

## **Supervisor Packet for June 4, 2019 General Meeting**

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

**7:00 p.m., June 4, 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><b>Time</b></i>	<i><b>Item</b></i>
<b>7:00 – 7:05</b>	<ol style="list-style-type: none"> <li>1. <b>CALL TO ORDER</b></li> <li>2. <b>PLEDGE OF ALLEGIANCE</b></li> <li>3. <b>INVOCATION (Chair Martin)</b></li> <li>4. <b>ACKNOWLEDGMENT OF SUPERVISORS AND STAFF PRESENT</b></li> <li>5. <b>INTRODUCTION OF HOMEOWNERS, RESIDENTS AND PUBLIC AND IDENTIFICATION OF PARTIES WISHING TO MAKE PUBLIC COMMENTS</b></li> </ol>
<b>7:05 – 7:15</b>	<ol style="list-style-type: none"> <li>6. <b>PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 10 MINUTES DESIGNATED)</b></li> </ol>
	<ol style="list-style-type: none"> <li>1. <b>Homeowners Requesting to Speak (Please State Name Prior to Remarks)</b></li> </ol>
<b>7:15 – 7:20</b>	<ol style="list-style-type: none"> <li>7. <b>CONSENT AGENDA (5 Minutes)</b></li> </ol>
	<ol style="list-style-type: none"> <li>1. <b>Approval of additions to the agenda and removal of additional consent agenda items with questions as requested by board members.</b></li> <li>2. <b>Approval of Consent Item Agenda</b> <ol style="list-style-type: none"> <li>a. May 7, 2019 Meeting Minutes</li> <li>b. May 21, 2019 Meeting Minutes</li> <li>c. Committee Meeting Minutes for May 2019                             <ol style="list-style-type: none"> <li>i. Treasurer's Review Committee</li> <li>ii. Security and Grounds Committee</li> <li>iii. Management Committee</li> <li>iv. Strategic Committee</li> </ol> </li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>d. April 2019 Financial Statements</li> <li>e. May 2019 Property Manager Monthly Report</li> <li>f. May 2019 Clubhouse Monthly Report</li> <li>g. May 2019 Facilities Monitor Report</li> </ul>
<b>7:20-7:50</b>	<b>8. COMMITTEE REPORTS (30 Minutes)</b>
	<ul style="list-style-type: none"> <li>1. <b>Treasurer's Review Committee</b> – Treasurer Nelson <ul style="list-style-type: none"> <li>a. The Treasurer recommends a Motion to approve Resolution 2019-03 Lake St. Charles District FY 19 Budget Amendment.</li> <li>b. The Treasurer recommends a Motion to approve Resolution 2019-04 Lake St. Charles District Proposed Budget FY 20.</li> </ul> </li> <li>2. <b>Grounds/Security Committee</b> – Committee Chair Fannin</li> <li>3. <b>Management Committee</b> – Committee Chair Martin <ul style="list-style-type: none"> <li>a. The Committee Chairman recommends a Motion to approve Policy# 2902 Property Manager Job Description pay scale range from \$20 to \$35 an hour.</li> </ul> </li> <li>4. <b>Strategic Planning Committee</b> – Committee Chair Simon <ul style="list-style-type: none"> <li>a. Resident Recreation Survey Discussion</li> </ul> </li> </ul>
<b>7:50- 8:00</b>	<b>11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR MARTIN (10 Minutes)</b>
	<b>GENERAL REMARKS</b> – Chair of The Board of Supervisors
<b>8:00 -8:05</b>	<b>12. PROPERTY MANAGER (5 Minutes)</b>
	<b>Items for Consideration by Property Manager</b> - Mark Cooper <ul style="list-style-type: none"> <li>1. Property Management Report</li> </ul>
<b>8:05–8:10</b>	<b>13. DISTRICT MANAGER (5 Minutes)</b>
	<b>Items for Consideration by District Manager</b> – Adriana Urbina <ul style="list-style-type: none"> <li>1. District Manager Report</li> </ul>
<b>8:10 –8:20</b>	<b>14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)</b>
<b>8:20</b>	<b>ADJOURN</b>



Date: May 7, 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:**

Lake St. Charles Residents

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, May 7, 2019 Consent Agenda consisting of the: April 2, 2019 General Meeting Minutes, the April Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the March 2019 Financial Reports, the Property Manager, District Administrative Assistant reports, and the Facility Monitor April 2019 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0
2. On **MOTION** by Supervisor Gianakos and Second by Supervisor Simon, the Board approved ASI's Landcare contract in the amount of \$87,000 set to expire on September 30, 2020. Motion passed 5 to 0

Chairman, Rob Martin informed the Board that there was an option to open the pool facility while the restrooms are still being constructed. The cost would range from \$4,500 to \$5,500 to have temporary restrooms installed along with an ADA portalet. He also commented on how displeased he was with the architects and contractors failure to address the issues that occurred while in construction. Supervisor Gianakos mentioned the need to have a completion date clause with fines on future contracts.

3. On **MOTION** by Supervisor Gianakos and Second by Supervisor Fannin, the Board discussed opening the pool while the restrooms are still under construction. Supervisor Simon is concerned that issues may arise if we allow residents to be around a construction site. Supervisor Fannin commented that in the future the Board needs to make decisions in a timely manner and not delay projects as construction can be a lengthy process. Motion failed 4 to 1 with Supervisor Nelson, Supervisor Simon, Supervisor Fannin & Chairman Martin Voting NO
4. On **MOTION** by Supervisor Martin and second by Supervisor Nelson the Board approved to schedule an emergency meeting to discuss others options for opening the pool facility if restrooms are not completed by May 15, 2019. Motion passed 5 to 0
5. On **MOTION** by Supervisor Simon and second by Supervisor Gianakos the Board approved to postpone the playground planning project an additional year. Supervisor Fannin mentioned the need to repair the tennis courts and that additional information is needed in regards to the new available site. Supervisor Simon informed the present residents that no decisions have been made in regards to the playground project and that the survey found on the District's APP was to be used to collect community demographics. Supervisor Martin suggested the need to begin collecting community input in order to be prepared to execute project plan in a timely manner. Motion was amended to have the Strategic Planning Committee review the survey and modify it to be considered a recreational project instead of solely focusing on playgrounds. Motion passed 5 to 0
6. On **MOTION** by Supervisor Martin and second by Supervisor Gianakos, the Board approved to cancel the two playground public meetings scheduled in June. Motion passed 5 to 0

Action Item: Property Manager to have maintenance staff check all District gates and make sure they are in working conditions.

7. On **MOTION** by Supervisor Gianakos and second by Supervisor Fannin, the Board does not grant the track of land being requested by the resident located at 6804 Waterton drive. The resident is to place their fence on their property line. Motion passed 5 to 0

8. On **MOTION** by Supervisor Nelson and second by Supervisor Fannin, the Board approved to create a new pool monitor job description with \$10 an hour pay rate. Motion was amended to create a Lead Pool Monitor job description that requires 1 year experience. Motion was amended to include in job description pay rates as followed \$9 an hour start pay, \$9.50 an hour after 1 one year, and \$10 an hour for 2 years or more. Motion was amended to modify current Pool Monitor job description to include a pay scale ranging from \$9.00 an hour to \$11.00 and hour. Pay rate will be determined at Board's discretion. Motion passed 5 to 0
9. On **MOTION** by Supervisor Martin and second by Supervisor Fannin, the Board approved to extend Public Meeting until 8:25PM. Motion passed 5 to 0
10. On **MOTION** by Supervisor Gianakos and second by Supervisor Nelson, the Board approved to increase Pool Monitor Desiree Marrero's pay rate to \$10 an hour. Motion passed 5 to 0
11. On **MOTION** by Supervisor Simon and second by Supervisor Gianakos, the Board approved to pay \$2,900 to ADA Compliance Site for the District's website migration. Motion passed 5 to 0

Meeting adjourned at 8:24PM

Respectfully submitted,

Dave Nelson, Treasurer/Secretary

Rob Martin, Chair



Date: May 21, 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 (Absent)

**Staff:**

Adriana Urbina, District Manager  
Mark Cooper, Property Manager

**In attendance:**

Lake St. Charles Residents

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

Chairman, Rob Martin informed the Board that the May 15, 2019 deadline to open the pool was missed. The tap on the main water meter was not approved by Hillsborough County due to miscommunication between the County and the hired engineer. Property Manager, Mark Cooper informed everyone that the inspector came by and gave approval to open the pool with temporary restrooms.

1. On **MOTION** by Supervisor Martin and second by Supervisor Gianakos the Board approved to open the District's pool facility with temporary restrooms and an ADA accessible portalet by Memorial Day. Total cost to pay for restrooms and required permit applications is approved up to \$5,830. Motion passed 4 to 0
2. On **MOTION** by Supervisor Martin and second by Supervisor Fannin the Board approved to offer a complimentary drink and snack to residents during Memorial

Day weekend only, as a courtesy for the pool closing inconvenience. Not to exceed \$500 while supplies last. Motion passed 4 to 0

3. On **MOTION** by Supervisor Gianakos and Second by Supervisor Martin, the Board approved to continue paying \$100 a day until the July Board Meeting for the temporary restrooms if the water meter permit is not approved by June 18, 2019. Motion passed 4 to 0

Meeting adjourned at 7:28PM

Respectfully submitted,

Dave Nelson, Treasurer/Secretary

Rob Martin, Chair



# Treasurer's Review Committee Meeting Minutes

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**Date:** *Friday, May 17<sup>th</sup> 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, June 21, 2019 at 11:00 am.**

- The Treasurer reviewed and signed checks.

-The Treasurer was updated on accident that occurred on boulevard, the resident submitted a claim to his insurance carrier for the damaged caused to the District's tree. Payment on the claim will be provided from Progressive Insurance.

-The Treasurer reviewed the playground draft survey created by Property Manager, Mark Cooper.

-The Treasurer reviewed Resolution 2019-03 Lake St. Charles District FY 19 Budget Amendment.

**The Treasurer recommends a Motion to approve Resolution 2019-03 Lake St. Charles District FY 19 Budget Amendment.**

-The Treasurer reviewed Resolution 2019-04 Lake St. Charles District Proposed Budget FY 20.

**The Treasurer recommends a Motion to approve Resolution 2019-04 Lake St. Charles District Proposed Budget FY 20.**

-The Treasurer reviewed Policy #2902 Property Manager Job Description pay scale.

# LSC CDD Resolution 2019-03

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[Lake St. Charles District FY 19 Budget  
Amendment]

Approved by the Lake St. Charles BOS of Supervisors per M06-04-2019-xx  
06/04/2019

**RESOLUTION No. 2019-03  
OF THE  
LAKE ST. CHARLES  
COMMUNITY DEVELOPMENT DISTRICT**

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

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

WHEREAS, the District approved FY 18 General Fund Carryforward amount of \$438,725, per the final FY 18 District Audit; and

WHEREAS, the District approved an increase to Excess Fees Revenue in the amount of \$5,880 received from Hillsborough County Community Tax Collector.

WHEREAS, the District approved an increase to Miscellaneous Revenue in the amount of \$5,700 received from Hillsborough County Community Grant and Progressive insurance payment for damage to community tree.

**NOW, THEREFORE, BE IT RESOLVED BY THE LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT IN A GENERAL MEETING THIS JUNE 4, 2018 AMENDS THE FY 19 ADOPTED BUDGET PER THE DESCRIPTIONS BELOW AND REFLECTED IN EXHIBIT A, FY 19 AMENDED ADOPTED BUDGET**

**A. Budget Amendment Revenue:**

1. The Budget is amended to reflect a carryforward amount of \$438,725.
2. The Budget is amended to reflect an increase of \$5,880 Excess Fees.
3. The Budget is amended to reflect an increase of \$5,700 Miscellaneous Revenue.

**B. Budget Amendment Revenue Allocation:**

1. Decrease of \$500 to Accounting Services. (Line #34)
2. Decrease of \$695 to Professional Development. (Line #55)
3. Decrease of \$1,005 to Technology Services/Upgrades. (Line #56)
4. Increase of \$2,500 to Ford F-250 Maintenance & Repair. (Line #76)
5. Increase of \$2,000 to Irrigation Maintenance (Line #80)
6. Decrease of \$3,000 to Misc. Landscape-Temporary Staff. (Line #81)
7. Decrease of \$1,000 to Misc. Landscape-Maintenance. (Line #82)
8. Increase of \$7,000 to Mulch. (Line #83)

9. Increase of \$1,700 to New Plantings. (Line #84)
10. Decrease of \$1,800 to Drainage/Nature Path/Trail Maintenance. (Line #115)
11. Decrease of \$1,000 to Park Facility Maintenance. (Line #116)
12. Decrease of \$1,000 to Playground Maintenance. (Line #118)
13. Decrease of \$2,500 to Pool Maintenance Repairs. (Line #120)
14. Increase of \$10,880 to Future CIP Projects & Reserves. (Line #125)

**TOTAL NET REVENUE INCREASE OF \$11,580**

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

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

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Rob Martin, Chair

**EXHIBIT A**

**AMENDED ADOPTED FY 19 BUDGET**

# Lake St. Charles CDD Amended Adopted FY 19 Budget

	A	B	C	D	E	F	G	M	Q	R
1								FY 19 Annual Budget	FY 19 Monthly Budget	Comments
2							<b>Revenue/Expense</b>			
3							<b>Revenue</b>			
4							36100 - Interest Earnings			
5							Interest - General Fund	1,450	121	
6							Total 36100 - Interest Earnings	1,450	121	
7							<b>General Fund Assessment-O&amp;M</b>			
8							General Fund Assessment Gross	958,146	79,846	
9							GF Prop Tax Interest	0	0	
10							GF Tax Collector Commissions	(19,163)	(1,597)	
11							GF Tax Payment Discount	(38,326)	(3,194)	
12							Total General Fund Assessment-O&M	900,657	75,055	
13							Total 36310 - Special Assessment	900,657	75,055	
14							36311 - Excess Fees	5,880	490	Increase of \$5880 due to excess fees received from county.
15							36900 - Miscellaneous Revenues			
16							Other Misc Revenue	6,900	575	Increase from \$5000 grant and \$700 from tree accident
17							Rental	1,900	158	
18							Pool Snack Vending	475	40	
19							Total 36900 - Miscellaneous Revenues	9,275	773	
20							Total Revenue	917,262	76,439	
21										
22							Budgeted Carryforward	438,725		General Fund Balance Carryforward per FY18 Audit
23							Total Revenue	1,355,987		
24										
26							<b>Expense</b>			
27							5110 - Legislative			
28							Employer Taxes	1,460	122	
29							Special District Fees	175	15	
30							Supervisor Fees	12,000	1,000	
31							Supervisor Payroll Service	900	75	
32							Total 5110 - Legislative	14,535	1,211	
33							51300 - Financial & Admin			
34							Accounting Services	0	0	\$500 Decrease
35							Auditing Services	12,500	1,042	

## Lake St. Charles CDD Amended Adopted FY 19 Budget

	A	B	C	D	E	F	G	M	Q	R
								FY 19 Annual Budget	FY 19 Monthly Budget	Comments
1										
36							<b>Banking &amp; Investment Mgmt Fees</b>	200	17	
37							<b>District F&amp;A Employees</b>			
38							District Manager	51,334	4,278	
39							Medical Stipend	2,400	200	
40							Payroll Service Charge	465	39	
41							Payroll Taxes - Employer Taxes	4,400	367	
42							Performance Stipend	1,000	83	
43							<b>Total District F&amp;A Employees</b>	<b>59,599</b>	<b>4,967</b>	
44							<b>Dues, Licenses &amp; Fees</b>	500	42	
45							<b>General Insurance</b>			
46							Crime	600	50	
47							General Liability	3,868	322	
48							Public Officials Liability & EP	3,179	265	
49							<b>Total General Insurance</b>	<b>7,647</b>	<b>637</b>	
50							Legal Advertising	2,600	217	
51							Local/Other Taxes	3,396	283	
52							Office Supplies	1,000	83	
53							Postage	250	21	
54							Printer Supplies	2,000	167	
55							Professional Development	305	25	\$695 Decrease
56							Technology Services/Upgrades	995	83	\$1005 Decrease
57							Telephone	3,100	258	
58							Travel Per Diem	200	17	
59							Website Development & Monitor	2,650	221	
60							<b>Total 51300 - Financial &amp; Admin</b>	<b>96,942</b>	<b>8,079</b>	
61							<b>51400 - Legal Counsel</b>			
63							<b>Total 51400 - Legal Counsel</b>	<b>8,000</b>	<b>667</b>	
64							<b>52100 - Law Enforcement</b>			
65							Car Maintenance & Repairs	1,000	83	
66							Car Gas	1,500	125	
69							<b>Total 52100 - Law Enforcement</b>	<b>2,500</b>	<b>208</b>	
70							<b>53100 - Electric Utility Svs</b>	<b>38,800</b>	<b>3,233</b>	
71							<b>53200 - Gas Utility Services</b>	<b>4,000</b>	<b>333</b>	
72							<b>53400 - Garbage/Solid Waste Svc</b>	<b>2,880</b>	<b>240</b>	
73							<b>53600 - Water/Sewer Services</b>	<b>8,000</b>	<b>667</b>	
74							<b>53900 - Physical Environment</b>			
75							Entry & Walls Maintenance	2,000	167	
76							<b>Ford F250 Maintenance &amp; Repair</b>	<b>3,500</b>	<b>292</b>	<b>\$2500 Increase</b>

# Lake St. Charles CDD Amended Adopted FY 19 Budget

	A	B	C	D	E	F	G	M	Q	R
								FY 19 Annual Budget	FY 19 Monthly Budget	Comments
1										
77							Fountain in Lake	3,000	250	
78							Gas - Equipment	400	33	
79							Gas - Truck	1,800	150	
80							Irrigation Maintenance	10,000	833	\$2000 Increase
81							Landscape Maintenance Contract	87,000	7,250	
82							Misc. Landscape -Temporary Staff	0	0	\$3000 decrease
83							Misc. Landscape- Maintenance	8,500	708	\$1000 decrease
84							Mulch	11,000	917	\$7000 increase
85							New Plantings	7,700	642	\$1700 Increase from additional plants needed and tree replacement from accident
86							Pond & Stormwater Maint Contract	12,780	1,065	
87							Property Insurance Contract	12,000	1,000	
88							Sod Replacement	4,000	333	
89							Mitigation Maint Contract	900	75	
91							Total 53900 - Physical Environment	164,580	13,715	
92							57200 - Parks & Recreation			
93							Auto Liability	755	63	
94							Club Facility Maintenance			
95							Club Facility Maintenance	5,000	417	
96							Clubhouse Supplies	2,300	192	
97							Locks/Keys	100	8	
98							Pool Snack Vending Items	300	25	
99							Total Club Facility Maintenance	7,700	642	
100							District Employees Payroll Exp			
102							Employer Workman Comp	9,000	750	
103							Facilities Monitor	34,570	2,881	
104							Medical Stipends	6,000	500	
105							Payroll Service Charge	2,500	208	
106							Payroll Taxes - Employer Taxes	13,500	1,125	
107							Performance Stipend	2,600	217	
108							Full Time Hybrid Employee	25,459	2,122	
109							Property Maintenance Part-Time	1,425	119	
110							Property Maintenance Team Lead	28,221	2,352	
111							Property Manager	61,776	5,148	
112							Recreational Assistants	5,900	492	
113							Total District Employees Payroll Exp	190,951	15,913	
114							Dock Maintenance	400	33	
115							Drainage/ Nature Path/Trail Maintenance	0	0	\$1800 Decrease



## Lake St. Charles CDD Amended Adopted FY 19 Budget

	A	B	C	D	E	F	G	M	Q	R
1								FY 19 Annual Budget	FY 19 Monthly Budget	Comments
116							Park Facility Maintenance	4,000	333	\$1000 decrease
117							Parks & Rec Cell Phones	1,700	142	
118							Playground Maintenance	1,000	83	\$1000 decrease
119							Pool Maintenance Contract	19,600	1,633	
120							Pool Maintenance Repairs	9,500	792	\$2500 decrease
122							Sec System Monitoring Contract	240	20	
123							Security Repairs	5,000	417	
124							Total 57200 - Parks & Recreation	240,846	20,071	
125							58003- Future CIP Projects & Reserves	336,179	28,015	\$10,880 increase due to grant for shade structure and excess fees received
126							Total Expense	917,262	76,439	
127							Budgeted Carryforward	438,725		General Fund Balance Carryforward per FY18 Audit
128							Total Revenue	1,355,987		
129										
130							Revenue Less Expenses	0	0	
137										
138										
139										
140							OTHER REVENUE - FY 18 CARRYOVER (Oct, 17-Sept, 18)	184,037	15,336	
141							Total Unassigned Revenue	184,037		
142							OTHER EXPENSES - Required/Priority Projects Prior to Bond Payoff			
143							1 Funding for District's Reserve account	\$5,000		\$5,000 Needed to fund reserve account per Burton's recommendations.
144							2 Additional funding for unassigned CIP projects	\$179,037		\$179,037 needed to fund emerging projects.
145							TOTAL	184,037		
146										

05/07/19  
Accrual Basis

# Lake St. Charles CDD Amended Adopted FY 19 Budget

	A	B	C	D	E	F	G	M	Q	R
1								FY 19 Annual Budget	FY 19 Monthly Budget	Comments
147										
148										
149										
150	<b>District Reserve Fund</b>							<b>April '19</b>		
151							CenterState Money Market Account		242,495	Committed/Assigned
152							<b>Total</b>		242,495	

# LSC CDD Resolution 2019-04

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[Lake St. Charles District Proposed Budget FY 20]

**Adopted by the Lake St. Charles Board of Supervisors per M06-04-2019-XX**

**6/4/2019**

## **RESOLUTION 2019-04**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR THE DISTRICT FOR FISCAL YEAR 2019/2020 AND SCHEDULING A HEARING DATE FOR PUBLIC CONSIDERATION OF THE SAME; AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, Lake St. Charles Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Hillsborough County Florida; and

WHEREAS, pursuant to Section 190.008(2)(a), Florida Statutes, the District Manager shall prepare a proposed budget for the ensuing fiscal year to be submitted to the Board of Supervisors for board approval; and

WHEREAS, the proposed budget includes at the direction of the Board of Supervisors an estimate of all necessary expenditures of the district for the ensuing fiscal year and an estimated of income to the district from taxes, assessments, and other revenues; and

WHEREAS, the District Manager has prepared and submitted to the District's Treasurer's Committee and to the Board of Supervisors a proposed operating budget for Fiscal Year 2019/2020; and

WHEREAS, the Board has considered the proposed budget and now desires to set the required public hearing thereon.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT IN A MEETING ASSEMBLED THIS FOURTH DAY OF JUNE, 2019 THAT:**

Section 1. The proposed budget for the District for the 2019/2020 fiscal year attached as Exhibit "A" is hereby approved as the basis for conducting a public hearing to adopt the same.

Section 2. A Public Hearing on the proposed budget as approved by the District's Board of Supervisors is hereby declared and set for a Special Meeting on September 10, 2019 at 7:00 pm, at 6801 Colonial Lake Drive Riverview, FL 33578.

Section 3. In accordance with Section 189.016, Florida Statutes, the District Manager is directed to post the tentatively approved budget on the District's website at least two (2) days before the budget hearing date provided for in Section 2.

Section 4. Notice of the public hearing provided for in Section 2 shall be published in

accordance with Section 190.008(2)(a), Florida Statutes, and other applicable law.

Section 5. The District's District Manager is directed to submit the proposed budget to Hillsborough County not less than sixty (60) days prior to its adoption.

Section 6. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 4<sup>th</sup> DAY OF JUNE, 2019.**

**LAKE ST. CHARLES COMMUNITY  
DEVELOPMENT DISTRICT**

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**ROBERT MARTIN, CHAIR**

**ATTEST:**

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**DAVID NELSON, TREASURER**

# **Exhibit A**

## FY 20 Proposed Budget

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Page 2 of 5



12:01 PM  
5/22/2019

Lake St. Charles Community Development District  
FY 20 Proposed Budget

[illegible]

Page 4 of 5

Page 5 of 5

# Security - Grounds Committee Meeting Minutes

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**Date:** *Wednesday, May 15<sup>th</sup> 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.

See Property Managers report for other Items that were discussed.

The meeting adjourned at 1:15 pm.

# Management Committee Meeting Minutes

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**Date:** *Thursday, May 16<sup>th</sup> 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, June 20, 2019 at 12:30 pm.**

- The Committee Chairman reviewed and signed checks.

-The Committee Chairman reviewed the agreement forms sent by ADA Compliance Site. The Chairman has would prefer for Legal Counsel to review before he signs. Chairman also instructed District Manager, Adriana Urbina to ask Legal Counsel if she could provide a list of known vendors that can provide service to make website compliant.

-The Committee Chairman reviewed Resolution 2019-03 Lake St. Charles District FY 19 Budget Amendment.

-The Committee Chairman reviewed Resolution 2019-04 Lake St. Charles District Proposed Budget FY 20.

-The Committee Chairman reviewed Policy #2902 Property Manager Job Description pay scale.

**The Committee Chairman recommends a Motion to approve Policy# 2902 Property Manager Job Description pay scale range from \$20 to \$35 an hour.**

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## Lake St. Charles Community Development District

### POLICY HANDBOOK

POLICY TITLE: Job Description – Property Manager

POLICY NUMBER: 2902

WORK HOURS: Forty Hours Weekly

WAGES: \$20.00 - ~~\$30.00~~ **\$35.00** per hour

Motion Number-M04-05-2016-xx

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**2902.1** Mission Statement: Maintain and improve the high quality appearance, efficiency and safety of the community by continually monitoring conditions, overseeing the performance of all services provided, promptly addressing emergent issues and indentifying potential areas for improvement.

**2902.2** General Job Description Duties

Under the direction of the Board of Supervisor and with a minimum of supervision, provides District property manager operational support:

- (a) Performs all Board authorized directives, action items and work tasks;
- (b) Complies with the District's Purchasing Policy;
- (c) Monitors monthly and annual expenditures as they relate to items within the Property Manager's monthly allowance and Budget line item allocations;
- (d) Complies with the District's Records Management Policy;
- (e) Complies with District's Records Management Policy and Public Records Law;
- (e) Working knowledge and compliance with the District's Policies and Employee Handbook;
- (f) Provide a monthly Property Manager Report distributed one week in advance to Board Supervisors and presented at the monthly Board of Supervisor Meetings;
- (g) Attend and participate in District committee/subcommittee meetings;
- (h) Provides all services necessary to effectively manage the property management operation of the District;
- (i) Working knowledge of Requests for Proposals (RFPs) and Contracts;
- (j) Maintain and Revise the District's Requisition Planner, including 10 year and 20 year project forecasts and estimated costs;
- (k) Works proactively to identify and recommend upcoming maintenance needs and projects;
- (l) Acts as the District's Safety Coordinator. Administers and coordinates safety in the work place education to staff;
- (m) Works with District Manager on preparing the budget for property maintenance line items;
- (n) Hires, fires and supervises Property Manager Staff in accordance with staff job descriptions, the Employee Handbook and other District Policies; wages must be approved by the Board of Supervisors prior to extending any hiring offers;
- (o) Responsible for signing off on all reporting staff timesheets;
- (p) Responsible for reporting all supervising staff's Worker's Comp claims and coordinating with District Manager and District's Worker's Comp insurance carrier;

2902 – 1

- (q) Maintain Warranty File;
- (r) Coordinates with the Clubhouse Manager on dock owner insurance requirements;
- (s) Disaster Recovery Coordinator; maintain the Disaster Recovery Plan.
- (t) Attend all Board meetings and tape the meetings;
- (u) Investigate pool monitors, staff and residents reports of pool infractions;
- (v) Enforce the District's Rules regarding disciplinary procedures for Pool Rule Infractions;
- (w) Coordinates Safety Program;
- (x) Assist the Facility Monitor with Hiring, firing and supervising pool monitors in accordance with staff job descriptions, the Employee Handbook and other District Policies; wages must be approved by the Board of Supervisors prior to extending any offer;
- (y) Assist District Manager with District tasks; as needed

#### 2902.3 District Administration

- (a) Alternate point of contact for all communications regarding resident facility services;
- (b) Possess working knowledge of the District's approved Facilities Usage Rules for administrative and enforcement purposes;
  - 1. Issue and maintain facility access cards and parking stickers to community residents;
  - 2. Issue guest access cards;
  - 3. Coordinate all clubhouse rentals;
  - 4. Issue guest parking permits;
  - 5. Regulates compliance with District Facilities Usage Rules.
  - 6. Working knowledge of the District's Security Access Software program
- (c) Update CDD signage at Districts directories as required for proper communication with District residents;
- (d) Update the Clubhouse glass cases on a monthly basis;
- (e) Back up contact for the purchase of District office and clubhouse supplies;
- (f) Back up maintenance of the Clubhouse and Calendar pages on the District website;
- (g) Back up maintenance of calendar for all scheduled District Events and coordinate events as required;
- (h) Possess working knowledge of District approved rules and policies related to the HOA for implementation purposes;
- (i) Maintain Clubhouse office equipment
- (j) Maintains the District roster of all current residents;
- (k) Issues business cards for supervisors and other staff as requested or required;
- (l) Working knowledge of the District's camera/security system software located in the Clubhouse to assist Facilities Monitor and Pool Monitors;
- (m) Supports the Facility Monitor in the tasks related to pool monitors, including final preparation of biweekly timesheets, scheduling shifts and the follow-up on the Daily Activity Reports for rule compliance issues;

#### 2902.4 Prerequisite Qualifications

**2902.4.1** Five or more years experience in property/field management; knowledgeable in Botany or Horticulture

**2902.4.2** Working knowledge of Microsoft Office Suite including Outlook, Word, Excel and PowerPoint;

**2902.4.3** Project Management, multi-tasking and prioritization Skills

**2902.4.4** Knowledge of correct English grammar, spelling and punctuation; ability to write and speak effectively with all levels of district staff and external contacts.

**2902.4.5** Ability to manage time independently and prioritize projects in order to meet established deadlines.

**2902.5** Desirable Qualifications.

**2902.5.1** Degree in Architectural Landscaping or Horticulture

**2902.6** District Policy and Procedural Compliance

**2902.6.1** Follows all District Policies, Rules and Procedures as well as federal, state and local laws including employment.

**2902.6.2** Maintain a professional image.



## ACKNOWLEDGMENT

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

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

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

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

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**Date:** *Tuesday, May 21st, 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 survey. The committee would like any input from supervisors at this meeting before the resident recreation survey is launched.

**1.) I am a resident of the Lake St Charles CDD community**

Yes I am a full time resident

I am a property owner but do not reside in the community

I rent a home in the community

No I am not a resident

**2.) How many people currently live in your household?**

1

2

3

4

5

Six or more

**3.) Please indicate the total number of persons within your household that fall into the following age categories.**

Under 3 years

4-7 years

8-12 years

13-17 years

18-30 years

31- 45 years

46-60 years

61-75 years

Over 75 years

**4.) In the past 12 months, which of the following activities or recreation facilities have you or anyone in your household used or participated in the Lake St Charles Community.**

Using the trail for walking, bicycle riding or jogging/ running

Use of the exercise equipment along the trail

Use of the playground equipment

Baseball / softball

Soccer

Basketball

Volleyball

Tennis

Docks for fishing or leisure  
Boat ramp  
Pool  
Hot tub  
None of the above  
Other (please specify)

**5.) On a scale of 1 -5 with 5 being the most important, how important are following recreational or other facilities to you or your household.**

Rental of the clubhouse  
Attending special events i.e. HOA sponsored Christmas party/ shredding event  
Using the trail for walking, bicycle riding or jogging/ running  
Use of the exercise equipment along the trail  
Use of the playground equipment  
Baseball / softball  
Soccer  
Basketball  
Volleyball  
Tennis  
Docks for fishing or leisure  
Boat ramp  
Pool  
Hot tub

**6.) Thinking about those facilities that currently exist in the Lake St Charles community, what is your level of satisfaction with the following:**

Clubhouse rental  
Using the trail for walking, bicycle riding or jogging/ running  
Use of the exercise equipment along the trail  
Use of the playground equipment  
Baseball / softball  
Soccer  
Basketball  
Volleyball  
Tennis  
Docks for fishing or leisure  
Boat ramp  
Pool  
Hot tub

**7.) Thinking about new playgrounds, where would you like to see the new playground located?**

In the park where the current playground is located  
Adjacent to the pool, volleyball court and lake across the trail from the kid pool. This will create new useable space.

**8.) For the new playground what types of features would you like to see incorporated?**

Shade  
Undulating land forms i.e. hills, mounds or tunnels

Adult outdoor fitness equipment  
Rock wall climber  
Swings  
Spring rockers and riders  
Spinners similar to merry go round  
Musical instruments like chimes or xylophone  
Rope climbers  
Slides  
Picnic table / benches  
Overhead climbers (like monkey bars)  
Zip line  
Other (please specify)

**9.) On a scale of 1-5 with 5 being the most desired, which of the following potential new facilities you like to see in the community?**

Mini golf on one of the tennis courts  
A picnic shelter in the park with grills  
A new community clubhouse with resident activity area i.e. pool table, lounge / café area.  
An indoor fitness center  
A fountain in the pond on Lake St Charles Blvd where the bench is located.  
Restroom in the park  
Securing the park and trail with access only available to residents.  
Additional large lake fountain at the park side of the lake  
Peddle boat, canoe or kayak rental at clubhouse for use on lake  
Enhanced landscaping

The committee adjourned at 11:00 am.

Lake St. Charles CDD

Funds Statement

Feb '18 - Apr '19

	Feb '19	Mar '19	Apr '19	Category
<b>Bank/Current Asset Accounts</b>				
CenterState Bank Checking	705,959	593,848	455,784	Cash
CenterState Bank Money Market	242,402	242,450	242,495	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	993	993	973	Assigned
SunTrust Money Market	0	0	0	Committed/Assigned
Suncoast FCU	0	0	0	Restricted
Investment Cost of Issuance	0	0	0	Restricted
Investment Reserve	0	0	0	Restricted
Investment Revenue	0	0	0	Restricted
Investment Redemption	0	0	0	Restricted
Investment Prepayment	0	0	0	Restricted
Investment Interest	0	0	0	Restricted
Investment SBA	0	0	0	Committed/Assigned
<b>Total Bank/Current Asset Accounts</b>	<b>949,354</b>	<b>837,291</b>	<b>699,252</b>	
<b>Cash (Checking/Savings)</b>				
CenterState Bank Checking	705,959	593,848	455,784	
CenterState Bank Money Market	242,402	242,450	242,495	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	993	993	973	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
<b>Total Cash Accounts</b>	<b>949,354</b>	<b>837,291</b>	<b>699,252</b>	
<b>Debt Service</b>				
Investment Cost of Issuance	0	0	0	
Investment Reserve	0	0	0	
Investment Revenue	0	0	0	
Investment Redemption	0	0	0	
Investment Interest	0	0	0	
Investment Prepayment	0	0	0	
<b>Total Debt Service Fund Balances</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL FUND BALANCES</b>	<b>949,354</b>	<b>837,291</b>	<b>699,252</b>	
<b>District Reserve Fund</b>				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	242,402	242,450	242,495	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	242,402	242,450	242,495	

# Lake St. Charles CDD Disbursement Authorization Report

April 2019

Type	Num	Date	Name	Account	Original Amount
Check	Cash	04/17/2019	John Martini	10200 - Petty Cash	-20.00
				Ford F250 Maintenance & Repair	20.00
TOTAL					20.00
Check	EFT/Auto	04/02/2019	ADP	10000-CenterState Bank Checking	-9,230.11
				District Manager	1,974.40
				Payroll Taxes - Employer Taxes	166.34
				Facilities Monitor	1,329.60
				Property Maintenance Team Lead	1,248.55
				Property Manager	2,376.00
				Payroll Taxes - Employer Taxes	496.69
				Full Time Hybrid Employee	938.53
				Medical Stipend	200.00
				Medical Stipends	500.00
TOTAL					9,230.11
Check	EFT/Auto	04/04/2019	TECO Electric	10000-CenterState Bank Checking	-2,744.18
				53100 - Electric Utility Svs	44.66
				53100 - Electric Utility Svs	58.28
				53100 - Electric Utility Svs	199.32
				53100 - Electric Utility Svs	826.68
				53100 - Electric Utility Svs	106.71
				53100 - Electric Utility Svs	1,014.58
				53100 - Electric Utility Svs	212.10
				53100 - Electric Utility Svs	34.72
				53100 - Electric Utility Svs	25.14
				53100 - Electric Utility Svs	27.20

# Lake St. Charles CDD Disbursement Authorization Report

April 2019

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	19.41
				53100 - Electric Utility Svs	18.78
				53100 - Electric Utility Svs	20.12
				53100 - Electric Utility Svs	19.41
				53100 - Electric Utility Svs	19.76
				53100 - Electric Utility Svs	19.76
				53100 - Electric Utility Svs	19.41
				53100 - Electric Utility Svs	19.32
				53100 - Electric Utility Svs	19.41
				53100 - Electric Utility Svs	19.41
					<hr/>
TOTAL					2,744.18
Check	EFT/Auto	04/05/2019	TECO Electric	10000-CenterState Bank Checking	-85.65
				53100 - Electric Utility Svs	85.65
					<hr/>
TOTAL					85.65
Check	EFT/Auto	04/05/2019	TECO Gas Company	10000-CenterState Bank Checking	-36.10
				53200 - Gas Utility Services	36.10
					<hr/>
TOTAL					36.10
Check	EFT/Auto	04/12/2019	ADP	10000-CenterState Bank Checking	-114.77
				Payroll Service Charge	22.95
				Payroll Service Charge	91.82
					<hr/>
TOTAL					114.77
Check	EFT/Auto	04/16/2019	ADP	10000-CenterState Bank Checking	-9,110.75
				District Manager	1,974.40

# Lake St. Charles CDD

## Disbursement Authorization Report

April 2019

Type	Num	Date	Name	Account	Original Amount
				Payroll Taxes - Employer Taxes	151.04
				Facilities Monitor	1,329.61
				Property Maintenance Team Lead	903.21
				Property Manager	2,376.00
				Payroll Taxes - Employer Taxes	419.41
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
				Full Time Hybrid Employee	873.58
TOTAL					9,110.75
Check	EFT/Auto	04/19/2019 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	04/30/2019 Square Inc		10000-CenterState Bank Checking	-3.85
				Rental	3.85
TOTAL					3.85
Check	EFT/Auto	04/30/2019 ADP		10000-CenterState Bank Checking	-8,940.58
				District Manager	1,974.40
				Payroll Taxes - Employer Taxes	166.34
				Facilities Monitor	1,329.60
				Property Maintenance Team Lead	1,204.28
				Property Manager	2,376.00



# Lake St. Charles CDD Disbursement Authorization Report

April 2019

Type	Num	Date	Name	Account	Original Amount
				Payroll Taxes - Employer Taxes	469.01
				Full Time Hybrid Employee	720.95
				Medical Stipend	200.00
				Medical Stipends	500.00
TOTAL					<u>8,940.58</u>
<b>Sales Tax Paymen EFT/AUTO</b>		<b>04/16/2019</b>	<b>Florida Department of Revenue</b>	<b>10000-CenterState Bank Checking</b>	<b>-8.43</b>
			Florida Department of Revenue	Sales Tax Payable	2.54
			Florida Department of Revenue	Sales Tax Payable	5.89
TOTAL					<u>8.43</u>
<b>Bill Pmt -Check</b>	<b>8331</b>	<b>04/02/2019</b>	<b>Aquatic Systems, Inc</b>	<b>10000-CenterState Bank Checking</b>	<b>-225.00</b>
Bill	3rd Quater Mitigatio	04/01/2019		Water Drainage Maint Contract	225.00
TOTAL					<u>225.00</u>
<b>Bill Pmt -Check</b>	<b>8332</b>	<b>04/02/2019</b>	<b>Cushion Solutions, Inc.</b>	<b>10000-CenterState Bank Checking</b>	<b>-97.65</b>
Bill	25432 Inv #	04/01/2019		Pool Maintenance Repairs	97.65
TOTAL					<u>97.65</u>
<b>Bill Pmt -Check</b>	<b>8333</b>	<b>04/02/2019</b>	<b>E&amp;L Construction Group, INC.</b>	<b>10000-CenterState Bank Checking</b>	<b>-60,101.10</b>
Bill	2nd payment for rest	04/02/2019		58003-Future CIP Projects & Res	60,101.10
TOTAL					<u>60,101.10</u>
<b>Bill Pmt -Check</b>	<b>8334</b>	<b>04/02/2019</b>	<b>Staples</b>	<b>10000-CenterState Bank Checking</b>	<b>-63.27</b>

# Lake St. Charles CDD Disbursement Authorization Report

April 2019

Type	Num	Date	Name	Account	Original Amount
Bill	Trash Bags	03/15/2019		Office Supplies	63.27
TOTAL					63.27
<b>Bill Pmt -Check</b>	<b>8335</b>	<b>04/02/2019</b>	<b>Still Water Aquatics LLC</b>	<b>10000-CenterState Bank Checking</b>	<b>-250.00</b>
Bill	INV #20199	03/22/2019		Misc. Landscape Maintenance	250.00
TOTAL					250.00
<b>Bill Pmt -Check</b>	<b>8336</b>	<b>04/02/2019</b>	<b>SunTrust Credit Card</b>	<b>10000-CenterState Bank Checking</b>	<b>-7,545.66</b>
Bill	Mar CC Statement	04/02/2019		13500 - SunTrust Visa Card	7,545.66
TOTAL					7,545.66
<b>Bill Pmt -Check</b>	<b>8337</b>	<b>04/02/2019</b>	<b>Tampa Bay Times</b>	<b>10000-CenterState Bank Checking</b>	<b>-206.00</b>
Bill	AD#757472	03/18/2019		Legal Advertising	206.00
TOTAL					206.00
<b>Bill Pmt -Check</b>	<b>8338</b>	<b>04/02/2019</b>	<b>Verizon Wireless</b>	<b>10000-CenterState Bank Checking</b>	<b>-42.54</b>
Bill	02-24-19 to 03-23-19	03/23/2019		Telephone	42.54
TOTAL					42.54
<b>Bill Pmt -Check</b>	<b>8339</b>	<b>04/02/2019</b>	<b>Aquatic Systems, Inc</b>	<b>10000-CenterState Bank Checking</b>	<b>-8,970.00</b>
Bill	Midge Treatment	04/01/2019		58003-Future CIP Projects & Res	8,970.00
TOTAL					8,970.00

# Lake St. Charles CDD Disbursement Authorization Report

April 2019

Type	Num	Date	Name	Account	Original Amount
<b>Bill Pmt -Check</b>	<b>8340</b>	<b>04/02/2019</b>	<b>Aquatic Systems, Inc</b>	<b>10000-CenterState Bank Checking</b>	<b>-1,514.00</b>
Bill	Apr Pond Mainten	04/01/2019		Pond Maint Contract	1,049.00
				58003-Future CIP Projects & Res	465.00
TOTAL					1,514.00
<b>Bill Pmt -Check</b>	<b>8341</b>	<b>04/02/2019</b>	<b>Aquatic Systems, Inc</b>	<b>10000-CenterState Bank Checking</b>	<b>-798.00</b>
Bill	Midge Treatment	04/01/2019		58003-Future CIP Projects & Res	798.00
TOTAL					798.00
<b>Bill Pmt -Check</b>	<b>8342</b>	<b>04/02/2019</b>	<b>Hawkins Service Company</b>	<b>10000-CenterState Bank Checking</b>	<b>-565.00</b>
Bill	irrigation repairs	03/18/2019		Irrigation Maintenance	565.00
TOTAL					565.00
<b>Bill Pmt -Check</b>	<b>8343</b>	<b>04/16/2019</b>	<b>Brandon Business Machines</b>	<b>10000-CenterState Bank Checking</b>	<b>-130.20</b>
Bill	Fix DM Scan folders	04/05/2019		Technology Services/Upgrades	130.20
TOTAL					130.20
<b>Bill Pmt -Check</b>	<b>8344</b>	<b>04/16/2019</b>	<b>Chris's Portable Toilets</b>	<b>10000-CenterState Bank Checking</b>	<b>-75.00</b>
Bill	1805-108042 Inv #	04/08/2019		Park Facility Maintenance	75.00
TOTAL					75.00
<b>Bill Pmt -Check</b>	<b>8345</b>	<b>04/16/2019</b>	<b>E&amp;L Construction Group, INC.</b>	<b>10000-CenterState Bank Checking</b>	<b>0.00</b>
TOTAL					0.00
<b>Bill Pmt -Check</b>	<b>8346</b>	<b>04/16/2019</b>	<b>Egis Insurance &amp; Risk Advisors, LLC</b>	<b>10000-CenterState Bank Checking</b>	<b>-544.00</b>

# Lake St. Charles CDD Disbursement Authorization Report

April 2019

Type	Num	Date	Name	Account	Original Amount
Bill	WC Policy#100118567	05/01/2019		Employer Workman Comp	544.00
TOTAL					544.00
<b>Bill Pmt -Check</b>	<b>8347</b>	<b>04/16/2019</b>	<b>Persson &amp; Cohen, P.A.</b>	<b>10000-CenterState Bank Checking</b>	<b>-47.60</b>
Bill	FL DEO Form	04/03/2019		District Counsel	47.60
TOTAL					47.60
<b>Bill Pmt -Check</b>	<b>8348</b>	<b>04/16/2019</b>	<b>Top Line Recreation Inc.</b>	<b>10000-CenterState Bank Checking</b>	<b>-8,587.82</b>
Bill	Pool Shade Structure	04/08/2019		Unassigned CIP Projects	8,587.82
TOTAL					8,587.82
<b>Bill Pmt -Check</b>	<b>8349</b>	<b>04/16/2019</b>	<b>Zebra Cleaning Team, Inc.</b>	<b>10000-CenterState Bank Checking</b>	<b>-1,300.00</b>
Bill	Apr Pool Cleaning	04/08/2019		Pool Maintenance Contract	1,300.00
TOTAL					1,300.00
<b>Bill Pmt -Check</b>	<b>8350</b>	<b>04/16/2019</b>	<b>Brandon Lock &amp; Safe, Inc.</b>	<b>10000-CenterState Bank Checking</b>	<b>-304.50</b>
Bill	Wiring redo for bath	04/15/2019		Club Facility Maintenance	304.50
TOTAL					304.50
<b>Bill Pmt -Check</b>	<b>8351</b>	<b>04/18/2019</b>	<b>Remson Aquatics</b>	<b>10000-CenterState Bank Checking</b>	<b>-36,482.00</b>
Bill	Lake Dredging for po	04/17/2019		Unassigned CIP Projects	36,482.00
TOTAL					36,482.00

# Treasurer's Report - CenterState Account

## April 2019

### 04/1/19 - 04/30/19

Date	Number	Payee	Memo	Payment	Deposit	Balance
						<b>593,972.11</b>
04/02/2019	8331	Aquatic Systems, Inc	INV# 0000440161	225.00		593,747.11
04/02/2019	8332	Cushion Solutions, Inc.	25432 Inv #	97.65		593,649.46
04/02/2019	8333	E&L Construction Group, INC.	Project# 19027	60,101.10		533,548.36
04/02/2019	8334	Staples	6011 1000 4086 310	63.27		533,485.09
04/02/2019	8335	Still Water Aquatics LLC	INV #20199	250.00		533,235.09
04/02/2019	8336	SunTrust Credit Card	4223071100091531 Acct #	7,545.66		525,689.43
04/02/2019	8337	Tampa Bay Times	Acct# 105743 AD#757472	206.00		525,483.43
04/02/2019	8338	Verizon Wireless	Acct# 842082173-00001	42.54		525,440.89
04/02/2019	8339	Aquatic Systems, Inc	INV# 0000439686	8,970.00		516,470.89
04/02/2019	8340	Aquatic Systems, Inc	INV# 0000440160	1,514.00		514,956.89
04/02/2019	8341	Aquatic Systems, Inc	INV# 0000439687	798.00		514,158.89
04/02/2019	8342	Hawkins Service Company	INV#194038	565.00		513,593.89
04/02/2019	EFT/Auto	ADP	P.E. 03-30-19	9,230.11		504,363.78
04/04/2019	EFT/Auto	TECO Electric	06980007400 Acct #	2,744.18		501,619.60
04/04/2019			Deposit		291.75	501,911.35
04/05/2019	EFT/Auto	TECO Electric	221005960721 Acct #	85.65		501,825.70
04/05/2019	EFT/Auto	TECO Gas Company	221003603224 Acct #	36.10		501,789.60
04/05/2019			Deposit		19,483.41	521,273.01
04/05/2019			Deposit		14.59	521,287.60
04/12/2019	EFT/Auto	ADP	533068154 Inv #	114.77		521,172.83
04/16/2019	8343	Brandon Business Machines	LS47 Acct # 1184672 Inv #	130.20		521,042.63
04/16/2019	8344	Chris's Portable Toilets	1805-108042 Inv #	75.00		520,967.63
04/16/2019	8345	E&L Construction Group, INC.	VOID: Project# 19027 Invoice error		0.00	520,967.63
04/16/2019	8346	Egis Insurance & Risk Advisors, LLC	WC Policy#100118567 INV#8545	544.00		520,423.63
04/16/2019	8347	Persson & Cohen, P.A.	Acct # LakStCharles	47.60		520,376.03
04/16/2019	8348	Top Line Recreation Inc.	Quote# TLRQ2402	8,587.82		511,788.21
04/16/2019	8349	Zebra Cleaning Team, Inc.	INV# 3180	1,300.00		510,488.21
04/16/2019	EFT/AUTO	Florida Department of Revenue		8.43		510,479.78
04/16/2019	EFT/Auto	ADP	P.E. 04-13-19	9,110.75		501,369.03
04/16/2019	8350	Brandon Lock & Safe, Inc.	45410 Inv #	304.50		501,064.53

5/28/2019

<b>Date</b>	<b>PM</b>	<b>Number</b>	<b>Payee</b>	<b>Memo</b>	<b>Payment</b>	<b>Deposit</b>	<b>Balance</b>
04/18/2019		8351	Remson Aquatics	Inv# 111142	36,482.00		464,582.53
04/19/2019	EFT/Auto		ADP	533836867 Inv #	124.53		464,458.00
04/19/2019				Deposit		26.88	464,484.88
04/30/2019			Clubhouse Rentals			140.00	464,624.88
04/30/2019	EFT/Auto		Square Inc	2.75% Square Processing Fee for CH Rentals	3.85		464,621.03
04/30/2019	EFT/Auto		ADP	P.E. 04-27-19	8,940.58		455,680.45
04/30/2019				Interest		103.14	455,783.59
					<b>158,248.29</b>	<b>20,059.77</b>	<b>455,783.59</b>

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Apr '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
3							Revenue/Expense					
4							Revenue					
5							36100 - Interest Earnings					
6							Interest - General Fund	1,041	1,450	(409)		1,059
7							Total 36100 - Interest Earnings	1,041	1,450	(409)		1,059
8							General Fund Assessment-O&M					
9							General Fund Assessment Gross	936,542	958,146	(21,604)		913,572
10							GF Prop Tax Interest	213	0	213		138
11							GF Tax Collector Commissions	(18,006)	(19,163)	1,157		(17,566)
12							GF Tax Payment Discount	(36,249)	(38,326)	2,077		(35,300)
13							Total General Fund Assessment-O&M	882,500	900,657	(18,157)		860,844
14												
15							Total 36310 - Special Assessment	882,500	900,657	(18,157)		860,844
16							36311 - Excess Fees	5,881	0	5,881		5,701
17							36900 - Miscellaneous Revenues			0		
18							Other Misc Revenue	1,006	1,200	(194)		5,351
19							Rental	555	1,900	(1,345)		1,449
20							Pool Snack Vending	2	475	(473)		0
21							Total 36900 - Miscellaneous Revenues	1,564	3,575	(2,011)		6,800
22							Total Revenue	890,986	905,682	(14,696)		874,404
23												
25							Expense					
26							5110 - Legislative					
27							Employer Taxes	585	1,460	(876)		655
28							Special District Fees	175	175	0		175
29							Supervisor Fees	7,000	12,000	(5,000)		7,000
30							Supervisor Payroll Service	431	900	(469)		527
31							Total 5110 - Legislative	8,190	14,535	(6,345)		8,358

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Apr '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
32							<b>51300 - Financial &amp; Admin</b>					
33							Accounting Services	0	500	(500)		0
34							Auditing Services	12,500	12,500	0		15,000
35							Banking & Investment Mgmt Fees	0	200	(200)		0
36							District F&A Employees					
37							District Manager	29,616	51,334	(21,718)		27,104
38							Medical Stipend	1,400	2,400	(1,000)		1,200
39							Payroll Service Charge	253	465	(212)		289
40							Payroll Taxes - Employer Taxes	2,422	4,400	(1,978)		2,252
41							Performance Stipend	0	1,000	(1,000)		0
42							<b>Total District F&amp;A Employees</b>	<b>33,690</b>	<b>59,599</b>	<b>(25,909)</b>		<b>30,845</b>
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							<b>Total General Insurance</b>	<b>6,917</b>	<b>7,647</b>	<b>(730)</b>		<b>6,917</b>
49							Legal Advertising	1,495	2,600	(1,105)		1,542
50							Local/Other Taxes	3,196	3,396	(200)		3,196
51							Office Supplies	448	1,000	(552)		180
52							Postage	146	250	(104)		80
53							Printer Supplies	509	2,000	(1,491)		634
54							Professional Development	305	1,000	(695)		0
55							Technology Services/Upgrades	661	2,000	(1,339)		2,412
56							Telephone	1,660	3,100	(1,440)		1,841
57							Travel Per Diem	93	200	(108)		72
58							Website Development & Monitor	0	2,650	(2,650)		0
59							<b>Total 51300 - Financial &amp; Admin</b>	<b>61,672</b>	<b>99,142</b>	<b>(37,470)</b>		<b>63,034</b>



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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Apr '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
60							51400 - Legal Counsel					
61							District Counsel	119	8,000	(7,881)		58
62							Total 51400 - Legal Counsel	119	8,000	(7,881)		58
63							52100 - Law Enforcement					
64							Car Maintenance & Repairs	37	1,000	(963)		551
65							Car Gas	369	1,500	(1,131)		331
66							Total 52100 - Law Enforcement	406	2,500	(2,094)		881
67							53100 - Electric Utility Svs	20,406	38,800	(18,394)		20,476
68							53200 - Gas Utility Services	2,073	4,000	(1,927)		2,279
69							53400 - Garbage/Solid Waste Svc	883	2,880	(1,997)		1,230
70							53600 - Water/Sewer Services	2,081	8,000	(5,919)		4,650
71							53900 - Physical Environment			0		
72							Entry & Walls Maintenance	29	2,000	(1,971)		123
73							Ford F250 Maintenance & Repair	3,123	1,000	2,123		754
74							Fountain in Lake	600	3,000	(2,400)		3,979
75							Gas - Equipment	101	400	(299)		154
76							Gas - Truck	913	1,800	(887)		716
77							Irrigation Maintenance	6,736	8,000	(1,264)		5,810
78							Landscape Maintenance Contract	39,750	87,000	(47,250)		50,750
79							Misc. Landscape-Temporary Staff	0	3,000	(3,000)		0
80							Misc. Landscape Maintenance	3,642	9,500	(5,858)		4,183
81							Mulch	478	4,000	(3,522)		282
82							New Plantings	6,590	6,000	590		1,438
83							Pond & Stormwater Maint Contract	7,343	12,780	(5,437)		7,343
84							Property Insurance Contract	11,040	12,000	(960)		10,747
85							Sod Replacement	730	4,000	(3,270)		85
86							Mitigation Maint Contract	675	900	(225)		675
87							Total 53900 - Physical Environment	81,750	155,380	(73,630)		87,038

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Apr '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
88							<b>57200 - Parks &amp; Recreation</b>					
89							Auto Liability	697	755	(58)		665
90							Club Facility Maintenance					
91							Club Facility Maintenance	1,082	5,000	(3,918)		1,696
92							Clubhouse Supplies	682	2,300	(1,618)		2,380
93							Locks/Keys	122	100	22		245
94							Pool Snack Vending Items	0	300			0
95							<b>Total Club Facility Maintenance</b>	<b>1,885</b>	<b>7,700</b>	<b>(5,815)</b>		<b>4,321</b>
96							<b>District Employees Payroll Exp</b>					
97							Employer Workman Comp	5,085	9,000	(3,915)		5,908
98							Facilities Monitor	19,944	34,570	(14,626)		17,945
99							Medical Stipends	3,500	6,000	(2,500)		3,250
100							Payroll Service Charge	1,272	2,500	(1,228)		1,431
101							Payroll Taxes - Employer Taxes	7,054	13,500	(6,446)		6,600
102							Performance Stipend	0	2,600	(2,600)		0
103							Full-Time Hybrid Employee	13,630	25,459	(11,829)		13,167
104							Property Maintenance Part-Time	569	1,425	(856)		736
105							Property Maintenance Team Lead	16,506	28,221	(11,715)		15,567
106							Property Manager	35,447	61,776	(26,329)		32,614
107							Recreational Assistants	0	5,900	(5,900)		0
108							<b>Total District Employees Payroll Exp</b>	<b>103,006</b>	<b>190,951</b>	<b>(87,945)</b>		<b>97,219</b>
109							Dock Maintenance	266	400	(134)		98
110							Drainage/ Nature Path/Trail Maintenance	0	1,800	(1,800)		154
111							Park Facility Maintenance	2,911	5,000	(2,089)		3,115
112							Parks & Rec Cell Phones	793	1,700	(907)		790
113							Playground Maintenance	0	2,000	(2,000)		0
114							Pool Maintenance Contract	10,300	19,600	(9,300)		9,600
115							Pool Maintenance Repairs	4,130	12,000	(7,870)		6,964
116							Sec System Monitoring Contract	120	240	(120)		240

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Apr '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	129,101	247,146	(118,045)		125,902
119							58003- Future CIP Projects and Reserves	254,467	325,299	(70,832)		233,421
120							Total Expense	561,148	905,682	(344,534)		547,326
121							Revenue Less Expenses	329,837	0	329,837		327,078
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	96,978	179,037	(82,059)		
130							Funding for District's Reserve Acct	0	5,000	(5,000)		
131							Total Other Expense	96,978	184,037	(87,059)		
132							Net Other Income	87,059	(184,037)	87,059		
133							Net Income	416,897	(184,037)	416,897		

# Lake St. Charles CDD

## Property Manager Expense Report

		April 2019			
	Type	Date	Num	Memo	Amount
<b>Ace Hardware</b>					
	Credit Card Charge	04/10/2019	Weed Killer	Weed Killer	64.78
<b>Amplex</b>					
	Credit Card Charge	04/02/2019	Plants	Plants	412.00
	Credit Card Charge	04/03/2019	Plants	Plants	412.00
	Credit Card Charge	04/03/2019	Plants	Plants	412.00
	Credit Card Charge	04/04/2019	Plants	Plants	412.00
	Credit Card Charge	04/04/2019	Plants	Plants	412.00
	Credit Card Charge	04/10/2019	Plants	Plants	389.60
<b>Brandon Lock &amp; Safe, Inc.</b>					
	Bill	04/15/2019	Wiring redo for bath	Wiring redo for bathroom	304.50
<b>Harrell's Nursery Inc.</b>					
	Credit Card Charge	04/11/2019	new plantin	new plantings	511.50
<b>Home Depot</b>					
	Credit Card Charge	04/11/2019	sq cover	sq cover	1.78
	Credit Card Charge	04/18/2019	Irrigation	Irrigation Misc	18.18
	Credit Card Charge	04/18/2019	Water	Water	17.40
	Credit Card Charge	04/22/2019	Chain	Chain	30.74
	Credit Card Charge	04/22/2019	Gas Pole Pr	Gas Pole Pruner Rental	51.16
<b>Sunbelt Rentals</b>					
	Credit Card Charge	04/05/2019	Metal Detec	Metal Detector Rental	21.00
<b>West Coast Golf Cars</b>					
	Bill	04/04/2019	Golf cart charger re	Golf cart charger repair	141.05
<b>Winn Dixie</b>					
	Credit Card Charge	04/05/2019	Water	Water	17.96
				<b>TOTAL</b>	<b>3,630</b>

## **June 2019 Property Manager's report**

Pond dredging is completed. Bid estimates have been procured for the dredging of 4 more ponds next winter/ spring.

The midge treatments are completed for this spring. I am expecting the post midge treatment survey at any time and will share results with the Board once received.

The pool is open. The restroom construction is essentially completed while the water utility issue is being resolved.

The playground, recreation survey will be launched pending the Boards approval of the proposed survey. See the meeting minutes of the Strategic Planning Committee for the actual proposed survey.

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 June 24<sup>th</sup> – June 28<sup>th</sup>. Notice has been sent via the app and signage at the pool. Deadline for registration is Thursday, June 20<sup>th</sup>.

I am still monitoring the fence encroachment from the resident on Waterton Drive. After the last meeting, the residents were informed of the Boards decision requiring them to move the fence entirely onto their property.

I will start the minor permit modification process with SWFWMD in June towards the goal of gaining approval for utilizing the upland preserve area adjacent to the lake and pool for a future playground site.

The District received a check for \$750 from the insurance company of the resident that destroyed the Crape Myrtle tree on Lake St Charles Blvd.

Per the Boards request, I negotiated with the temporary restroom company on a monthly or discounted rate. The owner verbally agreed to reduce the daily rate from \$100 / day to \$75 / day if we need the temporary restrooms beyond the 1 month anticipated rental. So he would not reduce the daily rate for the 1<sup>st</sup> month but would reduce the daily rate beyond the 1<sup>st</sup> month of rental.

## 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	1								7	32
Completed Clubhouse Rentals	3	0	0	0	2								5	38
Guest Passes Issued	0	0	0	0	1								1	12
Replacement Cards	3	0	1	1	1								6	7
Resident Access Cards	6	2	2	4	15								29	100
Renters Access Cards	6	4	0	1	5								16	71
Parking Stickers	6	4	2	5	18								35	122
Online Purchases	2	2	2	2	2								10	21
Monthly Total	27	12	9	16	45								109	403

I have received 5 voicemails, with 3 that required a call back.

Mark & Adriana notarized 3 documents.