

## **Supervisor Packet for January 7, 2020 General Meeting**

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

**7:00 p.m., January 7, 2020**

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

**Board of Supervisors**

Virginia Gianakos, Chair 293-4728

Dave Nelson, Vice Chair, 293-7979

Sabrina Peacock, Secretary/Treasurer, 951-8327

Jim Simon, Supervisor, 741-0413

Robb Fannin, Supervisor, 785-5423

**LSC CDD Staff**

Adriana Urbina, District Manager,  
741-9768

Mark Cooper, Property Manager, 990-7555

John Martini, Maintenance Staff, 365-0544

Bryant Urbina, Maintenance Staff, 526-2063

Luis Martinez, Facilities Monitor, 990-7250

Greg Gianakos, Maintenance Staff, 695-1995

<i><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 (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. 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><b>a. December 3, 2019 Meeting Minutes</b></li> <li><b>b. Committee Meeting Minutes for December 2019</b> <ol style="list-style-type: none"> <li><b>i. Treasurer's Review Committee</b></li> <li><b>ii. Security and Grounds Committee</b></li> <li><b>iii. Management Committee</b></li> <li><b>iv. Strategic Committee</b></li> </ol> </li> <li><b>c. November 2019 Financial Statements</b></li> <li><b>d. December 2019 Property Manager Monthly Report</b></li> </ol> </li> </ol>

	<p>e. December 2019 Clubhouse Monthly Report</p> <p>f. December 2019 Facilities Monitor Report</p>
<b>7:20-8:20</b>	<b>8. COMMITTEE REPORTS (60 Minutes)</b>
	<p>1. <b>Treasurer's Review Committee</b> – Treasurer Peacock</p> <p>2. <b>Grounds/Security Committee</b> – Committee Chair Fannin</p> <p>3. <b>Management Committee</b> – Committee Chair Gianakos</p> <p>a. The Committee Chairman recommends a Motion to approve Policy #5000 FY19-20 Goals &amp; Objectives of the Board of Supervisors.</p> <p>4. <b>Strategic Planning Committee</b> – Committee Chair Simon</p> <p>a. Future Projects Discussion</p>
<b>8:20- 8:30</b>	<b>11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR GIANAKOS(10 Minutes)</b>
	<b>GENERAL REMARKS</b> – Chair of The Board of Supervisors
<b>8:30 -8:35</b>	<b>12. PROPERTY MANAGER (5 Minutes)</b>
	<p><b>Items for Consideration by Property Manager - Mark Cooper</b></p> <p>1. Property Management Report</p>
<b>8:35–8:40</b>	<b>13. DISTRICT MANAGER (5 Minutes)</b>
	<p><b>Items for Consideration by District Manager – Adriana Urbina</b></p> <p>1. District Manager Report</p>
<b>8:40 –8:50</b>	<b>14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)</b>
<b>8:50</b>	<b>ADJOURN</b>



Date: December 3, 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, Ginny Gianakos  
Vice Chair, Dave Nelson  
Secretary/Treasurer, Sabrina Peacock  
Supervisor, Robb Fannin  
Supervisor, Jim Simon Absent

**Staff:**

Adriana Urbina, District Manager  
Mark Cooper, Property Manager

**In attendance:**

Lake St. Charles Residents

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

1. On **MOTION** by Supervisor Nelson and second by Supervisor Fannin the Board approved the, December 3, 2019 Consent Agenda consisting of the: November 5, 2019 General Meeting Minutes, the November Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the October 2019 Financial Reports, the Property Manager, District Administrative Assistant reports, and the Facility Monitor November 2019 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 4 to 0
2. On **MOTION** by Supervisor Peacock and Second by Supervisor Fannin, the Board approved assigning District Manager, Adriana Urbina as the District's Registered Agent. Motion passed 4 to 0

3. On **MOTION** by Supervisor Peacock and Second by Supervisor Fannin, the Board approved to have a tree survey conducted at the dog park/ playground area not to exceed \$2,600.00. Motion passed 4 to 0
4. On **MOTION** by Supervisor Nelson and Second by Supervisor Fannin, the Board approved the bid received from Curtis Plumbing for a commercial water softener in the amount of \$3,125.00. Discussion included the need to have better water quality and to prevent rusting in the plumbing of the newly renovated restrooms. Motion passed 4 to 0

AI: Add 1 hour to next's month's agenda for discussion of future projects.

AI: Board of Supervisors Goal and Objectives due to District Manager by December 18, 2019.

AI: For District Manager to review Budget Policy and verify that \$5,000 needs to be sent to District's Reserve Account annually.

5. On **MOTION** by Supervisor Nelson and Second by Supervisor Fannin, the Board approved the bid provided by Lawson Courts for the tennis courts resealing in the amount of \$15,600 and the basketball court repair in the amount of \$1,200. Both projects are part of this year's CIP expense chart. Motion passed 4 to 0

Meeting adjourned at 7:58PM

Respectfully submitted,

Sabrina Peacock, Treasurer/Secretary

Virginia Gianakos, Chair

# Treasurer's Review Committee Meeting Minutes

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**Date:** *Thursday, December 19, 2019, 1:00 pm*

**Chair:** *Supervisor Sabrina Peacock*

**Operations Manager:** *Adriana Urbina*

**Committee Members:** *Supervisor Sabrina Peacock, Adriana Urbina & Mark Cooper*

## Notice of Meetings – Treasurer's Review Committee

The scheduled date for the Treasurers Review Committee meetings is set as follows:

**The third (3<sup>rd</sup>) Thursday of each month at 1:00 pm.**

The next Treasurer's Review Committee Meeting will be **Thursday, January 16, 2020 at 1:00 pm.**

-The Treasurer reviewed and signed checks

-The committee reviewed the list of priority projects with estimated costs as discussed in last month's meeting to be accomplished in the next 2-3 years. The property manager is waiting on a few more estimates for some of the newer projects mentioned such as a park restroom and geo thermal heating of the pool.

# Security - Grounds Committee Meeting Minutes

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**Date:** *Wednesday, December 18<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 informed of the recommendations of the Strategic Planning Committee and the prioritized projects and costs were shared with him. He was informed of Hillsborough County's authorization to proceed with the park picnic area project and the project manager's intentions and plans to improve the clubhouse security / monitoring cameras and recording device within the \$5,000 operational line item budget.

Also planned is to completely cover the baseball base lines, pitcher mound and home plate areas with baseball infield clay to improve the baseball field's appearance. This will be done within the Park Facility maintenance line item budget.

Supervisor Fannin was informed of first bid received and cost of the park restroom \$130,000 and my efforts to find a prefabricated restroom at a lesser cost.

The post fall midge treat report was also reviewed and it appears that the aeration system in Pond # 9 is showing signs of effectively assisting in mitigation the midge problem. It is the intention to determine if the 4<sup>th</sup> midge treatment is needed next spring in pond #9. If control seems good after 3 treatments the 4 treatment will be deleted. It appears that this is making a strong case for aeration of the large lake but will continue to monitor the post treatment results over the next year. See the attached Post Fall treatment midge survey. **Of note: The representative did say that although the larvae counts were high in some areas many were showing signs of deformation which is the result of one of the treatment agents. It is a bacteria that disrupts their physical development.**

The meeting adjourned at 1:15 pm.

# Lake St. Charles

## Midge Fly Assessment

Sample date: 12/3/2019  
Report date: 12/5/2019

Produced by: Jordana Cutajar  
Lab and Field Biologist

Midge Methods	2
Report Site 9	3
Report Site 27	4



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## Midge Fly Assessment Method

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, Site 9 Date Sample Taken: 12/3/2019

Sample Location	Sample Number	Number of Larvae/m <sup>2</sup> (Pre-Treatment October)	Number of Larvae/m <sup>2</sup> (Post-Treatment December)
Site 9	1	0	0
	2	304	0



## Observations

A midge fly assessment was performed at Lake St. Charles Site 9. It is recommended that midge fly densities remain below 1000 larvae/m². Based on field survey results, it is evident that all sampling locations are not experiencing nuisance level midge fly densities.

## Recommendations

- ☒ Monitor for midge flies in spring and fall
- ☒ Budget for treatments as needed in the future

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

## Date Sample Taken: 12/3/2019

Sample Location	Sample Number	Number of Larvae/m <sup>2</sup> (Pre- Treatment October)	Number of Larvae/m <sup>2</sup> (Post- Treatment December)
Site 27	1	0	0
	2	15220+	30441+
	3	0	609
	4	0	5175
	5	0	0
	6	0	0
	7	15220+	30441+
	8	0	609
	9	0	0
	10	0	0
	11	15220+	1826
	12	0	304



**Observations**

A midge fly assessment was performed at Lake St. Charles, Site 27. It is recommended that midge fly densities remain below 1000 larvae/m<sup>2</sup>. Based on field survey results, sampling locations 2, 4, 7, and 11 are experiencing nuisance level midge fly densities.

Recommendations	
<input checked="" type="checkbox"/>	Larvicide Treatments
<input checked="" type="checkbox"/>	Aeration

# Management Committee Meeting Minutes

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**Date:** *Thursday, December 19, 2019 @ 11:30 pm*

**Chairperson:** *Chairman Virginia Gianakos*

**Operations Manager:** *District Manager, Adriana Urbina*

**In Attendance:** *Chairman Virginia Gianakos, Property Manager, Mark Cooper, District Manager, Adriana Urbina,*

## Notice of Meetings – Management Committee

The next Management Committee Meeting will be **Thursday, January 16, 2020 at 11:30 pm.**

- The Committee Chairman reviewed and signed checks.
- The Committee Chairman was informed of estimated costs for upcoming projects.
- The Committee Chairman reviewed Policy #5000 FY19-20 Goals & Objectives of the Board of Supervisors.  
**The Committee Chairman recommends a Motion to approve Policy #5000 FY19-20 Goals & Objectives of the Board of Supervisors.**

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# Lake St. Charles Community Development District

## POLICY HANDBOOK

POLICY TITLE: FY 19-20 Goals and Objectives of the Board of Supervisors (FY-Years 2019-2020)

POLICY NUMBER: 5000

BOARD MOTION: M01-07-2020-xx

5000.1 **Legal Compliance.** To remain in compliance with all applicable state and federal statutes and regulations related to Special Districts and Community Development Districts.

5000.2 **Financial.**

5000.2.1 Generate and maintain a "Clean Audit" including auditor recommendations per the Audit Management Letter.

5000.2.2 Implement and maintain a semi-annual (twice a year) internal audit of financial and security systems and procedures.

5000.2.3 Review and annually maintain the residential class assessment level ceiling of up to \$1,120 (single family units & villas) for the next 5 years to 2021.

5000.2.4 To develop and maintain financial revenue and expense forecasts and cash flow requirements based on the final adopted assessment methodology report and actual expenses incurred.

5000.2.5 To maintain a minimum Reserve Fund equivalent to \$230,000 with an annual \$5,000 contribution **made at Board's discretion**. \$80,000 (may be adjusted as needed per insurance policy) committed to the coverage of the District's insurance deductible; \$100,000 committed to 2 months of cash flow needs that may occur between October and December and \$50,000 committed to unexpected projects mandated by law or county ordinance (3200.Budget Policy, specifically 3200.4).

5000.2.6 All District projects and O&M (Operations and Maintenance) decisions are made in compliance with all District budget policies and the District's adopted Funding Approval Process Flowchart.

5000.3 **Strategic Planning.**

5000.3.1 Maintain and review a Master Plan of our present and future infrastructure and any further design of our amenities, existing or new, including alternative uses for District properties. This plan will include fiscal forecasts and staffing requirements for post bond period based on the final adopted assessment methodology report.

5000.3.2 Development and maintenance of a comprehensive communication link with Lake St. Charles residents to accommodate all means of communication.

5000.3.3 On-going maintenance of the Capital Improvement Plan (CIP). All approved revisions must be made to the baseline cost model to identify revisions to the finalized assessment fee.

5000.3.4 To establish long-term goals for the District for Board approval and adoption such as: (1) maintain or enhance property values; (2) stabilize annual fee assessment; (3) avoid special assessments to pay for unplanned, mandated projects.

5000.4 **Operational.**

5000.4.1 Provide orientation to new Board members. The District Manager to maintain and update the orientation manual to reflect legal changes and/or board actions.

5000.4.2 Develop and maintain a methodology of data collection such as “walk ins” and any other resident contact by personnel, including web hits. This could be taken/kept by the Property Manager and/or the District Manager.

5000.4.3 ~~Reformat and consolidate policy manuals into one resource, making adopted policies easier to reference.~~ Maintain and update policy manual, making adopted policies easier to reference.

5000.4.4 ~~Establish a planned approach by staff for the continuance of the LSC Records Management Project.~~ Maintain and update LSC Records Management Project.

5000.4.5 ~~Establish internal controls for employee hours worked and an evaluation of ongoing management and staffing requirements based on cyclical needs or district demands.~~ Maintain internal controls for employee hours worked and evaluate management and staffing requirements based on cyclical needs or District demands.

5000.4.6 ~~Establish a plan to maintain grounds and resident services during staff absences, illness, vacation, holiday and PTO.~~ Periodically review plans to maintain grounds and resident services during staff absences, illness, vacation, holiday and PTO.

5000.5 **General.** Seek out methods to encourage greater participation of residents in Board, Committee activities, and create ongoing opportunities for constituent input on current and future District issues

# Strategic Planning Committee Meeting Minutes

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

**Chairperson:** *Supervisor Jim Simon*

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

The November Strategic Planning Committee reviewed the list of priority projects with estimated costs as discussed in last month's meeting to be accomplished in the next 2-3 years. The property manager is waiting on a few more estimates for some of the newer projects mentioned such as a park restroom and geo thermal heating of the pool.

The committee will share the preliminary information with Treasures Review committee and Security and Grounds committees.

The preliminary agreed upon list of prioritized projects and costs are as follows:  
Items in **red** were not originally a part of the CIP plan.

- |    |   |                                     |
|----|---|-------------------------------------|
| 1) | New Playgrounds   | \$200,000                           |
| 2) | Restrooms in the Park estimated \$50,000  | - actual bids \$80,000 to \$130,000 |
| 3) | Resurface / replace / repair trail system with necessary bio barriers and root pruning                                  | \$400,000                           |
| 4) | Aerate large lake   | \$110,000                           |
| 5) | Resurface cull de sacs and add parking to Waterton Drive cull de sac. To be done with trail repairs for better pricing. | \$25,000                            |
| 6) | Reseal clubhouse parking lot.   | \$5,000                             |
| 7) | Reseal, stripe and color coat 2 basketball courts   | \$12,000                            |
| 8) | New pool furniture or re-strapping- current furniture was refurbished in 2014   | \$15,000                            |
| 9) | Power pedestals for pool – charging stations for pool awning areas.   | \$6,000                             |
- 10) Convert tennis court lights to LED \$18,000
- 11) Improve dog park (need board input as to what is wanted which affects cost estimate).
- 12) Cameras security enhancements. Need board input for estimate.
- 13) Securing park at each cull de sac with drive gates, fencing and pedestrian gates. \$85,000
- 14) Geo thermal heating/ cooling of the pool to 85 degrees \$133,081 - \$175,000

On the following pages are this year's CIP planned projects which shows a \$179,410 carry forward to next year making a projected total available next year of \$405,092.

It is anticipated that \$200,000 will be spent on a new park playground, \$85, 000 on a new park restroom, \$30,000 on root pruning and bio barrier along the Charleston brick wall and \$80,000 to start trail repairs near the I-75 Bridge. These amounts total \$395,000 leaving \$10,000 unspent. It is likely that there will be an estimated \$20,000 of unspent carry over from unspent budgeted operational line items. This results in an approximate \$30,000 cushion against budget estimates for the various projects.

See the long term CIP plan and look closely at the next 2-3 years of anticipated projects and costs. It addresses the top 9 items on the above priority list.

It is anticipated by the Strategic Planning Committee that the Board will review the Long Term CIP plan (attached) paying particular attention to the next 2-3 years and solidify the working plan with a vote.

Meeting adjourned at 11:00 am.

	A	B	C	D
1	Fiscal Year 20 - October 1, 2019 - September 30, 2020			
2	<b>Projects</b>	<b>Cost Estimate</b>	<b>Proposal Cost</b>	<b>Actual Cost</b>
3	Midge fly control including large lake algae control monthly and aeration maintenance. <b>Moved to operational costs.</b>		\$75,000	
4	Basketball court repair	\$1,200.00	\$1,200	\$1,200.00
5	Tennis court sealing and color coat	\$16,000.00	\$16,000	\$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		\$57,324.00
8	Water softner for Clubhouse	\$2,100.00	\$2,100	\$3,125.00
9	Tree Survey of dog park & playground area		\$2,600	\$2,500.00
10	Possible drainage system repairs (none anticipated at this time)	\$10,000.00		\$770.00
11	Picnic slab, tables and grill if \$5,000 grant awarded	\$7,000.00		\$7,000.00
12	Final E & L Payment last change order sidewalk removal.			\$643.65
13	Dredging engineering / certification / soil testing	\$13,503.00		
14	4 power pedestals/ electrician pool awnings for phone / computer charging (pre-wired)	\$6,500.00	\$1,000 each	
15	Site engineering for new playground site (SWFWMD permit modification)	\$5,000.00		
16	Tennis court LED light conversion	\$18,000.00	\$18,000	
17	Tennis court fencing replacement and new access gates-	\$18,000.00	\$18,000	
18	Add Practice board to tennis court	\$6,500.00		
19	<b>RESERVE FUNDING</b>			
20	Additional Funding of Reserve Account - balance with funding: \$254,000		\$5,000.00	\$5,000.00
21	<b>TOTAL EXPENDITURE</b>			<b>\$95,062.65</b>
22	Burton target of FY 20 available project funds = \$307,440			
22	Actual budget funds available are 905,682 assessment income - O & M estimated at 676,069 = \$229,614			\$229,614.00
23	FY 19 unspent project Funds - estimated at \$0 + unspent FY 19 O&M amounts verified at \$44,859			\$44,859.00
24	Projects that are inevitable		<b>TOTAL Funds Available</b>	<b>\$274,473.00</b>
25	Projects deemed necessary		Unassigned Funds	\$179,410.35
26	Projects that could result in long term cost savings, be postponed or can be eliminated.			
27	Projects that may not incur as much cost as estimated			
28	<b>Other possible projects</b>			
29	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		
30	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		

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Lake St Charles - Proposed Capital Improvement Program (FY2017-2031) OPTION 1													
2														
3	Project Name	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	FY 31	Total
4	Drainage system repairs - 5 Yrs	770	-	-	-	-	10,000	-	-	-	-	20,000	-	30,770
5	SWFWMID Drainage O&M insp & report due @ 5 yrs	1,500	-	-	-	-	7,000	-	-	-	-	8,000	-	16,500
6	Units 1-6, 11-15 @ 5 yrs 3/4/2020 due	-	-	-	-	-	-	-	-	-	-	-	-	-
7	Units 7-10 @ 5 yrs 3/4/2020 due	-	-	-	-	-	-	-	-	-	-	-	-	-
8	Stained clubhouse office floors	-	-	-	-	-	-	-	-	-	-	-	-	\$
9	Resurface Clubhouse parking lot @ 15 yrs	-	-	-	-	-	-	-	-	-	-	-	-	-
10	Pool Furniture	-	-	-	15,000	-	-	-	-	-	16,000	-	-	31,000
11	Pool Awnings	-	-	-	-	13,000	-	-	-	-	-	-	15,000	28,000
12	New access system and DVR camera recorder Card reader to turn on tennis court lights/timer	-	-	-	-	-	-	-	-	-	-	-	-	17
13	Replace French Doors Front & Back & 2 Hall Access	-	-	-	-	-	-	-	-	-	-	-	-	-
14	Cypress/ Oak tree removal and replacement	-	-	-	-	-	-	-	-	-	-	-	-	-
15	Replace Clubhouse office door	-	-	-	-	-	-	-	-	-	-	-	-	-
16	Carpet tile clubhouse, LVT kitchen & Foyer	-	-	-	-	-	-	8,000	-	-	-	-	-	8,000
17	Replace interior tables and chairs	-	-	-	-	-	-	-	-	-	-	-	-	8,000
18	Water meter, drinking fountain, spigot in park	-	-	-	-	-	-	-	-	-	-	-	-	-
19	Replace island planters w/ concrete planters	-	-	-	-	-	-	-	-	-	-	-	-	-
20	Bat Houses (5)	-	-	-	-	-	-	-	-	-	-	-	-	-
21	Lake Bank Restoration - 125 L.F.	-	-	-	-	-	-	-	-	-	-	-	-	-
22	Gambusia minnow (mosquito) fish stocking	-	-	-	-	-	-	-	-	-	-	-	-	-
23	ADA compliant aluminum Handrail at stairs	-	-	-	-	-	-	-	-	-	-	-	-	-
24	Legal and assessment adoption	-	-	-	-	-	-	-	-	-	-	-	-	-
25	Replace benches and Trash receptacles	-	-	-	-	-	-	-	-	-	-	-	-	-
26	Emergency Debris removal Hurricane Irma	-	-	-	-	-	-	-	-	-	-	-	-	-
27	Midge Study	-	-	-	-	-	-	-	-	-	-	-	-	-
28	Midge Treatment	-	-	-	-	-	-	-	-	-	-	-	-	-

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
3	Project Name	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	FY 31	Total
29	Electric service for pond #9 Areation													-
30	Villas electrical service remounted on new sign wall													-
31	Villas sign wall block backing and engineering													-
32	New entrance, directory & neighborhood signage			-	-	-	-	-	-	-	-	-	-	-
33	Resurface color coat stripe & goals basketball court													-
34	Re color coat seal and strip Basketball courts			15,000					20,000					35,000
35	Basketball court crack repairs	1,200												1,200
36	Replace pool equip and fiberglass housings @ 20 yrs	-	-	-	-	-	-	-	-	-	-	-	-	-
37	Pre dredge Data - Hydrologic survey													-
38	Replace villas foam wall with PVC fence													-
39	Replace 1800 w lake fin lights with 126 w LED lights	-	-	-	-	-	-	-	-	-	-	-	-	18,000
40	New or used electric golf cart		-	-	-	-	-	-	7,500			-	-	7,500
41	Installed traffic control bollards (4) at trail entrances													1,500
42	Electric feed to garage replacement													1,500
43	Hurricane impact windows in Clubhouse													1,500
44	APP Funding													1,500
45	Clubhouse back door window blind													-
46	Clubhouse A/C replacement													-
47	Replace hallway and front cameras (in operation budget)			-	-	-	-	-	-	-	-	-	-	-
48	Replaced ADA gate opener													-
49	Reserve funding	5,000								5,000	5,000	5,000	5,000	25,000
50	Dredge 4 ponds #11, #20, #22, #23													-
51	Dredge 4 ponds #18, #21, #24, #25	57,324												57,324
52	Clubhouse restroom renovations including:Re-pipe Clubhouse water lines, pool bathroom floors, Replace 2 Clubhouse water heaters @ 15 yrs, A/C and heat climate control- mini splits													-
53	Building permit fees, +450 to Judy's for expedition													-
54	Clubhouse restroom Architectural \$12,135 and Engineering fees 2,465													-

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Project Name	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	FY 31	Total
3														
55	Shade structure for wade pool + \$5,000 grant awarded													-
56	4 power pedestals at pool canopys			6,500										6,500
57	Water softener at clubhouse	3,125												3,125
58	Picnic slab, tables and grills if \$5,000 grant is awarded	7,000												7,000
59	Tree survey for planning Playground and Dog Park	2,500												
60	Replace Tennis court Fencing w/ Black vinyl paint poles					18,000								18,000
61	Recolor seal coat tennis courts @ 4 yrs	16,000	-	-		17,000	-	-		19,000	-	-		52,000
62	Convert overhead tennis court lights to LED					18,000								18,000
63	Add practice board to tennis court					7,000								7,000
64	Baseball in field upgrades					45,000								45,000
65	Soccer field upgrades					30,000								30,000
66	Root prune and re bio barrier @ 15 yrs - Phase 1 &2		30,000									75,000	-	105,000
67	Replace playground equip @ 20 yrs		200,000		-	-	-	-	-	-	-	-	-	200,000
68	Park restroom?		85,000			-								85,000
69	Secure Park													
70	Resealed clubhouse parking lot			5,000						3,500				\$8,500
71	Resurface cul de sacs @ 25 yrs reseal at 5 years				15,000	-		-		3,000		-		18,000
72	Resurface trail system @ 25 yrs 13200 sy		80,000	120,000	160,000	-	-	-	-	-	-	-	-	360,000
73	Aerate large lake			100,000										
74	Patch and paint I-75 wall					-	50,000	-	-	-		-	-	50,000
75	Repair cracked brick walls and columns					-	125,000		100,000	-	-	-	-	225,000
76	Reseal trail system @ 5 yrs					17,000					-		20,000	37,000
77	Replace Clubhouse Roof (metal) 45 squares @ 30 yrs				35,000	-		-	-	-	-	-	-	35,000
78	Resurface spa @ 15 yrs				-	8,000	-	-	-	-	-	-	-	8,000
79	Resurface wade pool @ 15 yrs				-	8,000	-	-	-	-	-	-	-	8,000
80	Resurface tennis courts @ 15 yrs	-	-	-	-	-	-	-	-	-	-			-
81	Replace District Truck							20,000						20,000
82	Revamping of Irrig system					35,000	-	-	-		-	-	-	35,000

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Project Name	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	FY 31	Total
83	Street tree structural pruning						-			50,000		-	-	50,000
84	Replace docks	-					-	-	30,000			-	-	30,000
85	New well @ guardhouse to prevent rust staining						-	-	12,000			-	-	12,000
86	Replace District Car						20,000							20,000
87	Resurface pool @ 15 yrs and make ADA compliant	-	-	-	-	-	-	175,000	-	-		-	-	175,000
88	Repaint Clubhouse exterior 4000 sf 16 gal @ 10 yrs	-	-	-	-	-		1,500	-	-		8,000	-	9,500
89	Converted underwater pool lights to LED fixtures													-
90	Converted overhead pool lights to LED fixtures													-
91	Start saving for new clubhouse offices and gym								35,000	125,000	180,000	80,000	155,000	575,000
92	New office computers and software (in operations)													
93	Recurring Expenses													
94	Replace spa heater @ 2 yrs (in operation budget)		x		x		x		x		x		x	
95	Replace main pool filters @ 2 yrs (in operation budget)	x		x		x		x		x		x		
96	Total CIP Expenditure	94,419	395,000	246,500	225,000	216,000	212,000	204,500	204,500	205,500	201,000	196,000	195,000	2,492,959
97	CIP funding target per Burton's 2016 report	\$ 307,440	\$ 301,377	\$ 285,873	\$ 269,912	\$ 253,480	\$ 236,560	\$ 222,306	\$ 207,674					
98	Bond Refund at payoff 1/5/17													
99	Annual Assessment Collection Total	\$ 905,682	\$ 905,682	\$ 905,682	\$ 905,682	\$ 905,682	\$ 905,682	\$ 905,682	\$ 905,682	\$ 905,682	\$ 905,682	\$ 905,682	\$ 905,682	
100	Operations and Maintenance (O&M) Total	\$ 676,069	\$ 680,000	\$ 683,000	\$ 686,000	\$ 688,000	\$ 690,000	\$ 693,000	\$ 696,000	\$ 700,000	\$ 704,000	\$ 708,000	\$ 710,000	
101	Total Budgeted Funds for CIP	\$229,613	225,682	222,682	219,682	217,682	215,682	212,682	209,682	205,682	201,682	197,682	195,682	0
102	Previous years carry forward amount	\$44,859	\$179,410											
103	Total Funds Available (with carry over) for CIP	\$274,472	\$405,092	\$222,682	\$219,682	\$217,682	\$215,682	\$212,682	\$209,682	\$205,682	\$201,682	\$197,682	\$195,682	\$0
104	Reserve Target per Burton Plan 2016	220K	220K	230K	230K	235K	240K	245K	250K					
105	Actual Reserve Funds (policy applies)	\$254,000												

Lake St. Charles CDD

Funds Statement

Sept '19 - Nov '19

	Sept '19	Oct '19	Nov '19	Category
<b>Bank/Current Asset Accounts</b>				
CenterState Bank Checking	82,195	19,494	60,457	Cash
CenterState Bank Money Market	242,729	242,777	242,823	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	1,193	1,182	1,182	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>326,117</b>	<b>263,453</b>	<b>304,462</b>	
<b>Cash (Checking/Savings)</b>				
CenterState Bank Checking	82,195	19,494	60,457	
CenterState Bank Money Market	242,729	242,777	242,823	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	1,193	1,182	1,182	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
<b>Total Cash Accounts</b>	<b>326,117</b>	<b>263,453</b>	<b>304,462</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>326,117</b>	<b>263,453</b>	<b>304,462</b>	
<b>District Reserve Fund</b>				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	242,729	242,777	242,823	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	242,729	242,777	242,823	

Type	Num	Date	Name	Account	Original Amount
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Check	EFT/Auto	11/05/2019 Square Inc	10000-CenterState Bank Checking	-583.85
			Security/Renters Cards Deposits	300.00
			Security/Renters Cards Deposits	-7.90
			Security/Renters Cards Deposits	300.00
			Security/Renters Cards Deposits	-8.25
TOTAL				583.85

# Lake St. Charles CDD Disbursement Authorization Report

November 2019

	Type	Num	Date	Name	Account	Original Amount
	Check	EFT/Auto	11/06/2019	TECO Electric	10000-CenterState Bank Checking	-86.49
					53100 - Electric Utility Svs	86.49
TOTAL						86.49
	Check	EFT/Auto	11/06/2019	TECO Gas Company	10000-CenterState Bank Checking	-324.15
					53200 - Gas Utility Services	324.15
TOTAL						324.15
	Check	EFT/Auto	11/08/2019	ADP	10000-CenterState Bank Checking	-122.56
					Payroll Service Charge	20.43
					Payroll Service Charge	102.13
TOTAL						122.56
	Check	EFT/Auto	11/13/2019	ADP	10000-CenterState Bank Checking	-10,370.94
					District Manager	2,013.60
					Payroll Taxes - Employer Taxes	169.34
					Facilities Monitor	1,356.00
					Property Maintenance Team Lead	1,169.39
					Property Manager	2,423.21
					Payroll Taxes - Employer Taxes	490.84
					Supervisor Fees	1,000.00
					Employer Taxes	83.50
					Full Time Hybrid Employee	937.44
					Property Maintenance Part-Time	27.62
					Medical Stipend	200.00
					Medical Stipends	500.00
TOTAL						10,370.94
	Sales Tax Payment	EFT/Auto	11/19/2019	Florida Department of Revenue	10000-CenterState Bank Checking	-27.98

# Lake St. Charles CDD Disbursement Authorization Report

November 2019

Type	Num	Date	Name	Account	Original Amount
			Florida Department of Revenue	Sales Tax Payable	8.43
			Florida Department of Revenue	Sales Tax Payable	19.55
TOTAL					27.98
Check	EFT/Auto	11/22/2019	ADP	10000-CenterState Bank Checking	-132.81
				Payroll Service Charge	12.07
				Payroll Service Charge	60.39
				Supervisor Payroll Service	60.35
TOTAL					132.81
Check	EFT/Auto	11/26/2019	ADP	10000-CenterState Bank Checking	-8,806.76
				District Manager	2,013.60
				Payroll Taxes - Employer Taxes	154.04
				Facilities Monitor	1,356.00
				Property Maintenance Team Lead	1,300.32
				Property Manager	2,423.20
				Payroll Taxes - Employer Taxes	471.98
				Full Time Hybrid Employee	1,060.00
				Property Maintenance Part-Time	27.62
TOTAL					8,806.76
Check	EFT/Auto	11/27/2019	Square Inc	10000-CenterState Bank Checking	-289.35
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-10.65
TOTAL					289.35
Check	EFT/Auto	11/30/2019	Square Inc	10000-CenterState Bank Checking	-9.21
				Rental	9.21

# Lake St. Charles CDD Disbursement Authorization Report

November 2019

	Type	Num	Date	Name	Account	Original Amount
TOTAL						9.21
	<b>Bill Pmt -Check</b>	<b>8447</b>	<b>11/05/2019</b>	<b>Solitude Lake Management</b>	<b>10000-CenterState Bank Checking</b>	<b>-9,768.00</b>
	Bill	1st Midge Treatment	10/25/2019		Midge Treatment Contract	9,768.00
TOTAL						9,768.00
	<b>Bill Pmt -Check</b>	<b>8448</b>	<b>11/05/2019</b>	<b>Brandon Lock &amp; Safe, Inc.</b>	<b>10000-CenterState Bank Checking</b>	<b>-323.67</b>
	Bill	Mens Restroom gate r	10/22/2019		Security Repairs	323.67
TOTAL						323.67
	<b>Bill Pmt -Check</b>	<b>8449</b>	<b>11/05/2019</b>	<b>Department Of Economic Opportunity</b>	<b>10000-CenterState Bank Checking</b>	<b>-175.00</b>
	Bill	FY 19-20 Special Fee	10/01/2019		Special District Fees	175.00
TOTAL						175.00
	<b>Bill Pmt -Check</b>	<b>8450</b>	<b>11/05/2019</b>	<b>Staples</b>	<b>10000-CenterState Bank Checking</b>	<b>-158.97</b>
	Bill	Paper	10/15/2019		Office Supplies	66.99
					Printer Supplies	46.99
					Clubhouse Supplies	44.99
TOTAL						158.97
	<b>Bill Pmt -Check</b>	<b>8451</b>	<b>11/05/2019</b>	<b>SunTrust Credit Card</b>	<b>10000-CenterState Bank Checking</b>	<b>-10,678.75</b>
	Bill	Oct CC Statement	10/24/2019		13500 - SunTrust Visa Card	10,678.75
TOTAL						10,678.75
	<b>Bill Pmt -Check</b>	<b>8452</b>	<b>11/05/2019</b>	<b>Verizon Wireless</b>	<b>10000-CenterState Bank Checking</b>	<b>-43.16</b>
	Bill	09-24-19 to 10-23-19	10/23/2019		Telephone	43.16
TOTAL						43.16

# Lake St. Charles CDD Disbursement Authorization Report

November 2019

	Type	Num	Date	Name	Account	Original Amount
	Bill Pmt -Check	8453	11/05/2019	VSC Fire & Security, Inc	10000-CenterState Bank Checking	-60.00
	Bill	INV# 05-000148040	10/23/2019		Sec System Monitoring Contract	60.00
TOTAL						60.00
	Bill Pmt -Check	8454	11/05/2019	Solitude Lake Management	10000-CenterState Bank Checking	-1,575.00
	Bill	Nov Pond Mainten	11/01/2019		Pond & Stormwater Maint	1,110.00
					Pond & Stormwater Maint	465.00
TOTAL						1,575.00
	Bill Pmt -Check	8455	11/20/2019	Solitude Lake Management	10000-CenterState Bank Checking	-9,768.00
	Bill	2nd Midge Treatment	11/07/2019		Midge Treatments	9,768.00
TOTAL						9,768.00
	Bill Pmt -Check	8456	11/20/2019	Brandon Lock & Safe, Inc.	10000-CenterState Bank Checking	-330.00
	Bill	Pool gates- locks& k	11/08/2019		Club Facility Maintenance	330.00
TOTAL						330.00
	Bill Pmt -Check	8457	11/20/2019	Chris's Portable Toilets	10000-CenterState Bank Checking	-75.00
	Bill	1805-116942 Inv #	11/08/2019		Park Facility Maintenance	75.00
TOTAL						75.00
	Bill Pmt -Check	8458	11/20/2019	Cushion Solutions, Inc.	10000-CenterState Bank Checking	-105.00
	Bill	27032 Inv #	11/19/2019		Pool Maintenance Repairs	105.00
TOTAL						105.00
	Bill Pmt -Check	8459	11/20/2019	Doug Beldon Tax Collector	10000-CenterState Bank Checking	-3,195.79

# Lake St. Charles CDD Disbursement Authorization Report

November 2019

Type	Num	Date	Name	Account	Original Amount
Bill	FY 19-20 Tax Bill	11/20/2019		Local/Other Taxes	402.28
				Local/Other Taxes	638.86
				Local/Other Taxes	1,116.46
				Local/Other Taxes	134.39
				Local/Other Taxes	903.80
TOTAL					<u>3,195.79</u>
<b>Bill Pmt -Check</b>	<b>8460</b>	<b>11/20/2019</b>	<b>E&amp;L Construction Group, INC.</b>	<b>10000-CenterState Bank Checking</b>	<b>-643.95</b>
Bill	Final payment	11/13/2019		58003-Future CIP Projects & Res	643.95
TOTAL					<u>643.95</u>
<b>Bill Pmt -Check</b>	<b>8461</b>	<b>11/20/2019</b>	<b>Persson &amp; Cohen, P.A.</b>	<b>10000-CenterState Bank Checking</b>	<b>-84.70</b>
Bill	FL DEO Form	11/05/2019		District Counsel	84.70
TOTAL					<u>84.70</u>
<b>Bill Pmt -Check</b>	<b>8462</b>	<b>11/20/2019</b>	<b>Tampa Bay Times</b>	<b>10000-CenterState Bank Checking</b>	<b>-248.50</b>
Bill	AD#35105	11/09/2019		Legal Advertising	248.50
TOTAL					<u>248.50</u>
<b>Bill Pmt -Check</b>	<b>8463</b>	<b>11/20/2019</b>	<b>Zebra Cleaning Team, Inc.</b>	<b>10000-CenterState Bank Checking</b>	<b>-1,600.00</b>
Bill	Nov Pool Cleaning	11/11/2019		Pool Maintenance Contract	1,600.00
TOTAL					<u>1,600.00</u>
<b>Bill Pmt -Check</b>	<b>8464</b>	<b>11/20/2019</b>	<b>Tampa Bay Times</b>	<b>10000-CenterState Bank Checking</b>	<b>-248.50</b>
Bill	AD#35099	11/09/2019		Legal Advertising	248.50
TOTAL					<u>248.50</u>

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

November 2019

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	8465	11/20/2019	Tampa Bay Times	10000-CenterState Bank Checking	-240.00
Bill	AD#35097	11/09/2019		Legal Advertising	240.00
TOTAL					240.00
Bill Pmt -Check	8466	11/20/2019	Tampa Bay Times	10000-CenterState Bank Checking	-240.00
Bill	AD#35122	11/09/2019		Legal Advertising	240.00
TOTAL					240.00

# Treasurer's Report - CenterState Account

## November 2019

### 11/1/19 - 11/30/19

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						<b>19,494.20</b>
11/02/2019			Deposit		292.10	19,786.30
11/04/2019			Deposit		13,428.23	33,214.53
11/05/2019	8447	Solitude Lake Management	INV# 0000459865	9,768.00		23,446.53
11/05/2019	8448	Brandon Lock & Safe, Inc.	46980 Inv #	323.67		23,122.86
11/05/2019	8449	Department Of Economic Opportunity	73541 Inv # FY 19-20 Special Fee	175.00		22,947.86
11/05/2019	8450	Staples	6011 1000 4086 310	158.97		22,788.89
11/05/2019	8451	SunTrust Credit Card	4223071100091531 Acct #	10,678.75		12,110.14
11/05/2019	8452	Verizon Wireless	Acct# 842082173-00001	43.16		12,066.98
11/05/2019	8453	VSC Fire & Security, Inc	INV# 05-000148040	60.00		12,006.98
11/05/2019	8454	Solitude Lake Management	INV# 0000460445	1,575.00		10,431.98
11/05/2019	EFT/Auto	TECO Electric	06980007400 Acct #	2,841.48		7,590.50
11/05/2019	EFT/Auto	Square Inc	Y. Ubinas & L. Marshall CH Rental Deposit Refund	583.85		7,006.65
11/06/2019	EFT/Auto	TECO Electric	221005960721 Acct #	86.49		6,920.16
11/06/2019	EFT/Auto	TECO Gas Company	221003603224 Acct #	324.15		6,596.01
11/08/2019	EFT/Auto	ADP	545012616 Inv #	122.56		6,473.45
11/08/2019			Deposit		14.51	6,487.96
11/13/2019	EFT/Auto	ADP	P.E. 11-09-19	10,370.94		-3,882.98
11/15/2019			Deposit		42,147.84	38,264.86
11/15/2019			Deposit		292.20	38,557.06
11/19/2019	EFT/Auto	Florida Department of Revenue		27.98		38,529.08
11/20/2019	8455	Solitude Lake Management	INV# 0000462705	9,768.00		28,761.08
11/20/2019	8456	Brandon Lock & Safe, Inc.	47121 Inv #	330.00		28,431.08
11/20/2019	8457	Chris's Portable Toilets	1805-116942 Inv #	75.00		28,356.08
11/20/2019	8458	Cushion Solutions, Inc.	27032 Inv #	105.00		28,251.08
11/20/2019	8459	Doug Beldon Tax Collector	Tax Year 2019-20 Community Dev Street Lights Taxes	3,195.79		25,055.29
11/20/2019	8460	E&L Construction Group, INC.	Project# 19027	643.95		24,411.34
11/20/2019	8461	Persson & Cohen, P.A.	Acct # LakStCharles INV#23238	84.70		24,326.64
11/20/2019	8462	Tampa Bay Times	Acct# 105743 AD#35105	248.50		24,078.14
11/20/2019	8463	Zebra Cleaning Team, Inc.	INV# 3352	1,600.00		22,478.14
11/20/2019	8464	Tampa Bay Times	Acct# 105743 AD#35099	248.50		22,229.64

1/3/2020

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
11/20/2019	8465	Tampa Bay Times	Acct# 105743 AD#35097	240.00		21,989.64
11/20/2019	8466	Tampa Bay Times	Acct# 105743 AD#35122	240.00		21,749.64
11/22/2019	EFT/Auto	ADP	545829265 Inv #	132.81		21,616.83
11/22/2019			Deposit		46,362.63	67,979.46
11/25/2019			Deposit		14.51	67,993.97
11/25/2019			Deposit		1,223.39	69,217.36
11/26/2019	EFT/Auto	ADP	P.E. 11-23-19	8,806.76		60,410.60
11/27/2019	EFT/Auto	Square Inc	\CH Rental Deposit Refund	289.35		60,121.25
11/30/2019		Clubhouse Rentals			335.00	60,456.25
11/30/2019	EFT/Auto	Square Inc	2.6% + .10 Square processing fees for CH Rentals	9.21		60,447.04
11/30/2019			Interest		10.03	60,457.07
				<b>63,157.57</b>	<b>104,120.44</b>	<b>60,457.07</b>

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '19 Nov '19</b>	<b>Annual Budget</b>	<b>\$ Over Annual 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	117	1,450	(1,333)		163
7							<b>Total 36100 - Interest Earnings</b>	117	1,450	(1,333)		163
8							<b>General Fund Assessment-O&amp;M</b>					
9							General Fund Assessment Gross	108,501.52	958,146	(849,644)		98,234
10							GF Prop Tax Interest	0	0	0		0
11							GF Tax Collector Commissions	-2,080.38	(19,163)	17,083		(1,883)
12							GF Tax Payment Discount	-4,482.44	(38,326)	33,844		(4,067)
13							<b>Total General Fund Assessment-O&amp;M</b>	101,939	900,657	(798,718)		92,283
14												
15							<b>Total 36310 - Special Assessment</b>	101,939	900,657	(798,718)		92,283
16							<b>36311 - Excess Fees</b>	7,460.29	0	7,460		5,881
17							<b>36900 - Miscellaneous Revenues</b>			0		
18							Other Misc Revenue	58.20	1,200	(1,142)		61
19							Rental	627.10	1,900	(1,273)		207
20							Pool Snack Vending	0.00	475	(475)		0
21							<b>Total 36900 - Miscellaneous Revenues</b>	685	3,575	(2,890)		267
22							<b>Total Revenue</b>	110,201	905,682	(795,481)		98,594
23												
25							<b>Expense</b>					
26							<b>5110 - Legislative</b>					
27							Employer Taxes	167.00	1,460	(1,293)		167
28							Special District Fees	175.00	175	0		175
29							Supervisor Fees	2,000.00	12,000	(10,000)		2,000
30							Supervisor Payroll Service	120.70	900	(779)		115
31							<b>Total 5110 - Legislative</b>	2,463	14,535	(12,072)		2,457

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '19 Nov '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
32							<b>51300 - Financial &amp; Admin</b>					
33							Accounting Services	0.00	500	(500)		0
34							Auditing Services	1,000.00	13,000	(12,000)		1,000
35							Banking & Investment Mgmt Fees	0.00	200	(200)		0
36							District F&A Employees					
37							District Manager	8,054.40	52,354	(44,300)		7,898
38							Medical Stipend	200.00	2,400	(2,200)		200
39							Payroll Service Charge	65.00	465	(400)		81
40							Payroll Taxes - Employer Taxes	631.46	4,400	(3,769)		619
41							Performance Stipend	0.00	1,000	(1,000)		0
42							<b>Total District F&amp;A Employees</b>	<b>8,951</b>	<b>60,619</b>	<b>(51,668)</b>		<b>8,798</b>
43							Dues, Licenses & Fees	10	500	(490)		0
44							General Insurance					
45							Crime	510	600	(90)		510
46							General Liability	3,605	3,868	(263)		3,517
47							Public Officials Liability & EP	2,962	3,179	(217)		2,890
48							<b>Total General Insurance</b>	<b>7,077</b>	<b>7,647</b>	<b>(570)</b>		<b>6,917</b>
49							Legal Advertising	977.00	2,600	(1,623)		406
50							Local/Other Taxes	3,196.53	3,396	(199)		3,196
51							Office Supplies	66.99	1,000	(933)		104
52							Postage	68.60	250	(181)		50
53							Printer Supplies	46.99	2,000	(1,953)		200
54							Professional Development	79.00	1,000	(921)		0
55							Technology Services/Upgrades	0.00	2,000	(2,000)		241
56							Telephone	315.74	3,100	(2,784)		541
57							Travel Per Diem	0.00	200	(200)		57
58							Website Development & Monitor	112.97	2,650	(2,537)		0
59							<b>Total 51300 - Financial &amp; Admin</b>	<b>21,902</b>	<b>100,662</b>	<b>(78,760)</b>		<b>21,510</b>

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '19 Nov '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
60							<b>51400 - Legal Counsel</b>					
61							District Counsel	85	8,000	(7,915)		71
62							<b>Total 51400 - Legal Counsel</b>	85	8,000	(7,915)		71
63							<b>52100 - Law Enforcement</b>					
64							Car Maintenance & Repairs	0	1,000	(1,000)		37
65							Car Gas	76	1,500	(1,424)		87
66							<b>Total 52100 - Law Enforcement</b>	76	2,500	(2,424)		124
67							<b>53100 - Electric Utility Svs</b>	5,765.85	39,500	(33,734)		5,625
68							<b>53200 - Gas Utility Services</b>	633.62	4,000	(3,366)		519
69							<b>53400 - Garbage/Solid Waste Svc</b>	163.01	2,880	(2,717)		263
70							<b>53600 - Water/Sewer Services</b>	673.12	8,000	(7,327)		763
71							<b>53900 - Physical Environment</b>					
72							Entry & Walls Maintenance	1,950.00	2,000	(50)		0
73							Ford F250 Maintenance & Repair	0.00	2,000	(2,000)		2,660
74							Fountain in Lake	0.00	3,000	(3,000)		600
75							Gas - Equipment	17.94	400	(382)		0
76							Gas - Truck	147.50	1,800	(1,653)		236
77							Irrigation Maintenance	867.08	10,000	(9,133)		2,956
78							Landscape Maintenance Contract	14,500.00	87,000	(72,500)		13,750
79							Misc. Landscape-Temporary Staff	0.00	3,000	(3,000)		0
80							Misc. Landscape Maintenance	2,654.30	9,500	(6,846)		891
81							Mulch	0.00	10,500	(10,500)		266
82							New Plantings	0.00	8,000	(8,000)		998
83							Pond & Stormwater Maint Contract	3,150.00	18,900	(15,750)		2,098
84							Pond#9 Aeration Maintenance	0.00	500	(500)		0
85							Property Insurance Contract	12,430.00	12,000	430		11,040
86							Sod Replacement	95.00	4,000	(3,905)		0
87							Mitigation Maint Contract	225.00	900	(675)		225

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '19 Nov '19</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
88							Midge Treatment Contract	29,304.00	68,376	(39,072)		0
89							<b>Total 53900 - Physical Environment</b>	<b>65,341</b>	<b>241,876</b>	<b>(176,535)</b>		<b>35,720</b>
90							<b>57200 - Parks &amp; Recreation</b>					
91							Auto Liability	715	755	(40)		697
92							Club Facility Maintenance					
93							Club Facility Maintenance	713.21	5,000	(4,287)		416
94							Clubhouse Supplies	251.83	2,300	(2,048)		73
95							Locks/Keys	0	100	(100)		0
96							Pool Snack Vending Items	0	300	(300)		0
97							<b>Total Club Facility Maintenance</b>	<b>965</b>	<b>7,700</b>	<b>(6,735)</b>		<b>489</b>
98							<b>District Employees Payroll Exp</b>					
99							Employer Workman Comp	5,699.74	9,000	(3,300)		3,821
100							Facilities Monitor	5,424.00	35,256	(29,832)		5,318
101							Medical Stipends	500.00	6,000	(5,500)		500
102							Payroll Service Charge	325.04	2,500	(2,175)		407
103							Payroll Taxes - Employer Taxes	1,859.09	13,500	(11,641)		1,794
104							Performance Stipend	0.00	2,600	(2,600)		0
105							Full-Time Hybrid Employee	3,766.32	27,560	(23,794)		3,644
106							Property Maintenance Part-Time	138.10	1,450	(1,312)		162
107							Property Maintenance Team Lead	4,767.85	30,052	(25,284)		4,304
108							Property Manager	9,692.81	63,003	(53,310)		9,504
109							Recreational Assistants	0.00	7,000	(7,000)		0
110							<b>Total District Employees Payroll Exp</b>	<b>32,173</b>	<b>197,921</b>	<b>(165,748)</b>		<b>29,455</b>
111							Dock Maintenance	0.00	400	(400)		266
112							Drainage/ Nature Path/Trail Maintenance	100.00	1,800	(1,700)		0
113							Park Facility Maintenance	429.01	5,000	(4,571)		250
114							Parks & Rec Cell Phones	227.24	1,700	(1,473)		228
115							Playground Maintenance	0.00	2,000	(2,000)		0
116							Pool Maintenance Contract	3,200.00	19,600	(16,400)		3,200

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '19 Nov '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
117							Pool Maintenance Repairs	1,892.52	12,000	(10,107)		1,331
118							Sec System Monitoring Contract	60.00	240	(180)		120
119							Security Repairs	323.67	5,000	(4,676)		4,570
120							<b>Total 57200 - Parks &amp; Recreation</b>	<b>40,085</b>	<b>254,116</b>	<b>(214,031)</b>		<b>40,607</b>
121							58003- Future CIP Projects and Reserves	643.95	229,613	(228,969)		126,183
122							<b>Total Expense</b>	<b>137,831</b>	<b>905,682</b>	<b>(767,851)</b>		<b>233,842</b>
123							<b>Revenue Less Expenses</b>	<b>(27,630)</b>	<b>0</b>	<b>(27,630)</b>		<b>(135,248)</b>
124							<b>Other Revenue/Expense</b>					
125							<b>Other Revenue</b>					
126							SunTrust Credit Card Rewards	1,223		0		
127							FY 17-18 Carryover	44,859		44,859		
128							<b>Total Other Revenue</b>	<b>46,082</b>	<b>0</b>	<b>44,859</b>		
129												
130							<b>Other Expense</b>					
131							Unassigned CIP Projects	0	39,859	(39,859)		
132							Funding for District's Reserve Acct	0	5,000	(5,000)		
133							<b>Total Other Expense</b>	<b>0</b>	<b>44,859</b>	<b>(44,859)</b>		
134							<b>Net Other Income</b>	<b>44,859</b>	<b>(44,859)</b>	<b>44,859</b>		
135							<b>Net Income</b>	<b>17,229</b>	<b>(44,859)</b>	<b>17,229</b>		

# Lake St. Charles CDD Property Manager Expense Report

November 2019

	Type	Date	Num	Memo	Amount
<b>CentralPro</b>	Bill	11/08/2019	Pool gates- locks& k	Club Facility Maintenance	330.00
	Credit Card Charge	11/05/2019	Irrigation	Irrigation Maintenance	263.87
	Credit Card Charge	11/20/2019	Irrigation	Irrigation Maintenance	2.00
	Credit Card Charge	11/20/2019	Irrigation	Irrigation Maintenance	12.21
<b>Chris's Portable Toilets</b>					
<b>Home Depot</b>	Bill	11/08/2019	1805-116942 Inv #	Park Facility Maintenance	75.00
	Credit Card Charge	11/06/2019	Misc Items	Misc. Landscape Maintenance	64.77
	Credit Card Charge	11/14/2019	Rubber mat	Club Facility Maintenance	41.96
	Credit Card Charge	11/18/2019	christmas d	Misc. Landscape Maintenance	149.91
	Credit Card Charge	11/19/2019	Microfiber	Club Facility Maintenance	2.98
	Credit Card Charge	11/21/2019	island ligh	Misc. Landscape Maintenance	83.89
	Credit Card Charge	11/22/2019	christmas d	Misc. Landscape Maintenance	183.20
	Credit Card Charge	11/22/2019	GFI Outlet	Misc. Landscape Maintenance	21.63
	<b>Infinity Power Wash, LLC</b>				
<b>Joe's A/C Appliance Service, Inc.</b>	Bill	11/25/2019	Pressure wash sidewa	Misc. Landscape Maintenance	735.00
	Bill	11/21/2019	Troubleshoot stove	Club Facility Maintenance	45.00
<b>Mason Global LLC</b>					
<b>West Coast Golf Cars</b>	Credit Card Charge	11/19/2019	Sidewalk Cl	Entry & Walls Maintenance	1,950.00
	Credit Card Charge	11/05/2019	2 tires for	Misc. Landscape Maintenance	75.95
<b>Winn Dixie</b>					
	Credit Card Charge	11/20/2019	Water	Clubhouse Supplies	21.96
	Credit Card Charge	11/26/2019	Water	Clubhouse Supplies	16.47
<b>Total</b>					<b>4,076</b>

## **January 2020 Property Manager's report**

The picnic area grant paper work was completed and we are authorized to start. We were awarded the maximum amount of \$5,000 as requested. I will be starting the project immediately. I would like board member input on the final location and will need volunteers for pictures to submit of their participation.

The dredging contract has been fully executed and work is scheduled to commence sometime in February. I will be notifying affected homeowners in the next few weeks.

The basketball court repair and tennis court re-coating contract has been signed and work should commence in February.

I reviewed our clubhouse security cameras and have worked with our facility monitor to replace the old cameras and DVR with a significant upgrades system. The plan and equipment was reviewed with the Grounds and Security supervisor. This will offer much better clarity and coverage of the pool area, clubhouse dock and parking lot. This will be accomplished through the \$5,000 operation line item budget for security repairs.

I am working with Frontier to explore how we can improve our Wi-Fi signal to cover the entire pool deck area and about the feasibility and cost to add another internet / router in the new park restroom for future security systems, WI FI in the park and potentially for the restroom access control.

Starting very soon staff will be placing red baseball infield clay in the baseball fields, baselines, pitcher's mound and home plate areas to improve the aesthetics of the facility and to help deter weed growth.

I am happy to report that we have completed our required SWFWMD storm water drainage inspection and report and only 2 grade level grates need to be replaced due to excessive rusting. The 2 grates sit in water most of the time and will routinely need to be replaced when they become structurely unsafe. Maybe every 5 – 10 years. The 2 grates cost \$770 so that adds \$9,230 to the CIP funds..

I have received several park restroom quotes and designs and will be reviewing those in more detail and presenting them through January's committee meetings for Board selection at February's meeting. Many of these companies require as much as 4-6 months to build and deliver their product so I recommend that we start the process as soon as possible. There will also be a building permit involved so that could be another 4 months. There are ample funds in this year's unspent CIP funds to fully proceed and pay for the restroom if it can be completed this year.

I have received the completed Trees survey of the park and will be proceeding with the new playground and proposed dog park designs.

## 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	3	0	23	32
Completed Clubhouse Rentals	3	0	0	0	2	6	3	1	1	2	3	4	25	38
Guest Passes Issued	0	0	0	0	1	6	4	1	1	0	0	0	13	12
Replacement Cards	3	0	1	1	1	4	2	3	2	0	1	0	18	7
Resident Access Cards	6	2	2	4	15	28	12	12	5	5	9	5	105	100
Renters Access Cards	6	4	0	1	5	13	11	4	1	1	1	1	48	71
Parking Stickers	6	4	2	5	18	21	18	9	8	10	5	8	114	122
Online Purchases	2	2	2	2	2	3	2	1	2	2	2	2	24	21
Monthly Total	27	12	9	16	45	88	54	31	20	24	24	20	370	403

I have received 12 voicemails, with 8 that required a call back.

Mark & Adriana notarized 3 documents.