

Supervisor Packet for July 9, 2019 General Meeting

Table of Contents	i
Agenda for July 9, 2019	1
Consent Agenda	
Minutes from June 4, 2019 General Meeting	3
June Committee Minutes	
Treasurer’s Review Committee Minutes	5
Grounds and Security Committee Minutes	6
Midge Assessment Report	7
Management Committee Minutes.....	11
Strategic Planning Committee Minutes	12
May Financial Statements	
Funds Statement	13
Disbursement Authorization Report	14
Treasurer’s Report Centerstate Bank	23
Budget Performance Report	25
Property Manager Expense Report	30
District Staff Reports	
June Property Manager Report.....	31
June Clubhouse Report.....	35

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

7:00 p.m., July 9, 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	6. PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 10 MINUTES DESIGNATED)
	1. Homeowners Requesting to Speak (Please State Name Prior to Remarks)
7:15 – 7:20	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. June 4, 2019 Meeting Minutes b. Committee Meeting Minutes for June 2019 <ol style="list-style-type: none"> i. Treasurer's Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. May 2019 Financial Statements

	d. June 2019 Property Manager Monthly Report e. June 2019 Clubhouse Monthly Report f. June 2019 Facilities Monitor Report
7:20-7:50	8. COMMITTEE REPORTS (30 Minutes)
	1. Treasurer's Review Committee – Treasurer Nelson 2. Grounds/Security Committee – Committee Chair Fannin 3. Management Committee – Committee Chair Martin 4. Strategic Planning Committee – Committee Chair Simon
7:50- 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 1. Property Management Report
8:05–8:10	13. DISTRICT MANAGER (5 Minutes)
	Items for Consideration by District Manager – Adriana Urbina 1. District Manager Report
8:10 –8:20	14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
8:20	ADJOURN



Date: June 4, 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

Meeting was called to order at 7:00 p.m. by Vice-Chair, Ginny Gianakos

1. On **MOTION** by Supervisor Simon and second by Supervisor Fannin the Board approved the, June 4, 2019 Consent Agenda consisting of the: May 7, 2019 & May 21, 2019 General Meeting Minutes, the May Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the April 2019 Financial Reports, the Property Manager, District Administrative Assistant reports, and the Facility Monitor May 2019 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 4 to 0
2. On **MOTION** by Supervisor Nelson and Second by Supervisor Simon, the Board approved Resolution 2019-03 Lake St. Charles District FY 19 Budget Amendment. Motion passed 4 to 0

3. On **MOTION** by Supervisor Nelson and Second by Supervisor Simon, the Board approved Resolution 2019-04 Lake St. Charles District Proposed Budget FY 20. Motion passed 4 to 0
4. On **MOTION** by Supervisor Gianakos and second by Supervisor Simon the Board approved changing the wage range on Policy #2902 Property Manager Job Description from \$20 to \$30 an hour to \$20 to \$35 an hour. Motion passed 4 to 0
5. On **MOTION** by Supervisor Simon and second by Supervisor Gianakos the Board approved the community recreation survey included in the Board of Supervisor packet. The Board discussed minor changes to the survey before it distributed. Property Manager, Mark Cooper will make the amendments and will provide the final copy to all Supervisors. Motion passed 4 to 0
6. On **MOTION** by Supervisor Nelson and second by Supervisor Fannin, the Board approved to turn on the District's irrigation system twice a week before 8:00AM. Motion passed 4 to 0

Meeting adjourned at 8:02PM

Respectfully submitted,

Dave Nelson, Treasurer/Secretary

Rob Martin, Chair

Treasurer's Review Committee Meeting Minutes

Date: *Friday, June 21st 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, July 19, 2019 at 11:00 am.**

- The Treasurer reviewed and signed checks.
- The Treasurer reviewed and signed the District's bank statements.
- The Treasurer reviewed the Community Recreation Survey, soon to be posted on the community website and app.
- The Committee discussed the bathing suit reimbursement request received from 2 residents and will further discuss at the next Board Meeting.

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, June 19th 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, and anticipated completion date of the clubhouse / pool restrooms, pre and post spring midge treatment survey results and the recreation survey.

The required as – built survey of the water main tap, meter and backflow assembly was conducted on Wednesday, June 12th and completed on June 13th. The survey company should take a few days to complete the drawings and send them to the utility engineer for submission to Hillsborough County. It is anticipated that the required submission package will be submitted to the county the week of June 17th – 21st.

The report for the spring midge treatments was received and the report is attached. Overall we are seeing a reduction in Midge Larvae. There are still some hot spots in LSC. I averaged the larvae counts out since before treatments started and they are below.

Original Pre-treat Survey average spring of 2018

Pond 9- 608/m²

Pond 27 – 21,765/m²

3/19 Pre-treat average:

Pond 9- 609/m²

Pond 27 – 5,758/m²

5/19 Post-treat average:

Pond 9- 152/m²

Pond 27- 3,812/m²

If you compare the original pretreat survey from 2018 and the post treat survey from 2019, the average midge larval count has been reduced significantly!

The meeting adjourned at 1:15 pm.

Lake St. Charles CDD

Midge Fly Assessment

Sample date: 5/20/2019
Report date: 5/24/2019

Produced by: Jordana Cutajar
Lab and Field Biologist



Midge Methods	2
Report Site 9	3
Report Site 27	4



2100 NW 33rd Street
Pompano Beach, FL 33069
800-432-4302
www.aquaticsystems.com
©2018 All rights reserved

Midge Fly Assessment: Lake St. Charles CDD, Sites 9 & 27

Midge Fly sampling procedures included the following steps:



An Ekman grab was prepared for sampling



Open water samples were collected by using an Ekman grab



Sediment samples were transferred into a Nalgene bottle in order to transport sediment samples to Aquatic Systems, where larval counting took place



Sediment samples were poured into a mesh sieve in order to filter out small particles



Small particles were washed through the mesh sieve



The left over sample was poured into a bucket, inside which the midge larvae were counted



Midge larvae were picked out of the bucket and counted



Microscopic view of midge larvae

Midge Fly Assessment: Lake St. Charles CDD, Site 9 Date Sample Taken: 5/20/2019

Sample Location	Number of Larvae/m ² (Pre-Treatment, March 2019)	Number of Larvae/m ² (Post-Treatment)
1	609	0
2	609	304



Observations

A midge fly assessment was performed at Site 9. It is recommended that midge fly densities remain below 1000 larvae/m². Based on field survey results, midge flies were only found in sample location 2, but were below nuisance levels.

Based on the original pre-treatment survey in 2018 there was an average of 609 m² midge flies at Site 9. The following pre-treatment survey conducted in March 2019 had an average of 609 m² for the midge fly density. As of this month the midge fly density has been reduced to an average of 152 m².

Recommendations

☒ Larvicide Treatments

Midge Fly Assessment: Lake St. Charles CDD, Site 27 Date Sample Taken: 5/20/2019

Sample Location	Number of Larvae/m ² (Pre- Treatment, March 2019)	Number of Larvae/m ² (Post Treatment)
1	15220+	15220+
2	5175	1522
3	15220+	913
4	15220+	6088
5	0	338
6	0	0
7	15220+	5232
8	0	0
9	0	0
10	0	0
11	2435	15220+
12	609	1218



Observations

A midge fly assessment was performed at Lake St. Charles CDD, Site 27. It is recommended that midge fly densities remain below 1000 larvae/m². Based on field survey results, sample locations 1, 2, 4, 7, 11, and 12 are experiencing nuisance level midge fly densities.

Based on the original pre-treatment survey in 2018 there was an average of 21,765 m² midge flies at Site 27. The following pre-treatment survey conducted in March 2019 had an average of 5,758 m² for the midge fly density. As of this month the midge fly density has been reduced to an average of 3,812 m².

Recommendations

☒ Larvicide Treatments

Management Committee Meeting Minutes

Date: *Thursday, June 20th 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, July 18, 2019 at 12:30 pm.**

- The Committee Chairman reviewed and signed checks.

-The Committee Chairman reviewed the Community Recreation Survey, soon to be posted on the community website and app.

-The Committee discussed the bathing suit reimbursement request received from 2 residents and will further discuss at the next Board meeting.

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, June 18th, 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 discussed reviewing the survey with each supervisor during subcommittee meetings and with supervisor Gianakos. Once every one has commented the survey is to be posted.

Supervisors were sent the final revised survey in its final form for comments on 6/11/19. I received no comments. The free version of Survey Monkey allows you to see 100 responses. It does not allow you to print any of the analysis charts or graphs not to print any of the individual responses. There is a monthly plan that costs \$37 / month that will allow you to print individual responses, charts and graphs and has unlimited responses. One option is to start with the free plan and convert to the paid plan to complete the survey. If we near the 100 response bench mark or to be able to print all of the data and individual responses for record purposes we will need to convert to a 1 month plan at \$37.

The Recreation survey was launched on the App – notices button and through push notification, the website and on the lake St Charles – residents Facebook page on Friday June 21st.

A sign was also placed at the entrance noticing the survey.

As of June 25th we have received 110 survey responses.

The committee adjourned at 11:00 am.

Lake St. Charles CDD

Funds Statement

Mar '18 - May '19

	Mar '19	Apr '19	May '19	Category
Bank/Current Asset Accounts				
CenterState Bank Checking	593,848	455,784	333,105	Cash
CenterState Bank Money Market	242,450	242,495	242,543	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	993	973	986	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	837,291	699,252	576,634	
Cash (Checking/Savings)				
CenterState Bank Checking	593,848	455,784	333,105	
CenterState Bank Money Market	242,450	242,495	242,543	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	993	973	986	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
Total Cash Accounts	837,291	699,252	576,634	
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	837,291	699,252	576,634	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	242,450	242,495	242,543	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	242,450	242,495	242,543	

Lake St. Charles CDD Disbursement Authorization Report

May 2019

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	05/03/2019	ADP	10000-CenterState Bank Checking	-114.77
				Payroll Service Charge	22.95
				Payroll Service Charge	91.82
TOTAL					114.77
Check	EFT/Auto	05/06/2019	TECO Electric	10000-CenterState Bank Checking	-2,632.77
				53100 - Electric Utility Svs	46.93
				53100 - Electric Utility Svs	49.55
				53100 - Electric Utility Svs	172.26
				53100 - Electric Utility Svs	838.09
				53100 - Electric Utility Svs	63.90
				53100 - Electric Utility Svs	983.48
				53100 - Electric Utility Svs	199.50
				53100 - Electric Utility Svs	37.26
				53100 - Electric Utility Svs	23.75
				53100 - Electric Utility Svs	23.58
				53100 - Electric Utility Svs	19.45
				53100 - Electric Utility Svs	19.45
				53100 - Electric Utility Svs	19.92
				53100 - Electric Utility Svs	19.26
				53100 - Electric Utility Svs	19.63
				53100 - Electric Utility Svs	19.54
				53100 - Electric Utility Svs	19.26
				53100 - Electric Utility Svs	19.35
				53100 - Electric Utility Svs	19.35
				53100 - Electric Utility Svs	19.26
TOTAL					2,632.77

Lake St. Charles CDD Disbursement Authorization Report

May 2019

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	05/07/2019	TECO Electric	10000-CenterState Bank Checking	-88.09
				53100 - Electric Utility Svs	88.09
TOTAL					88.09
Check	EFT/Auto	05/07/2019	TECO Gas Company	10000-CenterState Bank Checking	-36.10
				53200 - Gas Utility Services	36.10
TOTAL					36.10
Check	EFT/Auto	05/07/2019	Square Inc	10000-CenterState Bank Checking	-342.58
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-10.50
				Rental	55.00
				Rental	-1.92
TOTAL					342.58
Check	EFT/Auto	05/09/2019	Square Inc	10000-CenterState Bank Checking	-345.24
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-8.25
				Rental	55.00
				Rental	-1.51
TOTAL					345.24
Check	EFT/Auto	05/13/2019	ADP	10000-CenterState Bank Checking	-9,491.41
				District Manager	1,974.40
				Payroll Taxes - Employer Taxes	151.04
				Facilities Monitor	1,329.61

Lake St. Charles CDD Disbursement Authorization Report

May 2019

Type	Num	Date	Name	Account	Original Amount
				Property Maintenance Team Lead	1,182.14
				Property Manager	2,376.00
				Payroll Taxes - Employer Taxes	446.45
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
				Full Time Hybrid Employee	948.27
TOTAL					<u>9,491.41</u>
	Sales Tax Paymen EFT/Auto	05/14/2019	Florida Department of Revenue	10000-CenterState Bank Checking	-10.73
			Florida Department of Revenue	Sales Tax Payable	3.23
			Florida Department of Revenue	Sales Tax Payable	7.50
TOTAL					<u>10.73</u>
	Check	EFT/Auto	05/24/2019 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	05/28/2019 Square Inc	10000-CenterState Bank Checking	-320.92
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-8.25
				Rental	30.00
				Rental	-0.83
TOTAL					<u>320.92</u>

Lake St. Charles CDD Disbursement Authorization Report

May 2019

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	05/28/2019	ADP	10000-CenterState Bank Checking	-8,637.55
				District Manager	1,974.40
				Payroll Taxes - Employer Taxes	151.04
				Facilities Monitor	1,329.60
				Property Maintenance Team Lead	1,244.13
				Property Manager	2,376.00
				Payroll Taxes - Employer Taxes	464.00
				Full Time Hybrid Employee	909.30
				Property Maintenance Part-Time	27.08
				Recreational Assistants	162.00
TOTAL					8,637.55
Check	EFT/Auto	05/31/2019	Square Inc	10000-CenterState Bank Checking	-5.53
				Rental	5.36
				Pool Snack Vending	0.17
TOTAL					5.53
Check	8352	05/07/2019	Aquatic Systems, Inc	10000-CenterState Bank Checking	0.00
TOTAL					0.00
Check	8353	05/07/2019	E&L Construction Group, INC.	10000-CenterState Bank Checking	0.00
TOTAL					0.00
Check	8354	05/07/2019	Staples	10000-CenterState Bank Checking	0.00

Lake St. Charles CDD Disbursement Authorization Report

May 2019

Type	Num	Date	Name	Account	Original Amount
TOTAL					0.00
Check	8355	05/07/2019	SunTrust Credit Card	10000-CenterState Bank Checking	0.00
TOTAL					0.00
Check	8356	05/07/2019	Tuscan & Company, PA	10000-CenterState Bank Checking	0.00
TOTAL					0.00
Check	8357	05/07/2019	Verizon Wireless	10000-CenterState Bank Checking	0.00
TOTAL					0.00
Check	8358	05/07/2019	West Coast Golf Cars	10000-CenterState Bank Checking	0.00
TOTAL					0.00
Check	8359	05/07/2019	Aquatic Systems, Inc	10000-CenterState Bank Checking	0.00
TOTAL					0.00
Check	8360	05/07/2019	Aquatic Systems, Inc	10000-CenterState Bank Checking	0.00
TOTAL					0.00
Check	8361	05/07/2019	Aquatic Systems, Inc	10000-CenterState Bank Checking	0.00

Lake St. Charles CDD Disbursement Authorization Report

May 2019

Type	Num	Date	Name	Account	Original Amount
TOTAL					0.00
Check	8362	05/07/2019	Aquatic Systems, Inc	10000-CenterState Bank Checking	0.00
TOTAL					0.00
Bill Pmt -Check	8363	05/07/2019	Aquatic Systems, Inc	10000-CenterState Bank Checking	-8,970.00
Bill	Midge Treatment	04/12/2019		58003-Future CIP Projects & Res	8,970.00
TOTAL					8,970.00
Bill Pmt -Check	8364	05/07/2019	E&L Construction Group, INC.	10000-CenterState Bank Checking	-70,289.93
Bill	3rd payment for rest	05/03/2019		58003-Future CIP Projects & Res	70,289.93
TOTAL					70,289.93
Bill Pmt -Check	8365	05/07/2019	Staples	10000-CenterState Bank Checking	-809.98
Bill	Yellow & Magenta Ton	05/07/2019		Printer Supplies	809.98
TOTAL					809.98
Bill Pmt -Check	8366	05/07/2019	SunTrust Credit Card	10000-CenterState Bank Checking	-5,427.99
Bill	Apr CC Statement	04/24/2019		13500 - SunTrust Visa Card	5,427.99
TOTAL					5,427.99
Bill Pmt -Check	8367	05/07/2019	Tuscan & Company, PA	10000-CenterState Bank Checking	-1,500.00
Bill	Final Billing FY2018	04/26/2019		Auditing Services	1,500.00
TOTAL					1,500.00

Lake St. Charles CDD

Disbursement Authorization Report

May 2019

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	8368	05/07/2019	Verizon Wireless	10000-CenterState Bank Checking	-42.40
Bill	03-24-19 to 04-23-19	04/23/2019		Telephone	42.40
TOTAL					42.40
Bill Pmt -Check	8369	05/07/2019	West Coast Golf Cars	10000-CenterState Bank Checking	-141.05
Bill	Golf cart charger re	04/04/2019		Misc. Landscape Maintenance	141.05
TOTAL					141.05
Bill Pmt -Check	8370	05/07/2019	Aquatic Systems, Inc	10000-CenterState Bank Checking	-798.00
Bill	Midge Treatment	04/12/2019		58003-Future CIP Projects & Res	798.00
TOTAL					798.00
Bill Pmt -Check	8371	05/07/2019	Aquatic Systems, Inc	10000-CenterState Bank Checking	-8,970.00
Bill	Midge Treatment	04/25/2019		58003-Future CIP Projects & Res	8,970.00
TOTAL					8,970.00
Bill Pmt -Check	8372	05/07/2019	Aquatic Systems, Inc	10000-CenterState Bank Checking	-798.00
Bill	Midge Treatment	04/25/2019		58003-Future CIP Projects & Res	798.00
TOTAL					798.00
Bill Pmt -Check	8373	05/07/2019	Aquatic Systems, Inc	10000-CenterState Bank Checking	-1,514.00
Bill	May Pond Mainten	05/01/2019		Pond Maint Contract	1,049.00
				58003-Future CIP Projects & Res	465.00
TOTAL					1,514.00
Bill Pmt -Check	8374	05/15/2019	Aquatic Systems, Inc	10000-CenterState Bank Checking	-8,970.00

Lake St. Charles CDD Disbursement Authorization Report

May 2019

Type	Num	Date	Name	Account	Original Amount
Bill	Midge Treatment	05/10/2019		Unassigned CIP Projects	8,970.00
TOTAL					8,970.00
Bill Pmt -Check	8375	05/15/2019	Chris' Plumbing	10000-CenterState Bank Checking	-450.00
Bill	Permit for back flow	05/10/2019		Unassigned CIP Projects	450.00
TOTAL					450.00
Bill Pmt -Check	8376	05/15/2019	Egis Insurance & Risk Advisors, LLC	10000-CenterState Bank Checking	-544.00
Bill	WC Policy#100118567	06/01/2019		Employer Workman Comp	544.00
TOTAL					544.00
Bill Pmt -Check	8377	05/15/2019	Mark Cooper	10000-CenterState Bank Checking	-15.66
Bill	Back flowPermit Down	05/09/2019		Travel Per Diem	15.66
TOTAL					15.66
Bill Pmt -Check	8378	05/15/2019	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	0.00
TOTAL					0.00
Bill Pmt -Check	8379	05/15/2019	Aquatic Systems, Inc	10000-CenterState Bank Checking	-798.00
Bill	Midge Treatment	05/10/2019		Unassigned CIP Projects	798.00
TOTAL					798.00
Bill Pmt -Check	8380	05/15/2019	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,400.00
Bill	May Pool Cleaning	05/09/2019		Pool Maintenance Contract	1,400.00
TOTAL					1,400.00
Bill Pmt -Check	8381	05/21/2019	Brandon Lock & Safe, Inc.	10000-CenterState Bank Checking	-62.50

Lake St. Charles CDD Disbursement Authorization Report

May 2019

Type	Num	Date	Name	Account	Original Amount
Bill		05/13/2019		Unassigned CIP Projects	62.50
TOTAL					62.50
Bill Pmt -Check	8382	05/21/2019	Chris's Portable Toilets	10000-CenterState Bank Checking	-75.00
Bill	1805-109359 Inv #	05/08/2019		Park Facility Maintenance	75.00
TOTAL					75.00
Bill Pmt -Check	8383	05/21/2019	Florida Department of Health	10000-CenterState Bank Checking	-575.00
Bill	29-60-02055,56,57	05/21/2019		Pool Maintenance Repairs	150.00
				Pool Maintenance Repairs	150.00
				Pool Maintenance Repairs	275.00
TOTAL					575.00
Bill Pmt -Check	8384	05/21/2019	Hillsborough County B.O.C.C	10000-CenterState Bank Checking	-860.00
Bill	Routine Inspection	05/21/2019		58003-Future CIP Projects & Res	575.00
				58003-Future CIP Projects & Res	285.00
TOTAL					860.00
Bill Pmt -Check	8385	05/21/2019	Hillsborough County Health Department	10000-CenterState Bank Checking	-770.00
Bill	Pool Permits	05/21/2019		58003-Future CIP Projects & Res	670.00
				58003-Future CIP Projects & Res	100.00
TOTAL					770.00

6/26/2019

Treasurer's Report - CenterState Account

April 2019

05/1/19 - 05/31/19

Date	Number	Payee	Memo	Payment	Deposit	Balance
						455,783.59
05/03/2019 EFT/Auto	ADP	534720981 Inv #		114.77		455,668.82
05/03/2019		Deposit			14.59	455,683.41
05/06/2019		Deposit			5,907.18	461,590.59
05/06/2019 EFT/Auto	TECO Electric	06980007400 Acct #		2,632.77		458,957.82
05/07/2019 8363	Aquatic Systems, Inc	INV# 0000442508		8,970.00		449,987.82
05/07/2019 8364	E&L Construction Group, INC.	Project# 19027		70,289.93		379,697.89
05/07/2019 8365	Staples	6011 1000 4086 310		809.98		378,887.91
05/07/2019 8366	SunTrust Credit Card	4223071100091531 Acct #		5,427.99		373,459.92
05/07/2019 8367	Tuscan & Company, PA	115107 Inv #		1,500.00		371,959.92
05/07/2019 8368	Verizon Wireless	Acct# 842082173-00001		42.40		371,917.52
05/07/2019 8369	West Coast Golf Cars	Golf cart charger repair		141.05		371,776.47
05/07/2019 8370	Aquatic Systems, Inc	INV# 0000442507		798.00		370,978.47
05/07/2019 8371	Aquatic Systems, Inc	INV# 0000442553		8,970.00		362,008.47
05/07/2019 8372	Aquatic Systems, Inc	INV# 0000442552		798.00		361,210.47
05/07/2019 8373	Aquatic Systems, Inc	INV# 0000443075		1,514.00		359,696.47
05/07/2019 8352	Aquatic Systems, Inc	VOID: Printer Error			0.00	359,696.47
05/07/2019 8353	E&L Construction Group, INC.	VOID: Printer Error			0.00	359,696.47
05/07/2019 8354	Staples	VOID: Printer Error			0.00	359,696.47
05/07/2019 8355	SunTrust Credit Card	VOID: Printer Error			0.00	359,696.47
05/07/2019 8356	Tuscan & Company, PA	VOID: Printer Error			0.00	359,696.47
05/07/2019 8357	Verizon Wireless	VOID: Printer Error			0.00	359,696.47
05/07/2019 8358	West Coast Golf Cars	VOID: Printer Error			0.00	359,696.47
05/07/2019 8359	Aquatic Systems, Inc	VOID: Printer Error			0.00	359,696.47
05/07/2019 8360	Aquatic Systems, Inc	VOID: Printer Error			0.00	359,696.47
05/07/2019 8361	Aquatic Systems, Inc	VOID: Printer Error			0.00	359,696.47
05/07/2019 8362	Aquatic Systems, Inc	VOID: Printer Error			0.00	359,696.47
05/07/2019 EFT/Auto	TECO Electric	221005960721 Acct #		88.09		359,608.38
05/07/2019 EFT/Auto	TECO Gas Company	221003603224 Acct #		36.10		359,572.28
05/07/2019 EFT/Auto	Square Inc	B. Brown CH Rental Deposit Refund & 1/2 day rental fee		342.58		359,229.70
05/09/2019		Deposit			14.59	359,244.29

6/26/2019

Date	Time	Number	Payee	Memo	Payment	Deposit	Balance
05/09/2019	EFT/Auto		Square Inc	J. Cabrera CH Rental Deposit Refund & 1/2 Day rental fee	345.24		358,899.05
05/10/2019				Deposit		5,020.33	363,919.38
05/11/2019				Deposit		291.75	364,211.13
05/13/2019	EFT/Auto		ADP	P.E. 05-11-19	9,491.41		354,719.72
05/14/2019	EFT/Auto		Florida Department of Revenue		10.73		354,708.99
05/15/2019	8374		Aquatic Systems, Inc	INV# 0000445354	8,970.00		345,738.99
05/15/2019	8375		Chris' Plumbing	17612-81508 Inv #	450.00		345,288.99
05/15/2019	8376		Egis Insurance & Risk Advisors, LLC	WC Policy#100118567 INV#8620	544.00		344,744.99
05/15/2019	8377		Mark Cooper		15.66		344,729.33
05/15/2019	8378		Zebra Cleaning Team, Inc.	VOID: INV# 3222 wrong amount		0.00	344,729.33
05/15/2019	8379		Aquatic Systems, Inc	INV# 0000445353	798.00		343,931.33
05/15/2019	8380		Zebra Cleaning Team, Inc.	INV# 3222	1,400.00		342,531.33
05/16/2019				Deposit		29.17	342,560.50
05/21/2019	8381		Brandon Lock & Safe, Inc.	45640 Inv #	62.50		342,498.00
05/21/2019	8382		Chris's Portable Toilets	1805-109359 Inv #	75.00		342,423.00
05/21/2019	8383		Florida Department of Health	29-60-02055, 29-60-02056, 29-60-02057 permit numbers	575.00		341,848.00
05/21/2019	8384		Hillsborough County B.O.C.C		860.00		340,988.00
05/21/2019	8385		Hillsborough County Health Department		770.00		340,218.00
05/22/2019				Deposit		291.75	340,509.75
05/23/2019				Deposit		291.75	340,801.50
05/24/2019				Deposit		29.17	340,830.67
05/24/2019				Deposit		29.17	340,859.84
05/24/2019	EFT/Auto		ADP	535479671 Inv #	124.53		340,735.31
05/28/2019				Deposit		291.75	341,027.06
05/28/2019				Deposit		14.59	341,041.65
05/28/2019	EFT/Auto		Square Inc	R. Lewis CH Rental Deposit Refund	320.92		340,720.73
05/28/2019	EFT/Auto		ADP	P.E. 05-25-19	8,637.55		332,083.18
05/29/2019				Deposit		14.59	332,097.77
05/31/2019				Deposit		730.19	332,827.96
05/31/2019			Clubhouse Rentals			195.00	333,022.96
05/31/2019			Vending Sales			6.00	333,028.96
05/31/2019	EFT/Auto		Square Inc	2.75% Square Processing Fee for CH Rentals	5.53		333,023.43
05/31/2019				Interest		82.05	333,105.48
					135,931.73	13,253.62	333,105.48

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 May '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
3							Revenue/Expense					
4							Revenue					
5							36100 - Interest Earnings					
6							Interest - General Fund	1,170	1,450	(280)		1,211
7							Total 36100 - Interest Earnings	1,170	1,450	(280)		1,211
8							General Fund Assessment-O&M					
9							General Fund Assessment Gross	942,426	958,146	(15,720)		922,382
10							GF Prop Tax Interest	356	0	356		421
11							GF Tax Collector Commissions	(18,126)	(19,163)	1,037		(17,747)
12							GF Tax Payment Discount	(36,249)	(38,326)	2,077		(35,300)
13							Total General Fund Assessment-O&M	888,407	900,657	(12,250)		869,756
14												
15							Total 36310 - Special Assessment	888,407	900,657	(12,250)		869,756
16							36311 - Excess Fees	5,881	5,880	1		5,701
17							36900 - Miscellaneous Revenues			0		
18							Other Misc Revenue	6,903	6,900	3		5,497
19							Rental	594	1,900	(1,306)		1,775
20							Pool Snack Vending	21	475	(454)		0
21							Total 36900 - Miscellaneous Revenues	7,517	9,275	(1,758)		7,271
22							Total Revenue	902,976	917,262	(14,286)		883,939
23												
24												
25							Expense					
26							5110 - Legislative					
27							Employer Taxes	668	1,460	(792)		739
28							Special District Fees	175	175	0		175
29							Supervisor Fees	8,000	12,000	(4,000)		8,000
30							Supervisor Payroll Service	481	900	(419)		603
31							Total 5110 - Legislative	9,324	14,535	(5,211)		9,517

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 May '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
32							51300 - Financial & Admin					
33							Accounting Services	0	0	0		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	33,565	51,334	(17,769)		32,912
38							Medical Stipend	1,400	2,400	(1,000)		1,400
39							Payroll Service Charge	288	465	(177)		327
40							Payroll Taxes - Employer Taxes	2,724	4,400	(1,676)		2,712
41							Performance Stipend	0	1,000	(1,000)		0
42							Total District F&A Employees	37,977	59,599	(21,622)		37,351
43							Dues, Licenses & Fees	194	500	(306)		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)		2,044
50							Local/Other Taxes	3,196	3,396	(200)		3,196
51							Office Supplies	448	1,000	(552)		241
52							Postage	172	250	(78)		150
53							Printer Supplies	1,992	2,000	(8)		772
54							Professional Development	305	305	(0)		0
55							Technology Services/Upgrades	661	995	(334)		2,530
56							Telephone	1,927	3,100	(1,173)		2,102
57							Travel Per Diem	112	200	(88)		72
58							Website Development & Monitor	0	2,650	(2,650)		0
59							Total 51300 - Financial & Admin	67,895	96,942	(29,047)		70,690

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 May '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
60							51400 - Legal Counsel					
61							District Counsel	119	8,000	(7,881)		303
62							Total 51400 - Legal Counsel	119	8,000	(7,881)		303
63							52100 - Law Enforcement					
64							Car Maintenance & Repairs	142	1,000	(858)		613
65							Car Gas	439	1,500	(1,061)		453
66							Total 52100 - Law Enforcement	581	2,500	(1,919)		1,066
67							53100 - Electric Utility Svs	23,127	38,800	(15,673)		23,434
68							53200 - Gas Utility Services	2,109	4,000	(1,891)		2,663
69							53400 - Garbage/Solid Waste Svc	1,036	2,880	(1,844)		1,486
70							53600 - Water/Sewer Services	2,081	8,000	(5,919)		5,155
71							53900 - Physical Environment			0		
72							Entry & Walls Maintenance	29	2,000	(1,971)		123
73							Ford F250 Maintenance & Repair	3,222	3,500	(278)		824
74							Fountain in Lake	600	3,000	(2,400)		3,979
75							Gas - Equipment	185	400	(215)		243
76							Gas - Truck	988	1,800	(812)		1,035
77							Irrigation Maintenance	6,984	10,000	(3,016)		7,316
78							Landscape Maintenance Contract	47,000	87,000	(40,000)		58,000
79							Misc. Landscape-Temporary Staff	0	0	0		0
80							Misc. Landscape Maintenance	4,778	8,500	(3,722)		4,518
81							Mulch	478	11,000	(10,522)		737
82							New Plantings	6,590	7,700	(1,110)		1,769
83							Pond & Stormwater Maint Contract	8,392	12,780	(4,388)		8,392
84							Property Insurance Contract	11,040	12,000	(960)		10,747
85							Sod Replacement	743	4,000	(3,257)		85
86							Mitigation Maint Contract	675	900	(225)		675
87							Total 53900 - Physical Environment	91,705	164,580	(72,875)		98,443

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 May '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	1,555	5,000	(3,445)		2,463
92							Clubhouse Supplies	700	2,300	(1,600)		2,285
93							Locks/Keys	122	100	22		245
94							Pool Snack Vending Items	223	300			0
95							Total Club Facility Maintenance	2,599	7,700	(5,101)		4,993
96							District Employees Payroll Exp					
97							Employer Workman Comp	5,629	9,000	(3,371)		6,801
98							Facilities Monitor	22,603	34,570	(11,967)		21,854
99							Medical Stipends	3,500	6,000	(2,500)		3,750
100							Payroll Service Charge	1,426	2,500	(1,074)		1,609
101							Payroll Taxes - Employer Taxes	7,965	13,500	(5,536)		7,997
102							Performance Stipend	0	2,600	(2,600)		0
103							Full-Time Hybrid Employee	15,487	25,459	(9,972)		15,927
104							Property Maintenance Part-Time	596	1,425	(829)		816
105							Property Maintenance Team Lead	18,932	28,221	(9,289)		19,353
106							Property Manager	40,199	61,776	(21,577)		39,603
107							Recreational Assistants	162	5,900	(5,738)		203
108							Total District Employees Payroll Exp	116,499	190,951	(74,452)		117,912
109							Dock Maintenance	312	400	(88)		98
110							Drainage/ Nature Path/Trail Maintenance	0	0	0		154
111							Park Facility Maintenance	2,986	4,000	(1,014)		3,646
112							Parks & Rec Cell Phones	906	1,700	(794)		902
113							Playground Maintenance	0	1,000	(1,000)		0
114							Pool Maintenance Contract	11,700	19,600	(7,900)		11,200
115							Pool Maintenance Repairs	4,861	9,500	(4,639)		7,413
116							Sec System Monitoring Contract	120	240	(120)		240

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 May '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
117							Security Repairs	4,992	5,000	(8)		2,916
118							Total 57200 - Parks & Recreation	145,672	240,846	(95,174)		150,138
119							58003- Future CIP Projects and Reserves	326,852	336,179	(9,327)		245,174
120							Total Expense	670,500	917,262	(246,762)		608,068
121							Revenue Less Expenses	232,476	0	232,476		275,871
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	119,709	179,037	(59,328)		
130							Funding for District's Reserve Acct	0	5,000	(5,000)		
131							Total Other Expense	119,709	184,037	(64,328)		
132							Net Other Income	64,328	(184,037)	64,328		
133							Net Income	296,803	(184,037)	296,803		

Lake St. Charles CDD Property Manager Expense Report

	Type	Date	May 2019 Num	Memo	Amount
Ace Hardware					
	Credit Card Charge	05/02/2019	Gloves	Gloves	17.99
Alley Cat Pest Control					
	Bill	05/22/2019	pest control	pest control	85.00
Ameriscape Services					
	Credit Card Charge	05/09/2019	Debris Pile	Debris Pile Pick up	575.00
Brandon Lock & Safe, Inc.					
	Bill	05/28/2019	Install master key c	Install master key cylinder to mens restroom	311.10
CentralPro					
	Credit Card Charge	05/02/2019	Irrigation	Irrigation items	134.50
	Credit Card Charge	05/06/2019	Irrigation	Irrigation items	111.90
	Credit Card Charge	05/22/2019	Irrigation	Irrigation items	1.95
Costco					
	Credit Card Charge	05/14/2019	bathroom su	bathroom supplies	77.00
George's Mower Service Inc.					
	Credit Card Charge	05/14/2019	Labor Charg	Labor Charge & Repair for pressure washer	87.99
Home Depot					
	Credit Card Charge	05/08/2019	Chain items	Chain items for gate on trail	48.77
	Credit Card Charge	05/21/2019	Paint & Bru	Paint & Brushes for dock repair	45.74
	Credit Card Charge	05/22/2019	Black Mats	Black Mats to cover water tines to temp restrooms	39.92
Sod X					
	Credit Card Charge	05/22/2019	Sod	Sod	13.00
Winn Dixie					
	Credit Card Charge	05/07/2019	Water	Water	17.96
TOTAL					1,568

July 2019 Property Manager's report

The free swim lessons at our pool through the Children's Board and the YMCA were conducted June 24th – June 28th. We had 39 registrations and 3 classes were conducted. The grant final report was submitted to Hillsborough County on June 25th which completes our obligations for the shade structure grant. We were able to accommodate all 36 registered children as we had 3 cancelations which were filled by the 3 on the wait list.

The Waterton Drive fence encroachment has been resolved. The resident moved their fence to be contained completely on their property.

We are past our 1st month of temporary restroom rental and are now being charged \$75 / day. We opened on May 16th and 4 weeks ended on June 13th. The second month ends on July 11th.

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

I was contacted by 2 mothers regarding damage to their daughter's jewelry and fading their bathing suits from use of the hot tub on Monday 6/17/19. The facility monitor isolated the video footage and provided a written synopsis of the video which is distributed to supervisors via a separate handout. Since there was no clear consensus of direction the individuals were ask to attend the July 9th BOS meeting to discuss their request with the Board.

I just received notice that the 2020 neighborhood mini grant (\$5,000) is now available with an application deadline of August 30th 2019.

I would like to ask the Board if they want to pursue another \$5,000 grant. Most projects will require a 50% matching funds meaning the district need to contribute a minimum of \$5,000 towards the project and it needs to benefit the entire neighborhood in some manner.

Since funds are tight for next year, as we save towards new playgrounds, I was thinking of a smaller project where funds from the district would only be 5 K-10K. I thought of a new bench and paver plaza where the bench is located on the pond along Lake St Charles Blvd. See attached graphics.

Other possible lower cost options are:

Sculpture / environmental art

Peddle boats/ kayak for rental and locks

Possibly a fountain in the pond where the memorial bench is on Lake St Charles Blvd.

Mini golf – estimate \$35k

I can submit more than 1 application but only 1 project may be awarded.

I will need a Board vote and meeting minutes authorizing the project to submit with the application.





Memorial Bench - Lake St Charles Boulevard

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							14	32
Completed Clubhouse Rentals	3	0	0	0	2	6							11	38
Guest Passes Issued	0	0	0	0	1	6							7	12
Replacement Cards	3	0	1	1	1	4							10	7
Resident Access Cards	6	2	2	4	15	28							57	100
Renters Access Cards	6	4	0	1	5	13							29	71
Parking Stickers	6	4	2	5	18	21							56	122
Online Purchases	2	2	2	2	2	3							13	21
Monthly Total	27	12	9	16	45	88							197	403

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

Mark & Adriana notarized 6 documents.