

Supervisor Packet for September 10, 2019 General Meeting

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

7:00 p.m., September 10, 2019

Lake St. Charles Clubhouse, 6801 Colonial Lake Dr., Riverview, Florida 33578

Board of Supervisors

Rob Martin, Chair, 716-2948

Ginny Gianakos, Vice Chair, 293-4728

Dave Nelson, Secretary/Treasurer, 293-7979

Jim Simon, Supervisor, 741-0413

Robb Fannin, Supervisor, 785-5423

LSC CDD Staff

Adriana Urbina, District Manager,
741-9768

Mark Cooper, Property Manager, 990-7555

John Martini, Maintenance Staff, 365-0544

Bryant Urbina, Maintenance Staff, 526-2063

Luis Martinez, Facilities Monitor, 990-7250

Greg Gianakos, Maintenance Staff, 695-1995

<i>Time</i>	<i>Item</i>
7:00 – 7:05	<ol style="list-style-type: none"> 1. CALL TO ORDER 2. PLEDGE OF ALLEGIANCE 3. INVOCATION (Chair Martin) 4. ACKNOWLEDGMENT OF SUPERVISORS AND STAFF PRESENT 5. INTRODUCTION OF HOMEOWNERS, RESIDENTS AND PUBLIC AND IDENTIFICATION OF PARTIES WISHING TO MAKE PUBLIC COMMENTS
7:05 – 7:15	<ol style="list-style-type: none"> 6. PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 10 MINUTES DESIGNATED)
	<ol style="list-style-type: none"> 1. Homeowners Requesting to Speak (Please State Name Prior to Remarks)
7:15 – 7:45	<ol style="list-style-type: none"> 7. PUBLIC HEARING FOR FY 2019-2020 BUDGET ADOPTION (30 Minutes)
	<ol style="list-style-type: none"> 1. Talking Points – Treasurer Dave Nelson 2. Board Discussion– Chair Rob Martin 3. Resident Comments 4. Motion to approve Resolution 2019-05 Lake St. Charles District Budget and Assessment Roll Adoption. <p>Close Budget Adoption Hearing & open Rule Amendment Hearing</p>
7:45 – 8:00	<ol style="list-style-type: none"> 8. PUBLIC HEARING ON RULES AMENDMENT OF DISTRICT AMENITIES USAGE POLICY – Chair Martin (15 Minutes)
	<ol style="list-style-type: none"> 1. Board Discussion– Chair Rob Martin <p>Discussion of Changes to District's Amenity Usage Policy # 6000.</p>

	<ol style="list-style-type: none"> 2. Resident comments regarding revisions. 3. The Management Committee recommends a Motion to approve the District's Amenity Usage Rules Policy as revised per the attached draft. <p>Close Rule Amendment Hearing and Reopen the General Meeting.</p>
8:00 – 8:05	9. 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. August 6, 2019 Meeting Minutes b. Committee Meeting Minutes for August 2019 <ol style="list-style-type: none"> i. Treasurer's Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. July 2019 Financial Statements d. August 2019 Property Manager Monthly Report e. August 2019 Clubhouse Monthly Report f. August 2019 Facilities Monitor Report
8:05-8:25	8. COMMITTEE REPORTS (20 Minutes)
	<ol 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 <ol style="list-style-type: none"> a. The Management Committee recommends approving the annual performance bonus for all staff. Funding was approved on the FY 18-19 budget. b. The Management Committee recommends approving Resolution 2019-06 Lake St. Charles District Annual Meeting Schedule FY19-20. 4. Strategic Planning Committee – Committee Chair Simon <ol style="list-style-type: none"> a. Survey discussion b. FY19-20 CIP Project Expense Chart Discussion
8:25- 8:35	11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR MARTIN (10 Minutes)
	<p>GENERAL REMARKS – Chair of The Board of Supervisors</p> <ol style="list-style-type: none"> a. Resignation Notice, Chair Martin
8:35 -8:40	12. PROPERTY MANAGER (5 Minutes)
	Items for Consideration by Property Manager - Mark Cooper

	1. Property Management Report
8:40–8:45	13. DISTRICT MANAGER (5 Minutes)
	Items for Consideration by District Manager – Adriana Urbina 1. District Manager Report
8:45 –8:55	14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
8:55	ADJOURN



Date: August 6, 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
Supervisor Fannin arrived at 7:05PM
Supervisor Gianakos arrived at 7:08PM

1. On **MOTION** by Supervisor Martin and Second by Supervisor Fannin, the Board approved to make an exemption to the 3rd offense violation fee and allow Mr. Bell to only pay \$75 to reactivate his access card and his son's (Joey Bell) access card. Motion passed 4 to 0

AI: Property Manager, Mark Cooper to verify that the pool exit buttons and pool under lights are functioning during the required operational times.

2. On **MOTION** by Supervisor Gianakos and second by Supervisor Fannin the Board approved the, August 6 , 2019 Consent Agenda consisting of the: July 9, 2019 General Meeting Minutes, the July Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review

Committee, and Management Committee, the June 2019 Financial Reports, the Property Manager, District Administrative Assistant reports, and the Facility Monitor July 2019 Activity Report [was distributed separately from the Supervisor Packet].
Motion passed 4 to 0

3. On **MOTION** by Supervisor Martin and Second by Supervisor Gianakos, the Board approved to send a 2nd notice requesting removal of vehicle from District Clubhouse parking lot. Notice is to be sent by certified mail and should also be placed on vehicle. If vehicle is not removed after 3 days of receipt of notice the Board will have vehicle towed at owner's expense, tow company is to follow all legal requirements for towing in Hillsborough County. Motion passed 4 to 0
4. On **MOTION** by Supervisor Gianakos and Second by Supervisor Fannin, the Board approved to enter into negotiations with Hillsborough County, to explore compensation for the right to develop a drainage sump area in the southeast corner of the District's upland reserve area. Motion was amended to include maintenance of the property as part of the negotiations. Motion passed 4 to 0
5. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board approved adding the picnic area without sidewalk project to next fiscal year's CIP plan, if the \$5,000 grant is received from Hillsborough County. Supervisors shared their concerns with a fire being ignited in the wooded park area. The Board recommends having a fire extinguisher or sand buckets available in case of fire. Supervisor Martin was also concerned about the funding for the project and expressed he did not want to use funds that have been set aside for other projects. Motion passed 4 to 0
6. On **MOTION** by Supervisor Martin and Second by Supervisor Gianakos, the Board approved to have Property Manager, Mark Cooper submit on behalf of the District, the Hillsborough County grant application for the picnic area without sidewalk project. Motion passed 4 to 0
7. On **MOTION** by Supervisor Gianakos and Second by Supervisor Martin, the Board approved Property Manager, Mark Cooper as an authorized agent for the Lake St. Charles Community Development District, to submit the minor modification of surface water permits to SWFWMD. Motion passed 4 to 0

Meeting adjourned at 8:03PM

Respectfully submitted,

Dave Nelson, Treasurer/Secretary

Rob Martin, Chair

Treasurer's Review Committee Meeting Minutes

Date: *Friday, August 16, 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, September 20, 2019 at 11:00 am.**

-The Treasurer reviewed and signed the District's bank statements.

-The Treasurer reviewed the results from the Community Recreational Survey.

-The Treasurer reviewed Resolution 2019-05 Lake St. Charles District Budget & Assessment Roll.

The Treasurer's Review Committee recommends a Motion to approve Resolution 2019-05 Lake St. Charles District Budget and Assessment Roll Adoption.

-The Treasurer reviewed the proposed District rule amendments.

LSC CDD Resolution 2019-05

[Lake St. Charles District Budget and Assessment
Roll Adoption]

Approved by the Lake St. Charles BOS of Supervisors per M09-10-2019-0x
9/10/2019

**RESOLUTION No. 2019-05
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 established pursuant to Chapter 190, Florida Statutes, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in Hillsborough County, Florida (the “County”); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District’s adopted capital improvement plan and Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors (the “Board”) of the District hereby determines to undertake various operations and maintenance activities described in the District’s budget(s) for Fiscal Year 2019-2020 (“Budget”), attached hereto as **Exhibit “A”** and incorporated by reference herein; and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the District’s Budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, Florida Statutes, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, Chapter 197, Florida Statutes, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“Uniform Method”); and

WHEREAS, the District has previously evidenced its intention to utilize this Uniform Method; and

WHEREAS, the District has approved an Agreement with the Property Appraiser and Tax Collector of the County to provide for the collection of the special assessments under the Uniform Method; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Budget; and

WHEREAS, it is in the best interests of the District to adopt the assessment roll of the Lake St. Charles Community Development District (the “Assessment Roll”) attached to this Resolution as **Exhibit “B”** and incorporated as a material part of this Resolution by this reference, and to certify the portion of the Assessment Roll on platted property to the County Tax Collector pursuant to the Uniform Method and to directly collect the portion of the Assessment Roll relating to unplatted property; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll adopted herein, including that portion certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

WHEREAS, prior to the adoption of the proposed annual budget of the District (the “Proposed Budget”), the District filed a copy of the Proposed budget with Hillsborough County Clerk of the Circuit Court as Clerk to Hillsborough on June 4, 2019; and

WHEREAS, the District ratified Resolution 2019-04 approving the Proposed Budget for FY 19-20 and set September 10, 2019 as the date for a public hearing thereon and caused notice of such public hearing to be published pursuant to section 190.008(2)(b), Florida Statutes; and

NOW, THEREFORE, BE IT RESOLVED BY THE LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT IN A SPECIAL BUDGET HEARING MEETING ASSEMBLED THIS TENTH DAY OF SEPTEMBER, 2019 THAT:

1. Budget: The District Manager’s Proposed FY19-20 Budget with revisions and recommended by the Treasurer’s Review Committee, which is Attachment A hereto, is hereby adopted in accordance with the provision of section 190.008(2)(a), Florida Statutes and incorporated herein by reference.

2. Appropriations: There is hereby appropriated out of the revenues of the District for the fiscal year beginning October 1, 2019 and ending September 30, 2020 (the “Fiscal Year”), the sum of Nine Hundred Fifty-Eight Thousand One Hundred Forty-Six Dollars to be raised by the levy of assessments and otherwise, which sum is deemed by the Board of Supervisors to be necessary to defray all expenditures of the District during said budget year, appropriated in the following fashion:

OPERATION & MAINTANANCE	\$ 671,043
CAPITAL IMPROVEMENT	\$ 229,614
 TOTAL	 \$ 900,657

3. Supplemental Appropriations: The Board may authorize by resolution supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the fiscal year as follows:

a. The Board may authorize a transfer of the unexpended balance or portion thereof any appropriation item.

b. The Board may authorize an appropriation from the non-appropriated balance of any fund.

c. The Board may increase any revenue or income budget account to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or non-appropriated balance.

4. BENEFIT. The provision of the services, facilities, and operations as described in **Exhibit “A”** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the costs of the assessments. The allocation of the costs to the specially benefitted lands is shown in **Exhibits “A” and “B,”** and is hereby found to be fair and reasonable.

5. ASSESSMENT IMPOSITION. Pursuant to Chapter 190 of the Florida Statutes, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District and in accordance with **Exhibits “A” and “B.”** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution.

6. COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.

A. Uniform Method Assessments. The collection of the operation and maintenance special assessments on platted lots and developed lands shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in **Exhibits “A” and “B.”**

B. Future Collection Methods. The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

7. ASSESSMENT ROLL. The District's Assessment Roll, attached to this Resolution as **Exhibit “B,”** is hereby certified. That portion of the District's Assessment Roll which includes developed lands and platted lots is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds there from shall be paid to the Lake St. Charles Community Development District.

8. ASSESSMENT ROLL AMENDMENT.

- A. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the District's Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.
- B. The District adopts its assessment roll for the assessment levy as prepared by the District Manager and submitted electronically to the Hillsborough County Property Appraiser and Tax Collector on August 29, 2019 File SD051.xls. The District Manager has received certification for receipt of this levy and said assessment roll by the Hillsborough County Property Appraiser and Tax Collector, in accordance with the applicable provisions of law, as required by Chapters 170, 190, and 197, Florida Statutes, **Exhibit C**.

9. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

10. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board of Supervisors of the Lake St. Charles Community Development District

**LAKE ST. CHARLES COMMUNITY
DEVELOPMENT DISTRICT**

Robert Martin, Chair

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH COUNTY

I, Dave Nelson, Secretary/Treasurer of the Lake St. Charles Community Development District, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of Resolution adopted by the Lake St. Charles Community Development District, at its meeting of September 10, 2019, as the same appears of record in the Minute Book of the Lake St. Charles Community Development District.

WITNESS my hand and official seal this _____ day of _____, 2019.

Dave Nelson, Secretary/Treasurer

Lake St. Charles Community Development District
FY 20 Proposed Budget

Exhibit A

	A	B	C	D	E	F	G	H	I	L	O	P
7								Actuals Oct '18 - Jul '19	FY 19 Annual Budget	FY 20 Proposed Budget	FY 20 to FY 19 Increase (Decrease)	Comments
8							Revenue/Expense					
9							Revenue					
10							36100 - Interest Earnings					
11							Interest - General Fund	1,363	1,450	1,450	0	
12							Total 36100 - Interest Earnings	1,363	1,450	1,450	0	
20							General Fund Assessment-O&M					
21							General Fund Assessment Gross	958,146	958,146	958,146	0	
22							GF Prop Tax Interest	827	0	0	0	
23							GF Tax Collector Commissions	(18,450)	(19,163)	(19,163)	0	
24							GF Tax Payment Discount	(36,249)	(38,326)	(38,326)	0	
25							Total General Fund Assessment-O&M	904,275	900,657	900,657	0	
26							Total 36310 - Special Assessment	904,275	900,657	900,657	0	
27							36311 - Excess Fees	5,881	5,880	0	(5,880)	Decrease due to unknown amount received from Tax Collector
28							36900 - Miscellaneous Revenues					
29							Other Misc Revenue	7,457	6,900	1,200	(5,700)	Decrease due to shade structure grant and damaged tree reimbursement
30							Rental	1,020	1,900	1,900	0	
31							Pool Snack Vending	261	475	475	0	
32							Total 36900 - Miscellaneous Revenues	8,738	9,275	3,575	(5,700)	
33							Total Revenue	920,256	917,262	905,682	(11,580)	
34							Budgeted Carryforward		438,725	438,725	0	Carryforward balance from FY 18 Audit
35							Total Revenue		1,355,987	1,344,407	(11,580)	
36												

Lake St. Charles Community Development District
FY 20 Proposed Budget

Exhibit A

	A	B	C	D	E	F	G	H	I	L	O	P
7								Actuals Oct '18 - Jul '19	FY 19 Annual Budget	FY 20 Proposed Budget	FY 20 to FY 19 Increase (Decrease)	Comments
38							Expense					
39							5110 - Legislative					
40							Employer Taxes	835	1,460	1,460	0	
41							Special District Fees	175	175	175	0	
42							Supervisor Fees	10,000	12,000	12,000	0	
43							Supervisor Payroll Service	531	900	900	0	
44							Total 5110 - Legislative	11,541	14,535	14,535	0	
45							51300 - Financial & Admin					
46							Accounting Services	0	0	500	500	Increase due to reallocation of funds. From prior year budget amendment.
47							Auditing Services	12,500	12,500	13,000	500	Increase per contract
48							Banking & Investment Mgmt Fees	0	200	200	0	
49							District F&A Employees					
50							District Manager	41,462	51,334	52,354	1,019	2% pay increase effective Oct' 19
51							Medical Stipend	1,800	2,400	2,400	0	
52							Payroll Service Charge	345	465	465	0	
53							Payroll Taxes - Employer Taxes	3,359	4,400	4,400	0	
54							Performance Stipend	0	1,000	1,000	0	
55							Total District F&A Employees	46,966	59,599	60,619	1,019	Increase due to pay increase
56							Dues, Licenses & Fees	327	500	500	0	
57							General Insurance					
58							Crime	510	600	600	0	
59							General Liability	3,517	3,868	3,868	0	
60							Public Officials Liability & EP	2,890	3,179	3,179	0	
61							Total General Insurance	6,917	7,647	7,647	0	
62							Legal Advertising	1,495	2,600	2,600	0	
63							Local/Other Taxes	3,196	3,396	3,396	0	
64							Office Supplies	841	1,000	1,000	0	

Lake St. Charles Community Development District
FY 20 Proposed Budget

Exhibit A

	A	B	C	D	E	F	G	H	I	L	O	P
7								Actuals Oct '18 - Jul '19	FY 19 Annual Budget	FY 20 Proposed Budget	FY 20 to FY 19 Increase (Decrease)	Comments
65							Postage	172	250	250	0	
66							Printer Supplies	2,298	2,000	2,000	0	
67							Professional Development	305	305	1,000	695	Increase due to reallocation of funds. From prior year budget amendment.
68							Technology Services/Upgrades	791	995	2,000	1,005	Increase due to reallocation of funds. From prior year budget amendment.
69							Telephone	2,463	3,100	3,100	0	
70							Travel Per Diem	112	200	200	0	
71							Website Development & Monitor	2,383	2,650	2,650	0	
72							Total 51300 - Financial & Admin	80,767	96,942	100,662	3,719	Increase due to increase in auditing contract and pay increase for DM
73							51400 - Legal Counsel					
74							District Counsel	916	8,000	8,000	0	
75							Total 51400 - Legal Counsel	916	8,000	8,000	0	
76							52100 - Law Enforcement					
77							Car Maintenance & Repairs	186	1,000	1,000	0	
78							Car Gas	588	1,500	1,500	0	
79							Total 52100 - Law Enforcement	774	2,500	2,500	0	
80							53100 - Electric Utility Svs	28,820	38,800	39,500	700	Increase due to aeration pump in pond #9.
81							53200 - Gas Utility Services	2,505	4,000	4,000	0	
82							53400 - Garbage/Solid Waste Svc	1,342	2,880	2,880	0	
83							53600 - Water/Sewer Services	3,024	8,000	8,000	0	
84							53900 - Physical Environment					
85							Entry & Walls Maintenance	29	2,000	2,000	0	
86							Ford F250 Maintenance & Repair	3,245	3,500	2,000	(1,500)	Decrease due to reallocation of funds. From prior year budget amendment.

Lake St. Charles Community Development District
FY 20 Proposed Budget

Exhibit A

	A	B	C	D	E	F	G	H	I	L	O	P
7								Actuals Oct '18 - Jul '19	FY 19 Annual Budget	FY 20 Proposed Budget	FY 20 to FY 19 Increase (Decrease)	Comments
87							Fountain in Lake	1,200	3,000	3,000	0	
88							Gas - Equipment	201	400	400	0	
89							Gas - Truck	1,213	1,800	1,800	0	
90							Irrigation Maintenance	10,229	10,000	10,000	0	
91							Landscape Maintenance Contract	61,500	87,000	87,000	0	
92							Misc. Landscape -Temporary Staff	0	0	3,000	3,000	Increase due to reallocation of funds. From prior year budget amendment.
93							Misc. Landscape - Maintenance	5,399	8,500	9,500	1,000	Increase due to reallocation of funds. From prior year budget amendment.
94							Mulch	10,228	11,000	10,500	(500)	Decrease due to reallocation of funds. From prior year budget amendment.
95							New Plantings	6,590	7,700	8,000	300	Increase due to reallocation of funds. From prior year budget amendment.
96							Pond & Stormwater Maint Contract	10,490	12,780	18,900	6,120	Increase due to lake 27 maintenance
97							Pond #9 Aeration Maintenance	0	0	500	500	Increase due to new aeration system in pond #9.
98							Property Insurance Contract	11,040	12,000	12,000	0	
99							Sod Replacement	743	4,000	4,000	0	
100							Mitigation Maint Contract	900	900	900	0	
101							Midge Treatment Contract		0	68,376	68,376	Increase due to recurring midge treatments by contract
102							Total 53900 - Physical Environment	123,008	164,580	241,876	77,296	
103							57200 - Parks & Recreation					
104							Auto Liability	697	755	755	0	
105							Club Facility Maintenance					
106							Club Facility Maintenance	1,918	5,000	5,000	0	
107							Clubhouse Supplies	1,131	2,300	2,300	0	
108							Locks/Keys	122	100	100	0	

Lake St. Charles Community Development District
FY 20 Proposed Budget

Exhibit A

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7								Actuals Oct '18 - Jul '19	FY 19 Annual Budget	FY 20 Proposed Budget	FY 20 to FY 19 Increase (Decrease)	Comments
109							Pool Snack Vending Items	302	300	300	0	
110							Total Club Facility Maintenance	3,473	7,700	7,700	0	
111							District Employees Payroll Exp					
112							Employer Workman Comp	6,719	9,000	9,000	0	
113							Facilities Monitor	27,922	34,570	35,256	686	2% pay increase effective Oct '19
114							Medical Stipends	4,500	6,000	6,000	0	
115							Payroll Service Charge	1,809	2,500	2,500	0	
116							Payroll Taxes - Employer Taxes	10,133	13,500	13,500	0	
117							Performance Stipend	0	2,600	2,600	0	
118							Full-time Hybrid Employee	19,170	25,459	27,560	2,101	2% pay increase effective Oct '19
119							Property Maintenance Part-Time	826	1,425	1,450	25	2% pay increase effective Oct '19
120							Property Maintenance Team Lead	23,333	28,221	30,052	1,831	2% pay increase effective Oct '19
121							Property Manager	49,673	61,776	63,003	1,227	2% pay increase effective Oct '19
122							Recreational Assistants	4,024	5,900	7,000	1,100	Increase due to wages and need for additional coverage
123							Total District Employees Payroll Exp	148,109	190,951	197,921	6,970	increase due to 2% pay increases
124							Dock Maintenance	426	400	400	0	
125							Nature Path/Trail Maintenance/Drainage	0	0	1,800	1,800	Increase due to reallocation of funds. From prior year budget amendment.
126							Park Facility Maintenance	3,431	4,000	5,000	1,000	Increase due to reallocation of funds. From prior year budget amendment.
127							Parks & Rec Cell Phones	1,018	1,700	1,700	0	
128							Playground Maintenance	0	1,000	2,000	1,000	Increase due to reallocation of funds. From prior year budget amendment.
129							Pool Maintenance Contract	15,100	19,600	19,600	0	

Lake St. Charles Community Development District
FY 20 Proposed Budget

Exhibit A

	A	B	C	D	E	F	G	H	I	L	O	P
7								Actuals Oct '18 - Jul '19	FY 19 Annual Budget	FY 20 Proposed Budget	FY 20 to FY 19 Increase (Decrease)	Comments
130							Pool Maintenance Repairs	7,726	9,500	12,000	2,500	Increase due to reallocation of funds. From prior year budget amendment.
131							Sec System Monitoring Contract	120	240	240	0	
132							Security Repairs	4,992	5,000	5,000	0	
133							Total 57200 - Parks & Recreation	185,093	240,846	254,116	13,270	
134							58003-Future CIP Projects & Reserves	336,179	336,179	229,614	(106,565)	FY20 CIP Project
135							Total Expense	773,969	917,262	905,683	(11,580)	
136							Budgeted Carryforward		438,725	438,725	0	Carryforward balance from FY 18 Audit
137							Total Revenue		1,355,987	1,344,408	(11,580)	
138							Revenue Less Expenses		(0)	(0)		

Assessment Adjustments and Summary FY 19-20

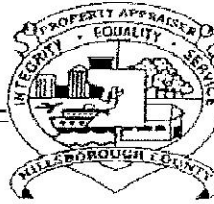
Exhibit B

No Operating & Maintenance Fees		
Folio Number	Owner	Total
0739885000	7510 RESIDENTIAL HOA	\$0
0739885010	7510 RESIDENTIAL HOA	\$0
0739885020	7510 RESIDENTIAL HOA	\$0
0739913128	7510 RESIDENTIAL HOA	\$0
0739913502	7510 RESIDENTIAL HOA	\$0
0739913504	8900 MUNICIPAL	\$0
0739913506	7510 RESIDENTIAL HOA	\$0
0739914732	8900 MUNICIPAL	\$0
0739914933	7510 RESIDENTIAL HOA	\$0
0739914978	7510 RESIDENTIAL HOA	\$0
0740900550	8600 COUNTY OWNED	\$0
0741246600	7510 RESIDENTIAL HOA	\$0
0741246602	8900 MUNICIPAL	\$0
0741246604	7510 RESIDENTIAL HOA	\$0
0741247182	7510 RESIDENTIAL HOA	\$0
0741247184	8900 MUNICIPAL	\$0
0741247186	8900 MUNICIPAL	\$0
0741247188	8600 COUNTY OWNED	\$0
0761510730	8900 MUNICIPAL	\$0
0761510732	7510 RESIDENTIAL HOA	\$0

		Total	Rev FY 19-20
40	Townhomes (per townhome)	\$1,120	\$44,800
785	Single Family Homes (per home)	\$1,120	\$879,200
10.83	Acres Commercial Property (per acre)	\$3,153	\$34,146
		Total	\$958,146

0740900500	BRE Mariner LAKE ST CHARLES LLC	\$24,246	7.69
0740900560	Lake St. Charles Medical Center LLP (Strip Center)	\$5,171	1.64
0740900570	NCJ Investment Co. (Conv store/gas)	\$4,729	1.5
Total		\$34,146	10.83

Bob Henriquez
Hillsborough County Property Appraiser



County Center, 16th Floor
 601 East Kennedy Boulevard
 Tampa, Florida 33602-4932

Telephone: (813) 272-6100
 Fax: (813) 307-4448
www.hcpafl.org

Adriana Urbina
 Lake St. Charles CDD 051
 6801 Colonial Lake Dr
 Riverview, FL 33578-8318

Dear Adriana Urbina

Please review the information generated from your non-Ad valorem Assessment Roll. Compare this information with the information certified with the Tax Collector.

Parcel Count	848
Total "0" Assessments	20
Assessed Parcel Count	828
Assessment Total	\$958,146.00

If there are questions regarding this information please contact me at (813) 276-8916 or Chris Weiss at (813) 273-3742.

Tracy Torres

Tracy Torres
 Assessment Roll Coordinator
 Hillsborough County Property Appraiser
torrest@hcpafl.org
 (813)276-8916

DR-408A

Rvsd 02/01

**CERTIFICATE
TO
NON-AD VALOREM ASSESSMENT ROLL**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of _____
(Name of local government)

located in Hillsborough County, Florida; as such I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid county is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

I further certify that upon completion of this certificate and the attachment of same to the herein described Non-Ad Valorem Assessment Roll as a part thereof, said Non-Ad Valorem Assessment Roll will be delivered to the Tax Collector of this county.

In witness whereof, I have subscribed this certificate and caused the same to be attached to and made a part of the above described Non-Ad Valorem Assessment Roll this _____ day of _____, 20____.

Total Record Count	_____
Zeroed Item Count	_____
Assessment Record Count	_____
Total Assessment	\$_____

(Chairman of the Board or Authorized Agent)
of _____,
(Name of local government)

Hillsborough County, Florida

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, August 21st 2019 at 12:30 PM.*

Operations Manager: *Property Manager, Mark Cooper*

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

The meeting commenced at 12:30 pm.

Supervisor Fannin was updated on the progress and remaining tasks of the clubhouse / pool restrooms.

The final results of the resident recreation survey were shared with supervisor Fannin. An in-depth discussion of the costs of playgrounds if developed in the park vs developing new playground in the upland area.

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.

The proposed rule changes were discussed with Supervisor Fannin.

The proposed CIP projects for FY 2020 were discussed with supervisor Fannin. See Proposed FY 2020 CIP projects and costs in Strategic Planning meeting minutes.

The meeting adjourned at 1:30 pm.

Management Committee Meeting Minutes

Date: *Thursday, August 15, 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, September 19, 2019 at 12:30 pm.**

- The Committee Chairman reviewed and signed checks.
- The Committee reviewed the results from the Community Recreational Survey.
- The Committee reviewed Resolution 2019-05 Lake St. Charles District Budget & Assessment Roll.
- The Committee reviewed and discussed the changes to the District's Amenity Usage Policy #6000
The Management Committee recommends that the District's Amenity Usage Rules Policy is revised per the attached draft.

The Management Committee recommends approving the annual performance bonus for all staff. Funding was approved on the FY 18-19 budget.

The Management Committee recommends approving Resolution 2019-06 Lake St. Charles District Annual Meeting Schedule FY19-20.

Lake St. Charles Community Development District

POLICY HANDBOOK

POLICY TITLE: Amenities Usage Rules

POLICY NUMBER: 6000

~~APPROVED: Motion 05-01-18-xx~~

6000.1 General District Rules for Lake St. Charles Amenity Usage

1. These rules are intended to ensure the continued operation and maintenance of the District's facilities and protect the health, safety and welfare of the District's residents, guests and authorized users of District facilities. Residents issued an access card must comply with all District rules.
"Resident" shall be defined as a homeowner, lessee, tenant or roommate who resides in a home within the District.
2. "Household" shall be defined as all residents and authorized occupants (including but not limited to family members, children, and roommates) residing within a home within the District.
3. "Guest" shall be defined as person's visiting a resident. Who must be accompanied by the resident at all times when using District facilities or having a valid District guest pass.
4. Applicants for Access Cards must provide proof that they are a resident within Lake St. Charles. The access card issued will have a photo id of the cardholder for identification.
5. Each application will be checked against the District's roster for residency.
6. Residents and their minor children over the age of twelve (12) are eligible to receive an access card.
7. Resident minors ages twelve (12) through eighteen (18), must have their own access cards if using facilities without being accompanied by a resident adult.
8. Resident minors ages twelve (12) through eighteen (18), must be accompanied by an adult resident in order to be issued an access key card.
9. If a resident is a lessee or tenant, the homeowner must sign the Lake St. Charles Community Development District Landlord/Tenant Agreement before access cards can be issued and upon renewal.
10. Lessee or tenant will need to provide \$15 per access card issued. During registration and for every renewal thereafter.
11. Copy of signed lease is required for new access card issuance and for renewals.
12. Access cards will only be issued to lessee or tenants named on the lease.
13. Lessee's or tenant's access card will be deactivated at the end of the rental lease agreement.
14. Roommates of residents will be issued access cards if accompanied by the resident.
15. Residents may have a maximum of two (2) cards issued to roommates at any one time.
16. Replacement Cards for lost and/or damaged cards will cost \$15.00 each
17. Residents are requested to visibly wear the District's access cards when using park, nature path and docks, and to have access cards readily available in the pool deck area, tennis courts and basketball courts or other community facilities. Residents using facilities without visible access cards may be asked for alternate verification of residency by pool area staff in uniform, private security officer and/or local law enforcement officer.
18. Non-residents using District facilities who are not guests will be considered trespasser.
19. Each household is permitted to have up to five (5) guests at the tennis court and pool.

20. Each household is permitted to have up to ten (10) guests in the District's common areas, except the tennis court and pool (see Rule #19 above).
21. Resident minors ages twelve (12) through eighteen (18), are permitted two (2) guests per household when using the tennis court and pool and five (5) guests when using the District's common areas.
22. Guests who have not been issued an active guest pass must be accompanied by a resident at all times when using District facilities.
23. Guests can be issued their own access card if they qualify for a guest pass. A \$15.00 deposit for each guest pass card will be required. The deposit will be forfeited for all guest cards not returned within 10 days of the guest's expiration date.
24. Security camera recordings of vandalism, property destruction or rule-breaking will automatically result in disabling card access to the District's facilities including the pool and may result in criminal prosecution.
25. Trespassers will be issued a trespass warning for the first offense and prosecuted as allowable under the law for subsequent offenses.
26. No illegal activity may be conducted within any District properties or facilities. Violators will be prosecuted.
27. All deactivated cards are the property of the LSC CDD.
28. No dumping of yard waste and / or trash on any District property.
29. Lending your access card to any other person will result in immediate deactivation. A \$25 reactivation fee will apply.
30. Access card fees, rental fees and deposits are to be made by certified funds, such as cash, credit/debit cards, cashier's check or money order. The District does not accept personal checks.
31. Failure to follow the District rules may result in the revocation of District facility privileges and the deactivation of the resident's and household's access cards.
32. Offense schedule is as followed:
 - 1st Offense:** Written notice to offending resident's household with a 7 days suspension on offending resident's access card and a \$25 reactivation fee.
 - 2nd Offense:** ~~Written notice to offending resident's household with 14 days suspension on offending resident's access card and \$50 reactivation fee.~~ **Written notice to offending resident's household with suspension until Board of Supervisors reinstatement (on all household access cards) and \$75 reactivation fee per card. With an amount not to exceed \$150**
 - 3rd Offense:** ~~Written notice to offending resident's household with suspension until Board of Supervisors reinstatement (on all household access cards) and \$75 reactivation fee per card. With an amount not to exceed \$150.~~
33. **Offending residents shall not be allowed to use any District amenities while access is suspended.**
34. All written notices for rule non-compliance will be permanently on file.

12. Resident Waiver:

I understand that the Lake St. Charles Community Development District, and its agents, supervisors, officers, directors, employees and staff assume no responsibility for injuries or illness that I or my guests may sustain as a result of my physical condition or resulting from my participation in any activities: sports, use of the pool, use of the playground or use of any District amenity. I expressly acknowledge on behalf of myself, my heirs and my guests that I assume the risk for any and all injuries and illness that may result from my participation in these activities. I hereby release and discharge Lake St. Charles Community Development District, its agents, supervisors, officers, directors, employees, and staff from any claims for injury, illness, death, loss or damage that I may suffer as a result of my participation in these activities. I understand that Lake St. Charles Community Development District is not responsible for personal property lost or stolen from the amenity facilities.

13. Guest Waiver:

All guests using the District facilities assume the risk the risk for any and all injuries and illness that may result from my participation in these activities. I hereby release and discharge Lake St. Charles Community Development District, its agents, supervisors, officers, directors, employees,

and staff from any claims for injury, illness, death, loss or damage that I may suffer as a result of my participation in these activities. I understand that Lake St. Charles Community Development District is not responsible for personal property lost or stolen from the amenity facilities.

6000.2 Parking Rules

1. Per Board Motion M03-06-2012-05, parking stickers are required to park in all Lake St. Charles CDD parking areas including, Clubhouse parking lot and Colonial Lake Drive cul-de-sac at the park.
2. No parking is allowed in the Waterton Drive cul-de-sac.
3. Guests of residents who park in the Lake St. Charles CDD parking areas are required to obtain a temporary parking permit from the clubhouse during posted office hours or from a pool monitor, if on duty.
4. Violators will be towed, according to Lake St. Charles CDD towing policy.
5. The District assumes no liability to vehicles and/or property parked or abandoned on District property.

6000.3 Pool Rules

1. The pool and hot tub are open from 6:00 am until 10:00 pm.
2. Showering is mandatory before use of the pool facilities.
3. No glass or animals in the fenced pool area.
4. No food or beverages allowed in the pool or on the wet deck
5. Food and beverages must remain behind the painted line on the pool deck.
6. No trespassing. Use of pool is limited to Lake St. Charles residents or authorized user with proper identification. Proof of residency is required.
7. Pool users may be asked to provide access card for picture ID verification. If the picture ID does not match, the access card will be confiscated and access will be disabled from the card.
8. Management, Facility Monitor, and/or Pool Monitors reserve the right to refuse admittance, to eject from the pool premises, or suspend pool privileges of any person or family.
9. Each household is permitted to have up to five (5) guests at the pool, but must accompany their guest at all times.
10. Resident minors ages twelve (12) through eighteen (18) are permitted two (2) guests per household when using the pool.
11. Children under the age of 12 must be accompanied by an adult at all times while using the pool facilities.
12. Toddlers and babies not toilet trained must wear a swim diaper. Parents are responsible for ensuring that their children do not urinate or defecate in the pool. Any parent or person found to allow pool contamination will be charged \$100 for the pool fecal cleanup service call to treat the pool.
13. Proper swimming attire must be worn while using the pool facilities (T-shirt allowed over swimming attire). No T Back swimwear allowed.
14. No alcohol or smoking is allowed in the pool facilities.
15. Alcohol consumption on any District grounds by resident and/or guest will result in an immediate 3- month deactivation of access card and a \$25 reactivation fee.
16. Smoking in the pool area will result in immediate 7 day deactivation of access card and a \$25 reactivation fee.
17. Do not swallow the water or spit or spout into the pool.
18. Person's ill with diarrhea cannot enter the pool, spa or wade pool per the Florida Department of Health.
19. No running, rough housing, chicken fighting, boisterous or rough play, or excessive noise allowed.

20. Radios brought to the pool shall be kept at reasonable volumes in consideration of others using the pool facilities.
21. No bicycles, skateboards, or other wheeled items deemed inappropriate by the clubhouse staff are allowed on the pool deck.
22. No throwing any type of toys, balls, or water balloons in pool facility.
23. No flotation devices that interfere with the use or enjoyment of the facilities by others are allowed in the pool at the judgment of the staff
24. Persons having open blisters, cuts, or infectious disease are prohibited from using the pool.
25. Pool furniture shall not be removed from the pool deck area or placed into the swimming pool.
26. Belongings left in the pool facilities after dusk shall be placed in the clubhouse "Lost & Found" for a period of one week. If the items are not claimed they will be discarded.
27. Use of the pool and spa when closed is considered trespassing
28. Be able to provide proof of residency to District staff when using the pool facilities.
29. Do not give anyone unknown to you access to the pool area.
30. Lifeguards will not be present at the pool facilities. All persons using the pool and other clubhouse facilities do so at their own risk.
31. All persons using the pool facilities shall obey the pool capacity requirements as defined by Hillsborough County Health Department.
32. No charcoal/gas grills allowed in or around the clubhouse or pool facility except for community sponsored events approved by the Board of Supervisors
33. Appropriate physical and verbal behavior must be maintained as this is a family friendly environment. Any inappropriate conduct as determined by management and/or staff may result in immediate expulsion from the facilities and the suspension of access privileges.

6000.4 Spa Rules

1. Shower before entering spa
2. Children under 12 must have adult supervision.
3. No food, drink, glass or animals in spa or pool.
4. Pregnant women, small children, people with health problems, and people using alcohol, narcotics, or other drugs that cause drowsiness should not use the spa without first consulting a physician.
5. Do not drink the spa or pool water.

6000.5 Kid Pool Rules

1. Children must be supervised by an adult at all times.
2. Kid pool is for use of children under the age of 10.
3. Toddlers and babies not toilet trained must wear a swim diaper. Parents are responsible for ensuring that their children do not urinate or defecate in the pool. Any parent or person found to allow pool contamination will be charged \$100 for the pool fecal cleanup service call to treat the pool

6000.6 Park and Nature Path Rules

1. Use of the park, lake, docks and nature path is limited to Lake St. Charles residents or authorized users. Unauthorized users will be considered trespassers and may be prosecuted for such offense.
2. Use of the park, lake, docks and nature path is at your own risk.
3. No Trespassing
4. Maximum of (10) ten guests per household in district common areas, except the tennis court and pool where a maximum of (5) five guests is permitted.
5. Pets must be on a leash at all times except in Dog Park.
6. All pet waste must be picked up and properly disposed of by owner.

7. No alcoholic beverages permitted.
8. No unauthorized motorized vehicles allowed in the park or on the asphalt trail.
9. No fires are permitted.
10. No weapons of any kind as permitted by law.
11. Plant or animal removal, destruction or harassment is prohibited.
12. No parking at the cul-de-sac on Waterton.
13. Overnight camping and large inflatable devices are prohibited, unless approved by the LSC CDD Board of Supervisors.
14. No dumping of yard waste and / or trash on any District property.

6000.7 Dog Park Rules

1. Use of Dog Parks is at your own risk and your dogs; liability waivers apply.
2. Dog Parks is limited to resident and resident guest pets only.
3. Dog waste cleanup stations are provided for your convenience. Please pick up after your pets. All applicable conditions of the Hillsborough County Animal Ordinance 00-26 as amended by Ordinance 03-8 apply.

6000.8 Tennis Court Rules

1. Tennis Courts are open from 7:00 AM to 9:30 PM.
2. Per Article VI, Section 30 of the Lake St. Charles HOA Master Declarations, "Lighting of the tennis courts is prohibited after 9:30 PM on any evening until the following sunrise."
3. Each household is permitted to have up to five (5) guests at the tennis courts, but must accompany their guest at all times.
4. Resident minors ages twelve (12) through eighteen (18), are permitted two (2) guests per household when using the tennis court
5. No rollerblades, skateboards or bicycles on tennis courts. Courts are to be used for tennis only.

6000.9 Basketball Court Rules

1. Each household is permitted to have up to five (5) guests at the basketball courts, but must accompany their guest at all times.
2. Resident minors ages twelve (12) through eighteen (18), are permitted two (2) guests per household when using the basketball court
3. No rollerblades, skateboards or bicycles on basketball courts. Courts are to be used for basketball only.

6000.10 District Dock and Boat Launch Rules

1. Use of lake, docks, nature path and park is limited to Lake St. Charles residents or authorized users.
2. No Trespassing
3. Unauthorized users will be considered trespassers and may be prosecuted for such offense.
4. Use of the park, lake, docks and nature path is at your own risk.
5. No alcoholic beverages permitted on any CDD property.
6. No weapons of any kind on CDD property as permitted by law.
7. No unauthorized motorized vehicles allowed in the park or on the ~~path~~ paved trail.
8. Only electric "trolling" motor boats or devices allowed on the lakes and ponds. Gasoline-powered boats or devices are prohibited on all lakes and ponds
9. There shall be no use of the lake area and lake, except natural recreational uses which do not injure or scar the lake area or lake, increase the cost of maintenance thereof, or cause

unreasonable embarrassment, disturbance or annoyance to owners in their enjoyment of their private areas, or in their enjoyment of the lake area.

10. No swimming or wading in the lake or ponds
11. No diving or jumping off of the dock
12. Pets must be on a leash at all times except in Dog Park.
13. All pet waste must be removed by owner.
14. No fires are permitted.
15. Maximum of (10) ten guests per household in District common areas, except the tennis court and pool where a maximum of (5) five guests is permitted.

6000.11 Clubhouse Rental Rules

1. Only District Residents can rent the Clubhouse unless approved by the Board of Supervisors.
2. Alcohol on premise during a clubhouse rental is strictly prohibited and will result in forfeiture of the entire \$300 deposit.
3. Clubhouse reservations are taken on a first come first serve basis. Payment of \$55 for half day rentals or \$85 for full day rentals and a \$300 deposit must be collected before scheduling of clubhouse rental.
4. Rental fee and deposit are to be made by certified funds, such as cash, credit/debit cards, cashier's check or money order. The District does not accept personal checks.
5. Non-payment of any fines assessed due to clubhouse rental rule non-compliance will result in the deactivation of the resident's personal access card. A \$25 reactivation fee will apply.
6. Resident renting clubhouse will need to be present for the entire rented timeframe and supervise all guests and minors at all times.
7. The use of the pool facilities/furniture is NOT included in the rental of the clubhouse.
8. Clubhouse furniture shall not be removed from clubhouse at any time.
9. No Fog/Smoke machines allowed in or around clubhouse or pool facility.
10. No charcoal/gas grills allowed in or around the clubhouse or pool facility except for community sponsored events approved by the Board of Supervisors.
11. Your reserved rental time includes both set up and cleans up times.
12. Renters may arrive anytime after specified starting time and must leave by end of reserve time. Note your access card will not work outside of the rental time.
13. The facility shall be left in the same condition it was found prior to the event. See clubhouse rental check out form for non-compliance fees.
14. No animals allowed in Clubhouse except for service animals.
15. Renter must supply all kitchen and cleaning supplies.
16. No glitter or confetti is allowed in the clubhouse facility. If tape is used, it must be removed completely from all surfaces. No nails or holes in the walls permitted.
17. If helium balloons are used they must be weighted down.
18. Renter shall agree to give notice of cancellation at least 15 days in advance or resident's rental check for \$55.00/\$85.00 will be forfeited.
19. Clubhouse rentals are for private parties. We ask the renter to not allow non-invitees access through the clubhouse into the pool deck area. All non-invitees should access the pool deck through the pool gates on either side of the clubhouse.
20. No wet bathing suits are permitted inside the clubhouse.
21. If the in-house smoke alarm is set off during a rental, any and all charges will be the responsibility of the resident renting the clubhouse.
22. If the security alarm is set off during a rental, there will be an automatic \$50 deduction from the renters deposit.
23. Failure to uphold any portion of the Clubhouse Agreement Form may result in forfeiture of \$300 deposit plus any cost incurred in excess of the deposit amount.
24. Lake St. Charles CDD has a NO SOLICITATION policy. Any clubhouse rental for the purpose of selling merchandise EXCLUDES solicitation of residents using District facilities.

25. General Liability insurance will need to be provided for third party vendors. Ex: bounce houses

6000.12 Clubhouse Rental Checklist with Associated Fees

1. All damages incurred to clubhouse walls, paint, flooring, tables, chairs, fans, appliances, window treatments etc. will result in deduction of replacement or repair cost from deposit. Resident renter will be billed and responsible for any additional cost in excess of deposit amount.
2. Tables to be wiped down and chairs set up in the correct configuration.
\$25.00 fee applied if not in compliance
3. All items placed in the refrigerator, microwave and oven must be removed. Counters wiped down and were clean, water completely turned off.
\$15.00 fee applied if not in compliance.
4. Floors are to be vacuumed and mopped
\$25.00 fee applied if not in compliance
5. Garbage to be taken to dumpster.
\$15.00 fee applied if not in compliance.
6. All lights and fans are to be turned off.
\$15.00 fee applied if not in compliance.
7. Walls are not to be damaged; paint not to be marred
Dollar amount based on repair cost
8. No tape to be left on walls, doors or ceilings
\$15.00 fee applied if not in compliance.
9. Access Card to be returned by placing under clubhouse door.
\$15.00 fee applied if not in compliance.
10. If door is left unlocked a \$75 fee will apply. The renter will also be held liable for any theft and any damage done to clubhouse as a result of door being left unlocked.
11. If Alarm Not Set by designated Rental End Time: _____
\$75 fee applied. Renter will also be held liable for any and all damages done to clubhouse if not in compliance.
12. Fire/Security alarm set off at any time during rental
\$50 fee applied
13. No usage of pool and/or pool deck
\$300.00 fee applied if not in compliance.
14. Renting resident is to be present at all times.
\$75.00 fee applied if not in compliance.
15. If there is failure to provide General Liability Insurance for third party vendors.
\$300 fee applied if not in compliance.

6000.13 Guest Pass Rules

1. Guest Access key cards are only issued to guest that meet one of the following criteria:
Guest that will be residing overnight within the resident's home or guest who provides a service to the residents such as babysitting, pet-sitting or a function that lends itself to amenity usage.
2. Guest cards will only be issued for a maximum of 14 days. One extension can be requested for up to 7 days. Additional extensions must be approved by management-
3. Guest cards will require a \$15 deposit, refundable upon return. Deposit will be forfeited if card is not returned within 10 days of expiration.
4. Extended guest passes can be issued to anyone providing a service such as babysitters, nannies or pet-sitters to a resident for a \$15 fee. Extended guest pass will be issued for a maximum of 6 months.
5. There will be a limit of two (2) guest passes issued at any one time to a household.
6. Guests of residents are not permitted to bring other guest into District facilities.
7. Resident is responsible for his/her guest conduct and their compliance to Lake St. Charles CDD amenity rules.
8. Guest non-compliance of amenity rules may result in guest card deactivation and resident forfeiture of future guest pass privileges.

LSC CDD Resolution 2019-06

[Lake St. Charles District Annual Meeting Schedule FY 19-20]

Approved by the Lake St. Charles BOS of Supervisors per M09-10-2019-xx

9/10/19

RESOLUTION 2019-06
RESOLUTION DESIGNATING DATE, TIME AND LOCATION FOR
REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE
LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT
FY 19-20

WHEREAS, the Lake St. Charles Community Development 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 (hereinafter the “District”);

WHEREAS, the District’s Board of Supervisors (hereinafter the “Board”), is statutorily authorized to exercise the powers granted to the District, but has not heretofore met;

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes;

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Community Affairs, a schedule of its regular meetings;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT;

1. Regular meetings of the Board of Supervisors of the Lake St. Charles Community Development District shall be held as provided on the schedule, which is attached hereto and made part heretofore as Exhibit A.
2. In accordance with Section 189.015, Florida Statutes, the District’s District Manager is hereby directed to file annually with Hillsborough County a schedule of the District’s regular meetings.

PASSED AND ADOPTED THIS 10th DAY OF SEPTEMBER, 2019.

**LAKE ST. CHARLES COMMUNITY
DEVELOPMENT DISTRICT**

Robert Martin, Chair of the Board

EXHIBIT A

MEETINGS NOTICE Lake St. Charles Community Development District

The Lake St. Charles Community Development District's ("District") Board of Supervisors' fiscal year 2019-2020 regular meetings will be held at 7:00 p.m. at 6801 Colonial Lake Dr., Riverview, FL 33578 (the "Community Clubhouse") on the following dates: Oct. 1, 2019; Nov. 5, 2019; Dec. 3, 2019; Jan. 7, 2020; Feb. 4, 2020; Mar. 3, 2020; Apr. 7, 2020; May 5, 2020; Jun. 2, 2020; Jul. 14, 2020; Aug. 4, 2020; and Sep. 1, 2020. The District's Board of Supervisors may attend the Lake St. Charles Homeowners Association meetings at 6:30 p.m. at the Community Clubhouse on the following dates: Oct. 14, 2019; Nov. 11, 2019; Dec. 9, 2019; Jan. 13, 2020; Feb. 10, 2020; Mar. 9, 2020; Apr. 13, 2020; May 11, 2020; Jun. 8, 2020; Jul. 13, 2020; Aug. 10, 2020; and Sep. 14, 2020.

Persons with disabilities needing special accommodations to participate in any District meeting may call the District Manager, Adriana Urbina, at 813-741-9768 at least 48 hours before the meeting.

If a person decides to appeal any decision made by the District with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, August 20th, 2019 @ 10:00 am*

Chairperson: *Supervisor Jim Simon*

Operations Manager: *Property Manager, Mark Cooper*

The August Strategic Planning Committee focused on 2 primary subjects.

- 1) The results of the Resident Recreational Survey. See additional survey trends below.
- 2) The review of the proposed FY 2020 CIP projects. See attached.

Each Supervisor was given a hard copy of the complete survey summary with individual comments to certain questions.

The following is a brief summary of survey. Please refer to the actual survey summary for additional information, trends and individual respondent comments to several questions.

Survey Summary - Trends

273 surveys submitted

Survey ran from June 27th to August 14th 2019

Survey was noticed on the LSC App, LSC Website, Lake St Charles Resident Facebook page and posted with SRQ codes on clubhouse doors.

84 surveys were submitted from social media – specifically Facebook.

189 were submitted from the LSC app and website.

Question #1 Are you a resident of the Lake St Charles Community?

273 Total surveys completed.

4 from renters

1 non- resident

Question #2 How many people currently live in your household?

39.56% 2 persons 108 persons

28.21% 3 persons 77 persons

Question #3 What are the total numbers of persons in household by age group

44.16% 31 – 45 years old 136 persons

31.38% 46-60 years old 106 persons

48 children under 3 years old

84 children 4 – 12 year olds (playgrounds age)

48 children 13-17 years old (teenagers)

Question #4 Which facilities have you used in the past year

256 of 273 respondents use the trail **93.77%**.

183 of 273 respondents use the pool **67.03%**.

129 of 273 respondents use the Hot tub **47.25%**.

96 of 273 respondents use the dog park **35.16%**.
Least used: boat ramp, volleyball, baseball, tennis and docks.

Question #5 How important are specific facilities to you

80.59% or 220 people said using the trail ranked as the most important amenity.
69.63% or 188 people said using the pool ranked as the most important amenity.
52.99% or 142 people said using the hot tub ranked as the most important amenity.
Least important amenities were boat ramp, baseball, volleyball, and soccer.

Question #6 Level of satisfaction with amenities

Most satisfaction is with the trail then pool, hot tub and basketball.
Least satisfaction is with playground equipment then exercise equipment along trail, dog park and boat ramp.

Question #7 Frequency of use

39.19% use the trail daily – 107 persons.
44.32% use the trail weekly – 121 persons.
40.29% use the pool weekly – 110 persons.
30.40% use hot tub weekly – 83 persons.
20.51% use playgrounds weekly – 56 persons.

Least used: boat ramp, volleyball, clubhouse rental and baseball, soccer.

Question #8 Location of new playground

Virtual split between locations.

52.38% or 143 persons want it near the clubhouse / pool.

50.55% or 138 persons want it in the park.

Anomaly: 281 responses to this question when only 273 completed surveys were submitted.

Question #9 Most desired elements in new playgrounds

Most desired were shade then picnic tables' swings and slides.

Least desired musical instruments followed by overhead climbers, spring rockers / riders and spinners.

Question #10 Most desired new facilities

Indoor fitness center 64.87% or 177 persons listed this as the most desired.

Securing the community park 39.19% OR 107 persons listed this as most desired.

Rest rooms in the park 37.0% or 101 persons listed this as most desired.

Peddle boat kayak rental 30.77% or 84 persons listed this as most desired.

Least desired: fountain in pond on LSC Blvd followed by adding pickle ball court lines, another large lake fountain and mini golf.

	A	B	C	D
1	Fiscal Year 20 - October 1, 2019 - September 30, 2020			
2	Projects	Cost Estimate	Actual Cost	Estimated or Actual Cost
3	Midge fly control including large lake algae control monthly and aeration maintenance. Moved in to operational costs.		\$75,000.00	\$0.00
4	Basketball court repair	\$1,200.00		\$1,200.00
5	Tennis court sealing and color coat	\$16,000.00		\$16,000.00
6	SWFWMD drainage engineering reports	\$6,500.00		\$6,500.00
7	Possible drainage system repairs (none anticipated at this time)	\$10,000.00		\$10,000.00
8	5 additional ponds to dredge	\$80,000.00		\$62,000.00
9	Dredging engineering / certification / soil testing	\$13,503.00		\$13,503.00
10	Picnic slab, tables and grill if \$5,000 grant awarded	\$7,000.00		\$7,000.00
11	4 power pedestals/ electrician pool awnings for phone / computer charging (pre wired)	\$6,500.00	\$1,000 each	\$6,500.00
12	Water softner for clubhouse	\$2,100.00		\$2,100.00
13	Site engineering for new playground site (SWFWMD permit modification)	\$5,000.00		\$5,000.00
14	Tennis court fencing replacement, new gates and LED lighting	\$38,000.00		\$38,000.00
15	RESERVE FUNDING			
16	Additional Funding of Reserve Account		\$5,000.00	\$5,000.00
17	TOTAL EXPENDITURE			\$172,803.00
18	Burton target of FY 20 available project funds = \$307,440			
19	Actual budget funds available are 905,682 assessment income - O & M estimated at 676,069 = \$229,614			\$229,614.00
20	FY 19 unspent project Funds - estimated at \$0 + unspent FY 19 O&M amounts estimated at \$5,000			\$5,000.00
21	Projects that are inevitable		TOTAL Funds Available	\$234,614.00
21	Projects deemed necessary		Unassigned Funds	\$61,811.00
22	Projects that could result in long term cost savings or future repairs			
23				
24	Other possible projects			
25	Aeration of Lake St Charles 70,000 aeration, 30,000 electrical power supply and approximately \$1,000 per month in electrical costs to operate.	\$100,000.00		\$100,000.00
26	Bio barrier to protect brick wall from stratford to 2nd Cambridge entrance. Irrigation repairs, wire tracing and repairs,trenching and bio barrier installation.	\$50,000.00		\$50,000.00

**Lake St. Charles CDD
Funds Statement**

May '19 - Jul '19

	May '19	Jun '19	Jul '19	Category
Bank/Current Asset Accounts				
CenterState Bank Checking	333,105	253,106	184,313	Cash
CenterState Bank Money Market	242,543	242,589	242,636	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	986	1,102	1,185	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	576,634	496,797	428,134	
Cash (Checking/Savings)				
CenterState Bank Checking	333,105	253,106	184,313	
CenterState Bank Money Market	242,543	242,589	242,636	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	986	1,102	1,185	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
Total Cash Accounts	576,634	496,797	428,134	
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	576,634	496,797	428,134	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	242,543	242,589	242,636	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	242,543	242,589	242,636	

Lake St. Charles CDD Disbursement Authorization Report

July 2019

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	07/02/2019	Square Inc	10000-CenterState Bank Checking	-583.50
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-8.25
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-8.25
TOTAL					583.50
Check	EFT/Auto	07/05/2019	TECO Electric	10000-CenterState Bank Checking	-2,765.53
				53100 - Electric Utility Svs	51.61
				53100 - Electric Utility Svs	47.11
				53100 - Electric Utility Svs	188.67
				53100 - Electric Utility Svs	838.09
				53100 - Electric Utility Svs	60.25
				53100 - Electric Utility Svs	1,115.94
				53100 - Electric Utility Svs	192.84
				53100 - Electric Utility Svs	32.76
				53100 - Electric Utility Svs	23.02
				53100 - Electric Utility Svs	21.23
				53100 - Electric Utility Svs	19.35
				53100 - Electric Utility Svs	19.45
				53100 - Electric Utility Svs	19.92
				53100 - Electric Utility Svs	19.26
				53100 - Electric Utility Svs	19.54
				53100 - Electric Utility Svs	19.45
				53100 - Electric Utility Svs	19.26
				53100 - Electric Utility Svs	19.26
				53100 - Electric Utility Svs	19.26
				53100 - Electric Utility Svs	19.26

Lake St. Charles CDD Disbursement Authorization Report

July 2019

Type	Num	Date	Name	Account	Original Amount
TOTAL					2,765.53
Check	EFT/Auto	07/05/2019	ADP	10000-CenterState Bank Checking	-120.63
				Payroll Service Charge	15.07
				Payroll Service Charge	105.56
TOTAL					120.63
Check	EFT/Auto	07/08/2019	TECO Electric	10000-CenterState Bank Checking	-85.85
				53100 - Electric Utility Svs	85.85
TOTAL					85.85
Check	EFT/Auto	07/08/2019	TECO Gas Company	10000-CenterState Bank Checking	-254.95
				53200 - Gas Utility Services	254.95
TOTAL					254.95
Check	EFT/Auto	07/09/2019	ADP	10000-CenterState Bank Checking	-10,630.40
				District Manager	1,974.40
				Payroll Taxes - Employer Taxes	166.34
				Facilities Monitor	1,329.60
				Property Maintenance Team Lead	1,416.80
				Property Manager	2,346.30
				Payroll Taxes - Employer Taxes	596.31
				Full Time Hybrid Employee	990.49
				Recreational Assistants	1,056.00
				Medical Stipend	200.00
				Medical Stipends	500.00
				Property Maintenance Part-Time	54.16

Lake St. Charles CDD Disbursement Authorization Report

July 2019

Type	Num	Date	Name	Account	Original Amount
TOTAL					10,630.40
Check	EFT/Auto	07/13/2019	Square Inc	10000-CenterState Bank Checking	-291.75
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-8.25
TOTAL					291.75
Check	EFT/Auto	07/17/2019	Square Inc	10000-CenterState Bank Checking	-29.17
				Security/Renters Cards Deposits	15.00
				Security/Renters Cards Deposits	-0.41
				Security/Renters Cards Deposits	15.00
				Security/Renters Cards Deposits	-0.42
TOTAL					29.17
Check	EFT/Auto	07/18/2019	Square Inc	10000-CenterState Bank Checking	-291.75
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-8.25
TOTAL					291.75
Check	EFT/Auto	07/19/2019	ADP	10000-CenterState Bank Checking	-120.63
				Payroll Service Charge	15.07
				Payroll Service Charge	105.56
TOTAL					120.63
Check	EFT/Auto	07/23/2019	ADP	10000-CenterState Bank Checking	-10,570.86

Lake St. Charles CDD Disbursement Authorization Report

July 2019

Type	Num	Date	Name	Account	Original Amount
				District Manager	1,974.40
				Payroll Taxes - Employer Taxes	151.04
				Facilities Monitor	1,329.60
				Property Maintenance Team Lead	1,226.42
				Property Manager	2,376.00
				Payroll Taxes - Employer Taxes	529.72
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
				Full Time Hybrid Employee	893.06
				Recreational Assistants	966.50
				Property Maintenance Part-Time	40.62
TOTAL					<u>10,570.86</u>
Check	EFT/Auto	07/30/2019	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	07/31/2019	Square Inc	10000-CenterState Bank Checking	-3.18
				Rental	2.34
				Pool Snack Vending	0.84
TOTAL					<u>3.18</u>
Sales Tax Paymen	EFT/AUTO	07/24/2019	Florida Department of Revenue	10000-CenterState Bank Checking	-41.01

Lake St. Charles CDD Disbursement Authorization Report

July 2019

Type	Num	Date	Name	Account	Original Amount
			Florida Department of Revenue	Sales Tax Payable	9.00
			Florida Department of Revenue	Sales Tax Payable	7.85
			Florida Department of Revenue	Sales Tax Payable	20.89
			Florida Department of Revenue	Sales Tax Payable	3.27
					<hr/>
TOTAL					41.01
Bill Pmt -Check	8402	07/09/2019	Aquatic Systems, Inc	10000-CenterState Bank Checking	-1,514.00
Bill	Jul Pond Mainten	07/01/2019		Pond Maint Contract	1,049.00
				Unassigned CIP Projects	465.00
					<hr/>
TOTAL					1,514.00
Bill Pmt -Check	8403	07/09/2019	Miracle Recreation	10000-CenterState Bank Checking	-68.47
Bill	812938 Inv #	06/24/2019		Unassigned CIP Projects	68.47
					<hr/>
TOTAL					68.47
Bill Pmt -Check	8404	07/09/2019	Staples	10000-CenterState Bank Checking	-180.98
Bill	Misc office supplies	06/14/2019		Office Supplies	180.98
					<hr/>
TOTAL					180.98
Bill Pmt -Check	8405	07/09/2019	SunTrust Credit Card	10000-CenterState Bank Checking	-14,695.30
Bill	June CC Statement	07/09/2019		13500 - SunTrust Visa Card	14,695.30
					<hr/>
TOTAL					14,695.30
Bill Pmt -Check	8406	07/09/2019	Verizon Wireless	10000-CenterState Bank Checking	-42.40

Lake St. Charles CDD Disbursement Authorization Report

July 2019

Type	Num	Date	Name	Account	Original Amount
Bill	05-24-19 to 06-23-19	06/23/2019		Telephone	42.40
TOTAL					42.40
Bill Pmt -Check	8407	07/09/2019	Aquatic Systems, Inc	10000-CenterState Bank Checking	-225.00
Bill	4th Quater Mitigatio	07/01/2019		Water Drainage Maint Contract	225.00
TOTAL					225.00
Bill Pmt -Check	8408	07/18/2019	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-100.00
Bill	Oil Remover	07/08/2019		Pool Maintenance Contract	100.00
TOTAL					100.00
Bill Pmt -Check	8409	07/18/2019	Centra Care	10000-CenterState Bank Checking	-70.00
Bill	pool monitor drug te	07/18/2019		Dues, Licenses & Fees	70.00
TOTAL					70.00
Bill Pmt -Check	8410	07/18/2019	Chris's Portable Toilets	10000-CenterState Bank Checking	-75.00
Bill	1805-111825 Inv #	07/08/2019		Park Facility Maintenance	75.00
TOTAL					75.00
Bill Pmt -Check	8411	07/18/2019	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,600.00
Bill	July Pool Cleaning	07/08/2019		Pool Maintenance Contract	1,600.00
TOTAL					1,600.00
Bill Pmt -Check	8412	07/19/2019	Still Water Aquatics LLC	10000-CenterState Bank Checking	-275.00
Bill	INV #201931	07/18/2019		Misc. Landscape Maintenance	275.00

Lake St. Charles CDD Disbursement Authorization Report

July 2019

Type	Num	Date	Name	Account	Original Amount
TOTAL					275.00
Bill Pmt -Check	8413	07/26/2019	Alley Cat Pest Control	10000-CenterState Bank Checking	-85.00
Bill	pest control	07/19/2019		Club Facility Maintenance	85.00
TOTAL					85.00
Bill Pmt -Check	8414	07/26/2019	Architectural Fountains, Inc.	10000-CenterState Bank Checking	-600.00
Bill	completed installati	07/17/2019		Fountain in Lake	600.00
TOTAL					600.00
Bill Pmt -Check	8415	07/26/2019	Solitude Lake Management	10000-CenterState Bank Checking	-243.00
Bill	Lake aeration mainte	07/19/2019		Unassigned CIP Projects	243.00
TOTAL					243.00
Bill Pmt -Check	8416	07/26/2019	SunTrust Credit Card	10000-CenterState Bank Checking	-23,915.03
Bill	July CC Statement	07/24/2019		13500 - SunTrust Visa Card	23,915.03
TOTAL					23,915.03

8/23/2019

Treasurer's Report - CenterState Account

April 2019

07/1/19 - 07/31/19

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						253,105.89
07/02/2019 EFT/Auto	Square Inc	K. Prossen & V. McCurdy CH Rental Deposit Refund		583.50		252,522.39
07/02/2019		Deposit			29.17	252,551.56
07/05/2019 EFT/Auto	TECO Electric	06980007400 Acct #		2,765.53		249,786.03
07/05/2019 EFT/Auto	ADP	537806336 Inv #		120.63		249,665.40
07/06/2019		Deposit			14.59	249,679.99
07/08/2019 EFT/Auto	TECO Electric	221005960721 Acct #		85.85		249,594.14
07/08/2019 EFT/Auto	TECO Gas Company	221003603224 Acct #		254.95		249,339.19
07/09/2019 8402	Aquatic Systems, Inc	INV# 0000448785		1,514.00		247,825.19
07/09/2019 8403	Miracle Recreation	812938 Inv #		68.47		247,756.72
07/09/2019 8404	Staples	6011 1000 4086 310		180.98		247,575.74
07/09/2019 8405	SunTrust Credit Card	4223071100091531 Acct #		14,695.30		232,880.44
07/09/2019 8406	Verizon Wireless	Acct# 842082173-00001		42.40		232,838.04
07/09/2019 8407	Aquatic Systems, Inc	INV# 0000448786		225.00		232,613.04
07/09/2019 EFT/Auto	ADP	P.E. 07-06-19		10,630.40		221,982.64
07/10/2019		Deposit			14.59	221,997.23
07/12/2019		Deposit			14.59	222,011.82
07/13/2019 EFT/Auto	Square Inc	B. Plett CH Rental Deposit Refund		291.75		221,720.07
07/13/2019		Deposit			320.92	222,040.99
07/17/2019 EFT/Auto	Square Inc	NB Walker Guest Pass Deposit Refund		29.17		222,011.82
07/18/2019 8408	Zebra Cleaning Team, Inc.	INV# 3245		100.00		221,911.82
07/18/2019 8409	Centra Care	24489445 Acct# 2448944501-20190601 Inv #		70.00		221,841.82
07/18/2019 8410	Chris's Portable Toilets	1805-111825 Inv #		75.00		221,766.82
07/18/2019 8411	Zebra Cleaning Team, Inc.	INV# 3244		1,600.00		220,166.82
07/18/2019 EFT/Auto	Square Inc	H. Ganley CH Rental Deposit Refund		291.75		219,875.07
07/19/2019 8412	Still Water Aquatics LLC	INV #201931		275.00		219,600.07
07/19/2019		Deposit			350.09	219,950.16
07/19/2019 EFT/Auto	ADP	538701359 Inv #		120.63		219,829.53
07/23/2019 EFT/Auto	ADP	P.E. 07-20-19		10,570.86		209,258.67
07/24/2019 EFT/AUTO	Florida Department of Revenue			41.01		209,217.66
07/24/2019		Deposit			14.59	209,232.25

8/23/2019

<u>Date</u>	<u>PM</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
07/26/2019		8413	Alley Cat Pest Control	1075 Acct #	85.00		209,147.25
07/26/2019		8414	Architectural Fountains, Inc.	07231902E Inv #	600.00		208,547.25
07/26/2019		8415	Solitude Lake Management	INV# PI-A00283260	243.00		208,304.25
07/26/2019		8416	SunTrust Credit Card	4223071100091531 Acct #	23,915.03		184,389.22
07/27/2019				Deposit		29.18	184,418.40
07/30/2019	EFT/Auto		Square Inc	M. Chatfield CH Rental Deposit Refund	291.75		184,126.65
07/30/2019				Deposit		29.17	184,155.82
07/31/2019			Vending Sales			30.25	184,186.07
07/31/2019	EFT/Auto		Square Inc	2.75% Square Processing Fee for CH Rentals	3.18		184,182.89
07/31/2019			Clubhouse Rentals			85.00	184,267.89
07/31/2019				Interest		44.88	184,312.77
					69,770.14	977.02	184,312.77

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 July '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
3							Revenue/Expense					
4							Revenue					
5							36100 - Interest Earnings					
6							Interest - General Fund	1,363	1,450	(87)		1,472
7							Total 36100 - Interest Earnings	1,363	1,450	(87)		1,472
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	7,457	6,900	557		6,725
19							Rental	1,020	1,900	(880)		2,123
20							Pool Snack Vending	261	475	(214)		0
21							Total 36900 - Miscellaneous Revenues	8,738	9,275	(537)		8,847
22							Total Revenue	920,256	917,262	2,994		899,323
23												
25							Expense					
26							5110 - Legislative					
27							Employer Taxes	835	1,460	(625)		906
28							Special District Fees	175	175	0		175
29							Supervisor Fees	10,000	12,000	(2,000)		10,000
30							Supervisor Payroll Service	531	900	(369)		661
31							Total 5110 - Legislative	11,541	14,535	(2,994)		11,742

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 July '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	41,462	51,334	(9,872)		40,656
38							Medical Stipend	1,800	2,400	(600)		1,800
39							Payroll Service Charge	345	465	(120)		388
40							Payroll Taxes - Employer Taxes	3,359	4,400	(1,041)		3,335
41							Performance Stipend	0	1,000	(1,000)		0
42							Total District F&A Employees	46,966	59,599	(12,633)		46,179
43							Dues, Licenses & Fees	327	500	(173)		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	841	1,000	(159)		364
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	2,463	3,100	(637)		2,584
57							Travel Per Diem	112	200	(88)		88
58							Website Development & Monitor	2,383	2,650	(267)		2,650
59							Total 51300 - Financial & Admin	80,767	96,942	(16,175)		82,937

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 July '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	186	1,000	(814)		613
65							Car Gas	588	1,500	(912)		526
66							Total 52100 - Law Enforcement	774	2,500	(1,726)		1,139
67							53100 - Electric Utility Svs	28,820	38,800	(9,980)		29,407
68							53200 - Gas Utility Services	2,505	4,000	(1,495)		3,199
69							53400 - Garbage/Solid Waste Svc	1,342	2,880	(1,538)		1,876
70							53600 - Water/Sewer Services	3,024	8,000	(4,976)		6,238
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	1,200	3,000	(1,800)		8,996
75							Gas - Equipment	201	400	(199)		266
76							Gas - Truck	1,213	1,800	(587)		1,333
77							Irrigation Maintenance	10,229	10,000	229		7,316
78							Landscape Maintenance Contract	61,500	87,000	(25,500)		72,500
79							Misc. Landscape-Temporary Staff	0	0	0		0
80							Misc. Landscape Maintenance	5,399	8,500	(3,101)		5,263
81							Mulch	10,228	11,000	(772)		737
82							New Plantings	6,590	7,700	(1,110)		1,769
83							Pond & Stormwater Maint Contract	10,490	12,780	(2,290)		10,490
84							Property Insurance Contract	11,040	12,000	(960)		10,747
85							Sod Replacement	743	4,000	(3,257)		2,805
86							Mitigation Maint Contract	900	900	0		900
87							Total 53900 - Physical Environment	123,008	164,580	(41,572)		124,069

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 July '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	1,918	5,000	(3,082)		2,891
92							Clubhouse Supplies	1,131	2,300	(1,169)		2,375
93							Locks/Keys	122	100	22		245
94							Pool Snack Vending Items	302	300	2		0
95							Total Club Facility Maintenance	3,473	7,700	(4,227)		5,511
96							District Employees Payroll Exp					
97							Employer Workman Comp	6,719	9,000	(2,281)		8,586
98							Facilities Monitor	27,922	34,570	(6,648)		27,067
99							Medical Stipends	4,500	6,000	(1,500)		4,750
100							Payroll Service Charge	1,809	2,500	(691)		2,098
101							Payroll Taxes - Employer Taxes	10,133	13,500	(3,367)		10,105
102							Performance Stipend	0	2,600	(2,600)		0
103							Full-Time Hybrid Employee	19,170	25,459	(6,289)		19,647
104							Property Maintenance Part-Time	826	1,425	(599)		962
105							Property Maintenance Team Lead	23,333	28,221	(4,888)		22,941
106							Property Manager	49,673	61,776	(12,103)		48,922
107							Recreational Assistants	4,024	5,900	(1,876)		4,380
108							Total District Employees Payroll Exp	148,109	190,951	(42,842)		149,457
109							Dock Maintenance	426	400	26		98
110							Drainage/ Nature Path/Trail Maintenance	0	0	0		154
111							Park Facility Maintenance	3,431	4,000	(569)		3,796
112							Parks & Rec Cell Phones	1,018	1,700	(682)		1,128
113							Playground Maintenance	0	1,000	(1,000)		0
114							Pool Maintenance Contract	15,100	19,600	(4,500)		14,600
115							Pool Maintenance Repairs	7,726	9,500	(1,774)		9,503
116							Sec System Monitoring Contract	120	240	(120)		240

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 July '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	185,093	240,846	(55,753)		188,065
119							58003- Future CIP Projects and Reserves	336,179	336,179	0		283,644
120							Total Expense	773,970	917,262	(143,292)		732,794
121							Revenue Less Expenses	146,287	0	146,287		166,529
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	158,113	179,037	(20,924)		
130							Funding for District's Reserve Acct	0	5,000	(5,000)		
131							Total Other Expense	158,113	184,037	(25,924)		
132							Net Other Income	25,924	(184,037)	25,924		
133							Net Income	172,210	(184,037)	172,210		

Lake St. Charles CDD Property Manager Expense Report

	Type	Date	Num	Memo	Amount
Ace Hardware					
	Credit Card Charge	07/02/2019	pruning bla	pruning blade & saw blade	26.98
	Credit Card Charge	07/03/2019	bait bar	bait bar	14.39
Alley Cat Pest Control					
	Bill	07/19/2019	pest control	pest control	85.00
Ameriscape Services					
	Credit Card Charge	07/12/2019	Irrigation	Trouble shoot & pressure gauge on well to test	81.50
	Credit Card Charge	07/12/2019	Irrigation	3 Mainline leaks	2,115.00
	Credit Card Charge	07/12/2019	Irrigation	Guard house well testing	200.00
	Credit Card Charge	07/12/2019	Irrigation	Irrigation	589.00
Aquatic Systems, Inc					
	Bill	07/01/2019	Jul Pond Mainten	Jul Pond Mainten	1,049.00
Architectural Fountains, Inc.					
	Bill	07/17/2019	completed installati	completed installation of 5hp pump on fountain with warrant	600.00
CentralPro					
	Credit Card Charge	07/02/2019	Irrigation	Irrigation items	1.20
	Credit Card Charge	07/02/2019	Irrigation	Irrigation items	17.80
	Credit Card Charge	07/03/2019	Irrigation	Irrigation items	140.08
George's Mower Service Inc.					
	Credit Card Credit	07/02/2019	Chain refun	Chain refund	-1.00
	Credit Card Charge	07/02/2019	Chain links	Chain links	28.99
	Credit Card Charge	07/10/2019	Bar & chain	Bar & chain oli, labor charge	28.19
	Credit Card Charge	07/18/2019	Misc. Part	Misc. Part	3.24
Home Depot					
	Credit Card Charge	07/03/2019	clock	clock	19.99
	Credit Card Charge	07/03/2019	soil	soil	3.87
	Credit Card Charge	07/16/2019	Terry Towel	Terry Towels	20.97
Still Water Aquatics LLC					
	Bill	07/18/2019	INV #201931	INV #201931 Treated buffer area	275.00
Survey Monkey					
	Credit Card Charge	07/16/2019	Recreation	Recreation survey	37.00
TOTAL					5,336.20

September 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. By the time of the meeting I should have a cost / scope proposal from a civil engineer to address the information SWFWMD is requesting.

The Picnic area grant application package was submitted. We should be informed if we were awarded a grant by December 2019.

I nominated Lake St Charles CDD Board for the neighborhood communications award for our App. The Neighborhood award conference is Saturday, November 2nd 2019.

The Recreation survey was closed August 14th. Surveys were analyzed and all were downloaded and are printable. All individual surveys and the summary of all surveys. The results will be posted on the web and app once the website is no longer under ADA compliance conversion.

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.

Hurricane / disaster preparedness protocol was initiated on Thursday, August 29th. 2019 Gas and water procurement, Flags taken down, and a majority of pool furniture were placed in clubhouse. Staff instructed on securing remanding furniture after weekend holiday use. Property was secured and batteries for walkie talkies were charged.

Hillsborough County was informed of last month's Board decision that the Board would be willing to negotiate compensation for the creation of a sump area in the south east corner of the district to improve drainage. I am awaiting further communication from Hillsborough County.

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	0					16	32
Completed Clubhouse Rentals	3	0	0	0	2	6	3	1					15	38
Guest Passes Issued	0	0	0	0	1	6	4	1					12	12
Replacement Cards	3	0	1	1	1	4	2	3					15	7
Resident Access Cards	6	2	2	4	15	28	12	12					81	100
Renters Access Cards	6	4	0	1	5	13	11	4					44	71
Parking Stickers	6	4	2	5	18	21	18	9					83	122
Online Purchases	2	2	2	2	2	3	2	1					16	21
Monthly Total	27	12	9	16	45	88	54	31					282	403

I have received 6 voicemails, with 3 that required a call back.

Mark & Adriana notarized 3 documents.