

Supervisor Packet for February 5, 2019 General Meeting

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

7:00 p.m., February 5, 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 Martin) 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)
	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. January 8, 2019 Meeting Minutes b. Committee Meeting Minutes for January 2019 <ol style="list-style-type: none"> i. Treasurer's Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. December 2018 Financial Statements

	d. January 2019 Property Manager Monthly Report e. January 2019 Clubhouse Monthly Report f. January 2019 Facilities Monitor Report
7:20-7:40	8. COMMITTEE REPORTS (20 Minutes)
	1. Treasurer's Review Committee – Treasurer Nelson 2. Grounds/Security Committee – Committee Chair Fannin 3. Management Committee – Committee Chair Martin 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 1. Property Management Report
7:55–8:00	11. DISTRICT MANAGER (5 Minutes)
	Items for Consideration by District Manager – Adriana Urbina 1. District Manager Report
8:00 –8:10	12. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
8:10	ADJOURN



Date: January 8, 2019
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, Rob Martin
Vice Chair, Ginny Gianakos
Secretary/Treasurer, Dave Nelson
Supervisor, Robb Fannin
Supervisor, Jim Simon

Staff:

Adriana Urbina, District Manager
Mark Cooper, Property Manager

In attendance:

Meeting was called to order at 7:00 p.m. by Chair, Rob Martin

1. On **MOTION** by Supervisor Simon and second by Supervisor Gianakos the Board approved the, January 8, 2019 Consent Agenda consisting of the: December 4, 2018 General Meeting Minutes, the December Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the November 2018 Financial Reports, the Property Manager, District Administrative Assistant reports, and the Facility Monitor December 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 Nelson, the Board approved E & L Construction's base bid for the clubhouse restroom renovation project, according to the Rojo Architects plans and specifications in the amount of \$217,493. Property Manager, Mark Cooper suggested to have the bid revised for cost saving options. Chair Martin also suggested the option to purchase building

material outright for tax savings to the District. Motion was amended to say the complete project is not to exceed the amount of \$225,500. Motion passed 5 to 0

Action Item: Property Manager to review plans with architects and contractors for engineering, tax and material savings. Property Manager is also to see the option of removing one outside shower from plan.

3. On **MOTION** by Supervisor Martin and Second by Supervisor Simon, the Board approved Resolution 2019-02 Authorization for Treasurer to move funds from Centerstate Operational Account to Centerstate Money Market. Motion passed 5 to 0
4. On **MOTION** by Supervisor Martin and Second by Supervisor Simon, the Board approved Policy#6020 District Tree Cutting Policy. Motion passed 5 to 0
5. On **MOTION** by Supervisor Martin and Second by Supervisor Gianakos, the Board discussed an increase of \$1.75 to maintenance staff Bryant Urbina & John Martini for the newly assigned task of the District's irrigation maintenance. Motion was amended to instead approve an increase of \$.75 per hour for maintenance staff Bryant Urbina & John Martini for a trial period of January through June. After the trial period the Board will review performance and re-evaluate the scenario at the Board of Supervisor's Meeting scheduled in July. Motion passed 5 to 0
6. On **MOTION** by Supervisor Martin and Second by Supervisor Simon, the Board approved Policy #2908 Job description- Property Maintenance Full-Time. Motion was amended to add the pool monitor functions to description. Motion passed 5 to 0
7. On **MOTION** by Supervisor Martin and Second by Supervisor Gianakos, the Board approved to extend General Meeting until 8:15PM. Motion passed 5 to 0

Property Manager, Mark Cooper presented the post midge report. The report presented showed a decrease of midge larvae found in the tested areas. Report is to be posted on community website.

Meeting adjourned at 8:13PM

Respectfully submitted,

Dave Nelson, Treasurer/Secretary

Rob Martin, Chair

Treasurer's Review Committee Meeting Minutes

Date: *Friday, January 18th 2019, 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 next Treasurer's Review Committee Meeting will be **Friday, February 15, 2019 at 11:00 am.**

The Treasurer's Review Committee Meeting was cancelled.

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, January 16th 2019 at 12:30 PM.*

Operations Manager: *Property Manager, Mark Cooper*

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

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

The meeting commenced at 12:30 pm.

The committee reviewed and discussed the contract and scope of work with E & L contractors for restroom renovations and what changes were made to get the project completed for the not to exceed amount of \$225,500. Two small changes were made. 1) Changing the specification of the baby changers from the stainless steel ones to plastic ones and 2) Deleting one of the pool deck showers that is not required by the health department.

The committee discussed the dredging project and that it would be starting sometime in late January or February. Also the committee was informed that all homeowners adjacent to and affected by the pond dredging were informed and have given their consent for the work activity on their properties.

The committee was updated on the status of the villas sign and wall which should be completed by the February Board meeting.

Meeting adjourned at 1:30 pm.

Management Committee Meeting Minutes

Date: *Thursday, January 17th, 2019 @ 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 next Management Committee Meeting will be **Thursday, February 21, 2019 at 12:30 pm.**

The Management Committee Meeting was cancelled.

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, January 15th, 2019 @ 10:00 am*

Chairperson: *Supervisor Jim Simon*

Operations Manager: *Property Manager, Mark Cooper*

The Strategic Planning Committee was canceled.

The committee is awaiting initial playground design proposals.

Lake St. Charles CDD

Funds Statement

Oct '18 - Dec '18

	Oct '18	Nov '18	Dec '18	Category
Bank/Current Asset Accounts				
CenterState Bank Checking	147,977	148,124	763,407	Cash
CenterState Bank Money Market	242,219	242,265	242,312	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	1,002	993	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	391,198	391,381	1,006,712	
Cash (Checking/Savings)				
CenterState Bank Checking	147,977	148,124	763,407	
CenterState Bank Money Market	242,219	242,265	242,312	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	1,002	993	993	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
Total Cash Accounts	391,198	391,381	1,006,712	
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	391,198	391,381	1,006,712	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	242,219	242,265	242,312	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	242,219	242,265	242,312	

Lake St. Charles CDD Disbursement Authorization Report

December 2018

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	12/01/2018	Square Inc	10000-CenterState Bank Checking	-291.75
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-8.25
TOTAL					291.75
Check	EFT/Auto	12/11/2018	ADP	10000-CenterState Bank Checking	-10,164.95
				District Manager	1,974.40
				Payroll Taxes - Employer Taxes	166.34
				Facilities Monitor	1,329.61
				Property Maintenance Team Lead	1,021.84
				Property Manager	2,376.00
				Payroll Taxes - Employer Taxes	479.98
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
				Full Time Hybrid Employee	884.34
				Property Maintenance Part-Time	148.94
				Medical Stipend	200.00
				Medical Stipends	500.00
TOTAL					10,164.95
Check	EFT/Auto	12/15/2018	Square Inc	10000-CenterState Bank Checking	-2.34
				Rental	2.34
TOTAL					2.34
Sales Tax Paymen	EFT/Auto	12/19/2018	Florida Department of Revenue	10000-CenterState Bank Checking	-5.51

Lake St. Charles CDD

Disbursement Authorization Report

December 2018

Type	Num	Date	Name	Account	Original Amount
			Florida Department of Revenue	Sales Tax Payable	0.81
			Florida Department of Revenue	Sales Tax Payable	4.62
			Florida Department of Revenue	Sales Tax Payable	0.08
TOTAL					<u>5.51</u>
Check	EFT/Auto	12/19/2018	TECO Electric	10000-CenterState Bank Checking	-2,957.75
				53100 - Electric Utility Svs	51.16
				53100 - Electric Utility Svs	134.35
				53100 - Electric Utility Svs	161.96
				53100 - Electric Utility Svs	843.31
				53100 - Electric Utility Svs	101.51
				53100 - Electric Utility Svs	1,165.33
				53100 - Electric Utility Svs	194.01
				53100 - Electric Utility Svs	45.93
				53100 - Electric Utility Svs	20.45
				53100 - Electric Utility Svs	27.32
				53100 - Electric Utility Svs	21.22
				53100 - Electric Utility Svs	20.45
				53100 - Electric Utility Svs	21.81
				53100 - Electric Utility Svs	21.22
				53100 - Electric Utility Svs	21.51
				53100 - Electric Utility Svs	21.51
				53100 - Electric Utility Svs	21.22
				53100 - Electric Utility Svs	21.13
				53100 - Electric Utility Svs	21.22
				53100 - Electric Utility Svs	<u>21.13</u>
TOTAL					2,957.75
Check	EFT/Auto	12/21/2018	ADP	10000-CenterState Bank Checking	-126.48

Lake St. Charles CDD Disbursement Authorization Report

December 2018

Type	Num	Date	Name	Account	Original Amount
				Payroll Service Charge	11.50
				Payroll Service Charge	57.48
				Supervisor Payroll Service	<u>57.50</u>
TOTAL					126.48
Check	EFT/Auto	12/25/2018 ADP		10000-CenterState Bank Checking	-8,422.98
				District Manager	1,974.40
				Payroll Taxes - Employer Taxes	151.04
				Facilities Monitor	1,329.60
				Property Maintenance Team Lead	1,187.20
				Property Manager	2,376.00
				Payroll Taxes - Employer Taxes	447.88
				Full Time Hybrid Employee	902.70
				Property Maintenance Part-Time	<u>54.16</u>
TOTAL					8,422.98
Check	EFT/Auto	12/27/2018 TECO Electric		10000-CenterState Bank Checking	-277.04
				53100 - Electric Utility Svs	<u>277.04</u>
TOTAL					277.04
Bill Pmt -Check	8240	12/04/2018 Aquatic Systems, Inc		10000-CenterState Bank Checking	-1,514.00
Bill	Nov Pond Mainten	11/01/2018		Pond Maint Contract	1,049.00
				58003-Future CIP Projects & Res	<u>465.00</u>
TOTAL					1,514.00

Lake St. Charles CDD

Disbursement Authorization Report

December 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	8241	12/04/2018	BOCC	10000-CenterState Bank Checking	-414.52
Bill	Nov Water Bill	11/09/2018		53600 - Water/Sewer Services	414.52
TOTAL					414.52
Bill Pmt -Check	8242	12/04/2018	CLC Total Care	10000-CenterState Bank Checking	-6,500.00
Bill	Dec Monthly Maintena	12/01/2018		Landscape Maintenance Contract	6,500.00
TOTAL					6,500.00
Bill Pmt -Check	8243	12/04/2018	Department of State - Bureau of Election	10000-CenterState Bank Checking	-20.00
Bill	Oath of Office	12/04/2018		Dues, Licenses & Fees	20.00
TOTAL					20.00
Bill Pmt -Check	8244	12/04/2018	Egis Insurance & Risk Advisors, LLC	10000-CenterState Bank Checking	-1,821.00
Bill	WC Policy#100118567	10/01/2018		Employer Workman Comp	1,821.00
TOTAL					1,821.00
Bill Pmt -Check	8245	12/04/2018	Hawkins Service Company	10000-CenterState Bank Checking	-611.00
Bill	Installed new contro	11/08/2018		Pool Maintenance Repairs	611.00
TOTAL					611.00
Bill Pmt -Check	8246	12/04/2018	John Martini	10000-CenterState Bank Checking	-18.17
Bill	JM purchased irrigat	11/08/2018		Misc. Landscape Maintenance	18.17

Lake St. Charles CDD Disbursement Authorization Report

December 2018

Type	Num	Date	Name	Account	Original Amount
TOTAL					18.17
Bill Pmt -Check	8247	12/04/2018	Luis Martinez	10000-CenterState Bank Checking	-29.30
Bill	Reimbursement for Fa	11/28/2018		Car Maintenance & Repairs	29.30
TOTAL					29.30
Bill Pmt -Check	8248	12/04/2018	Planeng, Inc.	10000-CenterState Bank Checking	-1,236.17
Bill	INV#2359	12/03/2018		58003-Future CIP Projects & Res	1,236.17
TOTAL					1,236.17
Bill Pmt -Check	8249	12/04/2018	Republic Waste Services	10000-CenterState Bank Checking	-159.89
Bill	0696-000769674 Inv #	11/17/2018		53400 - Garbage/Solid Waste Svc	159.89
TOTAL					159.89
Bill Pmt -Check	8250	12/04/2018	ROJO Architecture, LLC	10000-CenterState Bank Checking	-2,368.12
Bill	INV# 2018-0374	11/30/2018		58003-Future CIP Projects & Res	2,368.12
TOTAL					2,368.12
Bill Pmt -Check	8251	12/04/2018	Staples	10000-CenterState Bank Checking	-176.15
Bill	Misc	11/15/2018		Office Supplies	104.17
				Printer Supplies	71.98
TOTAL					176.15

Lake St. Charles CDD Disbursement Authorization Report

December 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	8252	12/04/2018	SunTrust Credit Card	10000-CenterState Bank Checking	-3,216.31
Bill	Nov CC Statement	11/24/2018		13500 - SunTrust Visa Card	3,216.31
TOTAL					<u>3,216.31</u>
Bill Pmt -Check	8253	12/04/2018	Tampa Bay Times	10000-CenterState Bank Checking	-193.25
Bill	AD#713874	11/26/2018		Legal Advertising	193.25
TOTAL					<u>193.25</u>
Bill Pmt -Check	8254	12/04/2018	Top Line Recreation Inc.	10000-CenterState Bank Checking	-8,587.83
Bill	Pool Shade Structure	11/21/2018		58003-Future CIP Projects & Res	8,587.83
TOTAL					<u>8,587.83</u>
Bill Pmt -Check	8255	12/04/2018	Verizon Wireless	10000-CenterState Bank Checking	-42.46
Bill	10-24-18 to 11-23-18	11/23/2018		Telephone	42.46
TOTAL					<u>42.46</u>
Bill Pmt -Check	8256	12/04/2018	Aquatic Systems, Inc	10000-CenterState Bank Checking	-9,768.00
Bill	3rd Midge Treatment	11/28/2018		58003-Future CIP Projects & Res	9,768.00
TOTAL					<u>9,768.00</u>
Bill Pmt -Check	8257	12/04/2018	Egis Insurance & Risk Advisors, LLC	10000-CenterState Bank Checking	-544.00
Bill	WC Policy#100118567	11/01/2018		Employer Workman Comp	544.00

Lake St. Charles CDD Disbursement Authorization Report

December 2018

Type	Num	Date	Name	Account	Original Amount
TOTAL					544.00
Bill Pmt -Check	8258	12/04/2018	Hawkins Service Company	10000-CenterState Bank Checking	-200.00
Bill	Replaced GFI at entr	11/30/2018		Misc. Landscape Maintenance	200.00
TOTAL					200.00
Bill Pmt -Check	8259	12/04/2018	Aquatic Systems, Inc	10000-CenterState Bank Checking	-47,664.00
Bill	2 Alum Treatments	11/12/2018		58003-Future CIP Projects & Res	47,664.00
TOTAL					47,664.00
Bill Pmt -Check	8260	12/04/2018	Egis Insurance & Risk Advisors, LLC	10000-CenterState Bank Checking	-544.00
Bill	WC Policy#100118567	12/01/2018		Employer Workman Comp	544.00
TOTAL					544.00
Bill Pmt -Check	8261	12/04/2018	Aquatic Systems, Inc	10000-CenterState Bank Checking	-9,768.00
Bill	1st Midge Treatment	10/31/2018		58003-Future CIP Projects & Res	9,768.00
TOTAL					9,768.00
Bill Pmt -Check	8262	12/04/2018	Egis Insurance & Risk Advisors, LLC	10000-CenterState Bank Checking	-544.00
Bill	WC Policy#100118567	01/01/2019		Employer Workman Comp	544.00
TOTAL					544.00
Bill Pmt -Check	8263	12/04/2018	Aquatic Systems, Inc	10000-CenterState Bank Checking	-1,514.00
Bill	Dec Pond Mainten	12/01/2018		Pond Maint Contract	1,049.00
				58003-Future CIP Projects & Res	465.00
TOTAL					1,514.00

Lake St. Charles CDD Disbursement Authorization Report

December 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	8264	12/20/2018	BOCC	10000-CenterState Bank Checking	-332.30
Bill	Dec Water Bill	12/10/2018		53600 - Water/Sewer Services	332.30
TOTAL					332.30
Bill Pmt -Check	8265	12/20/2018	Chris's Portable Toilets	10000-CenterState Bank Checking	-75.00
Bill	1805-102977 Inv #	12/08/2018		Park Facility Maintenance	75.00
TOTAL					75.00
Bill Pmt -Check	8266	12/20/2018	Frontier	10000-CenterState Bank Checking	-221.70
Bill	Nov Internet & Fax	11/25/2018		Telephone	221.70
TOTAL					221.70
Bill Pmt -Check	8267	12/20/2018	Judy's Permit Service	10000-CenterState Bank Checking	-1,100.75
Bill	Restroom project	12/13/2018		58003-Future CIP Projects & Res	650.75
				58003-Future CIP Projects & Res	450.00
TOTAL					1,100.75
Bill Pmt -Check	8268	12/20/2018	Tampa Bay Times	10000-CenterState Bank Checking	-214.50
Bill	AD#718766	12/07/2018		Legal Advertising	214.50
TOTAL					214.50
Bill Pmt -Check	8269	12/20/2018	TECO Gas Company	10000-CenterState Bank Checking	-369.87
Bill	Dec Billing	12/06/2018		53200 - Gas Utility Services	369.87
TOTAL					369.87
Bill Pmt -Check	8270	12/20/2018	Verizon Wireless	10000-CenterState Bank Checking	-112.84

Lake St. Charles CDD Disbursement Authorization Report

December 2018

Type	Num	Date	Name	Account	Original Amount
Bill	11-02-18 to 12-01-18	12/01/2018		Parks & Rec Cell Phones	112.84
TOTAL					112.84
Bill Pmt -Check	8271	12/20/2018	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-76.44
Bill	Automation Repair	12/13/2018		Pool Maintenance Repairs	76.44
TOTAL					76.44
Bill Pmt -Check	8272	12/20/2018	Tampa Bay Times	10000-CenterState Bank Checking	-227.25
Bill	AD#718792	12/07/2018		Legal Advertising	227.25
TOTAL					227.25
Bill Pmt -Check	8273	12/20/2018	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,600.00
Bill	Dec Pool Cleaning	12/13/2018		Pool Maintenance Contract	1,600.00
TOTAL					1,600.00
Bill Pmt -Check	8274	12/20/2018	Tampa Bay Times	10000-CenterState Bank Checking	-210.25
Bill	AD#718718	12/07/2018		Legal Advertising	210.25
TOTAL					210.25
Bill Pmt -Check	8275	12/20/2018	Tampa Bay Times	10000-CenterState Bank Checking	-231.50
Bill	AD#718782	12/07/2018		Legal Advertising	231.50
TOTAL					231.50

1/25/2019

Treasurer's Report - CenterState Account

December 2018

12/1/18 - 12/31/18

Date	Number	Payee	Memo	Payment	Deposit	Balance
						148,123.70
12/01/2018 EFT/Auto		Square Inc	B. Brown CH Rental Deposit Refund	291.75		147,831.95
12/04/2018 8240		Aquatic Systems, Inc	INV# 0000426127	1,514.00		146,317.95
12/04/2018 8241		BOCC	4678710000 Acct #	414.52		145,903.43
12/04/2018 8242		CLC Total Care	INV 19956	6,500.00		139,403.43
12/04/2018 8243		Department of State - Bureau of Election	Oath of Office Filing	20.00		139,383.43
12/04/2018 8244		Egis Insurance & Risk Advisors, LLC	WC Policy#100118567 INV#8353	1,821.00		137,562.43
12/04/2018 8245		Hawkins Service Company	Work Order# 8474	611.00		136,951.43
12/04/2018 8246		John Martini		18.17		136,933.26
12/04/2018 8247		Luis Martinez		29.30		136,903.96
12/04/2018 8248		Planeng, Inc.	INV#2359	1,236.17		135,667.79
12/04/2018 8249		Republic Waste Services	3-0696-1005435	159.89		135,507.90
12/04/2018 8250		ROJO Architecture, LLC	INV# 2018-0374	2,368.12		133,139.78
12/04/2018 8251		Staples	6011 1000 4086 310	176.15		132,963.63
12/04/2018 8252		SunTrust Credit Card	4223071100091531 Acct #	3,216.31		129,747.32
12/04/2018 8253		Tampa Bay Times	Acct# 105743 AD#713874	193.25		129,554.07
12/04/2018 8254		Top Line Recreation Inc.	Quote# TLRQ2402	8,587.83		120,966.24
12/04/2018 8255		Verizon Wireless	Acct# 842082173-00001	42.46		120,923.78
12/04/2018 8256		Aquatic Systems, Inc	INV# 0000428499	9,768.00		111,155.78
12/04/2018 8257		Egis Insurance & Risk Advisors, LLC	WC Policy#100118567 INV#8354	544.00		110,611.78
12/04/2018 8258		Hawkins Service Company	Work Order# 9825	200.00		110,411.78
12/04/2018 8259		Aquatic Systems, Inc	INV# 0000428498	47,664.00		62,747.78
12/04/2018 8260		Egis Insurance & Risk Advisors, LLC	WC Policy#100118567 INV#8355	544.00		62,203.78
12/04/2018 8261		Aquatic Systems, Inc	INV# 0000428556	9,768.00		52,435.78
12/04/2018 8262		Egis Insurance & Risk Advisors, LLC	WC Policy#100118567 INV#8356	544.00		51,891.78
12/04/2018 8263		Aquatic Systems, Inc	INV# 0000428947	1,514.00		50,377.78
12/04/2018			Deposit		24.31	50,402.09
12/06/2018			Deposit		720,188.04	770,590.13
12/11/2018 EFT/Auto	ADP		P.E. 12-08-18	10,164.95		760,425.18
12/14/2018			Deposit		19,017.00	779,442.18
12/14/2018			Deposit		14.59	779,456.77

1/25/2019

Date	PM	Number	Payee	Memo	Payment	Deposit	Balance
12/15/2018				Deposit		291.75	779,748.52
12/15/2018	EFT/Auto		Square Inc	2.75% Square Processing Fee for CH Rentals	2.34		779,746.18
12/19/2018			Vending Sales			1.50	779,747.68
12/19/2018	EFT/Auto		Florida Department of Revenue		5.51		779,742.17
12/19/2018	EFT/Auto		TECO Electric	06980007400 Acct #	2,957.75		776,784.42
12/20/2018	8264		BOCC	4678710000 Acct #	332.30		776,452.12
12/20/2018	8265		Chris's Portable Toilets	1805-102977 Inv #	75.00		776,377.12
12/20/2018	8266		Frontier	ACCT# 813-671-8339-120297-5	221.70		776,155.42
12/20/2018	8267		Judy's Permit Service		1,100.75		775,054.67
12/20/2018	8268		Tampa Bay Times	Acct# 105743 AD#718766	214.50		774,840.17
12/20/2018	8269		TECO Gas Company	07884976	369.87		774,470.30
12/20/2018	8270		Verizon Wireless	Acct# 742078254-00001	112.84		774,357.46
12/20/2018	8271		Zebra Cleaning Team, Inc.	INV# 3084	76.44		774,281.02
12/20/2018	8272		Tampa Bay Times	Acct# 105743 AD#718792	227.25		774,053.77
12/20/2018	8273		Zebra Cleaning Team, Inc.	INV# 3083	1,600.00		772,453.77
12/20/2018	8274		Tampa Bay Times	Acct# 105743 AD#718718	210.25		772,243.52
12/20/2018	8275		Tampa Bay Times	Acct# 105743 AD#718782	231.50		772,012.02
12/21/2018	EFT/Auto		ADP	526142788 Inv #	126.48		771,885.54
12/25/2018	EFT/Auto		ADP	P.E. 12-22-18	8,422.98		763,462.56
12/27/2018	EFT/Auto		TECO Electric	221005960721 Acct #	277.04		763,185.52
12/31/2018			Clubhouse Rentals			85.00	763,270.52
12/31/2018				Interest		136.87	763,407.39
					124,475.37	739,759.06	763,407.39

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Dec '18	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
3							Revenue/Expense					
4							Revenue					
5							36100 - Interest Earnings					
6							Interest - General Fund	347	1,450	(1,103)		168
7							Total 36100 - Interest Earnings	347	1,450	(1,103)		168
8							General Fund Assessment-O&M					
9							General Fund Assessment Gross	883,918	958,146	(74,228)		198,224
10							GF Prop Tax Interest	0	0	0		15
11							GF Tax Collector Commissions	(16,969)	(19,163)	2,194		(3,804)
12							GF Tax Payment Discount	(35,461)	(38,326)	2,865		(8,036)
13							Total General Fund Assessment-O&M	831,488	900,657	(69,169)		186,399
14												
15							Total 36310 - Special Assessment	831,488	900,657	(69,169)		186,399
16							36311 - Excess Fees	5,881	0	5,881		5,701
17							36900 - Miscellaneous Revenues			0		
18							Other Misc Revenue	97	1,200	(1,103)		691
19							Rental	283	1,900	(1,617)		437
20							Pool Snack Vending	2	475	(473)		0
21							Total 36900 - Miscellaneous Revenues	383	3,575	(3,192)		1,128
22							Total Revenue	838,098	905,682	(67,584)		193,396
23												
25							Expense					
26							5110 - Legislative					
27							Employer Taxes	251	1,460	(1,210)		202
28							Special District Fees	175	175	0		175
29							Supervisor Fees	3,000	12,000	(9,000)		2,000
30							Supervisor Payroll Service	173	900	(728)		139
31							Total 5110 - Legislative	3,598	14,535	(10,937)		2,516

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Dec '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	11,846	51,334	(39,488)		9,642
38							Medical Stipend	400	2,400	(2,000)		400
39							Payroll Service Charge	93	465	(372)		72
40							Payroll Taxes - Employer Taxes	937	4,400	(3,463)		768
41							Performance Stipend	0	1,000	(1,000)		0
42							Total District F&A Employees	13,276	59,599	(46,323)		10,883
43							Dues, Licenses & Fees	20	500	(480)		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	1,289	2,600	(1,311)		1,134
50							Local/Other Taxes	3,196	3,396	(200)		3,196
51							Office Supplies	104	1,000	(896)		131
52							Postage	66	250	(184)		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	817	3,100	(2,283)		522
57							Travel Per Diem	57	200	(143)		0
58							Website Development & Monitor	0	2,650	(2,650)		0
59							Total 51300 - Financial & Admin	27,183	99,142	(71,959)		24,192

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Dec '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	145	1,500	(1,355)		104
66							Total 52100 - Law Enforcement	182	2,500	(2,318)		104
67							53100 - Electric Utility Svs	8,860	38,800	(29,940)		6,245
68							53200 - Gas Utility Services	889	4,000	(3,111)		545
69							53400 - Garbage/Solid Waste Svc	422	2,880	(2,458)		349
70							53600 - Water/Sewer Services	1,095	8,000	(6,905)		1,071
71							53900 - Physical Environment			0		
72							Entry & Walls Maintenance	0	2,000	(2,000)		0
73							Ford F250 Maintenance & Repair	2,699	1,000	1,699		721
74							Fountain in Lake	600	3,000	(2,400)		79
75							Gas - Equipment	42	400	(358)		0
76							Gas - Truck	300	1,800	(1,500)		185
77							Irrigation Maintenance	3,084	8,000	(4,916)		3,528
78							Landscape Maintenance Contract	20,250	87,000	(66,750)		14,500
79							Misc. Landscape-Temporary Staff	0	3,000	(3,000)		0
80							Misc. Landscape Maintenance	1,490	9,500	(8,010)		2,306
81							Mulch	266	4,000	(3,734)		0
82							New Plantings	998	6,000	(5,002)		0
83							Pond & Stormwater Maint Contract	3,147	12,780	(9,633)		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	44,142	155,380	(111,238)		34,390

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Dec '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	623	5,000	(4,377)		1,171
92							Clubhouse Supplies	278	2,300	(2,022)		872
93							Locks/Keys	0	100	(100)		0
94							Pool Snack Vending Items	0	300			0
95							Total Club Facility Maintenance	901	7,700	(6,799)		2,043
96							District Employees Payroll Exp					
97							Employer Workman Comp	5,013	9,000	(3,987)		1,689
98							Facilities Monitor	7,978	34,570	(26,592)		6,192
99							Medical Stipends	1,000	6,000	(5,000)		1,000
100							Payroll Service Charge	464	2,500	(2,036)		347
101							Payroll Taxes - Employer Taxes	2,722	13,500	(10,778)		2,233
102							Performance Stipend	0	2,600	(2,600)		0
103							Full-Time Hybrid Employee	5,432	25,459	(20,028)		4,506
104							Property Maintenance Part-Time	366	1,425	(1,059)		304
105							Property Maintenance Team Lead	6,513	28,221	(21,708)		5,485
106							Property Manager	14,256	61,776	(47,520)		11,602
107							Recreational Assistants	0	5,900	(5,900)		0
108							Total District Employees Payroll Exp	43,743	190,951	(147,208)		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	938	5,000	(4,062)		1,834
112							Parks & Rec Cell Phones	341	1,700	(1,359)		225
113							Playground Maintenance	0	2,000	(2,000)		0
114							Pool Maintenance Contract	4,800	19,600	(14,800)		3,200
115							Pool Maintenance Repairs	1,407	12,000	(10,593)		2,015
116							Sec System Monitoring Contract	120	240	(120)		120

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Dec '18	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
117							Security Repairs	4,570	5,000	(430)		896
118							Total 57200 - Parks & Recreation	57,784	247,146	(189,362)		44,381
119							58003- Future CIP Projects and Reserves	130,089	325,299	(195,210)		38,016
120							Total Expense	274,316	905,682	(631,366)		151,868
121							Revenue Less Expenses	563,782	0	563,782		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	747,819	(184,037)	747,819		

Lake St. Charles CDD Property Manager Expense Report

December 2018

	Type	Date	Num	Memo	Amount
Ace Hardware					
	Credit Card Charge	12/04/2018	Oil, silico	Oil, silicone	21.57
	Credit Card Charge	12/07/2018	Sprayer Noz	Sprayer Nozzles	61.17
	Credit Card Charge	12/13/2018	Baseball in	Baseball infield for sod spraying	8.99
AmeriTech					
	Credit Card Charge	12/17/2018	Sprayer Pum	Sprayer Pump	108.38
Brandon Rental					
	Credit Card Charge	12/11/2018	Pipe & Labo	Pipe & Labor	25.00
Buckeye Cleaning Center					
	Credit Card Charge	12/19/2018	Cleaning Su	Cleaning Supplies	20.10
CentralPro					
	Credit Card Charge	12/04/2018	Irrigation	Irrigation items	55.37
	Credit Card Charge	12/05/2018	Irrigation	Irrigation items	32.47
	Credit Card Charge	12/06/2018	Irrigation	Irrigation items	11.84
Chris's Portable Toilets					
	Bill	12/08/2018	1805-102977 Inv #	1805-102977 Inv #	75.00
Dick's Sporting Goods					
	Credit Card Charge	12/13/2018	Base set fo	Base set for baseball fields	346.66
George's Mower Service Inc.					
	Credit Card Charge	12/19/2018	Handheld Bl	Handheld Blower	159.99
	Credit Card Charge	12/19/2018	Diagnostic	Diagnostic on blower	25.00
Home Depot					
	Credit Card Charge	12/04/2018	Soil & pvc	Soil & pvc	12.91
	Credit Card Charge	12/04/2018	PVC pipe an	PVC pipe and ties	13.78
	Credit Card Charge	12/06/2018	photocell	photocell	13.86
	Credit Card Charge	12/11/2018	Rope A& Wea	Rope A& Weathershield	40.01
	Credit Card Charge	12/12/2018	male hose	male hose	4.26
	Credit Card Credit	12/12/2018	Rope	Rope	-24.49
	Credit Card Charge	12/19/2018	post and ca	post and caps	27.42
O'Reilly Auto Parts					
	Credit Card Charge	12/11/2018	wiper blade	wiper blades & fluid	39.46
Publix					
	Credit Card Charge	12/04/2018	Water & Mis	Water & Misc	46.93

	Type	Date	Num	Memo	Amount
Signs Now					
	Credit Card Charge	12/14/2018	Be aware si	Be aware signs	127.78
Stanley Steemer					
	Credit Card Charge	12/06/2018	Carpet Clea	Carpet Cleaning	125.00
Staples					
	Bill	12/14/2018	Trash Bags	Trash Bags	82.18
Winn Dixie					
	Credit Card Charge	12/17/2018	Water	Water	10.98
	Credit Card Charge	12/19/2018	Water Missi	Water Missing receipt	12.18
				TOTAL	1,484

February 2019 Property Manager's report

As of January 24th 2019 there were 270 android and 272 apple downloads (**542 total**) of our community App.

Dredging of our ponds is scheduled to start in Late January or sometime in February.

I am in the process of submitting the required documentation to receive our \$5,000 grant reimbursement towards our kid pool shade structure.

The aeration system for pond #9 behind Bucks Ford Drive is fully functional and fish stocking should occur in Pond #9 in late February.

The villas sign wall and sign should be completed by the February board meeting.

I have worked with staff to improve the baseball diamond. We have placed new clay at the bases, base lines pitching mound and installed new bases. Shortly we will place some new sod in a portion of the infield where weeds had taken over.



2019 Clubhouse Monthly Status Report

	January	February	March	April	May	June	July	August	September	October	November	December	Yearly Total	2018 Total
Scheduled Clubhouse Rentals	1												1	32
Completed Clubhouse Rentals	3												3	38
Guest Passes Issued	0												0	12
Replacement Cards	3												3	7
Resident Access Cards	6												6	100
Renters Access Cards	6												6	71
Parking Stickers	6												6	122
Online Purchases	2												2	21
Monthly Total	27												27	403

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

Mark & Adriana notarized 3 documents.