

Supervisor Packet for May 7, 2019 General Meeting

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

7:00 p.m., May 7, 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)
	<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. April 2, 2019 Meeting Minutes b. Committee Meeting Minutes for April 2019 <ol style="list-style-type: none"> i. Treasurer's Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. March 2019 Financial Statements

	<ul style="list-style-type: none"> d. April 2019 Property Manager Monthly Report e. April 2019 Clubhouse Monthly Report f. April 2019 Facilities Monitor Report
7:20-7:50	8. COMMITTEE REPORTS (30 Minutes)
	<ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> a. CIP Fiscal Year 2020 Discussion
7:50- 8:00	11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR MARTIN (10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors
8:00 -8:05	12. PROPERTY MANAGER (5 Minutes)
	Items for Consideration by Property Manager - Mark Cooper <ul style="list-style-type: none"> 1. Property Management Report
8:05–8:10	13. DISTRICT MANAGER (5 Minutes)
	Items for Consideration by District Manager – Adriana Urbina <ul style="list-style-type: none"> 1. District Manager Report
8:10 –8:20	14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
8:20	ADJOURN



Date: April 2, 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 (Absent)
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:

Lake St. Charles Residents
Roy Mazur, WRA Director of Development
Tuscan Auditors (Jeff Tuscan & Lisa Mckenzie)

Meeting was called to order at 7:00 p.m. by Secretary/Treasurer, Dave Nelson

1. On **MOTION** by Supervisor Simon and second by Supervisor Nelson the Board approved the, April 2, 2019 Consent Agenda consisting of the: March 5, 2019 General Meeting Minutes, the March Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the February 2019 Financial Reports, the Property Manager, District Administrative Assistant reports, and the Facility Monitor March 2019 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 4 to 0

Roy Mazur WRA Director of Development spoke to the Board and present residents their plan of constructing 58 townhomes on the South East of Stratford. He informed

the Board that there may be some drainage overflow during extreme precipitation occurrences in the nearby pond. He informed the Board that there will be an upcoming Zone Hearing and all residents are encouraged to attend for any questions or concerns.

Auditor Jeff Tuscan with Tuscan and Company made a presentation to those present on the District's Audit Report. He stated that the audit received the highest level of opinion they could render and that no deficiencies in internal control could be identified. He also informed the Board that they have done very well on the capital improvements made to the District.

2. On **MOTION** by Supervisor Gianakos and Second by Supervisor Nelson, the Board approved to use the sample letter provided by Jeff Tuscan to send to GASB regarding changes to auditing formats. Motion was amended to have the Board address 3 issues including ADA website compliance, audit format changes and sales tax on District services. Motion passed 4 to 0
3. On **MOTION** by Supervisor Simon and Second by Supervisor Nelson, the Board approved the Fiscal Year 2017-2018 Annual Audit. Motion passed 4 to 0
4. On **MOTION** by Supervisor Simon and second by Supervisor Fannin the Board approved to have District Manager, Adriana Urbina legally advertise playground public hearings. Meetings are scheduled to be held on May 14, 2019 at 7PM and May 18, 2019 at 1PM. Motion was amended to approve the posting of the playground survey questionnaire on the Community app. Motion passed 4 to 0
5. On **MOTION** by Supervisor Simon and second by Supervisor Fannin the Board approved to make a decision on the location of the new playground at the June 4, 2019 Board of Supervisors Meeting. Property Manager, Mark Cooper informed the Board that there may be an additional location they can add to the options, he will confirm once he gets approval from SWFWMD. Motion passed 4 to 0
6. On **MOTION** by Supervisor Simon and second by Supervisor Gianakos, the Board approved to have the Grounds/Security Committee Chair, move forward with a land care agreement not to exceed \$91,372.77 with the option to negotiate a lower cost. Motion passed 3 to 1 with Supervisor Nelson voting NO

Meeting adjourned at 8:47PM

Respectfully submitted,

Dave Nelson, Treasurer/Secretary

Rob Martin, Chair

Treasurer's Review Committee Meeting Minutes

Date: *Friday, April 19th 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, May 17, 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, April 17th 2019 at 12:30 PM.*

Operations Manager: *Property Manager, Mark Cooper*

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

In Attendance:

The meeting commenced at 12:30 pm.

Supervisor Fannin was updated on the progress, delays and anticipated completion date of the clubhouse / pool restrooms.

The dredging project was discussed and supervisor Fannin was informed of their progress and action plan to completion. Ponds 11, 22, and 23 are close to completion and should be completed by around the first of May. Remson Aquatics was directed to have those 3 certified by our engineer at H2O Luke Frantz who will confirm that their profiles are correct and that the correct amount of sediment was extracted. They have been instructed to fully complete those ponds including sod restoration /repairs before starting pond # 20 in Stratford. It is anticipated that ponds 11,22, and 23 will be fully completed by the end of April and pond # 20 will be started by May 1st and completed by the end of May.

The new Landscape maintenance company's progress was discussed and what they have completed so far. To date, ASI has applied fertilizer and weed control to the areas of St Augustine grass. They completed their first service last Friday April 12th and they have applied insect / ant control in the park fields, playgrounds, Dog Park and along the sides of the trail.

Arrangements were made to shift service this week to Thursday April 18th instead of Friday April 19th due to the forecasted stormy weather.

Supervisor Fannin signed checks.

I just received a phone call from SWFWMD that they will allow impact to the upland preserve area adjacent to the trail and pool for a playground. It will involve applying for a minor modification to our permit. My SWFWMD contact will send me more information in the near future and will have answers as to if the permit expires once issued or if it is permanent (not time sensitive) allowing the impact to occur at any time after the modification is issued. My contact estimates that the review process could take 60 days.

The meeting adjourned at 1:15 pm.

Management Committee Meeting Minutes

Date: *Thursday, April 18th, 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, May 16, 2019 at 12:30 pm.**

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

-The Committee Chairman met with representatives of E and L Construction Group to inquire about the reasons for the delay in the completion of the restrooms and to review the revised schedule to completion estimated to be May 15th. Chairman Rob Martin ask for E & L to provide him with a list of architectural plan conflicts that were not reconciled to actual site conditions and all other reasons that have caused the delays. He also discussed opening the pool facilities within a week or as soon as possible with temporary restrooms on a trailer and the ramifications and change order costs of cordoning off the construction areas to allow resident access through the clubhouse. Chairmen Rob Martin ask E and L Construction for the change order amount for securing the construction areas and their schedule to get all of the outside and deck work completed. Additionally he ask that E & L Construction group check with the Hillsborough County building department to see if pool access was allowable while construction was being completed.

Rob,

Per your request, we did receive written permission to open the pool during construction from the Hillsborough County Building Department and The health Department. The building department has some specific conditions that would limit use to the times that staff was present due to the egress requirements. If the hallways are blocked off **(hallway barricades would cost \$1,107)** then someone has to be present to allow residents to exit through the clubhouse. The center poolside clubhouse doors do not have card access to allow residents to self-egress.

Additionally, the restroom trailer pricing for a temporary, 2 stall (1 men's and 1 women's) restroom trailer rental which costs \$900 for delivery and set up and \$100 per day rental. **The estimated cost for 14 days of rental is \$2,300.** I estimate 14 days since we have to comply with the building departments requests. See their written response below. Cleaning of the restrooms is included at once per week and the handicapped port o let is not included. **It would cost an additional \$500 for the rental period.**

The costs estimated to be \$3,400 without the handicapped port o let would most likely have to come from reserves. As we have allocated our entire budget for this year's capital improvement projects. I think it could take 1 week to submit the requested information to the Building Department and 1 week to receive their approval. The barricades would have to be built and by the time all of this is completed we would be at May 15th their estimated completion date.

As I mentioned before you could call an emergency Board meeting with a 24- 48 hour notice if you want to proceed.

This is the written response from the Health Department.

Mark,

Our office is ok with the temporary use of a trailer type bathroom facility for your pool at Lake St. Charles (approx... 4 weeks). This is only temporary while the clubhouse pool restrooms are being renovated.

This will enable the pool facility to stay open while the work is in progress. Restrooms must be maintained clean with proper supplies.

If you or the building department has any questions or concerns, please contact me.

Thank you,
Jim Phillips
Environmental Health Division
Department of Health – Hillsborough County
(813) 307-8015 ext. 5957

This is the written response from the Hillsborough County Building Department.

From: Ooms, Peter [<mailto:OomsP@HillsboroughCounty.ORG>]
Sent: Wednesday, April 24, 2019 1:40 PM
To: Wendy Heath <Wendy.Heath@eandlgroupp.com>
Cc: Dan Vendlinski <danv@eandlgroupp.com>; Clint Goettl <Clintg@eandlgroupp.com>
Subject: RE: Permit NCG19274 Opening
Importance: High

Wendy,

Thanks for your inquiry. We will need the following documents submitted to our department in order to approve your request.

- 1) A site plan indicating separation of the renovation area from the pool. Indicate how they are separated. Note: the public cannot access the construction area normally.
- 2) On the site plan indicate the bath trailer location, public access way and safety considerations (Handrails, stairs, walkways, emergency egress). Including the pool barrier location and how the barrier will remain safe during construction.
- 3) A written emergency egress/Fire Department access noting any site hazards and methods to resolve any life-Safety and egress hazards.

We can talk if needed. I can be reached at the number below. I can also call you at a scheduled time if that is better.

Sincerely, Pete

Peter W. Ooms
Chief Building Inspector (Structural)
Development Services Department
Building and Construction Services Division

P: (813) 641-6973

E: OomsP@HCFLGov.net

W: HCFLGov.net

Hillsborough County

601 E. Kennedy Blvd., Tampa, FL 33602

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Strategic Planning Committee Meeting Minutes

Date: *Tuesday, April 16th, 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 resident meeting schedule, the 10 year CIP plan and discussed the restroom renovations and the feasibility of temporarily opening the pool in advance of their completion.

Upon reviewing the 10 year CIP plan and next year's funds, the strategic planning committee would like a board discussion and resolution to whether or not the playground project should be postponed for another year. The committee believes this would be advisable for several reasons.

- 1) The possibility and site preparation costs of the upland preserve site for the future playground is undetermined at this time.
- 2) It is critical that we keep to our schedule in getting the tennis courts re sealed and color coated with costs at \$16,000
- 3) We do not believe that this year's carry over will be as substantial as in past years likely to be around \$15,000 instead of the usual \$25K – \$30K
- 4) The playground budget was maxed out at \$250,000 and the cheapest price we received for the 3 preliminary designs including site prep was \$266,700 which did not utilize the best synthetic safety turf.

It is the committee's belief that the district would be in a more comfortable financial position to postpone the playground replacement project for one more year so as to not have to dilute the scope of the project.

See the attached proposed FY 2020 (next year's) budget / project scenario options.

The committee adjourned at 11:00 am.

OPTION 1

	A	B	C	D
	Fiscal Year 20 - October 1 , 2019 - September 30, 2020			
1				
2	Projects	Cost Estimate	Actual Cost	Estimated or Actual Cost
3	Midge fly control		\$75,000.00	\$75,000.00
4	Basketball court repair		\$1,200.00	\$1,200.00
5	Tennis court sealing and color coat		\$16,000.00	\$16,000.00
6	SWFWMD drainage engineering reports	\$6,000.00		\$6,000.00
7	Possible drainage system repairs (none anticipated at this time)	\$10,000.00		\$10,000.00
8	5 additional ponds to dredge	\$80,000.00		\$80,000.00
9	Tennis court fencing replacement, new gates and LED lighting	\$38,000.00		\$38,000.00
10	RESERVE FUNDING			
11	Additional Funding of Reserve Account		\$5,000.00	\$5,000.00
12	TOTAL EXPENDITURE			\$231,200.00
13	Burton target of FY 20 available project funds = \$307,440			
14	Actual budget funds available are 905,682 assessment income - O & M estimated at 586,000 = \$320,682			
15	FY 19 unspent project Funds - estimated at \$0 + unspent FY 19 O&M amounts estimated at \$15,000			\$319,682.00
16	Projects that are inevitable		TOTAL Funds Available	\$334,682.00
17	Projects deemed necessary		Unassigned Funds	\$103,482.00
18	Projects that could result in long term cost savings or future repairs			
19	Other possible projects			
20	Bio barrier to protect brick wall from stratford to 2nd Cambridge entrance. Irrigation repairs, wire tracing and repairs,trenching and bio barrier installation.	\$50,000.00		\$50,000.00
21	Aeration of Lake St Charles 70,000 aeration, 30,000 electrical power supply and approximately \$1,000 per month in electrical costs to operate.	\$100,000.00		\$100,000.00

Funds to be added to playground Project

OPTION 2

	A	B	C	D
1	Fiscal Year 20 - October 1, 2019 - September 30, 2020			
2	Projects	Cost Estimate	Actual Cost	Estimated or Actual Cost
3	Midge fly control		\$75,000.00	\$75,000.00
4	Basketball court repair		\$1,200.00	\$1,200.00
5	Tennis court sealing and color coat		\$16,000.00	\$16,000.00
6	SWFWMD drainage engineering reports	\$6,000.00		\$6,000.00
7	Possible drainage system repairs (none anticipated at this time)	\$10,000.00		\$10,000.00
8	Playground replacement	\$250,000.00		\$250,000.00
9	RESERVE FUNDING			
10	Additional Funding of Reserve Account		\$5,000.00	\$5,000.00
11	TOTAL EXPENDITURE			\$363,200.00
12	Burton target of FY 20 available project funds = \$307,440			
13	Actual budget funds available are 905,682 assessment income - O & M estimate at 586,000 = \$320,682			\$319,682.00
14	FY 19 unspent project Funds - estimated at \$0 + unspent FY 19 O&M amounts estimated at \$15,000			\$15,000.00
15	Projects that are inevitable		TOTAL Funds Available	\$334,682.00
16	Projects deemed necessary		Unassigned Funds	-\$28,518.00
17	Other possible projects that could result in long term cost savings or avoid costly repairs			
18	Bio barrier to protect brick wall from stratford to 2nd Cambridge entrance. Irrigation repaires, wire tracing and repairs,trenching and bio	\$50,000.00		\$50,000.00
20	Aeration of Lake St Charles	\$100,000.00		\$100,000.00
21	Tennis court fencing replacement, new gates and LED lighting	\$38,000.00		\$38,000.00
22	5 additional ponds to dredge	\$80,000.00		\$80,000.00

Deficit

The red item projects in lines 3-10 are committed or required projects.
The blue projects in lines 3-8 are optional projects, however with a deficit in line #15 playground budget would have to be reduced or projects in lines 3 & 4 would have to be postponed and we could not have any required drainage system repairs in order to balance the budget.

Lake St. Charles CDD

Funds Statement

Jan '18 - Mar '19

	Jan '19	Feb '19	Mar '19	Category
Bank/Current Asset Accounts				
CenterState Bank Checking	736,957	705,959	593,848	Cash
CenterState Bank Money Market	242,359	242,402	242,450	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	980,309	949,354	837,291	
Cash (Checking/Savings)				
CenterState Bank Checking	736,957	705,959	593,848	
CenterState Bank Money Market	242,359	242,402	242,450	
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	980,309	949,354	837,291	
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	980,309	949,354	837,291	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	242,359	242,402	242,450	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	242,359	242,402	242,450	

Lake St. Charles CDD Disbursement Authorization Report

March 2019

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	03/01/2019 ADP		10000-CenterState Bank Checking	-124.53
				Payroll Service Charge	12.45
				Payroll Service Charge	62.25
				Supervisor Payroll Service	49.83
TOTAL					<u>124.53</u>
Check	EFT/Auto	03/05/2019 ADP		10000-CenterState Bank Checking	-9,226.55
				District Manager	1,974.40
				Payroll Taxes - Employer Taxes	166.34
				Facilities Monitor	1,329.60
				Property Maintenance Team Lead	1,133.44
				Property Manager	2,376.00
				Payroll Taxes - Employer Taxes	514.01
				Full Time Hybrid Employee	951.52
				Property Maintenance Part-Time	81.24
				Medical Stipend	200.00
				Medical Stipends	500.00
TOTAL					<u>9,226.55</u>
Check	EFT/Auto	03/06/2019 TECO Electric		10000-CenterState Bank Checking	-2,836.17
				53100 - Electric Utility Svs	24.87
				53100 - Electric Utility Svs	97.85
				53100 - Electric Utility Svs	181.41
				53100 - Electric Utility Svs	826.68
				53100 - Electric Utility Svs	110.47
				53100 - Electric Utility Svs	1,078.68

Lake St. Charles CDD Disbursement Authorization Report

March 2019

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	194.02
				53100 - Electric Utility Svs	37.05
				53100 - Electric Utility Svs	25.14
				53100 - Electric Utility Svs	27.65
				53100 - Electric Utility Svs	19.41
				53100 - Electric Utility Svs	78.12
				53100 - Electric Utility Svs	19.95
				53100 - Electric Utility Svs	19.41
				53100 - Electric Utility Svs	19.68
				53100 - Electric Utility Svs	19.68
				53100 - Electric Utility Svs	19.41
				53100 - Electric Utility Svs	19.41
				53100 - Electric Utility Svs	19.41
				53100 - Electric Utility Svs	19.32
				53100 - Electric Utility Svs	-21.45
TOTAL					<u>2,836.17</u>
Check	EFT/Auto	03/07/2019	TECO Gas Company	10000-CenterState Bank Checking	-103.81
				53200 - Gas Utility Services	103.81
TOTAL					<u>103.81</u>
Check	EFT/Auto	03/07/2019	TECO Electric	10000-CenterState Bank Checking	-92.38
				53100 - Electric Utility Svs	92.38
TOTAL					<u>92.38</u>
Check	EFT/Auto	03/15/2019	ADP	10000-CenterState Bank Checking	-116.72
				Payroll Service Charge	19.45
				Payroll Service Charge	<u>97.27</u>

Lake St. Charles CDD Disbursement Authorization Report

March 2019

Type	Num	Date	Name	Account	Original Amount
TOTAL					116.72
Check	EFT/Auto	03/15/2019	Square Inc	10000-CenterState Bank Checking	-4.00
				Rental	4.00
TOTAL					4.00
Check	EFT/Auto	03/19/2019	ADP	10000-CenterState Bank Checking	-9,191.03
				District Manager	1,974.40
				Payroll Taxes - Employer Taxes	151.04
				Facilities Monitor	1,329.61
				Property Maintenance Team Lead	929.78
				Property Manager	2,376.00
				Payroll Taxes - Employer Taxes	437.40
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
				Full Time Hybrid Employee	909.30
TOTAL					9,191.03
Check	EFT/Auto	03/29/2019	ADP	10000-CenterState Bank Checking	-124.53
				Payroll Service Charge	12.45
				Payroll Service Charge	62.25
				Supervisor Payroll Service	49.83
TOTAL					124.53
Check	EFT/Auto	03/29/2019	ADP	10000-CenterState Bank Checking	-124.53

Lake St. Charles CDD Disbursement Authorization Report

March 2019

Type	Num	Date	Name	Account	Original Amount
				Payroll Service Charge	12.45
				Payroll Service Charge	62.25
				Supervisor Payroll Service	49.83
TOTAL					<u>124.53</u>
Bill Pmt -Check	8313	03/05/2019	Aquatic Systems, Inc	10000-CenterState Bank Checking	-1,514.00
Bill	Marc Pond Mainten	03/01/2019		Pond Maint Contract	1,049.00
				58003-Future CIP Projects & Res	465.00
TOTAL					<u>1,514.00</u>
Bill Pmt -Check	8314	03/05/2019	Brandon Lock & Safe, Inc.	10000-CenterState Bank Checking	-192.80
Bill	Strike lock for ladi	02/26/2019		Security Repairs	192.80
TOTAL					<u>192.80</u>
Bill Pmt -Check	8315	03/05/2019	E&L Construction Group, INC.	10000-CenterState Bank Checking	-36,748.80
Bill	1st payment for rest	02/28/2019		58003-Future CIP Projects & Res	36,748.80
TOTAL					<u>36,748.80</u>
Bill Pmt -Check	8316	03/05/2019	Edmonson Enterprises, Inc.	10000-CenterState Bank Checking	-190.00
Bill	villas site lighting	02/25/2019		Misc. Landscape Maintenance	190.00
TOTAL					<u>190.00</u>
Bill Pmt -Check	8317	03/05/2019	Pope's Water Systems, Inc.	10000-CenterState Bank Checking	-271.00

Lake St. Charles CDD Disbursement Authorization Report

March 2019

Type	Num	Date	Name	Account	Original Amount
Bill	63048 Inv #	02/26/2019		Irrigation Maintenance	271.00
TOTAL					271.00
Bill Pmt -Check	8318	03/05/2019	Remson Aquatics	10000-CenterState Bank Checking	-22,814.00
Bill	Lake Dredging for po	02/24/2019		58003-Future CIP Projects & Res	22,814.00
TOTAL					22,814.00
Bill Pmt -Check	8319	03/05/2019	Staples	10000-CenterState Bank Checking	-52.27
Bill	Trash Bags	02/15/2019		Office Supplies	52.27
TOTAL					52.27
Bill Pmt -Check	8320	03/05/2019	SunTrust Credit Card	10000-CenterState Bank Checking	-5,769.85
Bill	Feb CC Statement	02/24/2019		13500 - SunTrust Visa Card	5,769.85
TOTAL					5,769.85
Bill Pmt -Check	8321	03/15/2019	Aquatic Systems, Inc	10000-CenterState Bank Checking	-9,037.00
Bill	Bream Stocking Site	03/07/2019		58003-Future CIP Projects & Res	9,037.00
TOTAL					9,037.00
Bill Pmt -Check	8322	03/15/2019	Chris's Portable Toilets	10000-CenterState Bank Checking	-75.00
Bill	1805-106703 Inv #	03/08/2019		Park Facility Maintenance	75.00

Lake St. Charles CDD Disbursement Authorization Report

March 2019

Type	Num	Date	Name	Account	Original Amount
TOTAL					75.00
Bill Pmt -Check	8323	03/15/2019	CLC Total Care	10000-CenterState Bank Checking	-6,500.00
Bill	Mar Monthly Maintena	03/01/2019		Landscape Maintenance Contract	6,500.00
TOTAL					6,500.00
Bill Pmt -Check	8324	03/15/2019	Egis Insurance & Risk Advisors, LLC	10000-CenterState Bank Checking	-544.00
Bill	WC Policy#100118567	02/01/2019		Employer Workman Comp	544.00
TOTAL					544.00
Bill Pmt -Check	8325	03/15/2019	Jose Rodriguez	10000-CenterState Bank Checking	-250.00
Bill		02/25/2019		Irrigation Maintenance	250.00
TOTAL					250.00
Bill Pmt -Check	8326	03/15/2019	Tuscan & Company, PA	10000-CenterState Bank Checking	-10,000.00
Bill	Progress Billing #2	03/09/2019		Auditing Services	10,000.00
TOTAL					10,000.00
Bill Pmt -Check	8327	03/15/2019	Verizon Wireless	10000-CenterState Bank Checking	-42.54
Bill	01-24-19 to 02-23-19	02/23/2019		Telephone	42.54
TOTAL					42.54
Bill Pmt -Check	8328	03/15/2019	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,300.00

Lake St. Charles CDD Disbursement Authorization Report

March 2019

Type	Num	Date	Name	Account	Original Amount
Bill	Mar Pool Cleaning	03/06/2019		Pool Maintenance Contract	1,300.00
TOTAL					1,300.00
Bill Pmt -Check	8329	03/15/2019	Egis Insurance & Risk Advisors, LLC	10000-CenterState Bank Checking	-544.00
Bill	WC Policy#100118567	04/01/2019		Employer Workman Comp	544.00
TOTAL					544.00
Bill Pmt -Check	8330	03/15/2019	Egis Insurance & Risk Advisors, LLC	10000-CenterState Bank Checking	-544.00
Bill	WC Policy#100118567	03/01/2019		Employer Workman Comp	544.00
TOTAL					544.00

4/17/2019

Treasurer's Report - CenterState Account

March 2018

03/1/19 - 03/31/19

Date	Number	Payee	Memo	Payment	Deposit	Balance
						705,958.94
03/01/2019	EFT/Auto	ADP	530662629 Inv #	124.53		705,834.41
03/01/2019			Deposit		14.59	705,849.00
03/05/2019	8313	Aquatic Systems, Inc	INV# 0000437349	1,514.00		704,335.00
03/05/2019	8314	Brandon Lock & Safe, Inc.	45035 Inv #	192.80		704,142.20
03/05/2019	8315	E&L Construction Group, INC.	Project# 19027	36,748.80		667,393.40
03/05/2019	8316	Edmonson Enterprises, Inc.	INV# 3786	190.00		667,203.40
03/05/2019	8317	Pope's Water Systems, Inc.	63048 Inv #	271.00		666,932.40
03/05/2019	8318	Remson Aquatics	Inv# 111052	22,814.00		644,118.40
03/05/2019	8319	Staples	6011 1000 4086 310	52.27		644,066.13
03/05/2019	8320	SunTrust Credit Card	4223071100091531 Acct #	5,769.85		638,296.28
03/05/2019	EFT/Auto	ADP	P.E. 03-02-19	9,226.55		629,069.73
03/06/2019	EFT/Auto	TECO Electric	06980007400 Acct #	2,836.17		626,233.56
03/07/2019	EFT/Auto	TECO Gas Company	221003603224 Acct #	103.81		626,129.75
03/07/2019	EFT/Auto	TECO Electric	221005960721 Acct #	92.38		626,037.37
03/07/2019			Deposit		5,636.58	631,673.95
03/08/2019			Deposit		14.59	631,688.54
03/15/2019	8321	Aquatic Systems, Inc	INV# 0000439636	9,037.00		622,651.54
03/15/2019	8322	Chris's Portable Toilets	1805-106703 Inv #	75.00		622,576.54
03/15/2019	8323	CLC Total Care	INV 19991	6,500.00		616,076.54
03/15/2019	8324	Egis Insurance & Risk Advisors, LLC	WC Policy#100118567 INV#8380	544.00		615,532.54
03/15/2019	8325	Jose Rodriguez	INV# 247	250.00		615,282.54
03/15/2019	8326	Tuscan & Company, PA	114920 Inv #	10,000.00		605,282.54
03/15/2019	8327	Verizon Wireless	Acct# 842082173-00001	42.54		605,240.00
03/15/2019	8328	Zebra Cleaning Team, Inc.	INV# 3155	1,300.00		603,940.00
03/15/2019	8329	Egis Insurance & Risk Advisors, LLC	WC Policy#100118567 INV#8501	544.00		603,396.00
03/15/2019	8330	Egis Insurance & Risk Advisors, LLC	WC Policy#100118567 INV#8450	544.00		602,852.00
03/15/2019	EFT/Auto	ADP	531425341 Inv #	116.72		602,735.28
03/15/2019			Deposit		289.50	603,024.78
03/15/2019	EFT/Auto	Square Inc	2.75% Square Processing Fee for CH Rentals	4.00		603,020.78
03/19/2019	EFT/Auto	ADP	P.E. 03-16-19	9,191.03		593,829.75

4/17/2019

10:12 AM		Date	Number	Payee	Memo	Payment	Deposit	Balance
03/27/2019					Deposit		29.17	593,858.92
03/29/2019	EFT/Auto	ADP			532217509 Inv #	124.53		593,734.39
03/29/2019	EFT/Auto	ADP			532217509 Inv #	124.53		593,609.86
03/31/2019					Interest		127.72	593,737.58
03/31/2019				Clubhouse Rentals			110.00	593,847.58
						118,333.51	6,222.15	593,847.58

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Mar '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
3							Revenue/Expense					
4							Revenue					
5							36100 - Interest Earnings					
6							Interest - General Fund	892	1,450	(558)		903
7							Total 36100 - Interest Earnings	892	1,450	(558)		903
8							General Fund Assessment-O&M					
9							General Fund Assessment Gross	916,661	958,146	(41,485)		895,503
10							GF Prop Tax Interest	186	0	186		138
11							GF Tax Collector Commissions	(17,608)	(19,163)	1,555		(17,204)
12							GF Tax Payment Discount	(36,249)	(38,326)	2,077		(35,300)
13							Total General Fund Assessment-O&M	862,990	900,657	(37,667)		843,136
14												
15							Total 36310 - Special Assessment	862,990	900,657	(37,667)		843,136
16							36311 - Excess Fees	5,881	0	5,881		5,701
17							36900 - Miscellaneous Revenues			0		
18							Other Misc Revenue	992	1,200	(208)		1,262
19							Rental	430	1,900	(1,470)		1,118
20							Pool Snack Vending	2	475	(473)		0
21							Total 36900 - Miscellaneous Revenues	1,424	3,575	(2,151)		2,380
22							Total Revenue	871,186	905,682	(34,496)		852,121
23												
25							Expense					
26							5110 - Legislative					
27							Employer Taxes	501	1,460	(959)		572
28							Special District Fees	175	175	0		175
29							Supervisor Fees	6,000	12,000	(6,000)		6,000
30							Supervisor Payroll Service	431	900	(469)		457
31							Total 5110 - Legislative	7,107	14,535	(7,428)		7,204

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Mar '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
32							51300 - Financial & Admin					
33							Accounting Services	0	500	(500)		0
34							Auditing Services	11,000	12,500	(1,500)		15,000
35							Banking & Investment Mgmt Fees	0	200	(200)		0
36							District F&A Employees					
37							District Manager	23,693	51,334	(27,641)		23,232
38							Medical Stipend	1,000	2,400	(1,400)		1,000
39							Payroll Service Charge	230	465	(235)		251
40							Payroll Taxes - Employer Taxes	1,938	4,400	(2,462)		1,941
41							Performance Stipend	0	1,000	(1,000)		0
42							Total District F&A Employees	26,861	59,599	(32,738)		26,424
43							Dues, Licenses & Fees	52	500	(448)		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	1,495	2,600	(1,105)		1,332
50							Local/Other Taxes	3,196	3,396	(200)		3,196
51							Office Supplies	448	1,000	(552)		180
52							Postage	66	250	(184)		60
53							Printer Supplies	509	2,000	(1,491)		634
54							Professional Development	305	1,000	(695)		0
55							Technology Services/Upgrades	531	2,000	(1,469)		2,412
56							Telephone	1,125	3,100	(1,975)		1,580
57							Travel Per Diem	93	200	(108)		27
58							Website Development & Monitor	0	2,650	(2,650)		0
59							Total 51300 - Financial & Admin	52,597	99,142	(46,545)		58,077

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Mar '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)		384
65							Car Gas	302	1,500	(1,198)		310
66							Total 52100 - Law Enforcement	339	2,500	(2,161)		694
67							53100 - Electric Utility Svs	17,576	38,800	(21,224)		17,900
68							53200 - Gas Utility Services	2,037	4,000	(1,963)		1,839
69							53400 - Garbage/Solid Waste Svc	731	2,880	(2,149)		1,054
70							53600 - Water/Sewer Services	1,893	8,000	(6,107)		2,740
71							53900 - Physical Environment			0		
72							Entry & Walls Maintenance	29	2,000	(1,971)		123
73							Ford F250 Maintenance & Repair	3,103	1,000	2,103		754
74							Fountain in Lake	600	3,000	(2,400)		3,979
75							Gas - Equipment	66	400	(334)		154
76							Gas - Truck	727	1,800	(1,073)		640
77							Irrigation Maintenance	6,718	8,000	(1,282)		5,810
78							Landscape Maintenance Contract	39,750	87,000	(47,250)		43,500
79							Misc. Landscape-Temporary Staff	0	3,000	(3,000)		0
80							Misc. Landscape Maintenance	3,293	9,500	(6,207)		4,083
81							Mulch	478	4,000	(3,522)		82
82							New Plantings	2,849	6,000	(3,151)		1,438
83							Pond & Stormwater Maint Contract	6,294	12,780	(6,486)		6,294
84							Property Insurance Contract	11,040	12,000	(960)		10,747
85							Sod Replacement	730	4,000	(3,270)		85
86							Mitigation Maint Contract	450	900	(450)		450
87							Total 53900 - Physical Environment	76,127	155,380	(79,253)		78,138

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Mar '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	776	5,000	(4,224)		1,696
92							Clubhouse Supplies	577	2,300	(1,723)		2,143
93							Locks/Keys	122	100	22		137
94							Pool Snack Vending Items	0	300			0
95							Total Club Facility Maintenance	1,474	7,700	(6,226)		3,976
96							District Employees Payroll Exp					
97							Employer Workman Comp	4,541	9,000	(4,459)		5,016
98							Facilities Monitor	15,955	34,570	(18,615)		15,338
99							Medical Stipends	2,500	6,000	(3,500)		2,750
100							Payroll Service Charge	1,180	2,500	(1,320)		1,244
101							Payroll Taxes - Employer Taxes	5,669	13,500	(7,831)		5,701
102							Performance Stipend	0	2,600	(2,600)		0
103							Full-Time Hybrid Employee	11,097	25,459	(14,362)		11,247
104							Property Maintenance Part-Time	569	1,425	(856)		670
105							Property Maintenance Team Lead	13,150	28,221	(15,071)		13,704
106							Property Manager	28,319	61,776	(33,457)		27,955
107							Recreational Assistants	0	5,900	(5,900)		0
108							Total District Employees Payroll Exp	82,980	190,951	(107,971)		83,626
109							Dock Maintenance	266	400	(134)		98
110							Drainage/ Nature Path/Trail Maintenance	0	1,800	(1,800)		154
111							Park Facility Maintenance	2,836	5,000	(2,164)		3,040
112							Parks & Rec Cell Phones	567	1,700	(1,133)		677
113							Playground Maintenance	0	2,000	(2,000)		0
114							Pool Maintenance Contract	9,000	19,600	(10,600)		8,000
115							Pool Maintenance Repairs	3,839	12,000	(8,161)		8,410
116							Sec System Monitoring Contract	120	240	(120)		120

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Mar '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
117							Security Repairs	4,992	5,000	(8)		2,738
118							Total 57200 - Parks & Recreation	106,771	247,146	(140,375)		111,502
119							58003- Future CIP Projects and Reserves	208,134	325,299	(117,165)		154,870
120							Total Expense	473,383	905,682	(432,299)		433,717
121							Revenue Less Expenses	397,804	0	397,804		418,404
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	573,470	(184,037)	573,470		

Lake St. Charles CDD

Property Manager Expense Report

March 2019

	Type	Date	Num	Memo	Amount
Brandon Lock & Safe, Inc.					
	Credit Card Charge	03/23/2019	Keys	Keys	121.60
	Credit Card Charge	03/23/2019	locks for b	locks for bollards	133.80
Dog Waste Depot					
	Credit Card Charge	03/13/2019	Doggie Bags	Doggie Bags	265.98
George's Mower Service Inc.					
	Credit Card Charge	03/12/2019	Hedge Trimm	Hedge Trimmer	20.96
	Credit Card Charge	03/19/2019	Labor Charg	Labor Charge	49.00
Harrell's Nursery Inc.					
	Credit Card Charge	03/05/2019	new plantin	new plantings	222.50
	Credit Card Charge	03/12/2019	new plantin	new plantings	200.00
	Credit Card Charge	03/14/2019	new plantin	new plantings	200.00
	Credit Card Charge	03/19/2019	new plantin	new plantings	200.00
	Credit Card Charge	03/21/2019	new plantin	new plantings	200.00
Hawkins Service Company					
	Bill	03/18/2019	irrigation repairs	irrigation repairs	565.00
Home Depot					
	Credit Card Charge	03/06/2019	Tennis Cour	Tennis Court Drain	23.48
	Credit Card Charge	03/06/2019	Tennis Cour	Tennis Court Drain	9.37
	Credit Card Charge	03/06/2019	Tennis Cour	Tennis Court Drain	28.11
Signs Now					
	Credit Card Charge	03/23/2019	Basketball	Basketball court signs	79.96
Sod X					
	Credit Card Charge	03/01/2019	Sod	Sod	100.00
	Credit Card Charge	03/07/2019	Sod for fie	Sod for fields	280.00
	Credit Card Charge	03/08/2019	Sod	Sod for Villas	50.00
	Credit Card Charge	03/08/2019	Sod for Vil	Sod for Villas	95.00
Still Water Aquatics LLC					
	Bill	03/22/2019	INV #20199	INV #20199 Treat for cattails	250.00
Winn Dixie					
	Credit Card Charge	03/05/2019	Water	Water	26.94
TOTAL					3,122

May 2019 Property Manager's report

As of April 17th 2019 there were 320 android and 321 apple downloads (**642 total**) of our community App.

Pond dredging- ponds 11, 22, and 23 are close to completion and should be completed by around the first of May. Remson Aquatics was directed to have those 3 certified by our engineer at H2O Luke Frantz who will confirm that their profiles are correct and that the correct amount of sediment was extracted. They have been instructed to fully complete those ponds including sod restoration /repairs before starting pond # 20 in Stratford.

The second spring midge treatment was conducted on Tuesday, April 9th and will occur at 2 week intervals for 2 more treatments with the final treatment around May 7th.

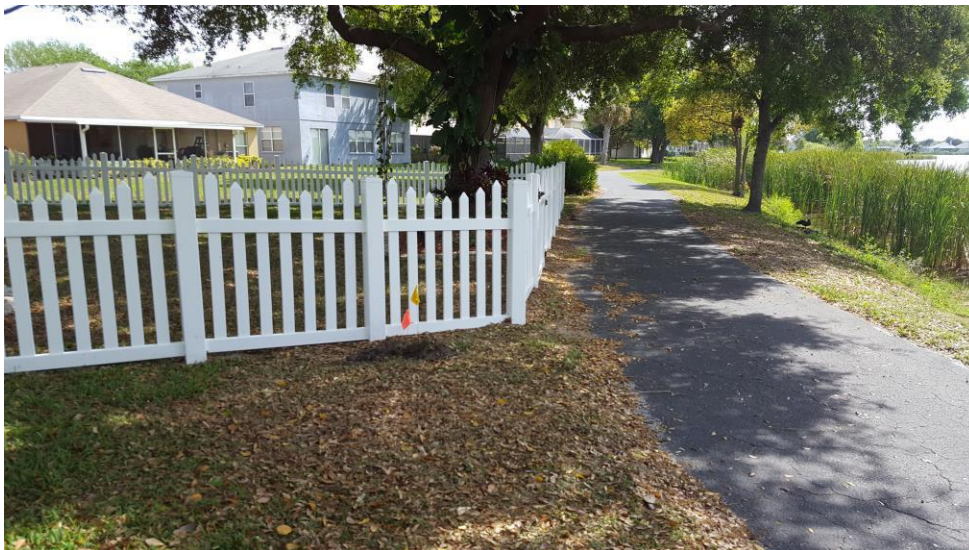
The clubhouse / pool restrooms should be completed by the week of May 15th.

The new landscape maintenance company started service Friday April 12th and will be providing weekly service through October. Starting November they will be providing bi weekly service through March. ASI Landscape management was the landscape contractor selected from all of the bidders. The negotiated contract price was \$87,000 annually. The identical cost for the same scope of services that the district had previously contracted and budgeted.

The kid pool shade structure was completed on April 16th.

To complete our grant requirements for the shade structure, we have tentatively scheduled free swim lessons at our pool through the Children's Board and the YMCA for the first week in June. Once sign-up sheets and marketing data have been received from the YMCA I will post notice on app and sign to inform residents.

A second letter was delivered to the residents at 6804 Waterton Dr. on April 17th requesting a status update of their property line confirmation and fence relocation. I am awaiting their response.



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	2	3									6	32
Completed Clubhouse Rentals	3	0	0	0									3	38
Guest Passes Issued	0	0	0	0									0	12
Replacement Cards	3	0	1	1									5	7
Resident Access Cards	6	2	2	4									14	100
Renters Access Cards	6	4	0	1									11	71
Parking Stickers	6	4	2	5									17	122
Online Purchases	2	2	2	2									8	21
Monthly Total	27	12	9	16									64	403

I have received 3 voicemails, with 1 that required a call back.

Mark & Adriana notarized 3 documents.