

## **Supervisor Packet for November 5, 2019 General Meeting**

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

**7:00 p.m., November 5, 2019**

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

**Board of Supervisors**

Vacant, Chair

Ginny Gianakos, Vice Chair, 293-4728

Dave Nelson, Secretary/Treasurer, 293-7979

Jim Simon, Supervisor, 741-0413

Robb Fannin, Supervisor, 785-5423

Sabrina Peacock, Supervisor 951-8327

**LSC CDD Staff**

Adriana Urbina, District Manager,  
741-9768

Mark Cooper, Property Manager, 990-7555

John Martini, Maintenance Staff, 365-0544

Bryant Urbina, Maintenance Staff, 526-2063

Luis Martinez, Facilities Monitor, 990-7250

Greg Gianakos, Maintenance Staff, 695-1995

| <i><b>Time</b></i> | <i><b>Item</b></i>  |
|--------------------|---|
| <b>7:00 – 7:05</b> | <ol style="list-style-type: none"> <li><b>1. CALL TO ORDER</b></li> <li><b>2. PLEDGE OF ALLEGIANCE</b></li> <li><b>3. INVOCATION (Vice-Chair Gianakos)</b></li> <li><b>4. ACKNOWLEDGMENT OF SUPERVISORS AND STAFF PRESENT</b></li> <li><b>5. INTRODUCTION OF HOMEOWNERS, RESIDENTS AND PUBLIC AND IDENTIFICATION OF PARTIES WISHING TO MAKE PUBLIC COMMENTS</b></li> </ol>  |
| <b>7:05 – 7:15</b> | <b>6. PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 10 MINUTES DESIGNATED)</b>  |
|                    | <b>1. Homeowners Requesting to Speak (Please State Name Prior to Remarks)</b>   |
| <b>7:15 – 7:20</b> | <b>7. APPOINTMENT OF BOARD OFFICE POSITIONS &amp; SUB-COMMITTEE APPOINTMENTS (5 Minutes)</b>  |
| <b>7:20 – 7:25</b> | <b>8. CONSENT AGENDA (5 Minutes)</b>  |
|                    | <ol style="list-style-type: none"> <li><b>1. Approval of additions to the agenda and removal of additional consent agenda items with questions as requested by board members.</b></li> <li><b>2. Approval of Consent Item Agenda</b> <ol style="list-style-type: none"> <li>a. October 1, 2019 Meeting Minutes</li> <li>b. Committee Meeting Minutes for October 2019 <ol style="list-style-type: none"> <li>i. Treasurer's Review Committee</li> <li>ii. Security and Grounds Committee</li> </ol> </li> </ol> </li> </ol> |

|                   |  |
|-------------------|--|
|                   | <ul style="list-style-type: none"> <li>iii. Management Committee</li> <li>iv. Strategic Committee</li> <li>c. September 2019 Financial Statements</li> <li>d. October 2019 Property Manager Monthly Report</li> <li>e. October 2019 Clubhouse Monthly Report</li> <li>f. October 2019 Facilities Monitor Report</li> </ul>   |
| <b>7:25-8:10</b>  | <b>8. COMMITTEE REPORTS (45 Minutes)</b>   |
|                   | <ul style="list-style-type: none"> <li>1. <b>Treasurer's Review Committee</b> – Treasurer Nelson <ul style="list-style-type: none"> <li>a. The Treasurer's Review Committee recommends a Motion to approve Resolution 2020-01 Lake St. Charles District FY19-20 Budget Amendment.</li> </ul> </li> <li>2. <b>Grounds/Security Committee</b> – Committee Chair Fannin</li> <li>3. <b>Management Committee</b> – Committee Chair Martin</li> <li>4. <b>Strategic Planning Committee</b> – Committee Chair Simon <ul style="list-style-type: none"> <li>a. FY19-20 CIP Plan Discussion</li> </ul> </li> </ul> |
| <b>8:10- 8:20</b> | <b>11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR (10 Minutes)</b>  |
|                   | <b>GENERAL REMARKS</b> – Chair of The Board of Supervisors   |
| <b>8:20 -8:25</b> | <b>12. PROPERTY MANAGER (5 Minutes)</b>  |
|                   | <b>Items for Consideration by Property Manager</b> - Mark Cooper <ul style="list-style-type: none"> <li>1. Property Management Report</li> </ul>   |
| <b>8:25–8:30</b>  | <b>13. DISTRICT MANAGER (5 Minutes)</b>  |
|                   | <b>Items for Consideration by District Manager</b> – Adriana Urbina <ul style="list-style-type: none"> <li>1. District Manager Report</li> </ul>   |
| <b>8:30 –8:40</b> | <b>14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)</b>   |
| <b>8:40</b>       | <b>ADJOURN</b>   |



Date: October 1, 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  
Board Candidates: Sheri Brogan, Marlon Brownlee, Euriel McHenry, Sabrina Peacock,  
Valerie Wieckhorst

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

Board Candidates Sheri Brogan, Marlon Brownlee, Euriel McHenry, Sabrina Peacock,  
Valerie Wieckhorst were all given time to introduce themselves and provide relevant  
background information.

1. On **MOTION** by Supervisor Nelson and Second by Supervisor Martin, the Board  
approved to appoint Sabrina Peacock to the Lake St. Charles Board of Supervisors  
Seat #5. Motion passed 5 to 0

Sabrina Peacock was administered the Florida Oath of Office by Notary Adriana  
Urbina.

2. On **MOTION** by Supervisor Martin and second by Supervisor Gianakos the Board approved the, October 1 , 2019 Consent Agenda consisting of the: September 10, 2019 General Meeting Minutes, the September Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the August 2019 Financial Reports, the Property Manager, District Administrative Assistant reports, and the Facility Monitor September 2019 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0
3. On **MOTION** by Supervisor Martin and Second by Supervisor Fannin, the Board approved a 2% salary increase for all staff per the approved Resolution 2019-05 Lake St. Charles District Budget and Assessment Roll Adoption. Motion passed 4 to 0 Supervisor Gianakos abstained from voting. Form 8B will be filed.
4. On **MOTION** by Supervisor Simon and Second by Supervisor Gianakos, the Board approved to utilize the park area as the location for the future new playground equipment. Due to the significant cost savings associated with the location. Motion passed 5 to 0

AI: District Manager, Adriana Urbina is to designate a time slot in next month's agenda to discuss future CIP projects.

Meeting adjourned at 8:15PM

Respectfully submitted,

Dave Nelson, Treasurer/Secretary

Rob Martin, Chair

# Treasurer's Review Committee Meeting Minutes

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**Date:** *Friday, October 18, 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 Treasurer reviewed and signed the District's bank statements.

-The Treasurer reviewed and signed checks

# LSC CDD Resolution 2020-01

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[Lake St. Charles District FY 19-20 Budget  
Amendment]

**Approved by the Lake St. Charles BOS of Supervisors per M11-05-2019-xx**

**11/05/2019**

**RESOLUTION No. 2020-01  
OF THE  
LAKE ST. CHARLES  
COMMUNITY DEVELOPMENT DISTRICT**

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

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

WHEREAS, the District approved FY 19-20 Carryover of \$44,859

**NOW, THEREFORE, BE IT RESOLVED BY THE LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT IN A GENERAL MEETING THIS NOVEMBER 5, 2019 AMENDS THE FY 19-20 ADOPTED BUDGET PER THE DESCRIPTIONS BELOW AND REFLECTED IN EXHIBIT A, FY 19-20 AMENDED ADOPTED BUDGET**

**A. Budget Amendment Revenue:**

1. The Budget is amended to reflect a carryover amount of \$44,859

**B. Budget Amendment Carryover Allocation:**

- |   |          |
|---|----------|
| 1. To fund the District Reserve Account per Burton’s target plan. | \$5,000  |
| 2. To fund unassigned CIP projects.                               | \$39,859 |

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

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

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Dave Nelson, Treasurer/ Secretary

**EXHIBIT A**

**AMENDED ADOPTED FY 19-20 BUDGET**

# Lake St. Charles CDD Amended Adopted FY 19-20 Budget

|    | A | B | C | D | E | F | G                                      | M                   | Q                    | R        |
|----|---|---|---|---|---|---|--|---------------------|----------------------|----------|
| 1  |   |   |   |   |   |   |  | FY 19 Annual Budget | FY 19 Monthly Budget | Comments |
| 2  |   |   |   |   |   |   | <b>Revenue/Expense</b>                 |                     |                      |          |
| 3  |   |   |   |   |   |   | <b>Revenue</b>                         |                     |                      |          |
| 4  |   |   |   |   |   |   | 36100 - Interest Earnings              |                     |                      |          |
| 5  |   |   |   |   |   |   | Interest - General Fund                | 1,450               | 121                  |          |
| 6  |   |   |   |   |   |   | Total 36100 - Interest Earnings        | 1,450               | 121                  |          |
| 7  |   |   |   |   |   |   | <b>General Fund Assessment-O&amp;M</b> |                     |                      |          |
| 8  |   |   |   |   |   |   | General Fund Assessment Gross          | 958,146             | 79,846               |          |
| 9  |   |   |   |   |   |   | GF Prop Tax Interest                   | 0                   | 0                    |          |
| 10 |   |   |   |   |   |   | GF Tax Collector Commissions           | (19,163)            | (1,597)              |          |
| 11 |   |   |   |   |   |   | GF Tax Payment Discount                | (38,326)            | (3,194)              |          |
| 12 |   |   |   |   |   |   | Total General Fund Assessment-O&M      | 900,657             | 75,055               |          |
| 13 |   |   |   |   |   |   | Total 36310 - Special Assessment       | 900,657             | 75,055               |          |
| 14 |   |   |   |   |   |   | 36311 - Excess Fees                    |                     |                      |          |
| 15 |   |   |   |   |   |   | 36900 - Miscellaneous Revenues         |                     |                      |          |
| 16 |   |   |   |   |   |   | Other Misc Revenue                     | 1,200               | 100                  |          |
| 17 |   |   |   |   |   |   | Rental                                 | 1,900               | 158                  |          |
| 18 |   |   |   |   |   |   | Pool Snack Vending                     | 475                 | 40                   |          |
| 19 |   |   |   |   |   |   | Total 36900 - Miscellaneous Revenues   | 3,575               | 298                  |          |
| 20 |   |   |   |   |   |   | <b>Total Revenue</b>                   | <b>905,682</b>      | <b>75,474</b>        |          |
| 21 |   |   |   |   |   |   |  |                     |                      |          |
| 23 |   |   |   |   |   |   | <b>Expense</b>                         |                     |                      |          |
| 24 |   |   |   |   |   |   | 5110 - Legislative                     |                     |                      |          |
| 25 |   |   |   |   |   |   | Employer Taxes                         | 1,460               | 122                  |          |
| 26 |   |   |   |   |   |   | Special District Fees                  | 175                 | 15                   |          |
| 27 |   |   |   |   |   |   | Supervisor Fees                        | 12,000              | 1,000                |          |
| 28 |   |   |   |   |   |   | Supervisor Payroll Service             | 900                 | 75                   |          |
| 29 |   |   |   |   |   |   | Total 5110 - Legislative               | 14,535              | 1,211                |          |
| 30 |   |   |   |   |   |   | 51300 - Financial & Admin              |                     |                      |          |
| 31 |   |   |   |   |   |   | Accounting Services                    | 500                 | 42                   |          |
| 32 |   |   |   |   |   |   | Auditing Services                      | 13,000              | 1,083                |          |
| 33 |   |   |   |   |   |   | Banking & Investment Mgmt Fees         | 200                 | 17                   |          |
| 34 |   |   |   |   |   |   | District F&A Employees                 |                     | 0                    |          |
| 35 |   |   |   |   |   |   | District Manager                       | 52,354              | 4,363                |          |
| 36 |   |   |   |   |   |   | Medical Stipend                        | 2,400               | 200                  |          |
| 37 |   |   |   |   |   |   | Payroll Service Charge                 | 465                 | 39                   |          |
| 38 |   |   |   |   |   |   | Payroll Taxes - Employer Taxes         | 4,400               | 367                  |          |
| 39 |   |   |   |   |   |   | Performance Stipend                    | 1,000               | 83                   |          |

# Lake St. Charles CDD Amended Adopted FY 19-20 Budget

|    | A | B | C | D | E | F | G                                | M                   | Q                    | R        |
|----|---|---|---|---|---|---|----------------------------------|---------------------|----------------------|----------|
| 1  |   |   |   |   |   |   |                                  | FY 19 Annual Budget | FY 19 Monthly Budget | Comments |
| 40 |   |   |   |   |   |   | Total District F&A Employees     | 60,619              | 5,052                |          |
| 41 |   |   |   |   |   |   | Dues, Licenses & Fees            | 500                 | 42                   |          |
| 42 |   |   |   |   |   |   | General Insurance                |                     |                      |          |
| 43 |   |   |   |   |   |   | Crime                            | 600                 | 50                   |          |
| 44 |   |   |   |   |   |   | General Liability                | 3,868               | 322                  |          |
| 45 |   |   |   |   |   |   | Public Officials Liability & EP  | 3,179               | 265                  |          |
| 46 |   |   |   |   |   |   | Total General Insurance          | 7,647               | 637                  |          |
| 47 |   |   |   |   |   |   | Legal Advertising                | 2,600               | 217                  |          |
| 48 |   |   |   |   |   |   | Local/Other Taxes                | 3,396               | 283                  |          |
| 49 |   |   |   |   |   |   | Office Supplies                  | 1,000               | 83                   |          |
| 50 |   |   |   |   |   |   | Postage                          | 250                 | 21                   |          |
| 51 |   |   |   |   |   |   | Printer Supplies                 | 2,000               | 167                  |          |
| 52 |   |   |   |   |   |   | Professional Development         | 1,000               | 83                   |          |
| 53 |   |   |   |   |   |   | Technology Services/Upgrades     | 2,000               | 167                  |          |
| 54 |   |   |   |   |   |   | Telephone                        | 3,100               | 258                  |          |
| 55 |   |   |   |   |   |   | Travel Per Diem                  | 200                 | 17                   |          |
| 56 |   |   |   |   |   |   | Website Development & Monitor    | 2,650               |                      |          |
| 57 |   |   |   |   |   |   | Total 51300 - Financial & Admin  | 100,662             | 8,389                |          |
| 58 |   |   |   |   |   |   | 51400 - Legal Counsel            |                     |                      |          |
| 60 |   |   |   |   |   |   | Total 51400 - Legal Counsel      | 8,000               | 667                  |          |
| 61 |   |   |   |   |   |   | 52100 - Law Enforcement          |                     |                      |          |
| 62 |   |   |   |   |   |   | Car Maintenance & Repairs        | 1,000               | 83                   |          |
| 63 |   |   |   |   |   |   | Car Gas                          | 1,500               | 125                  |          |
| 66 |   |   |   |   |   |   | Total 52100 - Law Enforcement    | 2,500               | 208                  |          |
| 67 |   |   |   |   |   |   | 53100 - Electric Utility Svs     | 39,500              | 3,292                |          |
| 68 |   |   |   |   |   |   | 53200 - Gas Utility Services     | 4,000               | 333                  |          |
| 69 |   |   |   |   |   |   | 53400 - Garbage/Solid Waste Svc  | 2,880               | 240                  |          |
| 70 |   |   |   |   |   |   | 53600 - Water/Sewer Services     | 8,000               | 667                  |          |
| 71 |   |   |   |   |   |   | 53900 - Physical Environment     |                     |                      |          |
| 72 |   |   |   |   |   |   | Entry & Walls Maintenance        | 2,000               | 167                  |          |
| 73 |   |   |   |   |   |   | Ford F250 Maintenance & Repair   | 2,000               | 167                  |          |
| 74 |   |   |   |   |   |   | Fountain in Lake                 | 3,000               | 250                  |          |
| 75 |   |   |   |   |   |   | Gas - Equipment                  | 400                 | 33                   |          |
| 76 |   |   |   |   |   |   | Gas - Truck                      | 1,800               | 150                  |          |
| 77 |   |   |   |   |   |   | Irrigation Maintenance           | 10,000              | 833                  |          |
| 78 |   |   |   |   |   |   | Landscape Maintenance Contract   | 87,000              | 7,250                |          |
| 79 |   |   |   |   |   |   | Misc. Landscape -Temporary Staff | 3,000               | 250                  |          |
| 80 |   |   |   |   |   |   | Misc. Landscape- Maintenance     | 9,500               | 792                  |          |

# Lake St. Charles CDD Amended Adopted FY 19-20 Budget

|     | A | B | C | D | E | F | G   | M                      | Q                       | R        |
|-----|---|---|---|---|---|---|---|------------------------|-------------------------|----------|
|     |   |   |   |   |   |   |   | FY 19 Annual<br>Budget | FY 19 Monthly<br>Budget | Comments |
| 1   |   |   |   |   |   |   |   |                        |                         |          |
| 81  |   |   |   |   |   |   | Mulch                                       | 10,500                 | 875                     |          |
| 82  |   |   |   |   |   |   | New Plantings                               | 8,000                  | 667                     |          |
| 83  |   |   |   |   |   |   | Pond & Stormwater Maint Contract            | 18,900                 | 1,575                   |          |
| 84  |   |   |   |   |   |   | Pond #9 Aeration Maintenance                | 500                    | 42                      |          |
| 85  |   |   |   |   |   |   | Property Insurance Contract                 | 12,000                 | 1,000                   |          |
| 86  |   |   |   |   |   |   | Sod Replacement                             | 4,000                  | 333                     |          |
| 87  |   |   |   |   |   |   | Mitigation Maint Contract                   | 900                    | 75                      |          |
| 89  |   |   |   |   |   |   | Midge Treatment Contract                    | 68,376                 | 5,698                   |          |
| 90  |   |   |   |   |   |   | <b>Total 53900 - Physical Environment</b>   | <b>241,876</b>         | <b>20,156</b>           |          |
| 91  |   |   |   |   |   |   | <b>57200 - Parks &amp; Recreation</b>       |                        |                         |          |
| 92  |   |   |   |   |   |   | Auto Liability                              | 755                    | 63                      |          |
| 93  |   |   |   |   |   |   | Club Facility Maintenance                   |                        |                         |          |
| 94  |   |   |   |   |   |   | Club Facility Maintenance                   | 5,000                  | 417                     |          |
| 95  |   |   |   |   |   |   | Clubhouse Supplies                          | 2,300                  | 192                     |          |
| 96  |   |   |   |   |   |   | Locks/Keys                                  | 100                    | 8                       |          |
| 97  |   |   |   |   |   |   | Pool Snack Vending Items                    | 300                    | 25                      |          |
| 98  |   |   |   |   |   |   | <b>Total Club Facility Maintenance</b>      | <b>7,700</b>           | <b>642</b>              |          |
| 99  |   |   |   |   |   |   | <b>District Employees Payroll Exp</b>       |                        |                         |          |
| 101 |   |   |   |   |   |   | Employer Workman Comp                       | 9,000                  | 750                     |          |
| 102 |   |   |   |   |   |   | Facilities Monitor                          | 35,256                 | 2,938                   |          |
| 103 |   |   |   |   |   |   | Medical Stipends                            | 6,000                  | 500                     |          |
| 104 |   |   |   |   |   |   | Payroll Service Charge                      | 2,500                  | 208                     |          |
| 105 |   |   |   |   |   |   | Payroll Taxes - Employer Taxes              | 13,500                 | 1,125                   |          |
| 106 |   |   |   |   |   |   | Performance Stipend                         | 2,600                  | 217                     |          |
| 107 |   |   |   |   |   |   | Full Time Hybrid Employee                   | 27,560                 | 2,297                   |          |
| 108 |   |   |   |   |   |   | Property Maintenance Part-Time              | 1,450                  | 121                     |          |
| 109 |   |   |   |   |   |   | Property Maintenance Team Lead              | 30,052                 | 2,504                   |          |
| 110 |   |   |   |   |   |   | Property Manager                            | 63,003                 | 5,250                   |          |
| 111 |   |   |   |   |   |   | Recreational Assistants                     | 7,000                  | 583                     |          |
| 112 |   |   |   |   |   |   | <b>Total District Employees Payroll Exp</b> | <b>197,921</b>         | <b>16,493</b>           |          |
| 113 |   |   |   |   |   |   | Dock Maintenance                            | 400                    | 33                      |          |
| 114 |   |   |   |   |   |   | Drainage/ Nature Path/Trail Maintenance     | 1,800                  | 150                     |          |
| 115 |   |   |   |   |   |   | Park Facility Maintenance                   | 5,000                  | 417                     |          |
| 116 |   |   |   |   |   |   | Parks & Rec Cell Phones                     | 1,700                  | 142                     |          |
| 117 |   |   |   |   |   |   | Playground Maintenance                      | 2,000                  | 167                     |          |
| 118 |   |   |   |   |   |   | Pool Maintenance Contract                   | 19,600                 | 1,633                   |          |

## Lake St. Charles CDD Amended Adopted FY 19-20 Budget

|     | A | B | C | D | E | F | G  | M                   | Q                    | R  |
|-----|---|---|---|---|---|---|--|---------------------|----------------------|--|
| 1   |   |   |   |   |   |   |  | FY 19 Annual Budget | FY 19 Monthly Budget | Comments   |
| 119 |   |   |   |   |   |   | Pool Maintenance Repairs                           | 12,000              | 1,000                |  |
| 121 |   |   |   |   |   |   | Sec System Monitoring Contract                     | 240                 | 20                   |  |
| 122 |   |   |   |   |   |   | Security Repairs                                   | 5,000               | 417                  |  |
| 123 |   |   |   |   |   |   | Total 57200 - Parks & Recreation                   | 254,116             | 21,176               |  |
| 124 |   |   |   |   |   |   | 58003- Future CIP Projects & Reserves              | 229,613             | 19,134               |  |
| 125 |   |   |   |   |   |   | Total Expense                                      | 905,682             | 75,474               |  |
| 126 |   |   |   |   |   |   | Revenue Less Expenses                              | 0                   | 0                    |  |
| 133 |   |   |   |   |   |   |  |                     |                      |  |
| 134 |   |   |   |   |   |   |  |                     |                      |  |
| 135 |   |   |   |   |   |   |  |                     |                      |  |
| 136 |   |   |   |   |   |   | OTHER REVENUE - FY 19 CARRYOVER (Oct, 18-Sept, 19) | 44,859              | 3,738                |  |
| 137 |   |   |   |   |   |   | Total Unassigned Revenue                           | 44,859              |                      |  |
| 138 |   |   |   |   |   |   | OTHER EXPENSES                                     |                     |                      |  |
| 139 |   |   |   |   |   |   | 1 Funding for District's Reserve account           | 5,000               |                      | \$5,000 Needed to fund reserve account per Burton's recommendations. |
| 140 |   |   |   |   |   |   | 2 Additional funding for unassigned CIP projects   | 39,859              |                      | \$39,859 needed to fund emerging projects.                           |
| 141 |   |   |   |   |   |   | TOTAL  | 44,859              |                      |  |
| 142 |   |   |   |   |   |   |  |                     |                      |  |
| 143 |   |   |   |   |   |   |  |                     |                      |  |
| 144 |   |   |   |   |   |   |  |                     |                      |  |
| 145 |   |   |   |   |   |   |  |                     |                      |  |
| 146 |   |   |   |   |   |   | District Reserve Fund                              |                     | Sept '19             |  |
| 147 |   |   |   |   |   |   | CenterState Money Market Account                   |                     | 242,729              | Committed/Assigned   |
| 148 |   |   |   |   |   |   | Total  |                     | 242,729              |  |

# Security - Grounds Committee Meeting Minutes

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**Date:** *Wednesday, October 16<sup>th</sup> 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 direction and work of the strategic planning committee.

The possibility of a bond was discussed as a possible solution to financing the CIP projects.

Supervisor Fannin and the property manager will meet in the park in the near future to look at possible sites for an expanded dog park.

The meeting adjourned at 1:00 pm.

# Management Committee Meeting Minutes

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**Date:** *Thursday, October 17, 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 Management Committee Meeting was cancelled.

# Strategic Planning Committee Meeting Minutes

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

**Chairperson:** *Supervisor Jim Simon*

**Operations Manager:** *Property Manager, Mark Cooper*

The October Strategic Planning Committee focused on a recommended priority of projects that are essential to be completed within the next 2-3 years. The committee wanted to focus on specific essential projects for Board review and approval.

Once the priority list of projects is approved, the Strategic Planning Committee's intends to assign estimated costs to the prioritized projects and program them into the long term CIP plan. The 10 year CIP plan with the newly prioritized projects will then be presented to the Board at the December Board meeting. It is the committee's desire for the Board to review, discuss and provide input and direction to the committee or ratify the new proposed CIP plan.

**The prioritized list of essential projects to be completed ideally in the next 2-3 years is:**

- 1) New Playgrounds
- 2) Restrooms in the Park ( new project not previously on the CIP plan)
- 3) Resurface / replace / repair trail system with necessary root pruning and bio barriers.
- 4) Aerate large lake ( new project not previously on the CIP plan)
- 5) Resurface cul de sac's and add parking to Waterton Drive cul de sac. To be done concurrently with trail repairs asphalt work for better pricing.
- 6) Reseal clubhouse parking lot
- 7) Reseal, stripe and color coat 2 basketball courts
- 8) Convert tennis court lights to LED
- 9) New pool furniture or restrapping – current furniture was refurbished in 2014
- 10) Improve dog park (need Board input as to what they want which affects the estimated costs)
- 11) Power pedestals (charging stations) for pool awning areas.

The prioritized projects were developed with the property manager's input and with the results of the recent recreational survey. Specifically two survey questions provided the most information from resident responses.

**1) What are the most important amenities to the residents? Their priority list.**

- a. Trail system
- b. Pool
- c. Hot Tub
- d. Dog park
- e. Playgrounds
- f. Docks
- g. Tennis courts
- h. Basketball
- i. Rental of the clubhouse
- j. Soccer field

- 2) The 10 most desired new amenities prioritized according to the resident recreation survey.**
- a. Indoor fitness center
  - b. Securing the community park and trail
  - c. Restrooms in the park. Recommended to be done with new playground installation.
  - d. Peddle boat rental
  - e. Picnic shelter in park with tables and grills. Grant proposal submitted.
  - f. New Community clubhouse
  - g. Mini golf course on one of the tennis courts
  - h. Pickle ball court lines on one of the tennis courts. To be completed this spring with tennis court resealing / striping.
  - i. Adding another large lake fountain at the park
  - j. New fountain in pond adjacent to Lake St Charles Blvd. (at the location of the memorial bench).

The committee discussed the cost of issuing a bond to see if it is financially feasible with our current assessment. For example, could the district issue a bond for 1 million dollars for 10 years and be able to pay the payments within our current assessment. In other words utilizing the funds slated for CIP projects each year to pay debt service. If financially feasible, it would give the district up front money to complete the essential projects in a much shorter time frame.

The committee recommends that the Bond issue concept be remanded to the Treasurer's review committee for their consideration and investigation of this approach.

Meeting adjourned at 11:00 am.

|    | 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. <b>Moved to operational costs.</b>   |                       | \$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            |              | \$1,500.00   |
| 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 | <del>Dredging engineering / certification / soil testing</del>  | \$13,503.00           |              |              |
| 12 | <del>4 power pedestals/ electrician pool awnings for phone / computer charging (pre wired)</del>  | \$6,500.00            | \$1,000 each |              |
| 13 | <del>Site engineering for new playground site (SWFWMD permit modification)</del>  | \$5,000.00            |              |              |
| 14 | <del>Tennis court LED light conversion</del>  | \$18,000.00           |              |              |
| 15 | <del>Tennis court fencing replacement and new access gates</del>  | \$18,000.00           |              |              |
| 16 | <del>Add Practice board to tennis court</del>   | \$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   |                       |              | \$102,800.00 |
| 20 | Burton target of FY 20 available project funds = \$307,440<br>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 verified at \$44,859   |                       |              | \$44,859.00  |
| 22 | Projects that are inevitable  | TOTAL Funds Available |              | \$274,473.00 |
| 23 | Projects deemed necessary   | Unassigned Funds      |              | \$171,673.00 |
| 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

Jul '19 - Sept '19

|  | Jul '19        | Aug '19        | Sept '19       | Category           |
|--|----------------|----------------|----------------|--------------------|
| <b>Bank/Current Asset Accounts</b>       |                |                |                |                    |
| CenterState Bank Checking                | 184,313        | 157,430        | 82,195         | Cash               |
| CenterState Bank Money Market            | 242,636        | 242,683        | 242,729        | Committed/Assigned |
| Operating Acct                           | 0              | 0              | 0              | Cash               |
| Prepay                                   | 0              | 0              | 0              | Non-Spendable      |
| Petty Cash                               | 1,185          | 1,191          | 1,193          | Assigned           |
| SunTrust Money Market                    | 0              | 0              | 0              | Committed/Assigned |
| Suncoast FCU                             | 0              | 0              | 0              | Restricted         |
| Investment Cost of Issuance              | 0              | 0              | 0              | Restricted         |
| Investment Reserve                       | 0              | 0              | 0              | Restricted         |
| Investment Revenue                       | 0              | 0              | 0              | Restricted         |
| Investment Redemption                    | 0              | 0              | 0              | Restricted         |
| Investment Prepayment                    | 0              | 0              | 0              | Restricted         |
| Investment Interest                      | 0              | 0              | 0              | Restricted         |
| Investment SBA                           | 0              | 0              | 0              | Committed/Assigned |
| <b>Total Bank/Current Asset Accounts</b> | <b>428,134</b> | <b>401,304</b> | <b>326,117</b> |                    |

|                                |                |                |                |  |
|--------------------------------|----------------|----------------|----------------|--|
| <b>Cash (Checking/Savings)</b> |                |                |                |  |
| CenterState Bank Checking      | 184,313        | 157,430        | 82,195         |  |
| CenterState Bank Money Market  | 242,636        | 242,683        | 242,729        |  |
| Operating Acct                 | 0              | 0              | 0              |  |
| Prepay                         | 0              | 0              | 0              |  |
| Petty Cash                     | 1,185          | 1,191          | 1,193          |  |
| SunTrust Money Market          | 0              | 0              | 0              |  |
| Suncoast FCU                   | 0              | 0              | 0              |  |
| Investments SBA                | 0              | 0              | 0              |  |
| <b>Total Cash Accounts</b>     | <b>428,134</b> | <b>401,304</b> | <b>326,117</b> |  |

|   |          |          |          |  |
|---|----------|----------|----------|--|
| <b>Debt Service</b>                     |          |          |          |  |
| Investment Cost of Issuance             | 0        | 0        | 0        |  |
| Investment Reserve                      | 0        | 0        | 0        |  |
| Investment Revenue                      | 0        | 0        | 0        |  |
| Investment Redemption                   | 0        | 0        | 0        |  |
| Investment Interest                     | 0        | 0        | 0        |  |
| Investment Prepayment                   | 0        | 0        | 0        |  |
| <b>Total Debt Service Fund Balances</b> | <b>0</b> | <b>0</b> | <b>0</b> |  |

|                            |                |                |                |  |
|----------------------------|----------------|----------------|----------------|--|
| <b>TOTAL FUND BALANCES</b> | <b>428,134</b> | <b>401,304</b> | <b>326,117</b> |  |
|----------------------------|----------------|----------------|----------------|--|

|                               |         |         |         |                    |
|-------------------------------|---------|---------|---------|--------------------|
| <b>District Reserve Fund</b>  |         |         |         |                    |
| SunTrust Money Market         | 0       | 0       | 0       | Committed/Assigned |
| CenterState Bank Money Market | 242,636 | 242,683 | 242,729 | Committed/Assigned |
| Total Investments SBA         | 0       | 0       | 0       | Unassigned         |
|                               | 242,636 | 242,683 | 242,729 |                    |

# Lake St. Charles CDD Disbursement Authorization Report

September 2019

| Type  | Num      | Date       | Name          | Account                         | Original Amount |
|-------|----------|------------|---------------|---------------------------------|-----------------|
| Check | EFT/Auto | 09/03/2019 | ADP           | 10000-CenterState Bank Checking | -9,293.87       |
|       |          |            |               | District Manager                | 1,974.40        |
|       |          |            |               | Payroll Taxes - Employer Taxes  | 166.34          |
|       |          |            |               | Facilities Monitor              | 1,329.60        |
|       |          |            |               | Property Maintenance Team Lead  | 1,053.75        |
|       |          |            |               | Property Manager                | 2,376.00        |
|       |          |            |               | Payroll Taxes - Employer Taxes  | 495.39          |
|       |          |            |               | Full Time Hybrid Employee       | 1,000.23        |
|       |          |            |               | Recreational Assistants         | 144.00          |
|       |          |            |               | Medical Stipend                 | 200.00          |
|       |          |            |               | Medical Stipends                | 500.00          |
|       |          |            |               | Property Maintenance Part-Time  | 54.16           |
| TOTAL |          |            |               |                                 | 9,293.87        |
| Check | EFT/Auto | 09/05/2019 | TECO Electric | 10000-CenterState Bank Checking | -2,724.00       |
|       |          |            |               | 53100 - Electric Utility Svs    | 30.24           |
|       |          |            |               | 53100 - Electric Utility Svs    | 50.77           |
|       |          |            |               | 53100 - Electric Utility Svs    | 174.69          |
|       |          |            |               | 53100 - Electric Utility Svs    | 838.13          |
|       |          |            |               | 53100 - Electric Utility Svs    | 55.65           |
|       |          |            |               | 53100 - Electric Utility Svs    | 1,103.47        |
|       |          |            |               | 53100 - Electric Utility Svs    | 194.71          |
|       |          |            |               | 53100 - Electric Utility Svs    | 35.39           |
|       |          |            |               | 53100 - Electric Utility Svs    | 23.20           |
|       |          |            |               | 53100 - Electric Utility Svs    | 23.95           |
|       |          |            |               | 53100 - Electric Utility Svs    | 19.26           |
|       |          |            |               | 53100 - Electric Utility Svs    | 19.35           |
|       |          |            |               | 53100 - Electric Utility Svs    | 20.01           |

# Lake St. Charles CDD Disbursement Authorization Report

September 2019

| Type  | Num      | Date       | Name             | Account                         | Original Amount |
|-------|----------|------------|------------------|---------------------------------|-----------------|
|       |          |            |                  | 53100 - Electric Utility Svs    | 19.16           |
|       |          |            |                  | 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    | 19.35           |
|       |          |            |                  | 53100 - Electric Utility Svs    | 19.16           |
| TOTAL |          |            |                  |                                 | <u>2,724.00</u> |
| Check | EFT/Auto | 09/06/2019 | TECO Electric    | 10000-CenterState Bank Checking | -86.96          |
|       |          |            |                  | 53100 - Electric Utility Svs    | 86.96           |
| TOTAL |          |            |                  |                                 | <u>86.96</u>    |
| Check | EFT/Auto | 09/06/2019 | TECO Gas Company | 10000-CenterState Bank Checking | -249.65         |
|       |          |            |                  | 53200 - Gas Utility Services    | 249.65          |
| TOTAL |          |            |                  |                                 | <u>249.65</u>   |
| Check | EFT/Auto | 09/10/2019 | Square Inc       | 10000-CenterState Bank Checking | -43.76          |
|       |          |            |                  | Security/Renters Cards Deposits | 45.00           |
|       |          |            |                  | Security/Renters Cards Deposits | -1.24           |
| TOTAL |          |            |                  |                                 | <u>43.76</u>    |
| Check | EFT/Auto | 09/13/2019 | ADP              | 10000-CenterState Bank Checking | -118.68         |
|       |          |            |                  | Payroll Service Charge          | 16.95           |
|       |          |            |                  | Payroll Service Charge          | 101.73          |
| TOTAL |          |            |                  |                                 | <u>118.68</u>   |

# Lake St. Charles CDD Disbursement Authorization Report

September 2019

| Type  | Num                       | Date       | Name                          | Account                         | Original Amount |
|-------|---------------------------|------------|-------------------------------|---------------------------------|-----------------|
| Check | EFT/Auto                  | 09/17/2019 | ADP                           | 10000-CenterState Bank Checking | -13,317.86      |
|       |                           |            |                               | District Manager                | 1,974.40        |
|       |                           |            |                               | Payroll Taxes - Employer Taxes  | 227.54          |
|       |                           |            |                               | Facilities Monitor              | 1,329.60        |
|       |                           |            |                               | Property Maintenance Team Lead  | 845.65          |
|       |                           |            |                               | Property Manager                | 2,376.00        |
|       |                           |            |                               | Payroll Taxes - Employer Taxes  | 643.81          |
|       |                           |            |                               | Supervisor Fees                 | 1,000.00        |
|       |                           |            |                               | Employer Taxes                  | 83.50           |
|       |                           |            |                               | Full Time Hybrid Employee       | 1,039.20        |
|       |                           |            |                               | Recreational Assistants         | 144.00          |
|       |                           |            |                               | Property Maintenance Part-Time  | 54.16           |
|       |                           |            |                               | Performance Stipend             | 1,000.00        |
|       |                           |            |                               | Performance Stipend             | 2,600.00        |
| TOTAL |                           |            |                               |                                 | 13,317.86       |
|       | Sales Tax PaymentEFT/Auto | 09/19/2019 | Florida Department of Revenue | 10000-CenterState Bank Checking | -1.70           |
|       |                           |            | Florida Department of Revenue | Sales Tax Payable               | 0.50            |
|       |                           |            | Florida Department of Revenue | Sales Tax Payable               | 1.20            |
| TOTAL |                           |            |                               |                                 | 1.70            |
| Check | EFT/Auto                  | 09/21/2019 | Square Inc                    | 10000-CenterState Bank Checking | -291.75         |
|       |                           |            |                               | Security/Renters Cards Deposits | 300.00          |
|       |                           |            |                               | Security/Renters Cards Deposits | -8.25           |
| TOTAL |                           |            |                               |                                 | 291.75          |

# Lake St. Charles CDD Disbursement Authorization Report

September 2019

| Type            | Num      | Date       | Name                 | Account                         | Original Amount |
|-----------------|----------|------------|----------------------|---------------------------------|-----------------|
| Check           | EFT/Auto | 09/27/2019 | ADP                  | 10000-CenterState Bank Checking | -136.24         |
|                 |          |            |                      | Payroll Service Charge          | 17.03           |
|                 |          |            |                      | Payroll Service Charge          | 76.63           |
|                 |          |            |                      | Supervisor Payroll Service      | 42.58           |
| TOTAL           |          |            |                      |                                 | <u>136.24</u>   |
| Check           | EFT/Auto | 09/30/2019 | Square Inc           | 10000-CenterState Bank Checking | -4.94           |
|                 |          |            |                      | Rental                          | 4.68            |
|                 |          |            |                      | Pool Snack Vending              | 0.26            |
| TOTAL           |          |            |                      |                                 | <u>4.94</u>     |
| Check           | EFT/Auto | 09/30/2019 | ADP                  | 10000-CenterState Bank Checking | -9,007.21       |
|                 |          |            |                      | District Manager                | 1,974.40        |
|                 |          |            |                      | Payroll Taxes - Employer Taxes  | 166.34          |
|                 |          |            |                      | Facilities Monitor              | 1,329.60        |
|                 |          |            |                      | Property Maintenance Team Lead  | 1,292.83        |
|                 |          |            |                      | Property Manager                | 2,376.01        |
|                 |          |            |                      | Payroll Taxes - Employer Taxes  | 474.11          |
|                 |          |            |                      | Full Time Hybrid Employee       | 639.76          |
|                 |          |            |                      | Medical Stipend                 | 200.00          |
|                 |          |            |                      | Medical Stipends                | 500.00          |
|                 |          |            |                      | Property Maintenance Part-Time  | 54.16           |
| TOTAL           |          |            |                      |                                 | <u>9,007.21</u> |
| Bill Pmt -Check | 8424     | 09/10/2019 | Aquatic Systems, Inc | 10000-CenterState Bank Checking | -1,514.00       |

# Lake St. Charles CDD Disbursement Authorization Report

September 2019

|       | Type                   | Num                  | Date              | Name                                    | Account                                | Original Amount   |
|-------|------------------------|----------------------|-------------------|---|--|-------------------|
|       | Bill                   | Sept Pond Mainten    | 09/01/2019        |   | Pond & Stormwater Maint                | 1,049.00          |
|       |                        |                      |                   |   | Unassigned CIP Projects                | 465.00            |
| TOTAL |                        |                      |                   |   |  | 1,514.00          |
|       | <b>Bill Pmt -Check</b> | <b>8425</b>          | <b>09/10/2019</b> | <b>E&amp;L Construction Group, INC.</b> | <b>10000-CenterState Bank Checking</b> | <b>-23,754.05</b> |
|       | Bill                   | Final payment        | 09/10/2019        |   | Unassigned CIP Projects                | 23,754.05         |
| TOTAL |                        |                      |                   |   |  | 23,754.05         |
|       | <b>Bill Pmt -Check</b> | <b>8426</b>          | <b>09/10/2019</b> | <b>Edmonson Enterprises, Inc.</b>       | <b>10000-CenterState Bank Checking</b> | <b>-360.19</b>    |
|       | Bill                   | INV# 5400            | 08/20/2019        |   | Pool Maintenance Repairs               | 360.19            |
| TOTAL |                        |                      |                   |   |  | 360.19            |
|       | <b>Bill Pmt -Check</b> | <b>8427</b>          | <b>09/10/2019</b> | <b>Mark Cooper</b>                      | <b>10000-CenterState Bank Checking</b> | <b>-15.66</b>     |
|       | Bill                   | Back flowPermit Down | 08/22/2019        |   | Travel Per Diem                        | 15.66             |
| TOTAL |                        |                      |                   |   |  | 15.66             |
|       | <b>Bill Pmt -Check</b> | <b>8428</b>          | <b>09/10/2019</b> | <b>Staples</b>                          | <b>10000-CenterState Bank Checking</b> | <b>-88.47</b>     |
|       | Bill                   | Paper, dry erase & t | 08/15/2019        |   | Office Supplies                        | 88.47             |
| TOTAL |                        |                      |                   |   |  | 88.47             |
|       | <b>Bill Pmt -Check</b> | <b>8429</b>          | <b>09/10/2019</b> | <b>SunTrust Credit Card</b>             | <b>10000-CenterState Bank Checking</b> | <b>-11,737.38</b> |
|       | Bill                   | Aug CC Statement     | 08/24/2019        |   | 13500 - SunTrust Visa Card             | 11,737.38         |
| TOTAL |                        |                      |                   |   |  | 11,737.38         |

# Lake St. Charles CDD Disbursement Authorization Report

September 2019

|       | Type            | Num                  | Date       | Name                      | Account                         | Original Amount |
|-------|-----------------|----------------------|------------|---------------------------|---------------------------------|-----------------|
|       | Bill Pmt -Check | 8430                 | 09/10/2019 | Tampa Bay Times           | 10000-CenterState Bank Checking | -197.50         |
|       | Bill            | AD#8717              | 08/23/2019 |                           | Legal Advertising               | 197.50          |
| TOTAL |                 |                      |            |                           |                                 | 197.50          |
|       | Bill Pmt -Check | 8431                 | 09/10/2019 | Verizon Wireless          | 10000-CenterState Bank Checking | -43.08          |
|       | Bill            | 07-24-19 to 08-23-19 | 08/23/2019 |                           | Telephone                       | 43.08           |
| TOTAL |                 |                      |            |                           |                                 | 43.08           |
|       | Bill Pmt -Check | 8432                 | 09/10/2019 | Tampa Bay Times           | 10000-CenterState Bank Checking | -325.00         |
|       | Bill            | AD#7717              | 08/23/2019 |                           | Legal Advertising               | 325.00          |
| TOTAL |                 |                      |            |                           |                                 | 325.00          |
|       | Bill Pmt -Check | 8433                 | 09/19/2019 | Chris's Portable Toilets  | 10000-CenterState Bank Checking | -75.00          |
|       | Bill            | 1805-114278 Inv #    | 09/08/2019 |                           | Park Facility Maintenance       | 75.00           |
| TOTAL |                 |                      |            |                           |                                 | 75.00           |
|       | Bill Pmt -Check | 8434                 | 09/19/2019 | VSC Fire & Security, Inc  | 10000-CenterState Bank Checking | -60.00          |
|       | Bill            | INV# 05-000137575    | 09/09/2019 |                           | Sec System Monitoring Contract  | 60.00           |
| TOTAL |                 |                      |            |                           |                                 | 60.00           |
|       | Bill Pmt -Check | 8435                 | 09/19/2019 | Zebra Cleaning Team, Inc. | 10000-CenterState Bank Checking | -1,600.00       |
|       | Bill            | Sept Pool Cleaning   | 09/09/2019 |                           | Pool Maintenance Contract       | 1,600.00        |
| TOTAL |                 |                      |            |                           |                                 | 1,600.00        |
|       | Bill Pmt -Check | 8436                 | 09/19/2019 | Zebra Cleaning Team, Inc. | 10000-CenterState Bank Checking | -437.53         |

**Lake St. Charles CDD**  
**Disbursement Authorization Report**

September 2019

|       | Type | Num             | Date       | Name | Account                  | Original Amount |
|-------|------|-----------------|------------|------|--------------------------|-----------------|
|       | Bill | LED Light Board | 09/16/2019 |      | Pool Maintenance Repairs | 437.53          |
| TOTAL |      |                 |            |      |                          | 437.53          |

10/31/2019

10:07 AM

**Treasurer's Report - CenterState Account****September 2019****09/1/19 - 09/30/19**

| <u>Date</u> | <u>Number</u> | <u>Payee</u>                  | <u>Memo</u>                                | <u>Payment</u>   | <u>Deposit</u> | <u>Balance</u>    |
|-------------|---------------|-------------------------------|--|------------------|----------------|-------------------|
|             |               |                               |  |                  |                | <b>157,429.94</b> |
| 09/03/2019  | EFT/Auto      | ADP                           | P.E. 08-31-19                              | 9,293.87         |                | 148,136.07        |
| 09/05/2019  | EFT/Auto      | TECO Electric                 | 06980007400 Acct #                         | 2,724.00         |                | 145,412.07        |
| 09/06/2019  | EFT/Auto      | TECO Electric                 | 221005960721 Acct #                        | 86.96            |                | 145,325.11        |
| 09/06/2019  | EFT/Auto      | TECO Gas Company              | 221003603224 Acct #                        | 249.65           |                | 145,075.46        |
| 09/10/2019  | 8424          | Aquatic Systems, Inc          | INV# 0000454631                            | 1,514.00         |                | 143,561.46        |
| 09/10/2019  | 8425          | E&L Construction Group, INC.  | Project# 19027                             | 23,754.05        |                | 119,807.41        |
| 09/10/2019  | 8426          | Edmonson Enterprises, Inc.    | INV# 5400                                  | 360.19           |                | 119,447.22        |
| 09/10/2019  | 8427          | Mark Cooper                   |  | 15.66            |                | 119,431.56        |
| 09/10/2019  | 8428          | Staples                       | 6011 1000 4086 310                         | 88.47            |                | 119,343.09        |
| 09/10/2019  | 8429          | SunTrust Credit Card          | 4223071100091531 Acct #                    | 11,737.38        |                | 107,605.71        |
| 09/10/2019  | 8430          | Tampa Bay Times               | Acct# 105743 AD#8717                       | 197.50           |                | 107,408.21        |
| 09/10/2019  | 8431          | Verizon Wireless              | Acct# 842082173-00001                      | 43.08            |                | 107,365.13        |
| 09/10/2019  | 8432          | Tampa Bay Times               | Acct# 105743 AD#7717                       | 325.00           |                | 107,040.13        |
| 09/10/2019  | EFT/Auto      | Square Inc                    | 3 Guest Pass Deposit Refund                | 43.76            |                | 106,996.37        |
| 09/11/2019  |               |                               | Deposit                                    |                  | 29.18          | 107,025.55        |
| 09/13/2019  | EFT/Auto      | ADP                           | 541850350 Inv #                            | 118.68           |                | 106,906.87        |
| 09/17/2019  | EFT/Auto      | ADP                           | P.E. 09-14-19                              | 13,317.86        |                | 93,589.01         |
| 09/19/2019  | EFT/Auto      | Florida Department of Revenue |  | 1.70             |                | 93,587.31         |
| 09/19/2019  | 8433          | Chris's Portable Toilets      | 1805-114278 Inv #                          | 75.00            |                | 93,512.31         |
| 09/19/2019  | 8434          | VSC Fire & Security, Inc      | INV# 05-000137575                          | 60.00            |                | 93,452.31         |
| 09/19/2019  | 8435          | Zebra Cleaning Team, Inc.     | INV# 3297                                  | 1,600.00         |                | 91,852.31         |
| 09/19/2019  | 8436          | Zebra Cleaning Team, Inc.     | INV# 3310                                  | 437.53           |                | 91,414.78         |
| 09/21/2019  | EFT/Auto      | Square Inc                    | R. Celestin CH Rental Deposit Refund       | 291.75           |                | 91,123.03         |
| 09/24/2019  |               |                               | Deposit                                    |                  | 14.59          | 91,137.62         |
| 09/27/2019  | EFT/Auto      | ADP                           | 542656598 Inv #                            | 136.24           |                | 91,001.38         |
| 09/30/2019  |               | Vending Sales                 |  |                  | 9.50           | 91,010.88         |
| 09/30/2019  |               | Clubhouse Rentals             |  |                  | 170.00         | 91,180.88         |
| 09/30/2019  | EFT/Auto      | Square Inc                    | 2.75% Square Processing Fee for CH Rentals | 4.94             |                | 91,175.94         |
| 09/30/2019  |               |                               | Interest                                   |                  | 25.90          | 91,201.84         |
| 09/30/2019  | EFT/Auto      | ADP                           | P.E. 09-28-19                              | 9,007.21         |                | 82,194.63         |
|             |               |                               |  | <b>75,484.48</b> | <b>249.17</b>  | <b>82,194.63</b>  |

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

|    | A | B | C | D | E | F | G  | H                           | K                        | L                                    | M               | N                    |
|----|---|---|---|---|---|---|--|-----------------------------|--------------------------|--------------------------------------|-----------------|----------------------|
| 1  |   |   |   |   |   |   |  |                             |                          |                                      |                 |                      |
| 2  |   |   |   |   |   |   |  | <b>Oct '18<br/>Sept '19</b> | <b>Annual<br/>Budget</b> | <b>\$ Over<br/>Annual<br/>Budget</b> | <b>Comments</b> | <b>Last Year YTD</b> |
| 3  |   |   |   |   |   |   | <b>Revenue/Expense</b>                       |                             |                          |                                      |                 |                      |
| 4  |   |   |   |   |   |   | <b>Revenue</b>                               |                             |                          |                                      |                 |                      |
| 5  |   |   |   |   |   |   | <b>36100 - Interest Earnings</b>             |                             |                          |                                      |                 |                      |
| 6  |   |   |   |   |   |   | Interest - General Fund                      | 1,516                       | 1,450                    | 66                                   |                 | 1,671                |
| 7  |   |   |   |   |   |   | <b>Total 36100 - Interest Earnings</b>       | 1,516                       | 1,450                    | 66                                   |                 | 1,671                |
| 8  |   |   |   |   |   |   | <b>General Fund Assessment-O&amp;M</b>       |                             |                          |                                      |                 |                      |
| 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 |   |   |   |   |   |   | <b>Total General Fund Assessment-O&amp;M</b> | 904,294                     | 900,657                  | 3,637                                |                 | 883,303              |
| 14 |   |   |   |   |   |   |  |                             |                          |                                      |                 |                      |
| 15 |   |   |   |   |   |   | <b>Total 36310 - Special Assessment</b>      | 904,294                     | 900,657                  | 3,637                                |                 | 883,303              |
| 16 |   |   |   |   |   |   | <b>36311 - Excess Fees</b>                   | 5,881                       | 5,880                    | 1                                    |                 | 5,701                |
| 17 |   |   |   |   |   |   | <b>36900 - Miscellaneous Revenues</b>        |                             |                          | 0                                    |                 |                      |
| 18 |   |   |   |   |   |   | Other Misc Revenue                           | 7,647                       | 6,900                    | 747                                  |                 | 6,968                |
| 19 |   |   |   |   |   |   | Rental                                       | 1,172                       | 1,900                    | (728)                                |                 | 2,329                |
| 20 |   |   |   |   |   |   | Pool Snack Vending                           | 283                         | 475                      | (192)                                |                 | 0                    |
| 21 |   |   |   |   |   |   | <b>Total 36900 - Miscellaneous Revenues</b>  | 9,101                       | 9,275                    | (174)                                |                 | 9,296                |
| 22 |   |   |   |   |   |   | <b>Total Revenue</b>                         | 920,792                     | 917,262                  | 3,530                                |                 | 899,971              |
| 23 |   |   |   |   |   |   |  |                             |                          |                                      |                 |                      |
| 25 |   |   |   |   |   |   | <b>Expense</b>                               |                             |                          |                                      |                 |                      |
| 26 |   |   |   |   |   |   | <b>5110 - Legislative</b>                    |                             |                          |                                      |                 |                      |
| 27 |   |   |   |   |   |   | Employer Taxes                               | 1,002                       | 1,460                    | (458)                                |                 | 1,073                |
| 28 |   |   |   |   |   |   | Special District Fees                        | 175                         | 175                      | 0                                    |                 | 175                  |
| 29 |   |   |   |   |   |   | Supervisor Fees                              | 12,000                      | 12,000                   | 0                                    |                 | 12,000               |
| 30 |   |   |   |   |   |   | Supervisor Payroll Service                   | 674                         | 900                      | (226)                                |                 | 839                  |
| 31 |   |   |   |   |   |   | <b>Total 5110 - Legislative</b>              | 13,851                      | 14,535                   | (684)                                |                 | 14,086               |

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

|    | A | B | C | D | E | F | G  | H                           | K                        | L                                    | M               | N                    |
|----|---|---|---|---|---|---|--|-----------------------------|--------------------------|--------------------------------------|-----------------|----------------------|
| 1  |   |   |   |   |   |   |  |                             |                          |                                      |                 |                      |
| 2  |   |   |   |   |   |   |  | <b>Oct '18<br/>Sept '19</b> | <b>Annual<br/>Budget</b> | <b>\$ Over<br/>Annual<br/>Budget</b> | <b>Comments</b> | <b>Last Year YTD</b> |
| 32 |   |   |   |   |   |   | <b>51300 - Financial &amp; Admin</b>       |                             |                          |                                      |                 |                      |
| 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                           | 51,334                      | 51,334                   | 0                                    |                 | 50,336               |
| 38 |   |   |   |   |   |   | Medical Stipend                            | 2,400                       | 2,400                    | 0                                    |                 | 2,400                |
| 39 |   |   |   |   |   |   | Payroll Service Charge                     | 416                         | 465                      | (49)                                 |                 | 475                  |
| 40 |   |   |   |   |   |   | Payroll Taxes - Employer Taxes             | 4,236                       | 4,400                    | (164)                                |                 | 4,198                |
| 41 |   |   |   |   |   |   | Performance Stipend                        | 1,000                       | 1,000                    | 0                                    |                 | 1,000                |
| 42 |   |   |   |   |   |   | <b>Total District F&amp;A Employees</b>    | <b>59,387</b>               | <b>59,599</b>            | <b>(212)</b>                         |                 | <b>58,409</b>        |
| 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 |   |   |   |   |   |   | <b>Total General Insurance</b>             | <b>6,917</b>                | <b>7,647</b>             | <b>(730)</b>                         |                 | <b>6,917</b>         |
| 49 |   |   |   |   |   |   | Legal Advertising                          | 2,018                       | 2,600                    | (582)                                |                 | 2,958                |
| 50 |   |   |   |   |   |   | Local/Other Taxes                          | 3,196                       | 3,396                    | (200)                                |                 | 3,196                |
| 51 |   |   |   |   |   |   | Office Supplies                            | 930                         | 1,000                    | (70)                                 |                 | 577                  |
| 52 |   |   |   |   |   |   | Postage                                    | 172                         | 250                      | (78)                                 |                 | 210                  |
| 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                                  | 3,237                       | 3,100                    | 137                                  |                 | 3,152                |
| 57 |   |   |   |   |   |   | Travel Per Diem                            | 128                         | 200                      | (72)                                 |                 | 88                   |
| 58 |   |   |   |   |   |   | Website Development & Monitor              | 2,556                       | 2,650                    | (94)                                 |                 | 2,650                |
| 59 |   |   |   |   |   |   | <b>Total 51300 - Financial &amp; Admin</b> | <b>94,761</b>               | <b>96,942</b>            | <b>(2,181)</b>                       |                 | <b>97,228</b>        |

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

|    | A | B | C | D | E | F | G   | H                           | K                        | L                                    | M               | N                    |
|----|---|---|---|---|---|---|---|-----------------------------|--------------------------|--------------------------------------|-----------------|----------------------|
| 1  |   |   |   |   |   |   |   |                             |                          |                                      |                 |                      |
| 2  |   |   |   |   |   |   |   | <b>Oct '18<br/>Sept '19</b> | <b>Annual<br/>Budget</b> | <b>\$ Over<br/>Annual<br/>Budget</b> | <b>Comments</b> | <b>Last Year YTD</b> |
| 60 |   |   |   |   |   |   | <b>51400 - Legal Counsel</b>              |                             |                          |                                      |                 |                      |
| 61 |   |   |   |   |   |   | District Counsel                          | 916                         | 8,000                    | (7,084)                              |                 | 1,002                |
| 62 |   |   |   |   |   |   | <b>Total 51400 - Legal Counsel</b>        | 916                         | 8,000                    | (7,084)                              |                 | 477                  |
| 63 |   |   |   |   |   |   | <b>52100 - Law Enforcement</b>            |                             |                          |                                      |                 |                      |
| 64 |   |   |   |   |   |   | Car Maintenance & Repairs                 | 186                         | 1,000                    | (814)                                |                 | 613                  |
| 65 |   |   |   |   |   |   | Car Gas                                   | 709                         | 1,500                    | (791)                                |                 | 691                  |
| 66 |   |   |   |   |   |   | <b>Total 52100 - Law Enforcement</b>      | 895                         | 2,500                    | (1,605)                              |                 | 1,304                |
| 67 |   |   |   |   |   |   | <b>53100 - Electric Utility Svs</b>       | 34,661                      | 38,800                   | (4,139)                              |                 | 34,992               |
| 68 |   |   |   |   |   |   | <b>53200 - Gas Utility Services</b>       | 2,992                       | 4,000                    | (1,008)                              |                 | 3,677                |
| 69 |   |   |   |   |   |   | <b>53400 - Garbage/Solid Waste Svc</b>    | 1,810                       | 2,880                    | (1,070)                              |                 | 2,291                |
| 70 |   |   |   |   |   |   | <b>53600 - Water/Sewer Services</b>       | 4,954                       | 8,000                    | (3,046)                              |                 | 7,205                |
| 71 |   |   |   |   |   |   | <b>53900 - Physical Environment</b>       |                             |                          |                                      |                 |                      |
| 72 |   |   |   |   |   |   | Entry & Walls Maintenance                 | 29                          | 2,000                    | (1,971)                              |                 | 123                  |
| 73 |   |   |   |   |   |   | Ford F250 Maintenance & Repair            | 3,442                       | 3,500                    | (58)                                 |                 | 828                  |
| 74 |   |   |   |   |   |   | Fountain in Lake                          | 1,443                       | 3,000                    | (1,557)                              |                 | 8,996                |
| 75 |   |   |   |   |   |   | Gas - Equipment                           | 257                         | 400                      | (143)                                |                 | 426                  |
| 76 |   |   |   |   |   |   | Gas - Truck                               | 1,363                       | 1,800                    | (437)                                |                 | 1,580                |
| 77 |   |   |   |   |   |   | Irrigation Maintenance                    | 10,595                      | 10,000                   | 595                                  |                 | 7,428                |
| 78 |   |   |   |   |   |   | Landscape Maintenance Contract            | 83,250                      | 87,000                   | (3,750)                              |                 | 87,000               |
| 79 |   |   |   |   |   |   | Misc. Landscape-Temporary Staff           | 0                           | 0                        | 0                                    |                 | 3,000                |
| 80 |   |   |   |   |   |   | Misc. Landscape Maintenance               | 7,059                       | 8,500                    | (1,441)                              |                 | 6,653                |
| 81 |   |   |   |   |   |   | Mulch                                     | 10,228                      | 11,000                   | (772)                                |                 | 737                  |
| 82 |   |   |   |   |   |   | New Plantings                             | 6,590                       | 7,700                    | (1,110)                              |                 | 1,769                |
| 83 |   |   |   |   |   |   | Pond & Stormwater Maint Contract          | 12,588                      | 12,780                   | (192)                                |                 | 12,588               |
| 84 |   |   |   |   |   |   | Property Insurance Contract               | 11,040                      | 12,000                   | (960)                                |                 | 10,747               |
| 85 |   |   |   |   |   |   | Sod Replacement                           | 768                         | 4,000                    | (3,232)                              |                 | 4,420                |
| 86 |   |   |   |   |   |   | Mitigation Maint Contract                 | 900                         | 900                      | 0                                    |                 | 900                  |
| 87 |   |   |   |   |   |   | <b>Total 53900 - Physical Environment</b> | <b>149,553</b>              | <b>164,580</b>           | <b>(15,027)</b>                      |                 | <b>147,196</b>       |

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

|     | A | B | C | D | E | F | G   | H                           | K                        | L                                    | M               | N                    |
|-----|---|---|---|---|---|---|---|-----------------------------|--------------------------|--------------------------------------|-----------------|----------------------|
| 1   |   |   |   |   |   |   |   |                             |                          |                                      |                 |                      |
| 2   |   |   |   |   |   |   |   | <b>Oct '18<br/>Sept '19</b> | <b>Annual<br/>Budget</b> | <b>\$ Over<br/>Annual<br/>Budget</b> | <b>Comments</b> | <b>Last Year YTD</b> |
| 88  |   |   |   |   |   |   | <b>57200 - Parks &amp; Recreation</b>       |                             |                          |                                      |                 |                      |
| 89  |   |   |   |   |   |   | Auto Liability                              | 697                         | 755                      | (58)                                 |                 | 665                  |
| 90  |   |   |   |   |   |   | Club Facility Maintenance                   |                             |                          |                                      |                 |                      |
| 91  |   |   |   |   |   |   | Club Facility Maintenance                   | 2,641                       | 5,000                    | (2,359)                              |                 | 3,572                |
| 92  |   |   |   |   |   |   | Clubhouse Supplies                          | 1,209                       | 2,300                    | (1,091)                              |                 | 2,446                |
| 93  |   |   |   |   |   |   | Locks/Keys                                  | 122                         | 100                      | 22                                   |                 | 245                  |
| 94  |   |   |   |   |   |   | Pool Snack Vending Items                    | 345                         | 300                      | 45                                   |                 | 0                    |
| 95  |   |   |   |   |   |   | <b>Total Club Facility Maintenance</b>      | <b>4,317</b>                | <b>7,700</b>             | <b>(3,383)</b>                       |                 | <b>6,262</b>         |
| 96  |   |   |   |   |   |   | <b>District Employees Payroll Exp</b>       |                             |                          |                                      |                 |                      |
| 97  |   |   |   |   |   |   | Employer Workman Comp                       | 6,719                       | 9,000                    | (2,281)                              |                 | 8,586                |
| 98  |   |   |   |   |   |   | Facilities Monitor                          | 34,570                      | 34,570                   | (0)                                  |                 | 33,583               |
| 99  |   |   |   |   |   |   | Medical Stipends                            | 6,000                       | 6,000                    | 0                                    |                 | 6,250                |
| 100 |   |   |   |   |   |   | Payroll Service Charge                      | 2,229                       | 2,500                    | (271)                                |                 | 2,607                |
| 101 |   |   |   |   |   |   | Payroll Taxes - Employer Taxes              | 12,729                      | 13,500                   | (771)                                |                 | 12,632               |
| 102 |   |   |   |   |   |   | Performance Stipend                         | 2,600                       | 2,600                    | 0                                    |                 | 2,600                |
| 103 |   |   |   |   |   |   | Full-Time Hybrid Employee                   | 23,674                      | 25,459                   | (1,785)                              |                 | 24,390               |
| 104 |   |   |   |   |   |   | Property Maintenance Part-Time              | 1,097                       | 1,425                    | (328)                                |                 | 1,174                |
| 105 |   |   |   |   |   |   | Property Maintenance Team Lead              | 28,213                      | 28,221                   | (8)                                  |                 | 27,647               |
| 106 |   |   |   |   |   |   | Property Manager                            | 61,553                      | 61,776                   | (223)                                |                 | 60,570               |
| 107 |   |   |   |   |   |   | Recreational Assistants                     | 5,515                       | 5,900                    | (385)                                |                 | 5,370                |
| 108 |   |   |   |   |   |   | <b>Total District Employees Payroll Exp</b> | <b>184,899</b>              | <b>190,951</b>           | <b>(6,052)</b>                       |                 | <b>185,408</b>       |
| 109 |   |   |   |   |   |   | Dock Maintenance                            | 426                         | 400                      | 26                                   |                 | 98                   |
| 110 |   |   |   |   |   |   | Drainage/ Nature Path/Trail Maintenance     | 0                           | 0                        | 0                                    |                 | 1,784                |
| 111 |   |   |   |   |   |   | Park Facility Maintenance                   | 4,051                       | 4,000                    | 51                                   |                 | 4,404                |
| 112 |   |   |   |   |   |   | Parks & Rec Cell Phones                     | 1,359                       | 1,700                    | (341)                                |                 | 1,353                |
| 113 |   |   |   |   |   |   | Playground Maintenance                      | 68                          | 1,000                    | (932)                                |                 | 0                    |
| 114 |   |   |   |   |   |   | Pool Maintenance Contract                   | 18,300                      | 19,600                   | (1,300)                              |                 | 17,900               |
| 115 |   |   |   |   |   |   | Pool Maintenance Repairs                    | 12,635                      | 9,500                    | 3,135                                |                 | 9,811                |
| 116 |   |   |   |   |   |   | Sec System Monitoring Contract              | 180                         | 240                      | (60)                                 |                 | 240                  |

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

|     | A | B | C | D | E | F | G   | H                           | K                        | L                                    | M               | N                    |
|-----|---|---|---|---|---|---|---|-----------------------------|--------------------------|--------------------------------------|-----------------|----------------------|
| 1   |   |   |   |   |   |   |   |                             |                          |                                      |                 |                      |
| 2   |   |   |   |   |   |   |   | <b>Oct '18<br/>Sept '19</b> | <b>Annual<br/>Budget</b> | <b>\$ Over<br/>Annual<br/>Budget</b> | <b>Comments</b> | <b>Last Year YTD</b> |
| 117 |   |   |   |   |   |   | Security Repairs                            | 4,992                       | 5,000                    | (8)                                  |                 | 2,916                |
| 118 |   |   |   |   |   |   | <b>Total 57200 - Parks &amp; Recreation</b> | 231,926                     | 240,846                  | (8,920)                              |                 | 230,841              |
| 119 |   |   |   |   |   |   | 58003- Future CIP Projects and Reserves     | 336,179                     | 336,179                  | 0                                    |                 | 313,472              |
| 120 |   |   |   |   |   |   | <b>Total Expense</b>                        | 872,497                     | 917,262                  | (44,765)                             |                 | 852,771              |
| 121 |   |   |   |   |   |   | <b>Revenue Less Expenses</b>                | 48,295                      | 0                        | 48,295                               |                 | 47,200               |
| 122 |   |   |   |   |   |   | <b>Other Revenue/Expense</b>                |                             |                          |                                      |                 |                      |
| 123 |   |   |   |   |   |   | <b>Other Revenue</b>                        |                             |                          |                                      |                 |                      |
| 124 |   |   |   |   |   |   | SunTrust Credit Card Rewards                | 501                         |                          | 0                                    |                 |                      |
| 125 |   |   |   |   |   |   | FY 17-18 Carryover                          | 184,037                     |                          | 184,037                              |                 |                      |
| 126 |   |   |   |   |   |   | <b>Total Other Revenue</b>                  | 184,538                     | 0                        | 184,037                              |                 |                      |
| 127 |   |   |   |   |   |   |   |                             |                          |                                      |                 |                      |
| 128 |   |   |   |   |   |   | <b>Other Expense</b>                        |                             |                          |                                      |                 |                      |
| 129 |   |   |   |   |   |   | Unassigned CIP Projects                     | 182,473                     | 179,037                  | 3,436                                |                 |                      |
| 130 |   |   |   |   |   |   | Funding for District's Reserve Acct         | 5,000                       | 5,000                    | 0                                    |                 |                      |
| 131 |   |   |   |   |   |   | <b>Total Other Expense</b>                  | 187,473                     | 184,037                  | 3,436                                |                 |                      |
| 132 |   |   |   |   |   |   | <b>Net Other Income</b>                     | (3,436)                     | (184,037)                | (3,436)                              |                 |                      |
| 133 |   |   |   |   |   |   | <b>Net Income</b>                           | 44,859                      | (184,037)                | 44,859                               |                 |                      |

# Lake St. Charles CDD Property Manager Expense Report

September 2019

|                                     | Type               | Date       | Num                 | Memo                           | Amount       |
|-------------------------------------|--------------------|------------|---------------------|--------------------------------|--------------|
| <b>Ace Hardware</b>                 |                    |            |                     |                                |              |
|                                     | Credit Card Charge | 09/09/2019 | Misc Items          | Club Facility Maintenance      | 17.97        |
|                                     | Credit Card Charge | 09/10/2019 | Misc Items          | Misc. Landscape Maintenance    | 29.96        |
| <b>Ameriscape Services</b>          |                    |            |                     |                                |              |
|                                     | Credit Card Charge | 09/30/2019 | Debris Pile Pick up | Misc. Landscape Maintenance    | 575.00       |
| <b>Home Depot</b>                   |                    |            |                     |                                |              |
|                                     | Credit Card Charge | 09/16/2019 | Misc items          | Misc. Landscape Maintenance    | 18.05        |
|                                     | Credit Card Charge | 09/18/2019 | Misc Items          | Misc. Landscape Maintenance    | 57.83        |
|                                     | Credit Card Charge | 09/19/2019 | Misc Items          | Club Facility Maintenance      | 109.20       |
|                                     | Credit Card Charge | 09/19/2019 | Weed Killer         | Misc. Landscape Maintenance    | 383.97       |
| <b>O'Reilly Auto Parts</b>          |                    |            |                     |                                |              |
|                                     | Credit Card Charge | 09/12/2019 | Truck Battery       | Ford F250 Maintenance & Repair | 196.49       |
| <b>Pinch-A-Penny Pool-Patio-Spa</b> |                    |            |                     |                                |              |
|                                     | Credit Card Charge | 09/04/2019 | Clock               | Club Facility Maintenance      | 28.20        |
| <b>Sod X</b>                        |                    |            |                     |                                |              |
|                                     | Credit Card Charge | 09/20/2019 | Sod                 | Sod Replacement                | 25.00        |
| <b>Winn Dixie</b>                   |                    |            |                     |                                |              |
|                                     | Credit Card Charge | 09/23/2019 | Water               | Clubhouse Supplies             | 9.00         |
| <b>Total</b>                        |                    |            |                     |                                | <b>1,451</b> |

## November 2019 Property Manager's report

I received 2 proposals for the upcoming SWFWMD inspection reports that are due March 4<sup>th</sup> 2020. One from **Zoller Engineering for \$2,071** and one from Cumby and Fair Engineering for \$ ..... Cumby and Fair performed our most recent report. I would like Board authorization to proceed with Zoller Engineering. The district's purchasing policy only requires one proposal for work costing up to \$3,000. This project was budgeted at \$6,500.

I also received a proposal for dredging of 4 additional ponds from Remson Aquatics for \$58,824. See the map below of the 4 ponds #21, #24, #18, #25. Selecting this vendor will eliminate the need for the hydrologic survey which would cost \$13,503.50 because the vendor disposes of the sediment on his own nearby property. I will need board approval to engage this vendor without issuing an RFP as an exception to the District's purchasing policy. The district's purchasing policy requires an RFP for construction projects costing \$50,000 or more. This project was budgeted at \$60,000.



# Lake St. Charles CDD

## Midge Fly Assessment

Sample date: 10/21/2019

Report date: 10/29/2019

Produced by: Jordana Cutajar

Lab and Field Biologist



|                |   |
|----------------|---|
| Midge Methods  | 2 |
| Report Site 9  | 3 |
| Report Site 27 | 4 |



2100 NW 33<sup>rd</sup> Street  
Pompano Beach, FL 33069  
800-432-4302

[www.aquaticsystems.com](http://www.aquaticsystems.com)

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

Midge Fly sampling procedures included the following steps:



An Ekman grab was prepared for sampling



Open water samples were collected by using an Ekman grab



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



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



Small particles were washed through the mesh sieve



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



Midge larvae were picked out of the bucket and counted



Microscopic view of midge larvae

## Midge Fly Assessment: Lake St. Charles CDD, Site 9

Date Sample Taken: 10/21/2019

| Sample Location | Number of Larvae/m <sup>2</sup><br>(Pre-Treatment, Oct 2019) |
|-----------------|--|
| 1               | 0  |
| 2               | 304  |



### Observations

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

### Recommendations

☒ Larvicide Treatments

## Midge Fly Assessment: Lake St. Charles CDD, Site 27

Date Sample Taken: 10/21/2019

| Sample Location | Number of Larvae/m <sup>2</sup><br>(Pre- Treatment, Oct 2019) |
|-----------------|---|
| 1               | 0   |
| 2               | 15220+  |
| 3               | 0   |
| 4               | 0   |
| 5               | 0   |
| 6               | 0   |
| 7               | 15220+  |
| 8               | 0   |
| 9               | 0   |
| 10              | 0   |
| 11              | 15220+  |
| 12              | 0   |



### Observations

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

### Recommendations

☒ Larvicide Treatments

## 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         | 4       |          |          | 20           | 32         |
| Completed Clubhouse Rentals | 3       | 0        | 0     | 0     | 2   | 6    | 3    | 1      | 1         | 2       |          |          | 18           | 38         |
| Guest Passes Issued         | 0       | 0        | 0     | 0     | 1   | 6    | 4    | 1      | 1         | 0       |          |          | 13           | 12         |
| Replacement Cards           | 3       | 0        | 1     | 1     | 1   | 4    | 2    | 3      | 2         | 0       |          |          | 17           | 7          |
| Resident Access Cards       | 6       | 2        | 2     | 4     | 15  | 28   | 12   | 12     | 5         | 5       |          |          | 91           | 100        |
| Renters Access Cards        | 6       | 4        | 0     | 1     | 5   | 13   | 11   | 4      | 1         | 1       |          |          | 46           | 71         |
| Parking Stickers            | 6       | 4        | 2     | 5     | 18  | 21   | 18   | 9      | 8         | 10      |          |          | 101          | 122        |
| Online Purchases            | 2       | 2        | 2     | 2     | 2   | 3    | 2    | 1      | 2         | 2       |          |          | 20           | 21         |
| Monthly Total               | 27      | 12       | 9     | 16    | 45  | 88   | 54   | 31     | 20        | 24      |          |          | 326          | 403        |

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

Mark & Adriana notarized 2 documents.