

Supervisor Packet for March 5, 2019 General Meeting

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

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

	d. February 2019 Property Manager Monthly Report e. February 2019 Clubhouse Monthly Report f. February 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: February 5, 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 Gianakos and second by Supervisor Martin the Board approved the, February 5, 2019 Consent Agenda consisting of the: January 8, 2019 General Meeting Minutes, the January Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the December 2018 Financial Reports, the Property Manager, District Administrative Assistant reports, and the Facility Monitor January 2019 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0

Supervisor Fannin made the Board aware of the cracks on the basketball courts and the need to repair them. Supervisor Simon commented that adding a fence around the courts might deter the wrong usage of the courts. Property Manager, Mark Cooper's main concern is that the previous contractor is not responding to various contact attempts. Chair Martin approved and signed a letter that will be sent to

Stewart Tennis in regards to this matter, he has also advised to add District Counsel to the next email contact attempt.

Property Manager, Mark Cooper made the Board aware of the status on the restroom renovation project. Demolition has begun and trash receptacles have been delivered. He also mentioned dredging has also started on the pond near clubhouse.

AI: Property Manager, Mark Cooper to investigate the process of having sidewalk repairs done to the whole community such as the Bloomingdale CDD has done to their community.

Meeting adjourned at 7:39PM

Respectfully submitted,

Dave Nelson, Treasurer/Secretary

Rob Martin, Chair

Treasurer's Review Committee Meeting Minutes

Date: *Friday, February 15th 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, March 15, 2019 at 11:00 am.**

- The Committee Chairman reviewed and signed checks.

-The Committee Chairman was updated on the status of the pond dredging and clubhouse restroom renovation project.

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, February 20th 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 has no specific requests of the board and the committee discussed the status of several projects:

- 1) Clubhouse restrooms. The demolitions of the clubhouse restrooms are complete as of 2/22/19. E and L Construction group has provided all of their and their sub-contractors insurance certificates and product data sheets on nearly all fixtures and materials to be purchased. They have also provided a time line schedule that indicates that the renovations should be complete by the 1st week in April.
- 2) The signage project and specifically the Villas walls and signs are finally completed. Staff has done some irrigation repair work immediately around the sign walls and I requested additional irrigation repairs from the villas irrigation maintenance company in advance of staff landscaping the villas entrance.
- 3) Staff installed a sump pump at the north east corner of the tennis courts to aid in draining the courts after heavy rains and to help in keeping water from building up on the courts.
- 4) The dredging project is underway and the pond by the clubhouse is completed. As of today 2/21/19 they have started working on the small pond at Colonial Lake Drive and Chart House court. Once it is deemed substantially complete (March 5th?) the survey company - H2O will resurvey those 2 ponds for compliance with the engineers report and if any additional dredging needs to be done it will be addressed before the ponds are completed. They will then move on to the last 2 ponds. I anticipate that the dredging will be completed by the end of April.
- 5) The final fish stocking is scheduled to occur in Pond #9 where the aeration system was installed by March 1st.
- 6) Spring midge treatments. Aquatic Systems will be performing their pretreatment larvae sampling in March. I have ask them to sample pond #24 in the southeast corner of the lake as we have had some reports that the midges are present in that area. It is likely that they have migrated to that pond. If larvae are found in that pond I will negotiate to have it treated as well. The spring treatments consists of 4 rounds of treatment at 2 week intervals and are likely to start in late March or April.
- 7) Inventory was completed in February to be submitted to the auditors.
- 8) Initial playground proposals have been received and will be discussed in Strategic Planning.
- 9) Upgrades to the baseball diamond were completed with a small area of sod to be laid in a portion of the infield.

- 10) The staff takeover of irrigation system maintenance has been very successful as we have been able to address many areas that needed repairs and better management.
- 11) In March staff will be focusing on landscape improvements.
- 12) I reached out to the Bloomingdales HOA regarding complete sidewalk repairs and received direction from them and Megan Nixon – assistant to County Commissioner Stacy White on how to proceed. A complete comprehensive report needs to be generated locating all of the repairs with photos and ranking of severity for the entire community. Once that is generated, it is to be submitted to Hillsborough County and Megan Nixon who indicated she would work with Commissioner Stacy White but stated that it could take a few years before the county performs the work. I was also informed that the County significantly increased its sidewalk repair budget and will now survey entire areas to try to comprehensively repair sidewalks in larger areas instead of one location at a time.
- 13) The kid pool shade structure is scheduled to be installed in March/ April and I have applied for the \$5,000 reimbursement from Hillsborough County.

Meeting adjourned at 1:30 pm.

Management Committee Meeting Minutes

Date: *Thursday, February 21st, 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, March 21, 2019 at 12:30 pm.**

The Management Committee Meeting was cancelled.

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, February 19th, 2019 @ 10:00 am*

Chairperson: *Supervisor Jim Simon*

Operations Manager: *Property Manager, Mark Cooper*

Meeting called to order at 10:00 am.

The Strategic Planning Committee Reviewed the proposed playground designs from the 2 companies that have submitted so far. There is one additional company that is expected to provide a proposal. The committee reviewed the site selection pros and cons list and a draft of a resident survey. See attachments.

The committee discussed a proposed upcoming special planning meeting schedule to invite residents and discuss site selection and individual designs, elements, colors etc. The committee would like to advertise and conduct meetings in the following proposed schedule:

The will be no restrooms or water at the clubhouse in March so the meetings will commence in mid-April when the restrooms are expected to be completed.

Tuesday, April 9th – Saturday, April 13th – resident survey and comments

Tuesday, May, 14th – Saturday, May 18th - resident survey and comments

June 4th Board meeting -Board to vote on final playground site

The committee would then take the information gathered and go back to the playground companies for revisions of the proposed designs.

Tuesday July 16th – Saturday, July 20th resident meeting to discuss revised designs.

Tuesday, August 13th – Saturday, August 17th -Final resident meeting with Board to discuss final designs

September 10th Board meeting -Board to select Playground Company

Notify the selected playground company to prepare final design and costs.

November 5th Board meeting -Board to enter into agreement with selected Playground Company.

December 2019 pay deposits and order equipment to lock in 2019 pricing.

The committee also discussed future fencing around the basketball courts. See attachments.

The preliminary estimated costs of the basketball court fencing was \$16,000 without any access control which could cost and additional \$7,000 for power, wireless connection and access controllers

The committee adjourned at 11:00 am.

Playground site selection

Option #1 at clubhouse where the volleyball court is currently located

Pros

- 1) One consolidated all age group, inclusive playground.
- 2) Ample stadium style seating
- 3) Night lighting is available for after dark use
- 4) Security camera available for recording
- 5) Restrooms are available
- 6) Securing the playground area will also secure the trail from non-residents. Card access required for trail and playground access
- 7) Ample parking available
- 8) Central location to the entire community
- 9) Adjacent to pool
- 10) Helps to market the community's amenities – greater visibility - to potential home buyers. Many realtors/ homebuyers do not know our park exists
- 11) Playground available to renters of the clubhouse for children's parties
- 12) Some stand-alone swings and other items could still be located in the park area
- 13) Turf safety surface will be cleaner (sticks, leaves and acorns) with no trees directly overhead

Cons

- 1) Playground would not be near the other park amenities such as basketball, soccer, baseball, the relocated volleyball court or potential future amenities such as a picnic pavilion or mini golf.
- 2) No lake view
- 3) Shade will have to be provided
- 4) Will need to allocate funds for new fencing
- 5) More site grading and preparation

Option #2 in park generally where the playground is currently located

Pros

- 1) Near other activities like soccer, baseball and basketball and other future potential amenities like mini golf or picnic pavilion
- 2) On the lake – Lake / water views
- 3) Already shaded with tree canopy
- 4) Volleyball court remains at clubhouse
- 5) No additional fencing needed – utilize existing 4' chain link fencing

Cons

- 1) No restrooms nearby- restrooms could be added to park in future but could cost \$150,000
- 2) Limited parking- would need to add parking at north cul de sac to match south cul de sac
- 3) No night use
- 4) No security cameras
- 5) No pool nearby
- 6) Not usable with children party clubhouse rentals
- 7) Turf safety surface will be dirtier (sticks, leaves and acorns) with trees directly overhead

1-Family Details (not compulsory) Please give us some details about your family which might help us determine the equipment to focus on.

Number of Children

Ages of Children

2-IF THE PLAYGROUD FACILITIES IS EXPAND WHERE WOULD YOU LIKE TO SEE IT'SLOCATION?

A- ADJCENT TO THE CLUBHOUSE WHERE THE VOLLEYBALL COURT IS LOCATED_____

B- IN THE PARK WHERE THE PLAYGROUNG IS CURRENTLY LOCATED _____

C- Other location _____

3- What from the list below what new equipment would you like to see?

- ☐ Toddler zone Ages 2-5
- ☐ Activity Panels
- ☐ Climbing net
- ☐ Furniture
- ☐ Climbers
- ☐ Stepping Pods
- ☐ Rock Wall climber
- ☐ Musical instruments / chimes
- ☐ Playhouse
- ☐ Seesaw / teeter toddler
- ☐ Swings
- ☐ Springier / rockers
- ☐ Cable Ride / zip line
- ☐ Rotator / merry go round / spinners
- ☐ Slides
- ☐ Sunshade
- ☐ Gliders
- ☐ Other (please specify) _____

5. If the play areas were improved to your satisfaction how frequently would you use them?

Daily 2/3 times a week 2/3 times a month Less than once a month Never



Basketball Courts Fencing Enclosure

SUPERVISOR PACKET 12



Waterton Drive Basketball Courts Fencing Enclosure

Lake St. Charles CDD

Funds Statement

Nov '18 - Jan '19

	Nov '18	Dec '18	Jan '19	Category
Bank/Current Asset Accounts				
CenterState Bank Checking	148,124	763,407	736,957	Cash
CenterState Bank Money Market	242,265	242,312	242,359	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	993	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	391,381	1,006,712	980,309	
Cash (Checking/Savings)				
CenterState Bank Checking	148,124	763,407	736,957	
CenterState Bank Money Market	242,265	242,312	242,359	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	993	993	993	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
Total Cash Accounts	391,381	1,006,712	980,309	
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	391,381	1,006,712	980,309	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	242,265	242,312	242,359	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	242,265	242,312	242,359	

Lake St. Charles CDD Disbursement Authorization Report

January 2019

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	01/04/2019	Square Inc	10000-CenterState Bank Checking	-1.51
				Rental	1.51
TOTAL					<u>1.51</u>
Check	EFT/Auto	01/04/2019	ADP	10000-CenterState Bank Checking	-116.72
				Payroll Service Charge	19.45
				Payroll Service Charge	97.27
TOTAL					<u>116.72</u>
Check	EFT/Auto	01/07/2019	TECO Electric	10000-CenterState Bank Checking	-3,071.05
				53100 - Electric Utility Svs	50.67
				53100 - Electric Utility Svs	162.44
				53100 - Electric Utility Svs	194.79
				53100 - Electric Utility Svs	843.31
				53100 - Electric Utility Svs	143.16
				53100 - Electric Utility Svs	1,145.74
				53100 - Electric Utility Svs	232.65
				53100 - Electric Utility Svs	50.86
				53100 - Electric Utility Svs	22.19
				53100 - Electric Utility Svs	31.21
				53100 - Electric Utility Svs	21.42
				53100 - Electric Utility Svs	22.09
				53100 - Electric Utility Svs	21.32
				53100 - Electric Utility Svs	21.91
				53100 - Electric Utility Svs	21.71
				53100 - Electric Utility Svs	21.32

Lake St. Charles CDD Disbursement Authorization Report

January 2019

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	21.42
				53100 - Electric Utility Svs	21.42
				53100 - Electric Utility Svs	21.42
TOTAL					3,071.05
Check	EFT/Auto	01/08/2019 ADP		10000-CenterState Bank Checking	-9,179.14
				District Manager	1,974.40
				Payroll Taxes - Employer Taxes	181.56
				Facilities Monitor	1,329.61
				Property Maintenance Team Lead	1,085.44
				Property Manager	2,376.00
				Payroll Taxes - Employer Taxes	525.85
				Full Time Hybrid Employee	979.20
				Property Maintenance Part-Time	27.08
				Medical Stipend	200.00
				Medical Stipends	500.00
TOTAL					9,179.14
Check	EFT/Auto	01/18/2019 ADP		10000-CenterState Bank Checking	-116.72
				Payroll Service Charge	19.45
				Payroll Service Charge	97.27
TOTAL					116.72
Check	EFT/Auto	01/22/2019 ADP		10000-CenterState Bank Checking	-9,653.39
				District Manager	1,974.40
				Payroll Taxes - Employer Taxes	164.86
				Facilities Monitor	1,329.60
				Property Maintenance Team Lead	1,204.28

Lake St. Charles CDD Disbursement Authorization Report

January 2019

Type	Num	Date	Name	Account	Original Amount
				Property Manager	2,376.00
				Payroll Taxes - Employer Taxes	495.59
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
				Full Time Hybrid Employee	971.00
				Property Maintenance Part-Time	54.16
TOTAL					<u>9,653.39</u>
Sales Tax Paymen	EFT/Auto	01/24/2019	Florida Department of Revenue	10000-CenterState Bank Checking	-6.51
			Florida Department of Revenue	Sales Tax Payable	1.96
			Florida Department of Revenue	Sales Tax Payable	4.55
TOTAL					<u>6.51</u>
Check	EFT/Auto	01/29/2019	TECO Electric	10000-CenterState Bank Checking	-18.61
				53100 - Electric Utility Svs	18.61
TOTAL					<u>18.61</u>
Check	EFT/Auto	01/30/2019	ADP	10000-CenterState Bank Checking	-143.75
				Payroll Service Charge	10.26
				Payroll Service Charge	82.19
				Supervisor Payroll Service	51.30
TOTAL					<u>143.75</u>
Bill Pmt -Check	8276	01/08/2019	Aquatic Systems, Inc	10000-CenterState Bank Checking	-1,514.00

Lake St. Charles CDD Disbursement Authorization Report

January 2019

Type	Num	Date	Name	Account	Original Amount
Bill	Jan Pond Mainten	01/01/2019		Pond Maint Contract	1,049.00
				58003-Future CIP Projects & Res	465.00
TOTAL					<u>1,514.00</u>
Bill Pmt -Check	8277	01/08/2019	CLC Total Care	10000-CenterState Bank Checking	-6,500.00
Bill	Jan Monthly Maintena	01/01/2019		Landscape Maintenance Contract	6,500.00
TOTAL					<u>6,500.00</u>
Bill Pmt -Check	8278	01/08/2019	Frontier	10000-CenterState Bank Checking	-234.03
Bill	Dec Internet & Fax	12/25/2018		Telephone	234.03
TOTAL					<u>234.03</u>
Bill Pmt -Check	8279	01/08/2019	Republic Waste Services	10000-CenterState Bank Checking	-159.01
Bill	0696-000775614 Inv #	12/17/2018		53400 - Garbage/Solid Waste Svc	159.01
TOTAL					<u>159.01</u>
Bill Pmt -Check	8280	01/08/2019	ROJO Architecture, LLC	10000-CenterState Bank Checking	-1,103.44
Bill	INV# 2018-0414	12/28/2018		58003-Future CIP Projects & Res	1,103.44
TOTAL					<u>1,103.44</u>
Bill Pmt -Check	8281	01/08/2019	Staples	10000-CenterState Bank Checking	-82.18
Bill	Trash Bags	12/14/2018		Club Facility Maintenance	82.18
TOTAL					<u>82.18</u>

Lake St. Charles CDD Disbursement Authorization Report

January 2019

Type	Num	Date	Name	Account	Original Amount
Check	8282	01/08/2019	SunTrust Credit Card	10000-CenterState Bank Checking	0.00
TOTAL					0.00
Bill Pmt -Check	8283	01/08/2019	Verizon Wireless	10000-CenterState Bank Checking	-42.46
Bill	11-24-18 to 12-23-18	12/23/2018		Telephone	42.46
TOTAL					42.46
Bill Pmt -Check	8284	01/08/2019	Aquatic Systems, Inc	10000-CenterState Bank Checking	-225.00
Bill	2nd Quater Mitigatio	01/01/2019		Water Drainage Maint Contract	225.00
TOTAL					225.00
Bill Pmt -Check	8285	01/08/2019	SunTrust Credit Card	10000-CenterState Bank Checking	-1,925.88
Bill	Dec CC Statement	12/24/2018		13500 - SunTrust Visa Card	1,925.88
TOTAL					1,925.88
Bill Pmt -Check	8286	01/16/2019	Alley Cat Pest Control	10000-CenterState Bank Checking	-85.00
Bill	pest control	01/15/2019		Club Facility Maintenance	85.00
TOTAL					85.00
Bill Pmt -Check	8287	01/16/2019	Brandon Lock & Safe, Inc.	10000-CenterState Bank Checking	-129.50

Lake St. Charles CDD Disbursement Authorization Report

January 2019

Type	Num	Date	Name	Account	Original Amount
Bill	Troubleshoot spa con	01/08/2019		Security Repairs	129.50
TOTAL					129.50
Bill Pmt -Check	8288	01/16/2019	TECO Gas Company	10000-CenterState Bank Checking	-512.34
Bill	Jan Billing	01/08/2019		53200 - Gas Utility Services	512.34
TOTAL					512.34
Bill Pmt -Check	8289	01/16/2019	Verizon Wireless	10000-CenterState Bank Checking	-112.94
Bill	12-02-18 to 01-01-19	01/01/2019		Parks & Rec Cell Phones	112.94
TOTAL					112.94
Bill Pmt -Check	8290	01/16/2019	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,600.00
Bill	Jan Pool Cleaning	01/09/2019		Pool Maintenance Contract	1,600.00
TOTAL					1,600.00
Bill Pmt -Check	8291	01/17/2019	Chris's Portable Toilets	10000-CenterState Bank Checking	-75.00
Bill	1805-104160 Inv #	01/08/2019		Park Facility Maintenance	75.00
TOTAL					75.00
Bill Pmt -Check	8292	01/17/2019	Vertex Water Features	10000-CenterState Bank Checking	-8,370.67
Bill	Install Aeration Sys	01/07/2019		Unassigned CIP Projects	8,370.67
TOTAL					8,370.67

2/26/2019

Treasurer's Report - CenterState Account

December 2018

01/1/19 - 01/31/19

Date	Number	Payee	Memo	Payment	Deposit	Balance
						763,407.39
01/03/2019			Deposit		14.59	763,421.98
01/04/2019			Deposit		291.75	763,713.73
01/04/2019		Clubhouse Rentals			55.00	763,768.73
01/04/2019 EFT/Auto		Square Inc	2.75% Square Processing Fee for CH Rentals	1.51		763,767.22
01/04/2019 EFT/Auto		ADP	526885123 Inv #	116.72		763,650.50
01/05/2019			Deposit		14.59	763,665.09
01/07/2019			Deposit		14,933.89	778,598.98
01/07/2019 EFT/Auto		TECO Electric	06980007400 Acct #	3,071.05		775,527.93
01/08/2019			Deposit		650.00	776,177.93
01/08/2019 8276		Aquatic Systems, Inc	INV# 0000431717	1,514.00		774,663.93
01/08/2019 8277		CLC Total Care	INV 19967	6,500.00		768,163.93
01/08/2019 8278		Frontier	ACCT# 813-671-8339-120297-5	234.03		767,929.90
01/08/2019 8279		Republic Waste Services	3-0696-1005435	159.01		767,770.89
01/08/2019 8280		ROJO Architecture, LLC	INV# 2018-0414	1,103.44		766,667.45
01/08/2019 8281		Staples	6011 1000 4086 310	82.18		766,585.27
01/08/2019 8285		SunTrust Credit Card	4223071100091531 Acct #	1,925.88		764,659.39
01/08/2019 8283		Verizon Wireless	Acct# 842082173-00001	42.46		764,616.93
01/08/2019 8284		Aquatic Systems, Inc	INV# 0000431718	225.00		764,391.93
01/08/2019 8282		SunTrust Credit Card	VOID: Wrong amount printed		0.00	764,391.93
01/08/2019 EFT/Auto		ADP	P.E. 01-05-19	9,179.14		755,212.79
01/15/2019			Deposit		29.17	755,241.96
01/16/2019			Deposit		2,129.95	757,371.91
01/16/2019 8286		Alley Cat Pest Control	1075 Acct #, Inv # 24776	85.00		757,286.91
01/16/2019 8287		Brandon Lock & Safe, Inc.	44657 Inv #	129.50		757,157.41
01/16/2019 8288		TECO Gas Company	07884976	512.34		756,645.07
01/16/2019 8289		Verizon Wireless	Acct# 742078254-00001	112.94		756,532.13
01/16/2019 8290		Zebra Cleaning Team, Inc.	INV# 3105	1,600.00		754,932.13
01/17/2019			Deposit		185.95	755,118.08
01/17/2019 8291		Chris's Portable Toilets	1805-104160 Inv #	75.00		755,043.08
01/17/2019 8292		Vertex Water Features	INV #880032919	8,370.67		746,672.41

2/26/2019

Date	PM	Number	Payee	Memo	Payment	Deposit	Balance
01/18/2019	EFT/Auto	ADP	527572569	Inv #	116.72		746,555.69
01/19/2019				Deposit		29.17	746,584.86
01/22/2019	EFT/Auto	ADP	P.E. 01-19-19		9,653.39		736,931.47
01/23/2019				Deposit		43.76	736,975.23
01/24/2019	EFT/Auto	Florida Department of Revenue			6.51		736,968.72
01/29/2019	EFT/Auto	TECO Electric	221005960721	Acct #	18.61		736,950.11
01/30/2019	EFT/Auto	ADP	528449852	Inv #	143.75		736,806.36
01/31/2019				Interest		150.25	736,956.61
					44,978.85	18,528.07	736,956.61

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2018 through January 2019

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Jan '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
3							Revenue/Expense					
4							Revenue					
5							36100 - Interest Earnings					
6							Interest - General Fund	544	1,450	(906)		547
7							Total 36100 - Interest Earnings	544	1,450	(906)		547
8							General Fund Assessment-O&M					
9							General Fund Assessment Gross	899,619	958,146	(58,527)		878,473
10							GF Prop Tax Interest	186	0	186		138
11							GF Tax Collector Commissions	(17,274)	(19,163)	1,889		(16,869)
12							GF Tax Payment Discount	(35,924)	(38,326)	2,402		(35,041)
13							Total General Fund Assessment-O&M	846,608	900,657	(54,049)		826,702
14												
15							Total 36310 - Special Assessment	846,608	900,657	(54,049)		826,702
16							36311 - Excess Fees	5,881	0	5,881		5,701
17							36900 - Miscellaneous Revenues			0		
18							Other Misc Revenue	904	1,200	(296)		1,073
19							Rental	332	1,900	(1,568)		792
20							Pool Snack Vending	2	475	(473)		0
21							Total 36900 - Miscellaneous Revenues	1,239	3,575	(2,336)		1,865
22							Total Revenue	854,271	905,682	(51,411)		834,815
23												
25							Expense					
26							5110 - Legislative					
27							Employer Taxes	334	1,460	(1,126)		405
28							Special District Fees	175	175	0		175
29							Supervisor Fees	4,000	12,000	(8,000)		4,000
30							Supervisor Payroll Service	224	900	(676)		323
31							Total 5110 - Legislative	4,733	14,535	(9,802)		4,903

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2018 through January 2019

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Jan '19	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	15,795	51,334	(35,539)		17,386
38							Medical Stipend	600	2,400	(1,800)		800
39							Payroll Service Charge	142	465	(323)		154
40							Payroll Taxes - Employer Taxes	1,283	4,400	(3,117)		1,458
41							Performance Stipend	0	1,000	(1,000)		0
42							Total District F&A Employees	17,820	59,599	(41,779)		19,798
43							Dues, Licenses & Fees	20	500	(480)		316
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)		1,332
50							Local/Other Taxes	3,196	3,396	(200)		3,196
51							Office Supplies	104	1,000	(896)		180
52							Postage	66	250	(184)		60
53							Printer Supplies	200	2,000	(1,800)		634
54							Professional Development	0	1,000	(1,000)		0
55							Technology Services/Upgrades	241	2,000	(1,759)		1,045
56							Telephone	860	3,100	(2,240)		1,057
57							Travel Per Diem	88	200	(112)		0
58							Website Development & Monitor	0	2,650	(2,650)		0
59							Total 51300 - Financial & Admin	31,801	99,142	(67,341)		35,534

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2018 through January 2019

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Jan '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
60							51400 - Legal Counsel					
61							District Counsel	71	8,000	(7,929)		(302)
62							Total 51400 - Legal Counsel	71	8,000	(7,929)		(302)
63							52100 - Law Enforcement					
64							Car Maintenance & Repairs	37	1,000	(963)		337
65							Car Gas	145	1,500	(1,355)		228
66							Total 52100 - Law Enforcement	182	2,500	(2,318)		564
67							53100 - Electric Utility Svs	11,950	38,800	(26,850)		12,086
68							53200 - Gas Utility Services	1,402	4,000	(2,598)		1,354
69							53400 - Garbage/Solid Waste Svc	422	2,880	(2,458)		700
70							53600 - Water/Sewer Services	1,095	8,000	(6,905)		2,088
71							53900 - Physical Environment			0		
72							Entry & Walls Maintenance	0	2,000	(2,000)		78
73							Ford F250 Maintenance & Repair	2,699	1,000	1,699		721
74							Fountain in Lake	600	3,000	(2,400)		1,719
75							Gas - Equipment	42	400	(358)		70
76							Gas - Truck	300	1,800	(1,500)		485
77							Irrigation Maintenance	3,084	8,000	(4,916)		4,028
78							Landscape Maintenance Contract	33,250	87,000	(53,750)		29,000
79							Misc. Landscape-Temporary Staff	0	3,000	(3,000)		0
80							Misc. Landscape Maintenance	1,655	9,500	(7,845)		4,287
81							Mulch	266	4,000	(3,734)		0
82							New Plantings	998	6,000	(5,002)		386
83							Pond & Stormwater Maint Contract	4,196	12,780	(8,584)		4,196
84							Property Insurance Contract	11,040	12,000	(960)		10,747
85							Sod Replacement	0	4,000	(4,000)		85
86							Mitigation Maint Contract	450	900	(450)		450
87							Total 53900 - Physical Environment	58,581	155,380	(96,799)		56,252

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2018 through January 2019

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Jan '19	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	708	5,000	(4,292)		1,428
92							Clubhouse Supplies	471	2,300	(1,829)		1,789
93							Locks/Keys	0	100	(100)		0
94							Pool Snack Vending Items	0	300			0
95							Total Club Facility Maintenance	1,179	7,700	(6,521)		3,218
96							District Employees Payroll Exp					
97							Employer Workman Comp	3,453	9,000	(5,547)		3,231
98							Facilities Monitor	10,637	34,570	(23,933)		11,345
99							Medical Stipends	1,500	6,000	(4,500)		2,000
100							Payroll Service Charge	741	2,500	(1,759)		785
101							Payroll Taxes - Employer Taxes	3,743	13,500	(9,757)		4,231
102							Performance Stipend	0	2,600	(2,600)		0
103							Full-Time Hybrid Employee	7,382	25,459	(18,077)		8,337
104							Property Maintenance Part-Time	447	1,425	(978)		669
105							Property Maintenance Team Lead	8,802	28,221	(19,419)		9,442
106							Property Manager	19,008	61,776	(42,768)		20,921
107							Recreational Assistants	0	5,900	(5,900)		0
108							Total District Employees Payroll Exp	55,713	190,951	(135,238)		60,960
109							Dock Maintenance	266	400	(134)		98
110							Drainage/ Nature Path/Trail Maintenance	0	1,800	(1,800)		0
111							Park Facility Maintenance	1,013	5,000	(3,987)		2,478
112							Parks & Rec Cell Phones	454	1,700	(1,246)		451
113							Playground Maintenance	0	2,000	(2,000)		0
114							Pool Maintenance Contract	6,400	19,600	(13,200)		4,800
115							Pool Maintenance Repairs	1,407	12,000	(10,593)		6,408
116							Sec System Monitoring Contract	120	240	(120)		120

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2018 through January 2019

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Jan '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
117							Security Repairs	4,700	5,000	(301)		2,759
118							Total 57200 - Parks & Recreation	71,949	247,146	(175,197)		81,956
119							58003- Future CIP Projects and Reserves	130,632	325,299	(194,667)		115,646
120							Total Expense	312,819	905,682	(592,863)		310,782
121							Revenue Less Expenses	541,452	0	541,452		524,033
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	8,371	179,037	(170,666)		
130							Funding for District's Reserve Acct	0	5,000	(5,000)		
131							Total Other Expense	8,371	184,037	(175,666)		
132							Net Other Income	175,666	(184,037)	175,666		
133							Net Income	717,119	(184,037)	717,119		

Lake St. Charles CDD
Property Manager Expense Report

January 2019

	Type	Date	Num	Memo	Amount
Alley Cat Pest Control					
	Bill	01/15/2019	pest control	pest control	85.00
Chris's Portable Toilets					
	Bill	01/08/2019	1805-104160 Inv #	1805-104160 Inv #	75.00
Florida Flag and Pennant					
	Bill	01/30/2019	14070 Inv #	US Flag	124.77
Hawkins Service Company					
	Bill	01/23/2019	Inspect circuit and	Inspect circuit and replace broken bubble cover	165.00
TOTAL					450

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	0											1	32
Completed Clubhouse Rentals	3	0											3	38
Guest Passes Issued	0	0											0	12
Replacement Cards	3	0											3	7
Resident Access Cards	6	2											8	100
Renters Access Cards	6	4											10	71
Parking Stickers	6	4											10	122
Online Purchases	2	2											4	21
Monthly Total	27	12											39	403

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

Mark & Adriana notarized 1 document.