommends approval of a \$1.75 an hour increase to property maintenance staff, John Martini & Bryant Urbina for the newly assigned tasks of the District's irrigation maintenance. At the end of the fiscal year if staff performs all irrigation maintenance successfully a bonus may be awarded to both staff members that will be equivalent to them receiving a \$2.00 an hour increase. d. The Management Committee recommends approval of Policy #2903 Job Description-Property Maintenance Lead. e. The Management Committee recommends approval of Policy #2908 Job Description-Property Maintenance Full-Time. 4. Strategic Planning Committee – Committee Chair Simon
7:40- 7:50	9. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR MARTIN (10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors
7:50 -7:55	10. PROPERTY MANAGER (5 Minutes)
	Items for Consideration by Property Manager - Mark Cooper <ul style="list-style-type: none"> 1. Property Management Report
7:55–8:00	11. DISTRICT MANAGER (5 Minutes)
	Items for Consideration by District Manager – Adriana Urbina <ul style="list-style-type: none"> 1. District Manager Report

8:00 –8:10	12. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
8:10	ADJOURN



Date: December 4, 2018

Time: 7:00 p.m.

Minutes of the Board of Supervisors
Lake St. Charles Community Development District
6801 Colonial Lake Drive
Riverview, FL 33578
813-741-9768

Supervisors:

Chair, Robb Fannin
Vice Chair, Dave Nelson
Secretary/Treasurer, Rob Martin
Supervisor, Ginny Gianakos
Supervisor, Jim Simon

Staff:

Adriana Urbina, District Manager
Mark Cooper, Property Manager

In attendance:

Lake St. Charles Residents
Board Candidate Chong Ho
Board Candidate Sheri Brogan

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

1. On **MOTION** by Chair Fannin and second by Supervisor Gianakos, the Board approved re-appointing Dave Nelson to Seat #2 on the Board of Supervisors. The motion passed 4 to 0. Supervisor Dave Nelson abstained from voting form 8B will be filed.

Virginia Gianakos & Dave Nelson were administered the Florida Oath of Office by Notary Adriana Urbina.

2. On **MOTION** by Supervisor Simon and second by Supervisor Martin, the Board approved the FY 18-19 Board Officers to be Rob Martin, Chair; Virginia Gianakos,

Treasurer. Amended to say Rob Martin, Chair; Virginia Gianakos, Vice-Chair and Dave Nelson, Treasurer. The motion passed 5 to 0.

3. On **MOTION** by Supervisor Simon and second by Supervisor Fannin, the Board appointed Supervisor Fannin as Grounds and Security Committee Chair. The motion passed 5 to 0.
4. On **MOTION** by Supervisor Simon and second by Supervisor Martin, the Board appointed Supervisor Nelson as Treasurer Review Committee Chair. The motion passed 5 to 0.
5. On **MOTION** by Supervisor Gianakos and second by Supervisor Simon, the Board appointed Supervisor Simon as Strategic Planning Committee Chair and Supervisor Martin as Management Committee Chair. The motion passed 5 to 0.

Chair Fannin turned over the meeting to the newly elected chair, Chair Martin.

Action Item: District Manager to legally advertise all committee meetings schedule.

6. On **MOTION** by Supervisor Martin and second by Supervisor Gianakos the Board approved the, December 4, 2018 Consent Agenda consisting of the: November 6, 2018 General Meeting Minutes, the November Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the October 2018 Financial Reports, the Property Manager, District Administrative Assistant reports, and the Facility Monitor November 2018 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0
7. On **MOTION** by Supervisor Simon and Second by Supervisor Martin, the Board commends Supervisor Rob Fannin for a successful year as Chairman of the Board of Supervisors. Motion passed 5 to 0
8. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board approved the acceptance of Remson Aquatics' base bid for dredging of ponds 11, 22 and 23 for \$66,096 and to include optional pond #20 for \$9,500 and 2 miscellaneous areas in Pond #4 and Pond #13 for \$2,200 **totaling \$77,796**. Motion passed 4 to 0 Supervisor Rob Martin abstained from voting form 8B will be filed.
9. On **MOTION** by Supervisor Martin and Second by Supervisor Simon, the Board did not approve the request from homeowners located at 7220 Bucks Ford Drive to have the District absorb the cost of trimming branches from trees located on District property. However, the Board will allow the homeowner to trim the branches at their own expense under Property Manager, Mark Cooper direction. Motion passed 5 to 0

Action Item: District Manager to create policy for Tree Trimming on District Property.

10. On **MOTION** by Supervisor Martin and Second by Supervisor Gianakos, the Board approved to request a Certificate of Liability Insurance from YMCA for the swimming lesson that are to be conducted next summer. Motion passed 5 to 0
11. On **MOTION** by Supervisor Gianakos and Second by Supervisor Simon, the Board approved the purchase and installation of the shade structure for the kid pool after the issuance of a \$5,000 grant from Hillsborough County. Motion passed 5 to 0

Meeting adjourned at 8:52PM

Respectfully submitted,

Dave Nelson, Treasurer/Secretary

Rob Martin, Chair

Treasurer's Review Committee Meeting Minutes

Date: *Friday, December 21th 2018, 11:00 am*

Chair: *Supervisor Dave Nelson*

Operations Manager: *Adriana Urbina*

Committee Members: *Supervisors Dave Nelson, Adriana Urbina & Mark Cooper*

Notice of Meetings – Treasurer's Review Committee

- The committee Chairman reviewed and signed checks.

-The committee reviewed the clubhouse renovation bids, after review the Treasurer recommends approving the construction bid in the amount of \$217,493 and delaying the tennis court resurfacing project as noted on the CIP expense chart.

-The committee reviewed the irrigation proposal that will have staff taking over the irrigation maintenance of the District. No recommendation will be made until after Board discussion.

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, December 19th (continued) until December 21st 2018 at 11:30 am.*

Operations Manager: *Property Manager, Mark Cooper*

Committee Members: *Supervisor Rob Fannin & Property Manager Mark Cooper*

In Attendance: Property Manager-Mark Cooper & Supervisors Rob Fannin

The meeting commenced at 12:30 pm.

The committee met on December 19th 2018 and continued the subcommittee meeting until Friday, December 21st at 11:30 am in order to review and discuss the newly received bids for the restroom renovation project which were not opened until 10 am on December 21st 2018 per the advertised RFP schedule.

Meeting adjourned at 12:35 pm.

Meeting commenced at 11:30 am.

On December 21st the committee reconvened to review the restroom renovation bids that were received. See the restroom renovation bids spreadsheet and the impact to this year's overall budget on the following pages.

The committee discussed the cost of the project, the projects timing and its impact to the overall CIP plan. The grounds committee recommends forgoing this years planned projects relating to the tennis courts to be able to accomplish the restroom project. The committee feels that the restrooms are used and needed by a greater number of residents (the pool patrons, clubhouse rental patrons, staff and residents using the trail) than the tennis courts which are usable and the re sealing could be postponed for another year. Additionally, if the new playground is placed where the current volley ball courts are located then the new restrooms will serve those children and attending parents as well.

Company	Bid amount
Erickson & Lindstrom Construction E & L Construction	217,493
Pfifer Industries	248,012
New Vista Builders Group	326,703
MHS Construction	363,519

The committee recommends acceptance of E & L Construction's base bid for clubhouse restroom renovations according to the ROJO Architects plans and specifications for \$217,493

The meeting adjourned at 12:30 pm.

	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, alga treatment and aeration			\$161,028.00
4	Clubhouse Restrooms Architectural fees 11,200 + 1,000 reimbursables			\$12,200.00
5	Villas electrical service associated with new wall meter reset			\$2,240.00
6	Electric service for pond #9 aeration: meter, electrician, jack and bore & permit	\$10,000.00	\$6,759.16	\$6,759.16
7	Villas Sign Wall required block backing - structural change			\$4,325.00
8	Dredging of 3 - 4 ponds	\$66,100.00		\$64,596.00
9	Dredging Optional Pond #20			\$9,500.00
10	Dredging 2 miscellaneous areas in Pond #13 and Pond #4			\$2,200.00
11	Clubhouse restroom renovations including re-piping of clubhouse water lines	\$128,800.00		\$217,493.00
12	Civil engineering / permitting for 2" water tap clubhouse supply line - Planeng, Inc.			\$2,400.00
13	Judy's Permit Service for Clubhouse Restrooms building permit.			\$450.00
14	Hillsborough County Building Permit			\$650.75
15	Recolor coat & seal tennis courts	\$15,000.00	\$14,400.00	
16	Tennis court fencing replace chain link and paint posts & rails including new access gates.	\$25,000.00	\$14,850.00	
17	Conversion of tennis court lights to LED	\$22,000.00	\$12,966.95	
18	Add practice board to tennis court	\$6,000.00	\$8,500.00	
19	Shade structure for wade pool- assuming \$5,000 GRANT AWARD	\$12,500.00		\$12,500.00
20	Baseball infield upgrades	\$45,000.00		
21	Soccer field upgrades	\$30,000.00		
22	Root prune and bio barrier Stratford to Cambridge along brick wall	\$45,000.00		
23	9 hole mini put put golf on the single tennis court	\$18,000.00		
24	RESERVE FUNDING			
25	Additional Funding of Reserve Account		\$5,000.00	\$5,000.00
26	TOTAL EXPENDITURE			\$501,341.91
	Burton target of FY 19 available project funds = \$331,075			
	Actual budget funds available are \$325,299 + unspent pond dredging carry over of \$66,100 + unspent architectural fee of 12,200 + unspent villas electrical meter with new wall \$2,240			\$405,839.00
27	FY 18 unspent project Funds - estimated at \$58,337 + unspent FY 18 O&M amounts at \$45,160			\$103,497.00
28				
29	Completed Projects	TOTAL Funds Available		\$509,336.00

	A	B	C	D
30	Projects in progress	Unassigned Funds		\$7,994.09

Management Committee Meeting Minutes

Date: *Thursday, December 20th, 2018 @ 12:30 pm*

Chairperson: *Chairman Rob Martin*

Operations Manager: *District Manager, Adriana Urbina*

In Attendance: *Chairman Rob Martin, Property Manager, Mark Cooper, District Manager, Adriana Urbina,*

Notice of Meetings – Management Committee

The meeting commenced at 12:30 pm

- The committee Chairman reviewed and signed checks.

-The committee reviewed Resolution 2019-02 approval of \$5,000 to Money Market account per approved Burton's plan.

The Management Committee recommends approval of Resolution 2019-02 Authorization for Treasurer to move funds from Centerstate Operational Account to Centerstate Money Market Account Disposition of Obsolete Property

-The committee reviewed Policy #6020 District Tree Cutting Policy (see attached).

The Management Committee recommends approval of Policy #6020 District Tree Cutting Policy.

-The committee reviewed the irrigation proposal that will have staff taking over the irrigation maintenance of the District (see attached).

The Management Committee recommends approval of a \$1.75 an hour increase to property maintenance staff, John Martini & Bryant Urbina for the newly assigned tasks of the District's irrigation maintenance. At the end of the fiscal year if staff performs all irrigation maintenance successfully a bonus may be awarded to both staff members that will be equivalent to them receiving a \$2.00 an hour increase.

-The committee reviewed Policy #2903 Job Description-Property Maintenance Lead (see attached).

The Management Committee recommends approval of Policy #2903 Job Description-Property Maintenance Lead.

-The committee reviewed Policy #2908 Job Description-Property Maintenance Full-Time (see attached).

The Management Committee recommends approval of Policy #2908 Job Description-Property Maintenance Full-Time.

The meeting adjourned at 2:00 pm

LSC CDD Resolution 2019-02

Authorization for Treasurer to move funds from
Centerstate Operational Account to Centerstate
Money Market Account

M01-08-19-00

Approved by the Lake St. Charles Board of Supervisors

RESOLUTION 2019-02

**RESOLUTION 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

PURSUANT TO 190.011(5) which states the board may also adopt resolutions which may be necessary for the conduct of district business and

WHEREAS, the Board of Supervisors of the Lake St. Charles Community Development District desires that the District Treasurer be authorized to make changes in the accounts of the Lake St. Charles Community Development District as described herein;

NOW, THEREFORE, BE IT RESOLVED BY THE LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT IN A MEETING ASSEMBLED ON THIS EIGHTH DAY OF JANUARY 2019, THAT:

- 1. The District Treasurer is hereby authorized to transfer \$5,000 from the District’s Centerstate Bank Operating Account to the District’s Centerstate Bank Money Market Reserve Account for the purpose of adhering to the District’s reserve fund budget policy 3200.4.**
- 2. Effective Date:** This Resolution shall become effective upon its adoption.

**LAKE ST. CHARLES COMMUNITY
DEVELOPMENT DISTRICT**

ROB MARTIN, CHAIRMAN

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH COUNTY

I, Dave Nelson, 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 January 8, 2019, 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 _____, 2019.

Dave Nelson, Secretary/Treasurer

Lake St. Charles Community Development District

POLICY HANDBOOK

POLICY TITLE: District Tree Cutting Policy

POLICY NUMBER: 6020

6020.1 STATEMENT OF POLICY. Per Florida common law, a possessor of land is not liable to persons outside the land for a nuisance resulting from trees and natural vegetation growing on the land. The adjoining property owner to such a nuisance, however, is privileged to trim back, at the adjoining owner's own expense, any encroaching tree roots or branches and other vegetation which has grown onto his/her property.

6020.2 If the condition of a District tree is such that it is in a defective or rotten state such that it could cause damage to an adjacent landowner, the District should take steps to address such defect(s).

6020.3 If the District tree is in a natural state, and its branches are creating a nuisance (but not a threat) to an adjacent landowner, then the District is under no duty to take steps to address the nuisance condition.

6020.4 No homeowner shall remove any trees from District property at any time, unless approved in advance by the Lake St. Charles CDD Board of Supervisors and such homeowner must possess a tree removal permit from Hillsborough County.

Irrigation in-house maintenance analysis

Current landscape annual contract amount is \$87,000 per year

The landscape contractor's proposal is to reduce our contract amount by \$750 per month or \$9,000 per year for excluding irrigation maintenance and repairs. This would bring our landscape contract down to an annual amount of \$78,000 per year. In 2009 when I began, the landscape contract amount was \$90,000

Our staff is able and willing to take on this responsibility but they are asking for additional compensation for the additional responsibility and work load. This allows the District to save significant money in irrigation repairs as we purchase irrigation replacement parts tax free and would pay no labor for installation. Additional benefits are the ability to respond to irrigation issues more quickly and will provide for more regular maintenance of the irrigation system.

Our current contract for irrigation repairs is based on time and materials and the hourly rate is \$45.00 per hour which we would not pay if staff performed the job.

John * Current hourly limitation is \$18 per hour. Job description changed to allow Maintenance Team Lead hourly rate to \$23/ hr.

Current	Proposed 2	Hourly amount increased	Annual amount	Taxes	Workman's Comp	Total
\$16.96 / hour	\$18.71/ hour	\$1.75 / hour	\$2,912/ year	\$218.40	\$137.15	\$3,267.55
Current	Proposed 3	Hourly amount increased	Annual amount	Taxes	Workman's Comp	Total
\$16.96 / hour	\$18.96/ hour	\$2 / hour	\$3,328/ year	\$254.60	\$156.75	\$3,739.35

Bryant * Current job description allows hourly rate from \$12/ hr. to \$18/ hr.

Current	Proposed 2	Hourly amount increased	Annual amount	Taxes	Workman's Comp	Total
\$12.24 / hour	\$13.99/ hour	\$1.75 / hour	\$3,640/ year	\$278.46	\$171.44	\$4,089.90
Current	Proposed 1	Hourly amount increased	Annual amount	Taxes	Workman's Comp	Total
\$12.24 / hour	\$14.24/ hour	\$2 / hour	\$4,160/ year	\$318.24	\$195.93	\$4,674.19

At \$2 per hour increase for both John and Bryant the total annual amount would be \$8,413 from the \$9,000 proposed contract deduction. This saves the District \$586.46 per year on our irrigation contract and thousands on repair labor. (Last year we spent \$7,428 on irrigation repairs).

If granted the \$1.75 / hour increase a Year-end Bonus is proposed of \$471.18 for John. *

If granted the \$1.75 / hour increase a Year-end Bonus is proposed of \$584.29 for Bryant *

*** This equals the \$2/ hr. raise total amount but with an incentivized bonus distribution at years end.**

In order for staff to be able to perform the added responsibility I will need to keep Bryan at full time in property maintenance VS utilizing him for 2 -3 shifts per week performing pool monitoring during the summer as occurred last year. This would necessitate increasing the summer pool monitoring budget from its current amount of \$5,900 to \$7,200***. The district will realize a \$586 savings off the reduced landscape maintenance contract amount and the proposed staff hourly increases. The District has already realized an additional \$1,500 savings as staff has already been performing the irrigation maintenance with no compensation for the past 2 months saving the district \$750 each month or \$1,500. Staff performing the irrigation maintenance was needed as the irrigation contractor was without an irrigation staff member for the past 2 months.

*** The pool monitor budget is funded for every available hour that can be worked but due to inclement weather and occasional absenteeism the budget is rarely fully spent.

The big picture summary.

Annual reduction of the landscape maintenance contract = \$9,000
Staff raises, taxes and workman's compensation costs = \$8,413
= \$586 annual savings to District

Pool monitor budget increase of \$1,300
Reduced by \$586 landscape contract savings = \$714 needed to fund pool monitor budget.
\$1,500 savings off of landscape contract for staff doing the job in November and December to fund \$714 pool monitor budget shortfall.
Yields a net savings to the District of \$786 annually.

Lake St. Charles Community Development District

POLICY HANDBOOK

POLICY TITLE: Job Description – Property Maintenance Lead

POLICY NUMBER: 2903

WORK HOURS: As Authorized by Board, up to Forty Hours Weekly, typically Monday to Friday, but varies due to exceptions and/or special projects

WAGES: \$12.00 - ~~-\$25.00~~-per hour

Motion Number- M07-10-2012-11

Deleted: 18

2903.1 Mission Statement: Maintain and improve the high quality appearance, efficiency and safety of the community as directed by the Property Manager.

2903.2 Administrative Relationship: Reports to Property Manager.

2903.3 General Job Description Duties

Under the direction of the Property Manager and with a minimum of supervision, provides District property operational support:

- (a) Lead and supervise property maintenance staff as needed;
- (b) Responsible for safety measures per the District's Safety Manual;
- (c) Observe common areas, note any areas of concern, especially safety;
- (d) Inspect pool and surrounding areas for any damages, safety, or cleanliness concerns;
- (e) Ensures pool restrooms and trails are accessible, clean and fully functional;
- (f) Performs maintenance requests as instructed by Property Manager;
- (g) Performs tasks relating to larger projects (i.e., landscaping);
- (h) Maintain safety and operational levels in District truck to ensure usability;
- (i) Complete monthly maintenance tasks as specified in SOP;
- (j) Pressure wash and keep clean walls, fencing, recreational equipment, pool deck, and the overall property as needed;
- (k) Paint walls, column caps, fencing, playground equipment, recreational equipment as needed;
- (l) Submit receipts in compliance with the District's Receipt Policy;
- (m) Submit timesheets in compliance with District's Timesheet SOP;
- (n) Read and acknowledge receipt of Employee Handbook;
- (o) Read and acknowledge receipt of LSC CDD Policy Handbook;
- (p) Proactively address items on the property that need maintenance;
- (q) Trim tree branches and remove brush as required

2903.4 Prerequisite Qualifications

2903.4.1 High School Diploma or Equivalent.

2903.4.2 Must possess knowledge and be proficient in a broad array of maintenance-related skills and abilities such as painting, tree and brush trimming/removal, irrigation repairs and pressure washing.

Deleted: minor

2903.4.3 Construction – Ability to understand and follow directions, plans and specifications and perform minor construction and repair projects.

2903.4.4 Repairs and Maintenance – Ability to conduct mechanical and miscellaneous repairs and maintenance tasks.

2903.4.5 Ability to manage time independently and prioritize projects in order to meet established deadlines.

2903.5 District Policy and Procedural Compliance

2903.5.1 Follows all District Policies, Rules and Procedures as well as federal, state and local laws including employment.

2903.5.2 Maintain a professional image.

ACKNOWLEDGMENT

I acknowledge the description of my job description and understand the duties, responsibilities and requirements to perform the job. In addition, my supervisor has provided me with answers to all the questions I have had.

I as an employee know that I am expected and required to perform the duties outlined in this job description. Any refusal or willful violation to perform the duties outlined in this job description may result in disciplinary action.

I am also aware that this position will include and involve all (various) duties assigned to ensure the proper functioning in the department/area. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is determined by the Board of Supervisors to be a reasonable assignment to the position.

_____ Employee Name (Printed)	_____ Employee Name (Signed)	_____ Date
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_____ Supervisor Name (Printed)	_____ Supervisor Name (Signed)	_____ Date
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Lake St. Charles Community Development District

POLICY HANDBOOK

POLICY TITLE: Job Description – Property Maintenance Full-Time

POLICY NUMBER: 2908

WORK HOURS: As Authorized by Board, up to Forty Hours Weekly, typically Monday to Friday, but varies due to exceptions and/or special projects

WAGES: \$12.00 - \$18.00-per hour

2908.1 Mission Statement: Maintain and improve the high quality appearance, efficiency and safety of the community as directed by the Maintenance Team Lead and/or Property Manager.

2908.2 Administrative Relationship: Maintenance Team Lead and/or Property Manager.

2908.3 General Job Description Duties

Under the direction of the Maintenance Team Lead and/or Property Manager with minimum supervision, provides District property operational support:

- (a) Prepare clubhouse for weekend rentals and set-up for District Board Meetings.
- (b) Responsible for safety measures per the District's Safety Manual;
- (c) Observe common areas, note any areas of concern, especially safety;
- (d) Inspect pool and surrounding areas for any damages, safety, or cleanliness concerns;
- (e) Ensures pool restrooms and trails are accessible, clean and fully functional;
- (f) Performs maintenance requests as instructed by Property Manager and/or Maintenance Team Lead.
- (g) Performs tasks relating to larger projects (i.e., landscaping);
- (h) Maintain safety and operational levels in District truck and golf carts to ensure usability;
- (i) Complete monthly maintenance tasks as specified in SOP;
- (j) Pressure wash and keep clean walls, miscellaneous signs, fencing, recreational equipment, pool deck, and the overall property as needed;
- (k) Paint walls, column caps, fencing, playground equipment, recreational equipment as needed;
- (l) Submit receipts in compliance with the District's Receipt Policy;
- (m) Submit timesheets in compliance with District's Timesheet SOP;
- (n) Read and acknowledge receipt of Employee Handbook;
- (o) Read and acknowledge receipt of LSC CDD Policy Handbook;
- (p) Proactively address items on the property that need maintenance;
- (q) Trim tree branches and remove brush as required.

2908.4 Prerequisite Qualifications

2908.4.1 High School Diploma or Equivalent.

2908.4.2 Must possess knowledge and be proficient in a broad array of maintenance-related skills and abilities such as painting, tree and brush trimming/removal, irrigation repairs and pressure washing.

2908.4.3 Construction – Ability to understand and follow directions, plans and specifications and perform minor construction and repair projects.

2908.4.4 Repairs and Maintenance – Ability to conduct mechanical and miscellaneous repairs and maintenance tasks.

2908.4.5 Ability to manage time independently and prioritize projects in order to meet established deadlines.

2908.5 District Policy and Procedural Compliance

2908.5.1 Follows all District Policies, Rules and Procedures as well as federal, state and local laws including employment.

2908.5.2 Maintain a professional image.

ACKNOWLEDGMENT

I acknowledge the description of my job description and understand the duties, responsibilities and requirements to perform the job. In addition, my supervisor has provided me with answers to all the questions I have had.

I as an employee know that I am expected and required to perform the duties outlined in this job description. Any refusal or willful violation to perform the duties outlined in this job description may result in disciplinary action.

I am also aware that this position will include and involve all (various) duties assigned to ensure the proper functioning in the department/area. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is determined by the Board of Supervisors to be a reasonable assignment to the position.

_____ Employee Name (Printed)	_____ Employee Name (Signed)	_____ Date
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_____ Supervisor Name (Printed)	_____ Supervisor Name (Signed)	_____ Date
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Strategic Planning Committee Meeting Minutes

Date: *Tuesday, December 18th, 2018 @ 10:00 am*

Chairperson: *Supervisor Jim Simon*

Operations Manager: *Property Manager, Mark Cooper*

The Strategic Planning Committee commenced at 10:00 am.

The committee discussed several projects and their critical timelines.

1) Clubhouse restrooms

Bids due December 20th at 5:00 pm

Bids presented to BOS at January 8th meeting for contractor selection

Anticipated date of building permit acquisition March 1st

Anticipated construction start date March 15th

Construction completed by no later than May 23rd - School out for the summer

* NOTE: There will be no clubhouse rentals scheduled nor will the pool be open during restroom construction.

** If construction cannot be completed by May 23rd, 2019 then it is recommended to not start the restroom renovation project until October of 2019.

2) New Playgrounds

Currently awaiting preliminary designs from 3 companies: Burke, Miracle and Game Time

Preliminary designs due by March 1st 2019

March 2019 conduct 1st neighborhood presentation to residents to obtain their comments and input

April BOS meeting to select site- i.e. where volleyball court is currently, all in the park or split between clubhouse and park like we currently have.

April 2nd resident meeting to refine design with specific site selected by board.

May final design refinements with resident input

June final designs from 3 companies with final costs.

July BOS selects playground design and manufacturer

Aug – Nov planning and permitting

December 2019 start demo and construction.

The committee also discussed the irrigation maintenance proposal of bringing that task in house with our staff for additional staff compensation while reducing our Landcare contract amount.

The meeting adjourned at 11:00 am.

**Lake St. Charles CDD
Funds Statement**

Sept '18 - Nov '18

	Sept '18	Oct '18	Nov '18	Category
Bank/Current Asset Accounts				
CenterState Bank Checking	179,783	147,977	148,124	Cash
CenterState Bank Money Market	242,172	242,219	242,265	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	1,002	1,002	993	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	422,957	391,198	391,381	
Cash (Checking/Savings)				
CenterState Bank Checking	179,783	147,977	148,124	
CenterState Bank Money Market	242,172	242,219	242,265	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	1,002	1,002	993	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
Total Cash Accounts	422,957	391,198	391,381	
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	422,957	391,198	391,381	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	242,172	242,219	242,265	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	242,172	242,219	242,265	

Lake St. Charles CDD Disbursement Authorization Report

November 2018

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	11/05/2018	Square Inc	10000-CenterState Bank Checking	-0.04
				Other Misc Income	0.04
TOTAL					0.04
Check	EFT/Auto	11/09/2018	ADP	10000-CenterState Bank Checking	-116.72
				Payroll Service Charge	19.45
				Payroll Service Charge	97.27
TOTAL					116.72
Check	EFT/Auto	11/13/2018	ADP	10000-CenterState Bank Checking	-10,268.65
				District Manager	1,974.40
				Payroll Taxes - Employer Taxes	166.34
				Facilities Monitor	1,329.60
				Property Maintenance Team Lead	1,166.00
				Property Manager	2,376.00
				Payroll Taxes - Employer Taxes	486.65
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
				Full Time Hybrid Employee	945.54
				Property Maintenance Part-Time	40.62
				Medical Stipend	200.00
				Medical Stipends	500.00
TOTAL					10,268.65
Check	EFT/Auto	11/16/2018	ADP	10000-CenterState Bank Checking	-126.48

Lake St. Charles CDD

Disbursement Authorization Report

November 2018

Type	Num	Date	Name	Account	Original Amount
				Payroll Service Charge	11.50
				Payroll Service Charge	57.48
				Supervisor Payroll Service	57.50
TOTAL					126.48
Sales Tax Paymen EFT/Auto		11/17/2018	Florida Department of Revenue	10000-CenterState Bank Checking	-8.98
			Florida Department of Revenue	Sales Tax Payable	1.32
			Florida Department of Revenue	Sales Tax Payable	7.60
			Florida Department of Revenue	Sales Tax Payable	0.06
TOTAL					8.98
Check	EFT/Auto	11/21/2018	TECO Electric	10000-CenterState Bank Checking	-2,775.99
				53100 - Electric Utility Svs	33.91
				53100 - Electric Utility Svs	27.32
				53100 - Electric Utility Svs	149.09
				53100 - Electric Utility Svs	843.31
				53100 - Electric Utility Svs	126.02
				53100 - Electric Utility Svs	1,044.36
				53100 - Electric Utility Svs	222.68
				53100 - Electric Utility Svs	44.47
				53100 - Electric Utility Svs	28.49
				53100 - Electric Utility Svs	26.89
				53100 - Electric Utility Svs	22.91
				53100 - Electric Utility Svs	22.08
				53100 - Electric Utility Svs	23.55
				53100 - Electric Utility Svs	22.91
				53100 - Electric Utility Svs	22.91
				53100 - Electric Utility Svs	23.34
				53100 - Electric Utility Svs	22.91

Lake St. Charles CDD Disbursement Authorization Report

November 2018

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	22.91
				53100 - Electric Utility Svs	23.02
				53100 - Electric Utility Svs	<u>22.91</u>
TOTAL					2,775.99
Check	EFT/Auto	11/23/2018 ADP		10000-CenterState Bank Checking	-116.72
				Payroll Service Charge	19.45
				Payroll Service Charge	<u>97.27</u>
TOTAL					116.72
Check	EFT/Auto	11/27/2018 ADP		10000-CenterState Bank Checking	-8,111.83
				District Manager	1,974.40
				Payroll Taxes - Employer Taxes	151.04
				Facilities Monitor	1,329.61
				Property Maintenance Team Lead	835.28
				Property Manager	2,376.00
				Payroll Taxes - Employer Taxes	425.68
				Full Time Hybrid Employee	979.20
				Property Maintenance Part-Time	<u>40.62</u>
TOTAL					8,111.83
Bill Pmt -Check	8213	11/06/2018 Alley Cat Pest Control		10000-CenterState Bank Checking	-85.00
Bill	pest control	10/24/2018		Club Facility Maintenance	<u>85.00</u>
TOTAL					85.00

Lake St. Charles CDD Disbursement Authorization Report

November 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	8214	11/06/2018	Aquatic Systems, Inc	10000-CenterState Bank Checking	-22,000.00
Bill	Planktonic Treatment	10/23/2018		58003-Future CIP Projects & Res	<u>22,000.00</u>
TOTAL					22,000.00
Bill Pmt -Check	8215	11/06/2018	BOCC	10000-CenterState Bank Checking	-348.58
Bill	Oct Water Bill	10/10/2018		53600 - Water/Sewer Services	<u>348.58</u>
TOTAL					348.58
Bill Pmt -Check	8216	11/06/2018	Brandon Lock & Safe, Inc.	10000-CenterState Bank Checking	-4,570.00
Bill	ADA Gate Opener	10/17/2018		Security Repairs	<u>4,570.00</u>
TOTAL					4,570.00
Bill Pmt -Check	8217	11/06/2018	Chris' Plumbing	10000-CenterState Bank Checking	-150.00
Bill	Backflow Test	10/12/2018		Park Facility Maintenance	75.00
				Club Facility Maintenance	<u>75.00</u>
TOTAL					150.00
Bill Pmt -Check	8218	11/06/2018	CLC Total Care	10000-CenterState Bank Checking	-6,500.00
Bill	Nov Monthly Maintena	11/06/2018		Landscape Maintenance Contract	<u>6,500.00</u>
TOTAL					6,500.00
Bill Pmt -Check	8219	11/06/2018	Doug Beldon Tax Collector	10000-CenterState Bank Checking	-3,195.79

Lake St. Charles CDD Disbursement Authorization Report

November 2018

Type	Num	Date	Name	Account	Original Amount
Bill	FY 18-19 Tax Bill	11/06/2018		Local/Other Taxes	402.28
				Local/Other Taxes	638.86
				Local/Other Taxes	1,116.46
				Local/Other Taxes	134.39
				Local/Other Taxes	903.80
TOTAL					<u>3,195.79</u>
Bill Pmt -Check	8220	11/06/2018	Edmonson Enterprises, Inc.	10000-CenterState Bank Checking	-6,759.16
Bill	Aeration for pond	10/31/2018		58003-Future CIP Projects & Res	<u>6,759.16</u>
TOTAL					6,759.16
Bill Pmt -Check	8221	11/06/2018	Frontier	10000-CenterState Bank Checking	-234.01
Bill	Oct Internet & Fax	10/25/2018		Telephone	<u>234.01</u>
TOTAL					234.01
Bill Pmt -Check	8222	11/06/2018	Grainger	10000-CenterState Bank Checking	-154.00
Bill	9931798780 Inv #	10/11/2018		Club Facility Maintenance	<u>154.00</u>
TOTAL					154.00
Bill Pmt -Check	8223	11/06/2018	Persson & Cohen, P.A.	10000-CenterState Bank Checking	-71.40
Bill	FL DEO Form	11/02/2018		District Counsel	<u>71.40</u>
TOTAL					71.40

Lake St. Charles CDD Disbursement Authorization Report

November 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	8224	11/06/2018	Republic Waste Services	10000-CenterState Bank Checking	-103.14
Bill	0696-000763360 Inv #	10/17/2018		53400 - Garbage/Solid Waste Svc	103.14
TOTAL					103.14
Bill Pmt -Check	8225	11/06/2018	RetailFirst - Summit W/C	10000-CenterState Bank Checking	-648.15
Bill	INV# 10716552	11/01/2018		Employer Workman Comp	648.15
TOTAL					648.15
Bill Pmt -Check	8226	11/06/2018	ROJO Architecture, LLC	10000-CenterState Bank Checking	-7,085.26
Bill	INV# 2018-0334	10/31/2018		58003-Future CIP Projects & Res	7,085.26
TOTAL					7,085.26
Bill Pmt -Check	8227	11/06/2018	SunTrust Credit Card	10000-CenterState Bank Checking	-5,362.86
Bill	Oct CC Statement	10/24/2018		13500 - SunTrust Visa Card	5,362.86
TOTAL					5,362.86
Bill Pmt -Check	8228	11/15/2018	Verizon Wireless	10000-CenterState Bank Checking	-112.84
Bill	10-02-18 to 11-01-18	11/01/2018		Parks & Rec Cell Phones	112.84
TOTAL					112.84
Bill Pmt -Check	8229	11/15/2018	Aquatic Systems, Inc	10000-CenterState Bank Checking	-9,768.00
Bill	2nd Midge Treatment	11/12/2018		58003-Future CIP Projects & Res	9,768.00
TOTAL					9,768.00

Lake St. Charles CDD Disbursement Authorization Report

November 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	8230	11/15/2018	BOCC	10000-CenterState Bank Checking	-450.00
Bill	CH Water Meter Insta	11/15/2018		58003-Future CIP Projects & Res	450.00
TOTAL					450.00
Bill Pmt -Check	8231	11/15/2018	Chris's Portable Toilets	10000-CenterState Bank Checking	-75.00
Bill	1805-101750 Inv #	11/08/2018		Park Facility Maintenance	75.00
TOTAL					75.00
Bill Pmt -Check	8232	11/15/2018	TECO Gas Company	10000-CenterState Bank Checking	-279.69
Bill	Nov Billing	11/06/2018		53200 - Gas Utility Services	279.69
TOTAL					279.69
Bill Pmt -Check	8233	11/15/2018	Tuscan & Company, PA	10000-CenterState Bank Checking	-1,000.00
Bill	114634 Inv #	10/31/2018		Auditing Services	1,000.00
TOTAL					1,000.00
Bill Pmt -Check	8234	11/15/2018	Verizon Wireless	10000-CenterState Bank Checking	-42.46
Bill	9-24-18 to 10-23-18	10/23/2018		Telephone	42.46
TOTAL					42.46
Bill Pmt -Check	8235	11/15/2018	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,600.00
Bill	Nov Pool Cleaning	11/08/2018		Pool Maintenance Contract	1,600.00
TOTAL					1,600.00
Check	8236	11/16/2018		10000-CenterState Bank Checking	0.00

Lake St. Charles CDD Disbursement Authorization Report

November 2018

Type	Num	Date	Name	Account	Original Amount
TOTAL					0.00
Check	8237	11/16/2018		10000-CenterState Bank Checking	0.00
TOTAL					0.00
Check	8238	11/16/2018		10000-CenterState Bank Checking	0.00
TOTAL					0.00
Bill Pmt -Check	8239	11/16/2018	RetailFirst - Summit W/C	10000-CenterState Bank Checking	-648.15
Bill	INV# 10755049	12/01/2018		Employer Workman Comp	648.15
TOTAL					648.15

12/22/2018

Treasurer's Report - CenterState Account

November 2018

11/1/18 - 11/30/18

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						147,976.71
11/05/2018 EFT/Auto		Square Inc	2.75% Square Processing Fee for Vending Items	0.04		147,976.67
11/06/2018 8213		Alley Cat Pest Control	1075 Acct #, Inv # 23756	85.00		147,891.67
11/06/2018 8214		Aquatic Systems, Inc	INV# 0000425714	22,000.00		125,891.67
11/06/2018 8215		BOCC	4678710000 Acct #	348.58		125,543.09
11/06/2018 8216		Brandon Lock & Safe, Inc.	44078 Inv #	4,570.00		120,973.09
11/06/2018 8217		Chris' Plumbing	209968 Inv #	150.00		120,823.09
11/06/2018 8218		CLC Total Care	INV 19953	6,500.00		114,323.09
11/06/2018 8219		Doug Beldon Tax Collector	Tax Year 2018-19 Community Dev Street Lights Taxes	3,195.79		111,127.30
11/06/2018 8220		Edmonson Enterprises, Inc.	INV# 2732	6,759.16		104,368.14
11/06/2018 8221		Frontier	ACCT# 813-671-8339-120297-5	234.01		104,134.13
11/06/2018 8222		Grainger	884671942 Acct# 9931798780 Inv #	154.00		103,980.13
11/06/2018 8223		Persson & Cohen, P.A.	Acct # LakStCharles	71.40		103,908.73
11/06/2018 8224		Republic Waste Services	3-0696-1005435	103.14		103,805.59
11/06/2018 8225		RetailFirst - Summit W/C	0520-48906 Policy # INV# 10716552	648.15		103,157.44
11/06/2018 8226		ROJO Architecture, LLC	INV# 2018-0334	7,085.26		96,072.18
11/06/2018 8227		SunTrust Credit Card	4223071100091531 Acct #	5,362.86		90,709.32
11/07/2018			Deposit		12,201.98	102,911.30
11/08/2018			Deposit		500.83	103,412.13
11/09/2018 EFT/Auto		ADP	523726126 Inv #	116.72		103,295.41
11/13/2018 EFT/Auto		ADP	P.E. 11-10-18	10,268.65		93,026.76
11/15/2018 8228		Verizon Wireless	Acct# 742078254-00001	112.84		92,913.92
11/15/2018 8229		Aquatic Systems, Inc	INV# 0000428467	9,768.00		83,145.92
11/15/2018 8230		BOCC	4678710000 Acct #	450.00		82,695.92
11/15/2018 8231		Chris's Portable Toilets	1805-101750 Inv #	75.00		82,620.92
11/15/2018 8232		TECO Gas Company	07884976	279.69		82,341.23
11/15/2018 8233		Tuscan & Company, PA	114634 Inv #	1,000.00		81,341.23
11/15/2018 8234		Verizon Wireless	Acct# 842082173-00001	42.46		81,298.77
11/15/2018 8235		Zebra Cleaning Team, Inc.	INV# 3059	1,600.00		79,698.77
11/16/2018 8236			VOID:		0.00	79,698.77
11/16/2018 8237			VOID:		0.00	79,698.77

12/22/2018

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
11/16/2018	8238		VOID:		0.00	79,698.77
11/16/2018	8239	RetailFirst - Summit W/C	0520-48906 Policy # INV# 10755049	648.15		79,050.62
11/16/2018			Deposit		47,416.32	126,466.94
11/16/2018	EFT/Auto	ADP	524675547 Inv #	126.48		126,340.46
11/17/2018	EFT/Auto	Florida Department of Revenue		8.98		126,331.48
11/19/2018			Deposit		14.59	126,346.07
11/21/2018	EFT/Auto	TECO Electric	06980007400 Acct #	2,775.99		123,570.08
11/23/2018	EFT/Auto	ADP	524872604 Inv #	116.72		123,453.36
11/26/2018			Deposit		32,664.58	156,117.94
11/27/2018	EFT/Auto	ADP	P.E. 11-24-18	8,111.83		148,006.11
11/30/2018	2194532976	Clubhouse Rentals			85.00	148,091.11
11/30/2018			Interest		32.59	148,123.70
				92,768.90	92,915.89	148,123.70

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Nov '18	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
3							Revenue/Expense					
4							Revenue					
5							36100 - Interest Earnings					
6							Interest - General Fund	163	1,450	(1,287)		168
7							Total 36100 - Interest Earnings	163	1,450	(1,287)		168
8							General Fund Assessment-O&M					
9							General Fund Assessment Gross	98,234	958,146	(859,912)		198,224
10							GF Prop Tax Interest	0	0	0		15
11							GF Tax Collector Commissions	(1,883)	(19,163)	17,280		(3,804)
12							GF Tax Payment Discount	(4,067)	(38,326)	34,259		(8,036)
13							Total General Fund Assessment-O&M	92,283	900,657	(808,374)		186,399
14												
15							Total 36310 - Special Assessment	92,283	900,657	(808,374)		186,399
16							36311 - Excess Fees	5,881	0	5,881		5,701
17							36900 - Miscellaneous Revenues			0		
18							Other Misc Revenue	61	1,200	(1,139)		691
19							Rental	207	1,900	(1,693)		437
20							Pool Snack Vending	0	475	(475)		0
21							Total 36900 - Miscellaneous Revenues	267	3,575	(3,308)		1,128
22							Total Revenue	98,594	905,682	(807,088)		193,396
23												
25							Expense					
26							5110 - Legislative					
27							Employer Taxes	167	1,460	(1,293)		202
28							Special District Fees	175	175	0		175
29							Supervisor Fees	2,000	12,000	(10,000)		2,000
30							Supervisor Payroll Service	115	900	(785)		139
31							Total 5110 - Legislative	2,457	14,535	(12,078)		2,516

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Nov '18	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
32							51300 - Financial & Admin					
33							Accounting Services	0	500	(500)		0
34							Auditing Services	1,000	12,500	(11,500)		1,000
35							Banking & Investment Mgmt Fees	0	200	(200)		0
36							District F&A Employees					
37							District Manager	7,898	51,334	(43,436)		9,642
38							Medical Stipend	200	2,400	(2,200)		400
39							Payroll Service Charge	81	465	(384)		72
40							Payroll Taxes - Employer Taxes	619	4,400	(3,781)		768
41							Performance Stipend	0	1,000	(1,000)		0
42							Total District F&A Employees	8,798	59,599	(50,801)		10,883
43							Dues, Licenses & Fees	0	500	(500)		0
44							General Insurance					
45							Crime	510	600	(90)		510
46							General Liability	3,517	3,868	(351)		3,517
47							Public Officials Liability & EP	2,890	3,179	(289)		2,890
48							Total General Insurance	6,917	7,647	(730)		6,917
49							Legal Advertising	406	2,600	(2,194)		1,134
50							Local/Other Taxes	3,196	3,396	(200)		3,196
51							Office Supplies	104	1,000	(896)		131
52							Postage	50	250	(200)		39
53							Printer Supplies	200	2,000	(1,800)		0
54							Professional Development	0	1,000	(1,000)		0
55							Technology Services/Upgrades	241	2,000	(1,759)		370
56							Telephone	541	3,100	(2,559)		522
57							Travel Per Diem	57	200	(143)		0
58							Website Development & Monitor	0	2,650	(2,650)		0
59							Total 51300 - Financial & Admin	21,510	99,142	(77,632)		24,192

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Nov '18	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
60							51400 - Legal Counsel					
61							District Counsel	71	8,000	(7,929)		58
62							Total 51400 - Legal Counsel	71	8,000	(7,929)		58
63							52100 - Law Enforcement					
64							Car Maintenance & Repairs	37	1,000	(963)		0
65							Car Gas	87	1,500	(1,413)		104
66							Total 52100 - Law Enforcement	124	2,500	(2,376)		104
67							53100 - Electric Utility Svs	5,625	38,800	(33,175)		6,245
68							53200 - Gas Utility Services	519	4,000	(3,481)		545
69							53400 - Garbage/Solid Waste Svc	263	2,880	(2,617)		349
70							53600 - Water/Sewer Services	763	8,000	(7,237)		1,071
71							53900 - Physical Environment			0		
72							Entry & Walls Maintenance	0	2,000	(2,000)		0
73							Ford F250 Maintenance & Repair	2,660	1,000	1,660		721
74							Fountain in Lake	600	3,000	(2,400)		79
75							Gas - Equipment	0	400	(400)		0
76							Gas - Truck	236	1,800	(1,564)		185
77							Irrigation Maintenance	2,956	8,000	(5,044)		3,528
78							Landscape Maintenance Contract	13,750	87,000	(73,250)		14,500
79							Misc. Landscape-Temporary Staff	0	3,000	(3,000)		0
80							Misc. Landscape Maintenance	891	9,500	(8,609)		2,306
81							Mulch	266	4,000	(3,734)		0
82							New Plantings	998	6,000	(5,002)		0
83							Pond & Stormwater Maint Contract	2,098	12,780	(10,682)		2,098
84							Property Insurance Contract	11,040	12,000	(960)		10,747
85							Sod Replacement	0	4,000	(4,000)		0
86							Mitigation Maint Contract	225	900	(675)		225
87							Total 53900 - Physical Environment	35,720	155,380	(119,660)		34,390

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Nov '18	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
88							57200 - Parks & Recreation					
89							Auto Liability	697	755	(58)		665
90							Club Facility Maintenance					
91							Club Facility Maintenance	416	5,000	(4,584)		1,171
92							Clubhouse Supplies	73	2,300	(2,227)		872
93							Locks/Keys	0	100	(100)		0
94							Pool Snack Vending Items		300			0
95							Total Club Facility Maintenance	489	7,700	(7,211)		2,043
96							District Employees Payroll Exp					
97							Employer Workman Comp	3,821	9,000	(5,179)		1,689
98							Facilities Monitor	5,318	34,570	(29,252)		6,192
99							Medical Stipends	500	6,000	(5,500)		1,000
100							Payroll Service Charge	407	2,500	(2,093)		347
101							Payroll Taxes - Employer Taxes	1,794	13,500	(11,706)		2,233
102							Performance Stipend	0	2,600	(2,600)		0
103							Full-Time Hybrid Employee	3,644	25,459	(21,815)		4,506
104							Property Maintenance Part-Time	162	1,425	(1,263)		304
105							Property Maintenance Team Lead	4,304	28,221	(23,917)		5,485
106							Property Manager	9,504	61,776	(52,272)		11,602
107							Recreational Assistants	0	5,900	(5,900)		0
108							Total District Employees Payroll Exp	29,455	190,951	(161,496)		33,359
109							Dock Maintenance	266	400	(134)		24
110							Drainage/ Nature Path/Trail Maintenance	0	1,800	(1,800)		0
111							Park Facility Maintenance	250	5,000	(4,750)		1,834
112							Parks & Rec Cell Phones	228	1,700	(1,472)		225
113							Playground Maintenance	0	2,000	(2,000)		0
114							Pool Maintenance Contract	3,200	19,600	(16,400)		3,200
115							Pool Maintenance Repairs	1,331	12,000	(10,669)		2,015
116							Sec System Monitoring Contract	120	240	(120)		120

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Nov '18	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
117							Security Repairs	4,570	5,000	(430)		896
118							Total 57200 - Parks & Recreation	40,607	247,146	(206,539)		44,381
119							58003- Future CIP Projects and Reserves	126,183	325,299	(199,116)		38,016
120							Total Expense	233,842	905,682	(671,840)		151,868
121							Revenue Less Expenses	(135,249)	0	(135,249)		41,528
122							Other Revenue/Expense					
123							Other Revenue					
124							SunTrust Credit Card Rewards	501		0		
125							FY 17-18 Carryover	184,037		184,037		
126							Total Other Revenue	184,538	0	184,037		
127												
128							Other Expense					
129							Unassigned CIP Projects	0	179,037	(179,037)		
130							Funding for District's Reserve Acct	0	5,000	(5,000)		
131							Total Other Expense	0	184,037	(184,037)		
132							Net Other Income	184,037	(184,037)	184,037		
133							Net Income	48,788	(184,037)	48,788		

Lake St. Charles CDD Property Manager Expense Report

November 2018

	Type	Date	Num	Memo	Amount
Amplex					
	Credit Card Charge	11/19/2018	Plants	Plants	415.09
Brandon Lock & Safe, Inc.					
	Credit Card Charge	11/08/2018	Houdini	Houdini	23.85
Burnett's Rock & Landscape					
	Credit Card Charge	11/08/2018	Mulch	Mulch	40.00
	Credit Card Charge	11/15/2018	Soil	Soil	75.00
Chris's Portable Toilets					
	Bill	11/08/2018	1805-101750 Inv #	1805-101750 Inv #	75.00
Firestone Complete Auto Care					
	Credit Card Charge	11/16/2018	2 tire repl	2 tire replacement	408.78
George's Mower Service Inc.					
	Credit Card Charge	11/05/2018	chain saw s	chain saw supplies	53.95
	Credit Card Charge	11/13/2018	air filter	air filter	8.99
Harrell's Nursery Inc.					
	Credit Card Charge	11/14/2018	new plantin	new plantings	247.50
	Credit Card Charge	11/15/2018	new plantin	new plantings	335.00
Hawkins Service Company					
	Bill	11/30/2018	Replaced GFI at entr	Replaced GFI at entrance for christmas lights	200.00
Home Depot					
	Credit Card Charge	11/08/2018	mulch	mulch	60.00
	Credit Card Charge	11/08/2018	mulch	mulch	60.00
	Credit Card Charge	11/20/2018	mulch	mulch	15.00
	Credit Card Charge	11/20/2018	mulch	mulch	91.38
John Martini					
	Bill	11/08/2018	JM purchased irrigat	JM purchased irrigation materials with personal credit card	18.17
O'Reilly Auto Parts					
	Credit Card Charge	11/13/2018	carbon clea	carbon cleaner	5.69
Signs Now					
	Credit Card Charge	11/09/2018	Board Meeti	Board Meeting Signs Replacement	195.29
Winn Dixie					
	Credit Card Charge	11/13/2018	Water	Water	17.96
				TOTAL	2,347

January 2019 Property Manager's report

As of December 21st 2018 there were 250 android and 254 apple downloads (**554 total**) of our community App.

The dredging contract has been executed and all landowners affected were notified by letter sent regular mail of the activities soon to take place. The contractor is currently expected to commence before February 1st weather permitting.

The \$5,000 Neighborhood grant has been processed. The shade structure deposit has been paid and the order placed before year end price increases. Permit / structural drawings have been submitted to Hillsborough County for permitting. I am in the process of making final arrangements for the grant required swim lessons at our pool through the YMCA tentatively scheduled for the first week in June 2019.

The aeration system for pond #9 behind Bucks Ford Drive – Remington neighborhood is scheduled to be installed the first week of January 2019. 2-3 weeks later the fish will be stocked in that pond estimated by the end of January.

The post fall treatment midge larvae sampling report should be due by the January BOS meeting.

The revised building permit for the villas sign wall was obtained and construction has started. It is estimated at this time that the new brick wall and sign at the villas should be completed by the end of January.

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	1	1	32	27
Completed Clubhouse Rentals	2	4	2	4	4	4	4	3	5	2	2	2	38	36
Guest Passes Issued	0	0	0	0	8	3	0	1	0	0	0	0	12	14
Replacement Cards	0	1	2	1	1	1	1	0	0	0	0	0	7	11
Resident Access Cards	4	1	9	12	6	21	17	10	4	8	5	3	100	71
Renters Access Cards	1	0	7	14	7	18	12	4	3	2	2	1	71	45
Parking Stickers	4	4	10	9	12	29	18	10	8	8	5	5	122	142
Online Purchases	2	1	2	2	2	2	2	1	2	1	2	2	21	28
Monthly Total	17	14	33	49	44	80	58	30	24	23	17	14	403	374

I have received 8 voicemails, with 5 that required a call back.

Mark & Adriana notarized 3 documents.