

Supervisor Packet for October 1, 2019 General Meeting

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

7:00 p.m., October 1, 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 – 7:40	<ol style="list-style-type: none"> 7. CANDIDATE SELECTION FOR BOARD OF SUPERVISOR SEAT #5 APPOINTMENT (25 Minutes)
	<ol style="list-style-type: none"> 1. Board review of resumes 2. Board discussion with candidates (5 minutes per candidate) 3. Board Motion for Appointment 4. Oath of Office
7:40 – 7:45	<ol style="list-style-type: none"> 8. 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

	<ul style="list-style-type: none"> a. September 10, 2019 Meeting Minutes b. Committee Meeting Minutes for September 2019 <ul style="list-style-type: none"> i. Treasurer's Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. August 2019 Financial Statements d. September 2019 Property Manager Monthly Report e. September 2019 Clubhouse Monthly Report f. September 2019 Facilities Monitor Report
7:45-8:15	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 <ul style="list-style-type: none"> a. The Management Committee recommends approving a 2% salary increase for all staff per the Approved Resolution 2019-05 Lake St. Charles District Budget and Assessment Roll Adoption. 4. Strategic Planning Committee – Committee Chair Simon <ul style="list-style-type: none"> a. FY19-20 CIP Plan Discussion
8:15- 8:25	11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR MARTIN (10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors
8:25 -8:30	12. PROPERTY MANAGER (5 Minutes)
	Items for Consideration by Property Manager - Mark Cooper <ul style="list-style-type: none"> 1. Property Management Report
8:30–8:35	13. DISTRICT MANAGER (5 Minutes)
	Items for Consideration by District Manager – Adriana Urbina <ul style="list-style-type: none"> 1. District Manager Report
8:35 –8:45	14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
8:45	ADJOURN



Date: September 10, 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

Resident Barbara Brown requested permission to use District grounds for community events: Oct 19 pumpkin patch, Nov 10, Veteran's Salute and Dec 7, Santa party in the clubhouse.

1. On **MOTION** by Supervisor Martin and Second by Supervisor Gianakos, the Board approved Resident Barbara Brown to host 3 community events on District grounds. Motion was amended to include waiving the clubhouse rental fee for the event in December. Motion passed 5 to 0
2. On **MOTION** by Supervisor Martin and second by Supervisor Gianakos the Board approved the, September 10 , 2019 Consent Agenda consisting of the: August 6, 2019 General Meeting Minutes, the August Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the July 2019 Financial Reports, the

Property Manager, District Administrative Assistant reports, and the Facility Monitor August 2019 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0

3. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board approved to terminate the services of the temporary restroom trailer. The Board approved to keep the ADA accessible port-a-let until the remodeled restrooms are open and available for resident use. Motion was amended to include a hand washing station outside of ADA accessible port-a-let. Motion passed 5 to 0

At 7:15PM, Chair Martin closed the General Meeting and opened the Public Hearing for the FY 19-20 Budget.

District Manager, Adriana Urbina reviewed the Final budget for adoption and offered explanations of increases and decreases within line items.

4. On **MOTION** by Supervisor Nelson and second by Supervisor Gianakos the Board approved Resolution 2019-05 Lake St. Charles District Budget and Assessment Roll Adoption. Motion passed 5 to 0

At 7:45PM, Chair Martin closed the Public Hearing for the FY 19-20 Budget and opened the Public Hearing for the Rule Amendments of District Amenities Usage Policy.

5. On **MOTION** by Supervisor Martin and second by Supervisor Simon, the Board approved an amendment to Policy 6000 General District Rules for LSC Amenity Usage:
6000.1: #32 Offense schedule is as followed:
1st offense: Written notice to offending resident's household with a 7 day suspension on offending resident's access card and a \$25 reactivation fee.
2nd 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 per household.
6000.1: #33 Offending resident shall not be allowed to use any District amenities while access is suspended. Motion passed 5 to 0

At 7:48PM, Chair Martin closed the Public Hearing for the FY 16 Budget and opened the General Meeting.

6. On **MOTION** by Supervisor Martin and Second by Supervisor Simon, the Board approved the annual performance bonus for all staff. Funding has been approved on the FY 18-19 Budget. Motion passed 4 to 0 Supervisor Gianakos abstained from voting. Form 8B will be filed. Motion passed 4 to 0

7. On **MOTION** by Supervisor Martin and second by Supervisor Simon the Board approved Resolution 2019-06, Lake St. Charles District Annual Meeting Schedule FY19-20, the Board discussed that the July meeting date falls very close to a holiday and may affect Supervisor attendance so it will be rescheduled for July 14, 2020. Motion passed 5 to 0

Chair Martin stated at this Public Meeting that he has accepted a job offer in Texas and he and his family would be leaving the community soon. He also stated that his last meeting as a supervisor on the CDD board will be on October 1, 2019. The Board expressed their appreciation for everything that Chair Martin has done for the community.

8. On **MOTION** by Supervisor Nelson and second by Supervisor Simon the Board approved to advertise the Board's upcoming open seat#5 and accept resumes until September 24, 2019 5:00PM. The Board will make a decision at the October 1, 2019 Board of Supervisors Meeting. Motion passed 5 to 0

Meeting adjourned at 8:20PM

Respectfully submitted,

Dave Nelson, Treasurer/Secretary

Rob Martin, Chair

Treasurer's Review Committee Meeting Minutes

Date: *Friday, September 20, 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, October 18, 2019 at 11:00 am.**

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

-The Treasurer reviewed and signed checks

-The Treasurer was updated on the restrooms status. Final inspection was conducted and is now awaiting Fire Marshall inspection.

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, September 18th 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 proposed CIP projects for FY 2020 and the long term CIP project planner were discussed with supervisor Fannin.

The meeting adjourned at 1:30 pm.

Management Committee Meeting Minutes

Date: *Thursday, September 19, 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, October 17, 2019 at 12:30 pm.**

The Management Committee Meeting was cancelled.

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, September 17th, 2019 @ 10:00 am. Meeting adjourned at 11:15 am*

Chairperson: *Supervisor Jim Simon*

Operations Manager: *Property Manager, Mark Cooper*

The September Strategic Planning Committee focused on 2 primary subjects.

- 1) The results of the Resident Recreational Survey and their correlation to the prioritization of the CIP plan. See attached proposed CIP plan.
- 2) The review of the proposed FY 2020 CIP projects. See attached.

The committee discussed the most used recreational facilities, according to the survey, in the context of their condition and expected timing of replacement or improvement.

Survey responses of most used amenities:

- #1 the trail – needs substantial improvements and estimated to cost at least \$350,000 & will need to be phased.
- #2 pool and pool equipment – in good shape and should not need any significant improvements until at least 2026 when pool may need resurfacing -excluding resurfacing of wade pool and spa.
- #3 Hot tub – Will need to be resurfaced around 2022 estimated cost \$7,000
- #4 Dog Park – residents want improvements but the dog park is functional. Improvements are not even on the CIP plan as extent of improvements has not been decided by Board and so no costs have been estimated.
- #5 Playgrounds – need replacing. Cannot be pushed off any further than its scheduled replacement in 2021
The committee recommends utilizing the park as the location for the new playground due to the significant cost savings of that specific location. The park location already has shade and will utilize playground mulch instead of the artificial turf safety surfacing. The estimated cost savings is at least \$125,000. **The committee recommends limiting the playground project to a budget of around \$200,000** to free up funds for other needed projects. **See the attached revised CIP long term planner.** This will require that other projects scheduled for the FY 2020 be postponed. **See the strike through projects on the FY 2020 proposed project planner attached.**

The committee looked at the most important facilities to residents according to the survey.

- #1 the trail
- #2 the pool
- #3 the hot tub
- #4 dog park
- #5 playgrounds

On the survey question of resident satisfaction with existing facilities, the most unsatisfactory facilities in order were:

- #1 playgrounds
- #2 the exercise equipment along the trail
- #3 dog park

On the survey question of most desired new facilities, residents most desired (**none of these are on the CIP plan**):

- #1 indoor fitness center
- #2 securing the community park
- #3 restrooms in the park

Please note there are several projects that have been discussed that are not plugged into the long term CIP plan. Those are:

#1 Restrooms in the Park estimated to cost \$50,000

#2 Aeration of large lake estimated to cost \$100,000 and \$11,000 per year in electrical operation costs.

Because of reduced revenue available for the CIP projects and the pressing urgent needs in the next several years, it is recommended that the Board immediately schedules a planning session to solidify and make decisions about the CIP plan of action for the next several years.

	A	B	C	D
1	Fiscal Year 20 - October 1, 2019 - September 30, 2020			
2	Projects	Cost Estimate	Actual Cost	Budget Cost
3	Midge fly control including large lake algae control monthly and aeration maintenance. Moved to operational costs.		\$75,000.00	
4	Basketball court repair	\$1,200.00		\$1,200.00
5	Tennis court sealing and color coat	\$16,000.00		\$16,000.00
6	SWFWMD drainage engineering reports	\$6,500.00		\$6,500.00
7	4 - 5 additional ponds to dredge #18, #21, #24, #25	\$80,000.00		\$60,000.00
8	Water softner for Clubhouse	\$2,100.00		\$2,100.00
9	Possible drainage system repairs (none anticipated at this time)	\$10,000.00		\$10,000.00
10	Picnic slab, tables and grill if \$5,000 grant awarded	\$7,000.00		\$7,000.00
11	Dredging engineering / certification / soil testing	\$13,503.00		
12	4 power pedestals/ electrician pool awnings for phone / computer charging (pre wired)	\$6,500.00	\$1,000 each	
13	Site engineering for new playground site (SWFWMD permit modification)	\$5,000.00		
14	Tennis court LED light conversion	\$18,000.00		
15	Tennis court fencing replacement and new access gates-	\$18,000.00		
16	Add Practice board to tennis court	\$6,500.00		
17	RESERVE FUNDING			
18	Additional Funding of Reserve Account - balance with funding: \$252,736		\$5,000.00	\$5,000.00
19	TOTAL EXPENDITURE			\$107,800.00
20	Burton target of FY 20 available project funds = \$307,440 Actual budget funds available are 905,682 assessment income - O & M estimated at 676,069 = \$229,614			\$229,614.00
21	FY 19 unspent project Funds - estimated at \$0 + unspent FY 19 O&M amounts estimated at \$5,000			\$5,000.00
22	Projects that are inevitable		TOTAL Funds Available	\$234,614.00
23	Projects deemed necessary		Unassigned Funds	\$126,814.00
24	Projects that could result in long term cost savings, be postponed or can be eliminated.			
25	Projects that may not incur as much cost as estimated			
26	Other possible projects			
27	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		
28	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		

**Lake St. Charles CDD
Funds Statement**

Jun '19 - Aug '19

	Jun '19	Jul '19	Aug '19	Category
Bank/Current Asset Accounts				
CenterState Bank Checking	253,106	184,313	157,430	Cash
CenterState Bank Money Market	242,589	242,636	242,683	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	1,102	1,185	1,191	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	496,797	428,134	401,304	
Cash (Checking/Savings)				
CenterState Bank Checking	253,106	184,313	157,430	
CenterState Bank Money Market	242,589	242,636	242,683	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	1,102	1,185	1,191	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
Total Cash Accounts	496,797	428,134	401,304	
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	496,797	428,134	401,304	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	242,589	242,636	242,683	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	242,589	242,636	242,683	

Lake St. Charles CDD

Disbursement Authorization Report

August 2019

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	08/02/2019	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	08/05/2019	TECO Electric	10000-CenterState Bank Checking	-2,946.67
				53100 - Electric Utility Svs	47.77
				53100 - Electric Utility Svs	52.96
				53100 - Electric Utility Svs	180.82
				53100 - Electric Utility Svs	838.09
				53100 - Electric Utility Svs	62.43
				53100 - Electric Utility Svs	1,224.29
				53100 - Electric Utility Svs	200.28
				53100 - Electric Utility Svs	39.17
				53100 - Electric Utility Svs	28.75
				53100 - Electric Utility Svs	28.49
				53100 - Electric Utility Svs	24.26
				53100 - Electric Utility Svs	24.35
				53100 - Electric Utility Svs	24.83
				53100 - Electric Utility Svs	24.26
				53100 - Electric Utility Svs	24.54
				53100 - Electric Utility Svs	24.54
				53100 - Electric Utility Svs	24.26
				53100 - Electric Utility Svs	24.16
				53100 - Electric Utility Svs	24.16
				53100 - Electric Utility Svs	24.26
TOTAL					2,946.67

Lake St. Charles CDD

Disbursement Authorization Report

August 2019

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	08/06/2019	ADP	10000-CenterState Bank Checking	-10,767.72
				District Manager	1,974.40
				Payroll Taxes - Employer Taxes	166.34
				Facilities Monitor	1,329.60
				Property Maintenance Team Lead	951.91
				Property Manager	2,376.00
				Payroll Taxes - Employer Taxes	526.76
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
				Full Time Hybrid Employee	906.05
				Recreational Assistants	699.00
				Property Maintenance Part-Time	54.16
				Medical Stipend	200.00
				Medical Stipends	500.00
TOTAL					10,767.72
Check	EFT/Auto	08/06/2019	TECO Gas Company	10000-CenterState Bank Checking	-236.85
				53200 - Gas Utility Services	236.85
TOTAL					236.85
Check	EFT/Auto	08/06/2019	TECO Electric	10000-CenterState Bank Checking	-82.47
				53100 - Electric Utility Svs	82.47
TOTAL					82.47
Check	EFT/Auto	08/16/2019	ADP	10000-CenterState Bank Checking	-130.39
				Payroll Service Charge	10.03

Lake St. Charles CDD

Disbursement Authorization Report

August 2019

Type	Num	Date	Name	Account	Original Amount
				Payroll Service Charge	70.21
				Supervisor Payroll Service	50.15
					<hr/>
TOTAL					130.39
Check	EFT/Auto	08/19/2019 ADP		10000-CenterState Bank Checking	-8,499.84
				District Manager	1,974.40
				Payroll Taxes - Employer Taxes	151.04
				Facilities Monitor	1,329.61
				Property Maintenance Team Lead	734.97
				Property Manager	2,376.00
				Payroll Taxes - Employer Taxes	456.62
				Full Time Hybrid Employee	919.04
				Property Maintenance Part-Time	54.16
				Recreational Assistants	504.00
					<hr/>
TOTAL					8,499.84
Check	EFT/Auto	08/27/2019 Square Inc		10000-CenterState Bank Checking	-289.35
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-10.65
					<hr/>
TOTAL					289.35
Check	EFT/Auto	08/30/2019 Square Inc		10000-CenterState Bank Checking	-14.59
				Security/Renters Cards Deposits	15.00
				Security/Renters Cards Deposits	-0.41
					<hr/>
TOTAL					14.59

Lake St. Charles CDD Disbursement Authorization Report

August 2019

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	08/30/2019	ADP	10000-CenterState Bank Checking	-118.68
				Payroll Service Charge	16.95
				Payroll Service Charge	101.73
TOTAL					118.68
Check	EFT/Auto	08/31/2019	Square Inc	10000-CenterState Bank Checking	-0.16
				Pool Snack Vending	0.16
TOTAL					0.16
Sales Tax Paymen	EFT/Auto	08/31/2019	Florida Department of Revenue	10000-CenterState Bank Checking	-15.07
			Florida Department of Revenue	Sales Tax Payable	1.96
			Florida Department of Revenue	Sales Tax Payable	6.04
			Florida Department of Revenue	Sales Tax Payable	4.55
			Florida Department of Revenue	Sales Tax Payable	2.52
TOTAL					15.07
Bill Pmt -Check	8417	08/06/2019	Aquatic Systems, Inc	10000-CenterState Bank Checking	-1,514.00
Bill	Aug Pond Mainten	08/01/2019		Pond Maint Contract	1,049.00
				Unassigned CIP Projects	465.00
TOTAL					1,514.00
Bill Pmt -Check	8418	08/06/2019	Cintas Fire Protection	10000-CenterState Bank Checking	-296.63
Bill	0F32624222 Inv #	08/02/2019		Club Facility Maintenance	296.63

Lake St. Charles CDD Disbursement Authorization Report

August 2019

Type	Num	Date	Name	Account	Original Amount
TOTAL					296.63
Bill Pmt -Check	8419	08/06/2019	Verizon Wireless	10000-CenterState Bank Checking	-43.08
Bill	06-24-19 to 07-23-19	07/23/2019		Telephone	43.08
TOTAL					43.08
Bill Pmt -Check	8420	08/21/2019	Chris's Portable Toilets	10000-CenterState Bank Checking	-75.00
Bill	1805-113083 Inv #	08/08/2019		Park Facility Maintenance	75.00
TOTAL					75.00
Bill Pmt -Check	8421	08/21/2019	Edmonson Enterprises, Inc.	10000-CenterState Bank Checking	-130.00
Bill	INV# 5354	08/16/2019		Pool Maintenance Repairs	130.00
TOTAL					130.00
Bill Pmt -Check	8422	08/21/2019	Hillsborough County B.O.C.C	10000-CenterState Bank Checking	-500.00
Bill	right of way permit	08/19/2019		Unassigned CIP Projects	350.00
				Unassigned CIP Projects	150.00
TOTAL					500.00
Bill Pmt -Check	8423	08/21/2019	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,600.00
Bill	Aug Pool Cleaning	08/12/2019		Pool Maintenance Contract	1,600.00
TOTAL					1,600.00

Treasurer's Report - CenterState Account

August 2019

08/1/19 - 08/31/19

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						184,312.77
08/02/2019	EFT/Auto	ADP	539363720 Inv #	130.39		184,182.38
08/03/2019			Deposit		14.59	184,196.97
08/05/2019	EFT/Auto	TECO Electric	06980007400 Acct #	2,946.67		181,250.30
08/06/2019	8417	Aquatic Systems, Inc	INV# 0000451753	1,514.00		179,736.30
08/06/2019	8418	Cintas Fire Protection	0F32624222 Inv #	296.63		179,439.67
08/06/2019	8419	Verizon Wireless	Acct# 842082173-00001	43.08		179,396.59
08/06/2019	EFT/Auto	ADP	P.E. 08-03-19	10,767.72		168,628.87
08/06/2019	EFT/Auto	TECO Gas Company	221003603224 Acct #	236.85		168,392.02
08/06/2019	EFT/Auto	TECO Electric	221005960721 Acct #	82.47		168,309.55
08/06/2019			Deposit		102.11	168,411.66
08/12/2019			Deposit		14.59	168,426.25
08/16/2019	EFT/Auto	ADP	540224456 Inv #	130.39		168,295.86
08/17/2019			Deposit		14.59	168,310.45
08/19/2019	EFT/Auto	ADP	P.E. 08-17-19	8,499.84		159,810.61
08/21/2019	8420	Chris's Portable Toilets	1805-113083 Inv #	75.00		159,735.61
08/21/2019	8421	Edmonson Enterprises, Inc.	INV# 5354	130.00		159,605.61
08/21/2019	8422	Hillsborough County B.O.C.C		500.00		159,105.61
08/21/2019	8423	Zebra Cleaning Team, Inc.	INV# 3271	1,600.00		157,505.61
08/23/2019			Deposit		289.35	157,794.96
08/24/2019			Deposit		14.59	157,809.55
08/27/2019	EFT/Auto	Square Inc	CH Rental Deposit Refund	289.35		157,520.20
08/28/2019			Deposit		18.90	157,539.10
08/30/2019	EFT/Auto	Square Inc	Guest Pass Deposit Refund	14.59		157,524.51
08/30/2019	EFT/Auto	ADP	540980530 Inv #	118.68		157,405.83
08/31/2019		Vending Sales			5.75	157,411.58
08/31/2019	EFT/Auto	Square Inc	2.75% Square Processing Fee for CH Rentals	0.16		157,411.42
08/31/2019	EFT/Auto	Florida Department of Revenue		15.07		157,396.35
08/31/2019			Interest		33.59	157,429.94
				27,390.89	508.06	157,429.94

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Aug '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
3							Revenue/Expense					
4							Revenue					
5							36100 - Interest Earnings					
6							Interest - General Fund	1,444	1,450	(6)		1,579
7							Total 36100 - Interest Earnings	1,444	1,450	(6)		1,579
8							General Fund Assessment-O&M					
9							General Fund Assessment Gross	958,146	958,146	0		935,803
10							GF Prop Tax Interest	846	0	846		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	904,294	900,657	3,637		883,303
14												
15							Total 36310 - Special Assessment	904,294	900,657	3,637		883,303
16							36311 - Excess Fees	5,881	5,880	1		5,701
17							36900 - Miscellaneous Revenues			0		
18							Other Misc Revenue	7,603	6,900	703		6,879
19							Rental	1,020	1,900	(880)		2,174
20							Pool Snack Vending	272	475	(203)		0
21							Total 36900 - Miscellaneous Revenues	8,895	9,275	(380)		9,053
22							Total Revenue	920,513	917,262	3,251		899,636
23												
25							Expense					
26							5110 - Legislative					
27							Employer Taxes	919	1,460	(542)		989
28							Special District Fees	175	175	0		175
29							Supervisor Fees	11,000	12,000	(1,000)		11,000
30							Supervisor Payroll Service	631	900	(269)		781
31							Total 5110 - Legislative	12,725	14,535	(1,810)		12,945

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Aug '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
32							51300 - Financial & Admin					
33							Accounting Services	0	0	0		300
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	45,411	51,334	(5,923)		44,528
38							Medical Stipend	2,000	2,400	(400)		2,000
39							Payroll Service Charge	382	465	(83)		429
40							Payroll Taxes - Employer Taxes	3,676	4,400	(724)		3,646
41							Performance Stipend	0	1,000	(1,000)		0
42							Total District F&A Employees	51,469	59,599	(8,130)		50,603
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	2,018	2,600	(582)		2,238
50							Local/Other Taxes	3,196	3,396	(200)		3,196
51							Office Supplies	930	1,000	(70)		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)		2,580
56							Telephone	2,736	3,100	(364)		2,847
57							Travel Per Diem	128	200	(72)		88
58							Website Development & Monitor	2,499	2,650	(151)		2,650
59							Total 51300 - Financial & Admin	86,285	96,942	(10,657)		88,157

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Aug '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
60							51400 - Legal Counsel					
61							District Counsel	916	8,000	(7,084)		1,002
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	650	1,500	(850)		621
66							Total 52100 - Law Enforcement	836	2,500	(1,664)		1,234
67							53100 - Electric Utility Svs	31,850	38,800	(6,950)		32,160
68							53200 - Gas Utility Services	2,742	4,000	(1,258)		3,451
69							53400 - Garbage/Solid Waste Svc	1,494	2,880	(1,386)		2,081
70							53600 - Water/Sewer Services	3,894	8,000	(4,106)		6,779
71							53900 - Physical Environment					
72							Entry & Walls Maintenance	29	2,000	(1,971)		123
73							Ford F250 Maintenance & Repair	3,245	3,500	(255)		828
74							Fountain in Lake	1,200	3,000	(1,800)		8,996
75							Gas - Equipment	201	400	(199)		393
76							Gas - Truck	1,288	1,800	(512)		1,408
77							Irrigation Maintenance	10,229	10,000	229		7,428
78							Landscape Maintenance Contract	68,750	87,000	(18,250)		79,750
79							Misc. Landscape-Temporary Staff	0	0	0		3,000
80							Misc. Landscape Maintenance	5,413	8,500	(3,087)		6,076
81							Mulch	10,228	11,000	(772)		737
82							New Plantings	6,590	7,700	(1,110)		1,769
83							Pond & Stormwater Maint Contract	11,539	12,780	(1,241)		11,539
84							Property Insurance Contract	11,040	12,000	(960)		10,747
85							Sod Replacement	743	4,000	(3,257)		4,420
86							Mitigation Maint Contract	900	900	0		900
87							Total 53900 - Physical Environment	131,395	164,580	(33,185)		138,114

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Aug '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	2,398	5,000	(2,602)		3,286
92							Clubhouse Supplies	1,181	2,300	(1,119)		2,407
93							Locks/Keys	122	100	22		245
94							Pool Snack Vending Items	345	300	45		0
95							Total Club Facility Maintenance	4,046	7,700	(3,654)		5,938
96							District Employees Payroll Exp					
97							Employer Workman Comp	6,719	9,000	(2,281)		8,586
98							Facilities Monitor	30,581	34,570	(3,989)		29,674
99							Medical Stipends	5,000	6,000	(1,000)		5,250
100							Payroll Service Charge	2,051	2,500	(449)		2,409
101							Payroll Taxes - Employer Taxes	11,116	13,500	(2,384)		11,073
102							Performance Stipend	0	2,600	(2,600)		0
103							Full-Time Hybrid Employee	20,995	25,459	(4,464)		21,540
104							Property Maintenance Part-Time	934	1,425	(491)		1,055
105							Property Maintenance Team Lead	25,020	28,221	(3,201)		24,749
106							Property Manager	54,425	61,776	(7,351)		53,581
107							Recreational Assistants	5,227	5,900	(673)		5,370
108							Total District Employees Payroll Exp	162,069	190,951	(28,882)		163,286
109							Dock Maintenance	426	400	26		98
110							Drainage/ Nature Path/Trail Maintenance	0	0	0		1,784
111							Park Facility Maintenance	3,976	4,000	(24)		4,182
112							Parks & Rec Cell Phones	1,245	1,700	(455)		1,240
113							Playground Maintenance	68	1,000	(932)		0
114							Pool Maintenance Contract	16,700	19,600	(2,900)		16,300
115							Pool Maintenance Repairs	10,921	9,500	1,421		9,807
116							Sec System Monitoring Contract	120	240	(120)		240

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Aug '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	205,262	240,846	(35,584)		206,454
119							58003- Future CIP Projects and Reserves	336,179	336,179	0		313,472
120							Total Expense	813,577	917,262	(103,685)		805,324
121							Revenue Less Expenses	106,936	0	106,936		94,312
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	158,446	179,037	(20,591)		
130							Funding for District's Reserve Acct	0	5,000	(5,000)		
131							Total Other Expense	158,446	184,037	(25,591)		
132							Net Other Income	25,591	(184,037)	25,591		
133							Net Income	132,527	(184,037)	132,527		

Lake St. Charles CDD Property Manager Expense Report

August 2019

	Type	Date	Num	Memo	Amount
Ace Hardware					
	Credit Card Charge	08/16/2019	silicone	13500 - SunTrust Visa Card	7.19
Cintas Fire Protection					
	Bill	08/02/2019	Fire Ext. Inspection Com	Accounts Payable	296.63
Home Depot					
	Credit Card Charge	08/09/2019	Paint for sidewalks	13500 - SunTrust Visa Card	5.98
	Credit Card Charge	08/19/2019	paint & brushes	13500 - SunTrust Visa Card	69.29
	Credit Card Charge	08/21/2019	Links & proof coil	13500 - SunTrust Visa Card	20.25
Winn Dixie					
	Credit Card Charge	08/19/2019	Water	13500 - SunTrust Visa Card	20.00
TOTAL					419.34

October 2019 Property Manager's report

The clubhouse restroom project was completed and Certificates of Occupancy / completion were issued.

A Board decision should be made as to the final playground site. It is recommended that the park site be utilized as it already has shade and playground mulch can be used which should reduce costs by at least \$125,000 over having to provide shade canopies and using artificial turf safety surfacing.

If the park site is decided, I will withdraw the application to SWFWMD for impacting the site adjacent to the clubhouse.

The Board needs to provide some decisions as to the long term CIP plan as funds for capital improvement projects has been reduced by \$75,000 per year for midge treatment and mitigation. The impact has significant ramifications on the timing of several critical projects.

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	0				16	32
Completed Clubhouse Rentals	3	0	0	0	2	6	3	1	1				16	38
Guest Passes Issued	0	0	0	0	1	6	4	1	1				13	12
Replacement Cards	3	0	1	1	1	4	2	3	2				17	7
Resident Access Cards	6	2	2	4	15	28	12	12	5				86	100
Renters Access Cards	6	4	0	1	5	13	11	4	1				45	71
Parking Stickers	6	4	2	5	18	21	18	9	8				91	122
Online Purchases	2	2	2	2	2	3	2	1	2				18	21
Monthly Total	27	12	9	16	45	88	54	31	20				302	403

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

Mark & Adriana notarized 2 documents.