

Supervisor Packet for August 6, 2019 General Meeting

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

7:00 p.m., August 6, 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. July 9, 2019 Meeting Minutes b. Committee Meeting Minutes for July 2019 <ol style="list-style-type: none"> i. Treasurer's Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. June 2019 Financial Statements

	<ul style="list-style-type: none"> d. July 2019 Property Manager Monthly Report e. July 2019 Clubhouse Monthly Report f. July 2019 Facilities Monitor Report
7:20-7:50	8. COMMITTEE REPORTS (30 Minutes)
	<ul style="list-style-type: none"> 1. Treasurer's Review Committee – Treasurer Nelson 2. Grounds/Security Committee – Committee Chair Fannin 3. Management Committee – Committee Chair Martin 4. Strategic Planning Committee – Committee Chair Simon <ul style="list-style-type: none"> a. Grant project discussion
7:50- 8:00	11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR MARTIN (10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors
8:00 -8:05	12. PROPERTY MANAGER (5 Minutes)
	<p>Items for Consideration by Property Manager - Mark Cooper</p> <ul style="list-style-type: none"> 1. Property Management Report 2. Request for Motion to approve Property Manager, Mark Cooper to be an authorized agent for the Lake St. Charles CDD with regards to submission of the minor modification of our surface water permit with SWFWMUD.
8:05–8:10	13. DISTRICT MANAGER (5 Minutes)
	<p>Items for Consideration by District Manager – Adriana Urbina</p> <ul style="list-style-type: none"> 1. District Manager Report
8:10 –8:20	14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
8:20	ADJOURN



Date: July 9, 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

Ms. Minick & Ms. Bell, LSC residents requested reimbursement for their daughter's discolored jewelry and swimming attire. They brought the discolored jewelry, swim suits and pictures showing their daughter's skin irritation. They also would like to know what is being done to make sure this kind of incident doesn't happen again. Chair Martin informed the residents that based on the resident agreement forms we have on file, the District is not held liable for their damaged items. Supervisor Nelson also informed them that the presented swimming suits are not considered appropriate per the District rules. At which moment both residents exited the meeting and did not wait for a Motion from the Board.

1. On **MOTION** by Supervisor Fannin and Second by Supervisor Gianakos, the Board will not offer reimbursement to Ms. Minick & Ms. Bell for their jewelry or swim suits. Chair Martin expressed that the Board's main concern is the safety of the residents,

but they cannot set a precedent for reimbursing residents when their items are potentially damaged on District property. Motion passed 5 to 0

AI: Property Manager, Mark Cooper to have Zebra's Cleaning Company check the pool chemical probes every time they are on site.

2. On **MOTION** by Supervisor Fannin and Second by Supervisor Nelson, the Board discussed deactivating all access cards in the Bell's household following their previous and current offenses. Motion was rescinded

3. On **MOTION** by Supervisor Fannin and Second by Supervisor Gianakos, the Board discussed sending both families letters explaining the actions the Board will take. Motion was rescinded

AI: Remanded to the Management Committee, to review resident access card agreements before any letters are sent.

4. On **MOTION** by Supervisor Gianakos and second by Supervisor Fannin the Board approved the, July 9, 2019 Consent Agenda consisting of the: June 4, 2019 General Meeting Minutes, the June Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the May 2019 Financial Reports, the Property Manager, District Administrative Assistant reports, and the Facility Monitor June 2019 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0

AI: Property Manager, Mark Cooper is to look into the cost of repairing the main water line break and resolve if possible.

AI: Property Manager, Mark Cooper to contact Wendy about the permit status with Hillsborough County.

5. On **MOTION** by Supervisor Simon and Second by Supervisor Gianakos, the Board approved to sign up for a one month service at a cost of \$37.00 with Survey Monkey for the Recreational Survey. Motion passed 5 to 0

AI: The upcoming Hillsborough County grant application due August 31, 2019 is remanded to the Strategic Committee, to look for project options and cost.

6. On **MOTION** by Supervisor Gianakos and Second by Supervisor Martin, the Board approved the proposal provided by Campus Suite for the District's website remediation. Motion passed 5 to 0

Meeting adjourned at 8:08PM

Respectfully submitted,

Dave Nelson, Treasurer/Secretary

Rob Martin, Chair

Treasurer's Review Committee Meeting Minutes

Date: *Friday, July 19, 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, August 16, 2019 at 11:00 am.**

- The Treasurer reviewed and signed checks.
- The Treasurer reviewed and signed the District's bank statements.
- The Treasurer was updated on the progress, and anticipated completion date of the clubhouse / pool restrooms, the need and cost for anti-slip mats for pool access hallways, and costs and possible projects for this year's community mini grants.
- The Treasurer was informed that a violation letter was sent to a resident in regards to a few broken pool rules.

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, July 17th 2019 at 12:30 PM.*

Operations Manager: *Property Manager, Mark Cooper*

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

In Attendance:

The meeting commenced at 12:30 pm.

Supervisor Fannin was updated on the progress, and anticipated completion date of the clubhouse / pool restrooms, the need and cost for anti-slip mats for pool access hallways, and costs and possible projects for this year's community mini grants. The grant application is due by August 30th 2019. The results of the recreation survey to date were also shared with supervisor Fannin.

The possible grant projects and associated cost estimates are detailed in Strategic Planning meeting minutes.

Next year the grant request will be for new playgrounds. The intention is to obtain the \$5,000 to contribute to the new playgrounds anticipated to be installed in spring of 2021.

While attending the Grounds / Security meeting resident Gina Bell was observed in the pool and had gained access by using her brother's card. Additionally she was wearing a thong bathing suit. Supervisor Fannin and I informed Miss Bell that she was in violation of 2 of the pool rules and that her brother would be receiving a letter explaining the rule violation and informing him that his card would be deactivated. Miss bell was directed to the specific rules being violated on the Pool Rules sign.

The meeting adjourned at 1:15 pm.

Management Committee Meeting Minutes

Date: *Thursday, July 18, 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, August 15, 2019 at 12:30 pm.**

The Management Committee Meeting was cancelled.

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, July 16th, 2019 @ 10:00 am*

Chairperson: *Supervisor Jim Simon*

Operations Manager: *Property Manager, Mark Cooper*

The July Strategic Planning committee was canceled.

Supervisor Simon and I met at a later time to discuss the recreation survey status and the potential grant projects and related costs.

Supervisor Simon was apprised of the 1 month purchase to obtain and print survey results. A hardcopy summary of the results to date was given to him for review. The last date to take the survey is August 14th 2019 which was posted on the app on the app push notifications, the website and on the Lake St Charles residents FaceBook page.

See the following pages for detailed costs, data and images of 2 grant projects the Strategic planning committee is recommending for discussion and selection.

Potential Grant Projects and Estimated Costs				
PROJECTS	Grant	LSC estimated costs	TOTAL	Notes
Memorial Bench Plaza w/ Bench	\$5,000	\$3,000	\$8,000	
Picnic Area in Park no sidewalk	\$5,000	\$7,000	\$12,000	

Memorial bench and Plaza includes: pavers, material, labor, instalation, paver sealing and a new bench with shipping.

Picnic area includes: 16' x 30' concrete slab installed, 2 picnic tables, 2 grills. Includes shipping, 2 checkerboards, sealing of the picnic tables but **NO SIDEWALK INCLUDED.**



MEMORIAL BENCH - LAKE ST CHARLES BOULEVARD









8' long Precast Picnic Table- 2,900 lbs. with sealer and 1 checkerboard inlay. 2- \$5,504

Integral Colors:

GP-1	GP-2	GP-4	GP-5
GP-7	GP-9	GP-12	GP-13
GP-15	GP-17	GP-21	GP-22
GP-23	GP-24	GP-25	GP-26

Applied Metallic Paint:

Arden Coral	Electric Lime	Chevy Blue	New Penny	Garden Grove

Standard Finishes:

LSB	MSB	HSB	ACID

WE CAN CUSTOM MATCH COLORS

KENTLAND COLLECTION 7 FOOT RECTANGULAR TABLE W/ BENCHES - SURFACE MOUNT OR INGROUND

Our Kentland 7' Picnic Table is a classic. The top and seats are fabricated from aluminum extrusions and coated in our AAMA 2604-05 compliant powder-coating. Choose between FAUX-WOOD or HORIZONTAL SLAT patterns and between INGROUND or SURFACE MOUNT leg options (mounting plate covers come standard with either option).

Inground

Surface Mount

7' extruded aluminum slatted top and benches. Legs powder coated steel. These would exactly match the new benches. 2- \$5,700

Lake St. Charles CDD

Funds Statement

Apr '18 - Jun '19

	Apr '19	May '19	Jun '19	Category
Bank/Current Asset Accounts				
CenterState Bank Checking	455,784	333,105	253,106	Cash
CenterState Bank Money Market	242,495	242,543	242,589	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	973	986	1,102	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	699,252	576,634	496,797	
Cash (Checking/Savings)				
CenterState Bank Checking	455,784	333,105	253,106	
CenterState Bank Money Market	242,495	242,543	242,589	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	973	986	1,102	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
Total Cash Accounts	699,252	576,634	496,797	
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	699,252	576,634	496,797	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	242,495	242,543	242,589	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	242,495	242,543	242,589	

Lake St. Charles CDD Disbursement Authorization Report

June 2019

Type	Num	Date	Name	Account	Original Amount
<hr/>					
Bill Pmt -Check		06/04/2019	Egis Insurance & Risk Advisors, LLC	10000-CenterState Bank Checking	0.00
General Journal	Audit #18-4	09/30/2018	Egis Insurance & Risk Advisors, LLC	Accounts Payable	-18,654.00
TOTAL					<hr/> -18,654.00
Bill Pmt -Check		06/04/2019	RetailFirst - Summit W/C	10000-CenterState Bank Checking	0.00
General Journal	Audit #18-5	09/30/2018	RetailFirst - Summit W/C	Accounts Payable	-808.15
TOTAL					<hr/> -808.15
Check	EFT/Auto	06/05/2019	TECO Electric	10000-CenterState Bank Checking	-2,751.07
53100 - Electric Utility Svs					53.49
53100 - Electric Utility Svs					52.65
53100 - Electric Utility Svs					167.57
53100 - Electric Utility Svs					838.09
53100 - Electric Utility Svs					63.33
53100 - Electric Utility Svs					1,069.72
53100 - Electric Utility Svs					225.38
53100 - Electric Utility Svs					38.30
53100 - Electric Utility Svs					23.66
53100 - Electric Utility Svs					24.42
53100 - Electric Utility Svs					19.26
53100 - Electric Utility Svs					19.45
53100 - Electric Utility Svs					20.01
53100 - Electric Utility Svs					19.26
53100 - Electric Utility Svs					19.63
53100 - Electric Utility Svs					19.63
53100 - Electric Utility Svs					19.26
53100 - Electric Utility Svs					19.35

Lake St. Charles CDD Disbursement Authorization Report

June 2019

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	19.35
				53100 - Electric Utility Svs	19.26
TOTAL					<u>2,751.07</u>
Check	EFT/Auto	06/06/2019	TECO Electric	10000-CenterState Bank Checking	-90.99
				53100 - Electric Utility Svs	90.99
TOTAL					<u>90.99</u>
Check	EFT/Auto	06/06/2019	TECO Gas Company	10000-CenterState Bank Checking	-141.73
				53200 - Gas Utility Services	141.73
TOTAL					<u>141.73</u>
Check	EFT/Auto	06/07/2019	ADP	10000-CenterState Bank Checking	-118.68
				Payroll Service Charge	16.95
				Payroll Service Charge	101.73
TOTAL					<u>118.68</u>
Check	EFT/Auto	06/11/2019	ADP	10000-CenterState Bank Checking	-11,196.34
				District Manager	1,974.40
				Payroll Taxes - Employer Taxes	166.34
				Facilities Monitor	1,329.60
				Property Maintenance Team Lead	1,208.71
				Property Manager	2,376.00
				Payroll Taxes - Employer Taxes	558.46
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
				Full Time Hybrid Employee	854.09

Lake St. Charles CDD Disbursement Authorization Report

June 2019

Type	Num	Date	Name	Account	Original Amount
				Recreational Assistants	864.00
				Medical Stipend	200.00
				Medical Stipends	500.00
				Property Maintenance Part-Time	81.24
TOTAL					<u>11,196.34</u>
Check	EFT/Auto	06/11/2019	Square Inc	10000-CenterState Bank Checking	-291.75
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-8.25
TOTAL					<u>291.75</u>
Check	EFT/Auto	06/11/2019	Square Inc	10000-CenterState Bank Checking	-291.75
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-8.25
TOTAL					<u>291.75</u>
Sales Tax Paymen	EFT/Auto	06/18/2019	Florida Department of Revenue	10000-CenterState Bank Checking	-16.50
			Florida Department of Revenue	Sales Tax Payable	4.50
			Florida Department of Revenue	Sales Tax Payable	1.10
			Florida Department of Revenue	Sales Tax Payable	10.44
			Florida Department of Revenue	Sales Tax Payable	0.46
TOTAL					<u>16.50</u>
Check	EFT/Auto	06/20/2019	Square Inc	10000-CenterState Bank Checking	-291.75
				Security/Renters Cards Deposits	300.00

Lake St. Charles CDD Disbursement Authorization Report

June 2019

Type	Num	Date	Name	Account	Original Amount
				Security/Renters Cards Deposits	-8.25
TOTAL					291.75
Check	EFT/Auto	06/21/2019 ADP		10000-CenterState Bank Checking	-130.39
				Payroll Service Charge	10.03
				Payroll Service Charge	70.21
				Supervisor Payroll Service	50.15
TOTAL					130.39
Check	EFT/Auto	06/25/2019 ADP		10000-CenterState Bank Checking	-8,838.47
				District Manager	1,974.40
				Payroll Taxes - Employer Taxes	151.04
				Facilities Monitor	1,329.60
				Property Maintenance Team Lead	549.01
				Property Manager	2,376.00
				Payroll Taxes - Employer Taxes	483.74
				Full Time Hybrid Employee	945.02
				Property Maintenance Part-Time	54.16
				Recreational Assistants	975.50
TOTAL					8,838.47
Check	EFT/Auto	06/26/2019 Square Inc		10000-CenterState Bank Checking	-291.75
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-8.25
TOTAL					291.75

Lake St. Charles CDD Disbursement Authorization Report

June 2019

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	06/30/2019	Square Inc	10000-CenterState Bank Checking	-11.65
				Rental	10.72
				Pool Snack Vending	0.93
TOTAL					<u>11.65</u>
Bill Pmt -Check	8386	06/04/2019	Alley Cat Pest Control	10000-CenterState Bank Checking	-85.00
Bill	pest control	05/22/2019		Club Facility Maintenance	85.00
TOTAL					<u>85.00</u>
Bill Pmt -Check	8387	06/04/2019	Aquatic Systems, Inc	10000-CenterState Bank Checking	-1,514.00
Bill	Jun Pond Mainten	06/04/2019		Pond Maint Contract	1,049.00
				58003-Future CIP Projects & Res	465.00
TOTAL					<u>1,514.00</u>
Bill Pmt -Check	8388	06/04/2019	Brandon Lock & Safe, Inc.	10000-CenterState Bank Checking	-311.10
Bill	Install master key c	05/28/2019		Club Facility Maintenance	311.10
TOTAL					<u>311.10</u>
Bill Pmt -Check	8389	06/04/2019	E&L Construction Group, INC.	10000-CenterState Bank Checking	-44,389.61
Bill	4th payment for rest	06/04/2019		58003-Future CIP Projects & Res	8,862.26
				Unassigned CIP Projects	35,527.35
TOTAL					<u>44,389.61</u>

Lake St. Charles CDD Disbursement Authorization Report

June 2019

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	8390	06/04/2019	Egis Insurance & Risk Advisors, LLC	10000-CenterState Bank Checking	-546.00
Bill	WC Policy#100118567	07/01/2019		Employer Workman Comp	546.00
TOTAL					546.00
Bill Pmt -Check	8391	06/04/2019	Remson Aquatics	10000-CenterState Bank Checking	-10,300.00
Bill	Lake Dredging for po	05/24/2019		Unassigned CIP Projects	10,300.00
TOTAL					10,300.00
Bill Pmt -Check	8392	06/04/2019	Staples	10000-CenterState Bank Checking	-672.97
Bill	Yellow & Magenta Ton	05/15/2019		Printer Supplies	672.97
TOTAL					672.97
Bill Pmt -Check	8393	06/04/2019	SunTrust Credit Card	10000-CenterState Bank Checking	-13,030.16
Bill	May CC Statement	06/04/2019		13500 - SunTrust Visa Card	13,030.16
TOTAL					13,030.16
Bill Pmt -Check	8394	06/19/2019	Brandon Business Machines	10000-CenterState Bank Checking	-130.20
Bill	Printer cleaning	06/03/2019		Technology Services/Upgrades	130.20
TOTAL					130.20
Bill Pmt -Check	8395	06/19/2019	Brandon Lock & Safe, Inc.	10000-CenterState Bank Checking	-129.50
Bill	Fix strike on ladies	05/15/2019		Pool Maintenance Repairs	129.50
TOTAL					129.50
Bill Pmt -Check	8396	06/19/2019	Chris's Portable Toilets	10000-CenterState Bank Checking	-75.00

Lake St. Charles CDD Disbursement Authorization Report

June 2019

Type	Num	Date	Name	Account	Original Amount
Bill	1805-110629 Inv #	06/08/2019		Park Facility Maintenance	75.00
TOTAL					75.00
Bill Pmt -Check	8397	06/19/2019	Persson & Cohen, P.A.	10000-CenterState Bank Checking	-797.30
Bill	Review of ADA Compli	06/06/2019		District Counsel	797.30
TOTAL					797.30
Bill Pmt -Check	8398	06/19/2019	Verizon Wireless	10000-CenterState Bank Checking	-42.40
Bill	04-24-19 to 05-23-19	05/23/2019		Telephone	42.40
TOTAL					42.40
Bill Pmt -Check	8399	06/19/2019	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,600.00
Bill	June Pool Cleaning	06/07/2019		Pool Maintenance Contract	1,600.00
TOTAL					1,600.00
Bill Pmt -Check	8400	06/19/2019	Zee Medical Service	10000-CenterState Bank Checking	-26.30
Bill	089194470 Inv #	06/05/2019		Clubhouse Supplies	26.30
TOTAL					26.30
Bill Pmt -Check	8401	06/19/2019	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-100.00
Bill	Oil Remover	06/07/2019		Pool Maintenance Contract	100.00
TOTAL					100.00

Treasurer's Report - CenterState Account

April 2019

06/1/19 - 06/30/19

Date	Number	Payee	Memo	Payment	Deposit	Balance
						333,105.48
06/01/2019			Deposit		58.35	333,163.83
06/03/2019			Deposit		29.17	333,193.00
06/04/2019	8386	Alley Cat Pest Control	1075 Acct #	85.00		333,108.00
06/04/2019	8387	Aquatic Systems, Inc	INV# 0000445929	1,514.00		331,594.00
06/04/2019	8388	Brandon Lock & Safe, Inc.	45740 Inv #	311.10		331,282.90
06/04/2019	8389	E&L Construction Group, INC.	Project# 19027	44,389.61		286,893.29
06/04/2019	8390	Egis Insurance & Risk Advisors, LLC	WC Policy#100118567 INV#8646	546.00		286,347.29
06/04/2019	8391	Remson Aquatics	Inv# 111400	10,300.00		276,047.29
06/04/2019	8392	Staples	6011 1000 4086 310	672.97		275,374.32
06/04/2019	8393	SunTrust Credit Card	4223071100091531 Acct #	13,030.16		262,344.16
06/04/2019		Egis Insurance & Risk Advisors, LLC	QuickBooks generated zero amount transaction for bill payment stub		0.00	262,344.16
06/04/2019		RetailFirst - Summit W/C	QuickBooks generated zero amount transaction for bill payment stub		0.00	262,344.16
06/04/2019			Deposit		291.75	262,635.91
06/05/2019	EFT/Auto	TECO Electric	06980007400 Acct #	2,751.07		259,884.84
06/06/2019			Deposit		6,783.17	266,668.01
06/06/2019	EFT/Auto	TECO Electric	221005960721 Acct #	90.99		266,577.02
06/06/2019	EFT/Auto	TECO Gas Company	221003603224 Acct #	141.73		266,435.29
06/07/2019	EFT/Auto	ADP	536172173 Inv #	118.68		266,316.61
06/07/2019			Deposit		14.59	266,331.20
06/11/2019	EFT/Auto	ADP	P.E. 06-08-19	11,196.34		255,134.86
06/11/2019			Deposit		583.50	255,718.36
06/11/2019	EFT/Auto	Square Inc	R. Gray CH Rental Deposit Refund	291.75		255,426.61
06/11/2019	EFT/Auto	Square Inc	G. Lochetto CH Rental Deposit Refund	291.75		255,134.86
06/13/2019			Deposit		9,084.12	264,218.98
06/14/2019			Deposit		14.59	264,233.57
06/15/2019			Deposit		72.93	264,306.50
06/18/2019	EFT/Auto	Florida Department of Revenue		16.50		264,290.00
06/19/2019	8394	Brandon Business Machines	LS47 Acct # I186590 Inv #	130.20		264,159.80
06/19/2019	8395	Brandon Lock & Safe, Inc.	45665 Inv #	129.50		264,030.30
06/19/2019	8396	Chris's Portable Toilets	1805-110629 Inv #	75.00		263,955.30

7/30/2019

Date	PM	Number	Payee	Memo	Payment	Deposit	Balance
06/19/2019		8397	Persson & Cohen, P.A.	Acct # LakStCharles	797.30		263,158.00
06/19/2019		8398	Verizon Wireless	Acct# 842082173-00001	42.40		263,115.60
06/19/2019		8399	Zebra Cleaning Team, Inc.	INV# 3249	1,600.00		261,515.60
06/19/2019		8400	Zee Medical Service	044185 Acct # 089194470 Inv #	26.30		261,489.30
06/19/2019		8401	Zebra Cleaning Team, Inc.	INV# 3250	100.00		261,389.30
06/20/2019				Deposit		306.34	261,695.64
06/20/2019	EFT/Auto		Square Inc	A. Busciglio CH Rental Deposit Refund	291.75		261,403.89
06/21/2019	EFT/Auto		ADP	536951882 Inv #	130.39		261,273.50
06/22/2019				Deposit		14.59	261,288.09
06/25/2019	EFT/Auto		ADP	P.E. 06-22-19	8,838.47		252,449.62
06/25/2019				Deposit		43.76	252,493.38
06/26/2019				Deposit		72.93	252,566.31
06/26/2019	EFT/Auto		Square Inc	G. Bly CH Rental Deposit Refund	291.75		252,274.56
06/27/2019				Deposit		291.75	252,566.31
06/28/2019				Deposit		72.93	252,639.24
06/30/2019	EFT/Auto		Square Inc	2.75% Square Processing Fee for CH Rentals	11.65		252,627.59
06/30/2019			Vending Sales			33.75	252,661.34
06/30/2019			Clubhouse Rentals			390.00	253,051.34
06/30/2019				Interest		54.55	253,105.89
					98,212.36	18,212.77	253,105.89

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 June '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
3							Revenue/Expense					
4							Revenue					
5							36100 - Interest Earnings					
6							Interest - General Fund	1,271	1,450	(179)		1,345
7							Total 36100 - Interest Earnings	1,271	1,450	(179)		1,345
8							General Fund Assessment-O&M					
9							General Fund Assessment Gross	958,146	958,146	0		935,803
10							GF Prop Tax Interest	827	0	827		824
11							GF Tax Collector Commissions	(18,450)	(19,163)	713		(18,024)
12							GF Tax Payment Discount	(36,249)	(38,326)	2,077		(35,300)
13							Total General Fund Assessment-O&M	904,275	900,657	3,618		883,303
14												
15							Total 36310 - Special Assessment	904,275	900,657	3,618		883,303
16							36311 - Excess Fees	5,881	5,880	1		5,701
17							36900 - Miscellaneous Revenues			0		
18							Other Misc Revenue	7,223	6,900	323		6,436
19							Rental	944	1,900	(956)		1,940
20							Pool Snack Vending	157	475	(318)		0
21							Total 36900 - Miscellaneous Revenues	8,324	9,275	(951)		8,376
22							Total Revenue	919,751	917,262	2,489		898,724
23												
24												
25							Expense					
26							5110 - Legislative					
27							Employer Taxes	752	1,460	(709)		822
28							Special District Fees	175	175	0		175
29							Supervisor Fees	9,000	12,000	(3,000)		9,000
30							Supervisor Payroll Service	531	900	(369)		661
31							Total 5110 - Legislative	10,457	14,535	(4,078)		10,658

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 June '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	37,514	51,334	(13,820)		36,784
38							Medical Stipend	1,600	2,400	(800)		1,600
39							Payroll Service Charge	315	465	(150)		355
40							Payroll Taxes - Employer Taxes	3,041	4,400	(1,359)		3,023
41							Performance Stipend	0	1,000	(1,000)		0
42							Total District F&A Employees	42,470	59,599	(17,129)		41,762
43							Dues, Licenses & Fees	194	500	(306)		421
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	629	1,000	(371)		299
52							Postage	172	250	(78)		183
53							Printer Supplies	2,298	2,000	298		772
54							Professional Development	305	305	(0)		0
55							Technology Services/Upgrades	791	995	(204)		2,540
56							Telephone	2,153	3,100	(947)		2,363
57							Travel Per Diem	112	200	(88)		72
58							Website Development & Monitor	58	2,650	(2,592)		2,650
59							Total 51300 - Financial & Admin	73,289	96,942	(23,653)		78,219

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 June '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
60							51400 - Legal Counsel					
61							District Counsel	916	8,000	(7,084)		396
62							Total 51400 - Legal Counsel	916	8,000	(7,084)		477
63							52100 - Law Enforcement					
64							Car Maintenance & Repairs	142	1,000	(858)		613
65							Car Gas	520	1,500	(980)		453
66							Total 52100 - Law Enforcement	661	2,500	(1,839)		1,066
67							53100 - Electric Utility Svs	25,969	38,800	(12,831)		26,443
68							53200 - Gas Utility Services	2,251	4,000	(1,749)		2,976
69							53400 - Garbage/Solid Waste Svc	1,189	2,880	(1,691)		1,665
70							53600 - Water/Sewer Services	3,024	8,000	(4,976)		5,631
71							53900 - Physical Environment					
72							Entry & Walls Maintenance	29	2,000	(1,971)		123
73							Ford F250 Maintenance & Repair	3,245	3,500	(255)		824
74							Fountain in Lake	600	3,000	(2,400)		3,979
75							Gas - Equipment	185	400	(215)		243
76							Gas - Truck	1,138	1,800	(662)		1,095
77							Irrigation Maintenance	6,984	10,000	(3,016)		7,316
78							Landscape Maintenance Contract	54,250	87,000	(32,750)		65,250
79							Misc. Landscape-Temporary Staff	0	0	0		0
80							Misc. Landscape Maintenance	4,965	8,500	(3,535)		4,725
81							Mulch	478	11,000	(10,522)		737
82							New Plantings	6,590	7,700	(1,110)		1,769
83							Pond & Stormwater Maint Contract	9,441	12,780	(3,339)		9,441
84							Property Insurance Contract	11,040	12,000	(960)		10,747
85							Sod Replacement	743	4,000	(3,257)		2,385
86							Mitigation Maint Contract	675	900	(225)		675
87							Total 53900 - Physical Environment	100,364	164,580	(64,216)		109,309

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 June '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)		2,634
92							Clubhouse Supplies	763	2,300	(1,537)		2,331
93							Locks/Keys	122	100	22		245
94							Pool Snack Vending Items	340	300			0
95							Total Club Facility Maintenance	2,779	7,700	(4,921)		5,211
96							District Employees Payroll Exp					
97							Employer Workman Comp	6,173	9,000	(2,827)		7,693
98							Facilities Monitor	25,262	34,570	(9,308)		24,461
99							Medical Stipends	4,000	6,000	(2,000)		4,250
100							Payroll Service Charge	1,598	2,500	(902)		1,834
101							Payroll Taxes - Employer Taxes	9,007	13,500	(4,493)		9,027
102							Performance Stipend	0	2,600	(2,600)		0
103							Full-Time Hybrid Employee	17,287	25,459	(8,172)		17,847
104							Property Maintenance Part-Time	731	1,425	(694)		856
105							Property Maintenance Team Lead	20,690	28,221	(7,531)		20,791
106							Property Manager	44,951	61,776	(16,825)		44,262
107							Recreational Assistants	2,002	5,900	(3,899)		2,312
108							Total District Employees Payroll Exp	131,700	190,951	(59,251)		133,333
109							Dock Maintenance	312	400	(88)		98
110							Drainage/ Nature Path/Trail Maintenance	0	0	0		154
111							Park Facility Maintenance	3,327	4,000	(673)		3,721
112							Parks & Rec Cell Phones	1,018	1,700	(682)		1,015
113							Playground Maintenance	0	1,000	(1,000)		0
114							Pool Maintenance Contract	13,400	19,600	(6,200)		12,900
115							Pool Maintenance Repairs	5,412	9,500	(4,088)		9,016
116							Sec System Monitoring Contract	120	240	(120)		240

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 June '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	163,758	240,846	(77,088)		169,267
119							58003- Future CIP Projects and Reserves	336,179	336,179	0		283,644
120							Total Expense	718,056	917,262	(199,206)		689,357
121							Revenue Less Expenses	201,695	0	201,695		209,368
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	157,405	179,037	(21,632)		
130							Funding for District's Reserve Acct	0	5,000	(5,000)		
131							Total Other Expense	157,405	184,037	(26,632)		
132							Net Other Income	26,632	(184,037)	26,632		
133							Net Income	228,327	(184,037)	228,327		

Lake St. Charles CDD Property Manager Expense Report

			June 2019		
	Type	Date	Num	Memo	Amount
Chris's Portable Toilets					
	Bill	06/08/2019	1805-110629 Inv #	1805-110629 Inv #	75.00
Dog Waste Depot					
	Credit Card Charge	06/20/2019	Doggie Bags	Doggie Bags	265.98
George's Mower Service Inc.					
	Credit Card Charge	06/12/2019	Fuel treatm	Fuel treatments, bar and chain oil	100.93
	Credit Card Charge	06/12/2019	Labor Charg	Labor Charge & Repair for power pruner	85.96
O'Reilly Auto Parts					
	Credit Card Charge	06/05/2019	F-250 Taill	F-250 Taillights & trailer wire harness repair	22.97
Winn Dixie					
	Credit Card Charge	06/19/2019	Water	Water	19.96
Zee Medical Service					
	Bill	06/05/2019	089194470 Inv #	misc supplies for first aid box	26.30
TOTAL					597

August 2019 Property Manager's report

I have submitted the minor permit modification with SWFWMD towards the goal of gaining approval for utilizing the upland preserve area adjacent to the lake and pool for a future playground site.

The Neighborhood grant application is due by August 30th 2019. I will need a board decision of which project to submit if any and a formal Board motion approving the project and submission for the grant. I have to include the meeting minutes showing approval with the application.

The Hillsborough County Neighborhood Recognition awards will soon be released (Aug – Sept) and I will be nominating Lake St Charles CDD for the neighborhood communications award for our App. The Neighborhood award conference is Saturday, November 2nd 2019.

The Recreation survey will be closed August 14th at which time I will compile and summarize the data. Summary results will be discussed with each supervisor at August's subcommittee meetings. I will also download the individual responses and full summary for record keeping and reference. A summary of the results will be presented at the September Board meeting.

Also at the September Board meeting, Strategic Planning will be presenting the proposed projects and associated cost for next year's CIP projects to be approved. The new fiscal year starts October 1st 2019.

School resumes August 12th. The last day of pool monitors will be Sunday, August 11th.

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	2						16	32
Completed Clubhouse Rentals	3	0	0	0	2	6	3						14	38
Guest Passes Issued	0	0	0	0	1	6	4						11	12
Replacement Cards	3	0	1	1	1	4	2						12	7
Resident Access Cards	6	2	2	4	15	28	12						69	100
Renters Access Cards	6	4	0	1	5	13	11						40	71
Parking Stickers	6	4	2	5	18	21	18						74	122
Online Purchases	2	2	2	2	2	3	2						15	21
Monthly Total	27	12	9	16	45	88	54						251	403

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

Mark & Adriana notarized 4 documents.