

## **Supervisor Packet for March 3, 2020 General Meeting**

<b>Table of Contents .....</b>	<b>i</b>
<b>Agenda for March 3, 2020 .....</b>	<b>1</b>
<b>Consent Agenda</b>	
<b>Minutes from February 4, 2020 General Meeting.....</b>	<b>3</b>
<b>February Committee Minutes</b>	
<b>Treasurer’s Review Committee Minutes .....</b>	<b>6</b>
<b>Grounds and Security Committee Minutes .....</b>	<b>7</b>
<b>Management Committee Minutes.....</b>	<b>10</b>
<b>Strategic Planning Committee Minutes .....</b>	<b>11</b>
<b>January Financial Statements</b>	
<b>Funds Statement .....</b>	<b>13</b>
<b>Disbursement Authorization Report .....</b>	<b>14</b>
<b>Treasurer’s Report Centerstate Bank .....</b>	<b>19</b>
<b>Budget Performance Report .....</b>	<b>20</b>
<b>Property Manager Expense Report .....</b>	<b>25</b>
<b>District Staff Reports</b>	
<b>February Property Manager Report .....</b>	<b>26</b>
<b>February Clubhouse Report .....</b>	<b>27</b>

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

**7:00 p.m., March 3, 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. February 4, 2020 Meeting Minutes</b></li> <li><b>b. Committee Meeting Minutes for February 2020</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. January 2020 Financial Statements</b></li> <li><b>d. February 2020 Property Manager Monthly Report</b></li> </ol> </li> </ol>

	<p>e. February 2020 Clubhouse Monthly Report</p> <p>f. February 2020 Facilities Monitor Report</p>
<b>7:20-7:40</b>	<b>8. COMMITTEE REPORTS (20 Minutes)</b>
	<p>1. <b>Treasurer's Review Committee</b> – Treasurer Peacock</p> <p>a. Informational mail out discussion</p> <p>2. <b>Grounds/Security Committee</b> – Committee Chair Fannin</p> <p>a. Ground and Security Committee recommends a Motion to approve replacing future purchases of the community flag with the proposed 3'x3' logo only flag in black and white.</p> <p>3. <b>Management Committee</b> – Committee Chair Gianakos</p> <p>4. <b>Strategic Planning Committee</b> – Committee Chair Simon</p>
<b>7:40- 7:50</b>	<b>11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR GIANAKOS(10 Minutes)</b>
	<b>GENERAL REMARKS</b> – Chair of The Board of Supervisors
<b>7:50 -7:55</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>7:55–8:00</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>8:00 –8:10</b>	<b>14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)</b>
<b>8:10</b>	<b>ADJOURN</b>



Date: February 4, 2020

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, Virginia Gianakos  
Vice Chair, Dave Nelson  
Secretary/Treasurer, Sabrina Peacock  
Supervisor, Robb Fannin  
Supervisor, Jim Simon

**Staff:**

Adriana Urbina, District Manager  
Mark Cooper, Property Manager

**In attendance:**

Lake St. Charles Residents

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

Mr. Peacock, resident of LSC requested an update on the how well the midge treatments were functioning. Supervisor Peacock provided a video sent by a resident showing the heavy midge activity in their backyard. Supervisor Peacock's concern is that the midge treatments may not be having a great effect on the midges as she has noticed them swarming from the clubhouse to the community trail. Supervisor Nelson believes the treatments have brought down the midges below nuisance level. Supervisor Fannin made the Board aware of no midge activity in pond #9 where the aeration system was previously installed, he also commented that aeration to the big lake might be worth looking into.

AI: Property Manager, Mark Cooper is to see if someone from the County offices can offer an expert opinion in regards to midges and aeration.

1. On **MOTION** by Supervisor Peacock and second by Supervisor Nelson the Board approved the, February 4, 2020 Consent Agenda consisting of the: January 7, 2020 General Meeting Minutes, the January Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the December 2019 Financial Reports, the Property Manager, District Administrative Assistant reports, and the Facility Monitor January 2020 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0
2. On **MOTION** by Supervisor Fannin and Second by Supervisor Peacock, the Board approved a \$1,850.00 performance bonus to Facility Monitor, Luis Martinez for the research, purchase and installation of new camera system in the clubhouse. Discussion: Supervisor Fannin informed the Board that a bid was received only for the camera equipment in the amount of \$4,500, Facility Monitor, Luis Martinez was able to purchase the equipment and install for less. Installation of the cameras included having Luis crawl through the clubhouse attic and change all previously installed wiring along with replacing all camera fixtures and the addition of 4 other cameras. Supervisor Gianakos does not agree with the way this project approval was handled. Supervisor Simon also agrees the proper procedures were not followed to approve this project, but it is now brought to the Board by Motion and shall be formally voted upon. Motion was amended to say funding for this project and bonus will be from the Security Repairs line. Motion passed 4 to 1 Supervisor Gianakos voted No
3. On **MOTION** by Supervisor Fannin and Second by Supervisor Simon, the Board approved a \$600.00 as a performance bonus to Facility Monitor, Luis Martinez for the research, purchase and installation of the pool area Wi-Fi hotspot. Hours worked will be documented. Motion amended to say \$600.00 for an agreement for services with documented hours and to be funded from the Pool Repairs line. Motion passed 4 to 1 Supervisor Gianakos voted No
4. On **MOTION** by Supervisor Gianakos and Second by Supervisor Simon, the Board approved Policy #5000 FY19-20 Goals and Objectives of the Board of Supervisors (Managers). Motion passed 5 to 0
5. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board approved the proposed restroom pre-built with 2 stalls, 2 sinks and an outside drinking water fountain at an approximate cost of \$61,000 within budget. Motion passed 5 to 0
6. On **MOTION** by Supervisor Nelson and Second by Supervisor Peacock, the Board approved to extend the contract with Lawson Courts in the amount of \$500 for the addition of pickle ball lines on the community tennis courts. Motion passed 5 to 0

7. On **MOTION** by Supervisor Gianakos and Second by Supervisor Simon, the Board approved Resolution 2020-02 Disposition of Obsolete Property. Motion passed 5 to 0

AI: Property Manager, Mark Cooper is to contact County Engineer for traffic study on community S-Turn.

Meeting adjourned at 8:22PM

Respectfully submitted,

Sabrina Peacock, Treasurer/Secretary

Virginia Gianakos, Chair

# Treasurer's Review Committee Meeting Minutes

---

**Date:** *Thursday, February 20, 2020, 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, March 19, 2020 at 1:00 pm.**

- The Committee Chair was given an audit questionnaire provided by Tuscan (Auditors).
- The Committee Chair reviewed and signed checks.
- The committee discussed the proposed plan of action for the installation of the storm drain plaques to be tailored towards the Community achievement awards – specifically the Community – Partnership Award.

The strategy involves an educational component conducted by a Solitude representative and possibly a county extension agent to discuss the importance of a clean properly functioning storm water system and how pollution and debris contributes to our midge problem. Information that will be addressed will include residents and resident hired lawn and fertilization companies' responsibilities of not using the storm drains to dispose of leaves chemicals etc. like their own personal outdoor garbage disposals. It will also address what residents can do on their own properties to aid in combating the midge problem such as light traps, turning off all exterior lights and switching to motion detection security lights. Chemical treatments to lawns, shrubs, screens and fences will also be discussed.

It is intended that there will be volunteers from Solitude, boy scouts and residents that will work as teams to physically apply the estimated 165 plaques to the storm drain inlets. The committee was informed that a mail out with all of the information contained in the brief presentation be mailed to every homeowner at an anticipated cost of \$580.

- The Committee Chair was updated on current projects status. (See Strategic and Security/ Grounds Minutes for additional details)

# Security - Grounds Committee Meeting Minutes

---

**Date:** *Wednesday, February 19<sup>th</sup> 2020 at 12:30 PM.*

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

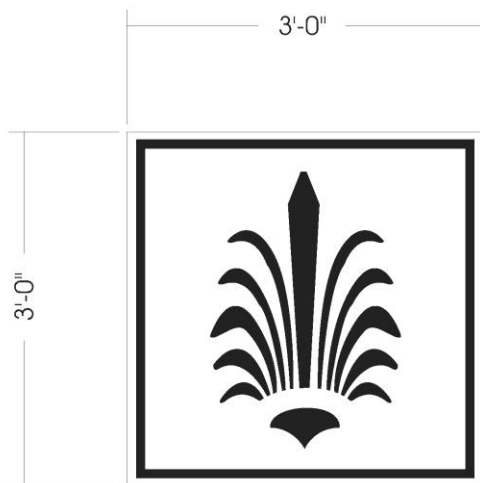
**Committee Members:** *Supervisor Rob Fannin & Property Manager Mark Cooper*

The meeting commenced at 12:30 pm.

The Strategic Planning Committee reviewed the preliminary restroom bids and the committee was apprised of the property manager's ongoing efforts to ascertain the total project costs. Requests for proposals were requested for the access control component and an onsite meeting to determine site access has been requested of the sales / field representative. If the proposed site is accessible for delivery and crane operations then I will obtain general contractor proposals for site preparation and bringing the utilities to the proposed building. A proposal for security cameras in the park and on the new restroom building is also being prepared.

There committee was informed of the delivery of the picnic area grills and the scheduled delivery of the Picnic tables and trash cans tentatively on February 28<sup>th</sup>. The receipts for reimbursement have already been submitted to Hillsborough County.

The committee discussed the cost savings of changing the community logo flag to a 3' x 3' polyester flag with just the logo on it. Currently it costs \$591 for 3 custom nylon flags which last about 9 months or approximately \$800 per year. The newly proposed flags cost \$389 for 3 and are anticipated to last for an entire year saving about \$400 per year. The grounds and security commit makes a motion to replace future purchases of the community flag with the proposed 3'x 3' logo only flag in black and white.





The committee was informed of the schedule to commence dredging starting tentatively sometime in the first week of March.

The committee was informed of the schedule to commence the resealing of the tennis courts and the basketball court repair starting sometime in the first week in March.

The committee was informed that the clubhouse water softener was installed on 2/18/20 is working great.

The committee discussed the proposed plan of action for the installation of the storm drain plaques to be tailored towards the Community achievement awards – specifically the Community – Partnership Award.

**Neighborhood-Community Partnership Award**

Given to a registered neighborhood association, this award recognizes excellence in neighborhood-community partnership with a business, nonprofit, institution, or other neighborhood to enhance the surrounding community.

**Award Criteria**

- Nominations may include businesses or other institutions that contributed to improving the quality of life in the neighborhood.
- Paid work is not eligible.
- Contributions to the neighborhood may have occurred over the course of many years, but special consideration will be given to recent activities.

The strategy involves an educational component conducted by a Solitude representative and possibly a county extension agent to discuss the importance of a clean properly functioning storm water system and how pollution and debris contributes to our midge problem. Information that will be addressed will include residents and resident hired lawn and fertilization companies' responsibilities of not using the storm drains to dispose of leaves chemicals etc. like their own personal outdoor garbage disposals. It will also address what residents can do on their own properties to aid in combating the midge problem such as light traps, turning off all exterior lights and switching to motion detection security lights. Chemical treatments to lawns, shrubs, screens and fences will also be discussed.

It is intended that there will be volunteers from Solitude, boy scouts and residents that will work as teams to physically apply the estimated 165 plaques to the storm drain inlets. The committee was informed that a mail out with all of the information contained in the brief presentation be mailed to every homeowner at an anticipated cost of \$580.

The committee was informed of the completed installation of the pool deck Wi-Fi and that it works great. The project cost \$ 422.14 for equipment and \$500 in labor for a total project cost of \$922.14 and is funded out of the pool maintenance operational line item budget. The labor component was approved for \$600 but the actual billing was for \$500.

The committee discussed the information gathered concerning the midge and aeration research. There seems to be some information indication that reduction of midge populations is an additional benefit to water body aeration. Other benefits include reduction in algae – a food source for midge larvae more oxygen in the water which help fish populations that predate on midge larvae and increased oxygen helps to bind nutrients that feed algae and it reduces the bottom much which is a food source for midge larvae.

I have requested a thorough reevaluation of the traditional bottom diffused aeration proposal that we previously received and an alternate proposal to include bottom diffused and Nano aeration after speaking with Sam Sardes – a certified lake management professional and researcher.

The destruction and replacement of the Waterston Drive cull de sac bollards was discussed with the proposed cost of \$2,300 for 23 steel bollards. The committee was concerned the expenditure might impact other planned projects. I reviewed this year and next years proposed budgets and projects as well as informed the committee of the unaccounted for carry over funds of roughly 20-40 K from this year's unspent operational costs. I informed the committee that the **\$2,500 bollard expenditure** would not to date impact our project plans. I was

asked to run the project through the treasurers review committee. In the Treasurers Review Committee a recommendation for pricing Pressure treated posts was suggested. The project could be done with 6" x 6" pressure treated posts for \$600.

The committee discussed information about next years planned trail repairs and the advice that to do it properly we should not just overlay new asphalt on top of the existing trail. The results of this approach would be that in a few years, all of the cracks in the current trail will migrate into the new surface. The proper approach would be to remove the asphalt, recycle / reprocess it and relay it on a properly prepared base of compacted crushed stone or to form and pour concrete on top of the existing trail. A proposal is forth coming from one company on the expected costs of both of these approaches.

The committee was informed that the property manager reached out to Hillsborough County traffic engineering to inquire about the possibility of a parabolic mirror and the issue of poor visibility issue at Remington Drive and Colonial Lake Drive. A service request was made and the issue was assigned to a traffic engineer who I am waiting to hear from. In discussions with the traffic engineer, she preliminarily indicated that a parabolic mirror would likely not be permitted in the county right of way. An outdoor parabolic mirror 36" to 40" costs between \$215 to \$689.

I also inquired about the process of the District purchasing and installing permanent traffic feedback signs.

The meeting adjourned at 1:45 pm.

# Management Committee Meeting Minutes

---

**Date:** *Thursday, February 20, 2020 @ 11:30 am*

**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, March 19, 2020 at 11:30 am.**

- The Committee Chair was given an audit questionnaire provided by Tuscan (Auditors).
- The Committee Chair reviewed and signed checks.
- The Committee Chair was updated on current projects status. (See Strategic and Security/ Grounds Minutes for additional details)

# Strategic Planning Committee Meeting Minutes

---

**Date:** *Tuesday, February 18th, 2020 @ 10:00 am.*

**Chairperson:** *Supervisor Jim Simon*

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

Meeting commenced at 10:00 am. Resident Terry Peacock was in attendance.

The Strategic Planning Committee reviewed the preliminary restroom bids and the committee was apprised of the property manager's ongoing efforts to ascertain the total project costs. Requests for proposals were requested for the access control component and an onsite meeting to determine site access has been requested of the sales / field representative. If the proposed site is accessible for delivery and crane operations then I will obtain general contractor proposals for site preparation and bringing the utilities to the proposed building. A proposal for security cameras in the park and on the new restroom building is also being prepared.

There committee was informed of the delivery of the picnic area grills and the scheduled delivery of the Picnic tables and trash cans tentatively on February 28<sup>th</sup>. The receipts for reimbursement have already been submitted to Hillsborough County.

The committee discussed the cost savings of changing the community logo flag to a 3' x 3' polyester flag with just the logo on it.

The committee was informed of the schedule to commence dredging starting tentatively sometime in the first week of March.

The committee was informed of the schedule to commence the resealing of the tennis courts and the basketball court repair starting sometime in the first week in March.

The committee was informed that the clubhouse water softener was installed on 2/18/20 is working great.

The committee discussed the proposed plan of action for the installation of the storm drain plaques to be tailored towards the Community achievement awards – specifically the Community – Partnership Award.

## Neighborhood-Community Partnership Award

Given to a registered neighborhood association, this award recognizes excellence in neighborhood-community partnership with a business, nonprofit, institution, or other neighborhood to enhance the surrounding community.

### Award Criteria

- Nominations may include businesses or other institutions that contributed to improving the quality of life in the neighborhood.
- Paid work is not eligible.
- Contributions to the neighborhood may have occurred over the course of many years, but special consideration will be given to recent activities.

The strategy involves an educational component conducted by a Solitude representative and possibly a county extension agent to discuss the importance of a clean properly functioning storm water system and how pollution and debris contributes to our midge problem. Information that will be addressed will include residents and resident hired lawn and fertilization companies' responsibilities of not using the storm drains to dispose of leaves chemicals etc. like their own personal outdoor garbage disposals. It will also address what residents can do on their own properties to aid in combating the midge problem such as light traps, turning off all exterior

lights and switching to motion detection security lights. Chemical treatments to lawns, shrubs, screens and fences will also be discussed.

It is intended that there will be volunteers from Solitude, boy scouts and residents that will work as teams to physically apply the estimated 165 plaques to the storm drain inlets. The committee was informed that a mail out with all of the information contained in the brief presentation be mailed to every homeowner at an anticipated cost of \$580.

The strategic Planning committee would like a Board discussion and decision on is a mail out appropriate vs just posting on the app and if a resident wide mail out is deemed the best saturation of the information where would it be funded from? CIP?

The committee was informed of the completed installation of the pool deck Wi-Fi and that it works great. The project cost \$ 422.14 for equipment and \$500 in labor for a total project cost of \$922.14 and is funded out of the pool maintenance operational line item budget. The labor component was approved for \$600 but the actual billing was for \$500.

The committee discussed the information gathered concerning the midge and aeration research. There seems to be some information indication that reduction of midge populations is an additional benefit to water body aeration. Other benefits include reduction in algae – a food source for midge larvae more oxygen in the water which help fish populations that predate on midge larvae and increased oxygen helps to bind nutrients that feed algae and it reduces the bottom much which is a food source for midge larvae.

I have requested a thorough reevaluation of the traditional bottom diffused aeration proposal that we previously received and an alternate proposal to include bottom diffused and Nano aeration after speaking with Sam Sardes – a certified lake management professional and researcher.

The destruction and replacement of the Waterston Drive cull de sac bollards was discussed with the proposed cost of \$2,300 for 23 steel bollards. The committee was concerned the expenditure might impact other planned projects. I reviewed this year and next years proposed budgets and projects as well as informed the committee of the unaccounted for carry over funds of roughly 20-40 K from this year's unspent operational costs. I informed the committee that the \$2,500 bollard expenditure would not to date impact our project plans. I was asked to run the project through the treasurers review committee. In the Treasurers Review Committee a recommendation for pricing Pressure treated posts was suggested. The project could be done with 6" x 6" pressure treated posts for \$600.

Meeting adjourned at 11:15 am.

Lake St. Charles CDD

Funds Statement

Nov '19 - Jan '19

	Nov '19	Dec '19	Jan '20	Category
<b>Bank/Current Asset Accounts</b>				
CenterState Bank Checking	60,457	692,592	672,641	Cash
CenterState Bank Money Market	242,823	254,095	254,145	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	1,182	1,182	1,176	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>304,462</b>	<b>947,869</b>	<b>927,962</b>	
<b>Cash (Checking/Savings)</b>				
CenterState Bank Checking	60,457	692,592	672,641	
CenterState Bank Money Market	242,823	254,095	254,145	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	1,182	1,182	1,176	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
<b>Total Cash Accounts</b>	<b>304,462</b>	<b>947,869</b>	<b>927,962</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>304,462</b>	<b>947,869</b>	<b>927,962</b>	
<b>District Reserve Fund</b>				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	242,823	254,095	254,145	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	242,823	254,095	254,145	

# Lake St. Charles CDD Disbursement Authorization Report

January 2019

	Type	Num	Date	Name	Account	Original Amount
	Check	Cash	01/28/2020	John Martini	10200 - Petty Cash	-6.25
					Misc. Landscape Maintenance	6.25
TOTAL						6.25
	Check	EFT/Auto	01/03/2020	ADP	10000-CenterState Bank Checking	-120.51
					Payroll Service Charge	24.10
					Payroll Service Charge	96.41
TOTAL						120.51
	Check	EFT/Auto	01/07/2020	ADP	10000-CenterState Bank Checking	-9,449.06
					District Manager	2,013.60
					Payroll Taxes - Employer Taxes	184.83
					Facilities Monitor	1,356.00
					Property Maintenance Team Lead	1,155.84
					Property Manager	2,423.20
					Payroll Taxes - Employer Taxes	543.36
					Full Time Hybrid Employee	934.13
					Property Maintenance Part-Time	138.10
					Medical Stipend	200.00
					Medical Stipends	500.00
TOTAL						9,449.06
	Check	EFT/Auto	01/08/2020	TECO Electric	10000-CenterState Bank Checking	-75.82
					53100 - Electric Utility Svs	75.82
TOTAL						75.82
	Check	EFT/Auto	01/08/2020	TECO Gas Company	10000-CenterState Bank Checking	-563.45

# Lake St. Charles CDD Disbursement Authorization Report

January 2019

Type	Num	Date	Name	Account	Original Amount
				53200 - Gas Utility Services	563.45
TOTAL					563.45
Bill Pmt -Check	EFT/Auto	01/14/2020	SunTrust Credit Card	10000-CenterState Bank Checking	-24,828.28
Bill	Dec CC Statement	12/24/2019		13500 - SunTrust Visa Card	24,828.28
TOTAL					24,828.28
Check	EFT/Auto	01/15/2020	Square Inc	10000-CenterState Bank Checking	-292.10
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-7.90
TOTAL					292.10
Check	EFT/Auto	01/16/2020	TECO Electric	10000-CenterState Bank Checking	-2,651.20
				53100 - Electric Utility Svs	19.08
				53100 - Electric Utility Svs	20.11
				53100 - Electric Utility Svs	19.35
				53100 - Electric Utility Svs	20.11
				53100 - Electric Utility Svs	19.83
				53100 - Electric Utility Svs	19.35
				53100 - Electric Utility Svs	53.12
				53100 - Electric Utility Svs	50.77
				53100 - Electric Utility Svs	158.48
				53100 - Electric Utility Svs	836.55
				53100 - Electric Utility Svs	76.46
				53100 - Electric Utility Svs	1,106.26
				53100 - Electric Utility Svs	203.34
				53100 - Electric Utility Svs	39.15
				53100 - Electric Utility Svs	23.75
				53100 - Electric Utility Svs	23.20
				53100 - Electric Utility Svs	19.54



# Lake St. Charles CDD Disbursement Authorization Report

January 2019

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	28.74
				53100 - Electric Utility Svs	19.54
				53100 - Electric Utility Svs	19.54
				53100 - Electric Utility Svs	-125.07
TOTAL					2,651.20
Check	EFT/Auto	01/17/2020	ADP	10000-CenterState Bank Checking	-122.56
				Payroll Service Charge	20.43
				Payroll Service Charge	102.13
TOTAL					122.56
Check	EFT/Auto	01/21/2020	ADP	10000-CenterState Bank Checking	-9,722.62
				District Manager	2,013.60
				Payroll Taxes - Employer Taxes	168.13
				Facilities Monitor	1,356.00
				Property Maintenance Team Lead	1,155.84
				Property Manager	2,423.20
				Payroll Taxes - Employer Taxes	497.66
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
				Full Time Hybrid Employee	997.07
				Property Maintenance Part-Time	27.62
TOTAL					9,722.62
Check	EFT/Auto	01/24/2020	Square Inc	10000-CenterState Bank Checking	-292.20
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-7.80
TOTAL					292.20
Check	EFT/Auto	01/25/2020	Square Inc	10000-CenterState Bank Checking	-292.10

# Lake St. Charles CDD Disbursement Authorization Report

January 2019

Type	Num	Date	Name	Account	Original Amount
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-7.90
TOTAL					292.10
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>01/28/2020</b>	<b>SunTrust Credit Card</b>	<b>10000-CenterState Bank Checking</b>	<b>-15,497.81</b>
Bill	Jan CC Statement	01/24/2020		13500 - SunTrust Visa Card	15,497.81
TOTAL					15,497.81
<b>Check</b>	<b>EFT/Auto</b>	<b>01/29/2020</b>	<b>ADP</b>	<b>10000-CenterState Bank Checking</b>	<b>-151.20</b>
				Payroll Service Charge	10.80
				Payroll Service Charge	86.40
				Supervisor Payroll Service	54.00
TOTAL					151.20
<b>Check</b>	<b>EFT/Auto</b>	<b>01/31/2020</b>	<b>ADP</b>	<b>10000-CenterState Bank Checking</b>	<b>-132.81</b>
				Payroll Service Charge	12.07
				Payroll Service Charge	60.39
				Supervisor Payroll Service	60.35
TOTAL					132.81
<b>Check</b>	<b>EFT/Auto</b>	<b>01/31/2020</b>	<b>Square Inc</b>	<b>10000-CenterState Bank Checking</b>	<b>-4.66</b>
				Rental	4.66
TOTAL					4.66
<b>Bill Pmt -Check</b>	<b>8483</b>	<b>01/23/2020</b>	<b>Brandon Business Machines</b>	<b>10000-CenterState Bank Checking</b>	<b>-130.20</b>
Bill	Printer cleaning	12/19/2019		Technology Services/Upgrades	130.20
TOTAL					130.20

# Lake St. Charles CDD Disbursement Authorization Report

January 2019

Type	Num	Date	Name	Account	Original Amount
<b>Bill Pmt -Check</b>	<b>8484</b>	<b>01/23/2020</b>	<b>Solitude Lake Management</b>	<b>10000-CenterState Bank Checking</b>	<b>-1,575.00</b>
Bill	Jan Pond Mainten	01/01/2020		Pond & Stormwater Maint	1,110.00
				Pond & Stormwater Maint	465.00
TOTAL					1,575.00
<b>Bill Pmt -Check</b>	<b>8485</b>	<b>01/23/2020</b>	<b>Staples</b>	<b>10000-CenterState Bank Checking</b>	<b>-439.87</b>
Bill	Paper	01/15/2020		Office Supplies	43.50
				Printer Supplies	396.37
TOTAL					439.87
<b>Bill Pmt -Check</b>	<b>8486</b>	<b>01/23/2020</b>	<b>Verizon Wireless</b>	<b>10000-CenterState Bank Checking</b>	<b>-43.16</b>
Bill	11-24-19 to 12-23-19	12/23/2019		Telephone	43.16
TOTAL					43.16
<b>Bill Pmt -Check</b>	<b>8487</b>	<b>01/23/2020</b>	<b>Zebra Cleaning Team, Inc.</b>	<b>10000-CenterState Bank Checking</b>	<b>-1,600.00</b>
Bill	Jan Pool Cleaning	01/13/2020		Pool Maintenance Contract	1,600.00
TOTAL					1,600.00
<b>Bill Pmt -Check</b>	<b>8488</b>	<b>01/23/2020</b>	<b>Solitude Lake Management</b>	<b>10000-CenterState Bank Checking</b>	<b>-243.00</b>
Bill	Lake aeration mainte	01/01/2020		Pond #9 Aeration Maint	243.00
TOTAL					243.00
<b>Bill Pmt -Check</b>	<b>8489</b>	<b>01/23/2020</b>	<b>Solitude Lake Management</b>	<b>10000-CenterState Bank Checking</b>	<b>-225.00</b>
Bill	2nd Quater Mitigatio	01/01/2020		Mitigation Maint Contract	225.00
TOTAL					225.00

2/21/2020

**Treasurer's Report - CenterState Account**  
**January 2020**  
**01/1/20 - 01/31/20**

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						<b>692,591.97</b>
01/02/2020			Deposit		596.21	693,188.18
01/03/2020	EFT/Auto	ADP	548159820 Inv #	120.51		693,067.67
01/07/2020	EFT/Auto	ADP	P.E. 01-04-20	9,449.06		683,618.61
01/07/2020			Deposit		46,855.76	730,474.37
01/08/2020	EFT/Auto	TECO Electric	221005960721 Acct #	75.82		730,398.55
01/08/2020	EFT/Auto	TECO Gas Company	221003603224 Acct #	563.45		729,835.10
01/09/2020			Deposit		14.51	729,849.61
01/10/2020			Deposit		292.10	730,141.71
01/14/2020	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	24,828.28		705,313.43
01/15/2020	EFT/Auto	Square Inc	Hopps CH Rental Deposit Refund	292.10		705,021.33
01/15/2020			Deposit		175.38	705,196.71
01/16/2020	EFT/Auto	TECO Electric	06980007400 Acct #	2,651.20		702,545.51
01/17/2020	EFT/Auto	ADP	549114660 Inv #	122.56		702,422.95
01/18/2020			Deposit		292.10	702,715.05
01/21/2020	EFT/Auto	ADP	P.E. 01-18-20	9,722.62		692,992.43
01/23/2020	8483	Brandon Business Machines	LS47 Acct # 1193652 Inv #	130.20		692,862.23
01/23/2020	8484	Solitude Lake Management	INV# PI-A00342987	1,575.00		691,287.23
01/23/2020	8485	Staples	6011 1000 4086 310	439.87		690,847.36
01/23/2020	8486	Verizon Wireless	Acct# 842082173-00001	43.16		690,804.20
01/23/2020	8487	Zebra Cleaning Team, Inc.	INV# 3388	1,600.00		689,204.20
01/23/2020	8488	Solitude Lake Management	INV# PI-A00342986	243.00		688,961.20
01/23/2020	8489	Solitude Lake Management	INV PI-A00342988	225.00		688,736.20
01/24/2020	EFT/Auto	Square Inc	B. Plett CH Rental Deposit Refund	292.20		688,444.00
01/25/2020	EFT/Auto	Square Inc	T. Mummert CH Rental Deposit Refund	292.10		688,151.90
01/28/2020	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	15,497.81		672,654.09
01/29/2020	EFT/Auto	ADP	549930562 Inv #	151.20		672,502.89
01/31/2020	EFT/Auto	ADP	550380059 Inv #	132.81		672,370.08
01/31/2020		Clubhouse Rentals			140.00	672,510.08
01/31/2020	EFT/Auto	Square Inc	2.6% + .10 Square processing fees for CH Rentals	4.66		672,505.42
01/31/2020			Interest		135.63	672,641.05
				<b>68,452.61</b>	<b>48,501.69</b>	<b>672,641.05</b>

**Lake St. Charles CDD**  
**Profit & Loss Budget Performance**  
 October 2019 through January 2020

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '19 Jan '20	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
3							Revenue/Expense					
4							Revenue					
5							36100 - Interest Earnings					
6							Interest - General Fund	470	1,450	(980)		544
7							Total 36100 - Interest Earnings	470	1,450	(980)		544
8							General Fund Assessment-O&M					
9							General Fund Assessment Gross	898,432	958,146	(59,714)		899,619
10							GF Prop Tax Interest	175	0	175		186
11							GF Tax Collector Commissions	(17,252)	(19,163)	1,911		(17,274)
12							GF Tax Payment Discount	(35,844)	(38,326)	2,482		(35,924)
13							Total General Fund Assessment-O&M	845,511	900,657	(55,146)		846,608
14												
15							Total 36310 - Special Assessment	845,511	900,657	(55,146)		846,608
16							36311 - Excess Fees	7,460	0	7,460		5,881
17							36900 - Miscellaneous Revenues			0		
18							Other Misc Revenue	87	1,200	(1,113)		904
19							Rental	587	1,900	(1,313)		332
20							Pool Snack Vending	0	475	(475)		2
21							Total 36900 - Miscellaneous Revenues	674	3,575	(2,901)		1,236
22							Total Revenue	854,116	905,682	(51,566)		854,269
23												
25							Expense					
26							5110 - Legislative					
27							Employer Taxes	334	1,460	(1,126)		334
28							Special District Fees	175	175	0		175
29							Supervisor Fees	4,000	12,000	(8,000)		4,000
30							Supervisor Payroll Service	295	900	(605)		224
31							Total 5110 - Legislative	4,804	14,535	(9,731)		4,733

**Lake St. Charles CDD**  
**Profit & Loss Budget Performance**  
 October 2019 through January 2020

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '19 Jan '20	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
32							<b>51300 - Financial &amp; Admin</b>					
33							Accounting Services	0	500	(500)		0
34							Auditing Services	1,000	13,000	(12,000)		1,000
35							Banking & Investment Mgmt Fees	0	200	(200)		0
36							District F&A Employees					
37							District Manager	16,109	52,354	(36,245)		15,795
38							Medical Stipend	600	2,400	(1,800)		600
39							Payroll Service Charge	165	465	(300)		142
40							Payroll Taxes - Employer Taxes	1,308	4,400	(3,092)		1,283
41							Performance Stipend	0	1,000	(1,000)		0
42							<b>Total District F&amp;A Employees</b>	<b>18,182</b>	<b>60,619</b>	<b>(42,438)</b>		<b>17,820</b>
43							Dues, Licenses & Fees	194	500	(306)		20
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	2,600	(1,623)		1,289
50							Local/Other Taxes	3,197	3,396	(199)		3,196
51							Office Supplies	127	1,000	(873)		104
52							Postage	94	250	(156)		66
53							Printer Supplies	1,363	2,000	(637)		200
54							Professional Development	79	1,000	(921)		0
55							Technology Services/Upgrades	200	2,000	(1,800)		241
56							Telephone	861	3,100	(2,239)		860
57							Travel Per Diem	0	200	(200)		88
58							Website Development & Monitor	1,750	2,650	(900)		0
59							<b>Total 51300 - Financial &amp; Admin</b>	<b>35,100</b>	<b>100,662</b>	<b>(65,562)</b>		<b>31,801</b>

**Lake St. Charles CDD**  
**Profit & Loss Budget Performance**  
 October 2019 through January 2020

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '19 Jan '20	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
60							<b>51400 - Legal Counsel</b>					
61							District Counsel	133	8,000	(7,867)		71
62							<b>Total 51400 - Legal Counsel</b>	133	8,000	(7,867)		71
63							<b>52100 - Law Enforcement</b>					
64							Car Maintenance & Repairs	0	1,000	(1,000)		37
65							Car Gas	140	1,500	(1,360)		145
66							<b>Total 52100 - Law Enforcement</b>	140	2,500	(2,360)		182
67							<b>53100 - Electric Utility Svs</b>	11,359	39,500	(28,141)		11,950
68							<b>53200 - Gas Utility Services</b>	1,563	4,000	(2,437)		1,402
69							<b>53400 - Garbage/Solid Waste Svc</b>	489	2,880	(2,391)		422
70							<b>53600 - Water/Sewer Services</b>	842	8,000	(7,158)		1,095
71							<b>53900 - Physical Environment</b>					
72							Entry & Walls Maintenance	2,204	2,000	204		0
73							Ford F250 Maintenance & Repair	452	2,000	(1,548)		2,699
74							Fountain in Lake	0	3,000	(3,000)		600
75							Gas - Equipment	18	400	(382)		42
76							Gas - Truck	223	1,800	(1,578)		300
77							Irrigation Maintenance	4,683	10,000	(5,317)		3,084
78							Landscape Maintenance Contract	29,000	87,000	(58,000)		33,250
79							Misc. Landscape-Temporary Staff	0	3,000	(3,000)		0
80							Misc. Landscape Maintenance	3,883	9,500	(5,617)		1,655
81							Mulch	0	10,500	(10,500)		266
82							New Plantings	0	8,000	(8,000)		998
83							Pond & Stormwater Maint Contract	6,300	18,900	(12,600)		4,196
84							Pond#9 Aeration Maintenance	243	500	(257)		0
85							Property Insurance Contract	12,430	12,000	430		11,040
86							Sod Replacement	95	4,000	(3,905)		0
87							Mitigation Maint Contract	450	900	(450)		450

**Lake St. Charles CDD**  
**Profit & Loss Budget Performance**  
 October 2019 through January 2020

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '19 Jan '20	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
88							Midge Treatment Contract	29,304	68,376	(39,072)		0
89							<b>Total 53900 - Physical Environment</b>	89,284	241,876	(152,592)		58,581
90							<b>57200 - Parks &amp; Recreation</b>					
91							Auto Liability	715	755	(40)		697
92							Club Facility Maintenance					
93							Club Facility Maintenance	1,104	5,000	(3,896)		708
94							Clubhouse Supplies	340	2,300	(1,960)		471
95							Locks/Keys	0	100	(100)		0
96							Pool Snack Vending Items	0	300	(300)		0
97							<b>Total Club Facility Maintenance</b>	1,443	7,700	(6,257)		1,179
98							<b>District Employees Payroll Exp</b>					
99							Employer Workman Comp	5,700	9,000	(3,300)		3,453
100							Facilities Monitor	10,848	35,256	(24,408)		10,637
101							Medical Stipends	1,500	6,000	(4,500)		1,500
102							Payroll Service Charge	833	2,500	(1,667)		741
103							Payroll Taxes - Employer Taxes	3,843	13,500	(9,657)		3,743
104							Performance Stipend	0	2,600	(2,600)		0
105							Full-Time Hybrid Employee	7,765	27,560	(19,795)		7,382
106							Property Maintenance Part-Time	331	1,450	(1,119)		447
107							Property Maintenance Team Lead	9,247	30,052	(20,805)		8,802
108							Property Manager	19,386	63,003	(43,617)		19,008
109							Recreational Assistants	0	7,000	(7,000)		0
110							<b>Total District Employees Payroll Exp</b>	59,452	197,921	(138,469)		55,713
111							Dock Maintenance	0	400	(400)		266
112							Drainage/ Nature Path/Trail Maintenance	100	1,800	(1,700)		0
113							Park Facility Maintenance	1,044	5,000	(3,956)		1,013
114							Parks & Rec Cell Phones	457	1,700	(1,243)		454
115							Playground Maintenance	0	2,000	(2,000)		0
116							Pool Maintenance Contract	6,400	19,600	(13,200)		6,400



**Lake St. Charles CDD**  
**Profit & Loss Budget Performance**  
 October 2019 through January 2020

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '19 Jan '20	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
117							Pool Maintenance Repairs	2,986	12,000	(9,014)		1,407
118							Sec System Monitoring Contract	60	240	(180)		120
119							Security Repairs	2,862	5,000	(2,138)		4,700
120							<b>Total 57200 - Parks &amp; Recreation</b>	<b>75,519</b>	<b>254,116</b>	<b>(178,597)</b>		<b>71,949</b>
121							58003- Future CIP Projects and Reserves	13,477	229,613	(216,136)		130,632
122							<b>Total Expense</b>	<b>232,711</b>	<b>905,682</b>	<b>(672,971)</b>		<b>312,818</b>
123							<b>Revenue Less Expenses</b>	<b>621,404</b>	<b>0</b>	<b>621,404</b>		<b>541,450</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	5,000	5,000	0		
133							<b>Total Other Expense</b>	<b>5,000</b>	<b>44,859</b>	<b>(39,859)</b>		
134							<b>Net Other Income</b>	<b>39,859</b>	<b>(44,859)</b>	<b>39,859</b>		
135							<b>Net Income</b>	<b>661,263</b>	<b>(44,859)</b>	<b>661,263</b>		

# Lake St. Charles CDD Property Manager Expense Report

January 2019

	Type	Date	Num	Memo	Amount
<b>Ace Hardware</b>					
	Credit Card Charge	01/08/2020	Rope	Misc. Landscape Maintenance	13.99
	Credit Card Charge	01/09/2020	Shovel	Misc. Landscape Maintenance	28.99
	Credit Card Charge	01/15/2020	Cleaning supplies	Clubhouse Supplies	41.95
<b>Amazon.com</b>					
	Credit Card Charge	01/16/2020	Truck headlights	Ford F250 Maintenance & Repair	65.00
<b>Brandon Ford</b>					
	Credit Card Charge	01/22/2020	Socket for truck	Ford F250 Maintenance & Repair	16.30
<b>Danielle Fence</b>					
	Credit Card Charge	01/29/2020	Villa Fence Repair	Entry & Walls Maintenance	253.57
<b>Dog Waste Depot</b>					
	Credit Card Charge	01/16/2020	Doggie Bags	Park Facility Maintenance	289.65
<b>Grainger</b>					
	Bill	01/16/2020	9412798325 Inv # Paper	Club Facility Maintenance	107.71
<b>Home Depot</b>					
	Credit Card Charge	01/08/2020	items for CH front door	pClub Facility Maintenance	43.36
	Credit Card Charge	01/14/2020	Kitchen sink plumbing &	Club Facility Maintenance	48.99
	Credit Card Charge	01/16/2020	foggers	Club Facility Maintenance	7.97
	Credit Card Charge	01/22/2020	Misc Supplies for truck	Ford F250 Maintenance & Repair	58.98
<b>Loetscher Auto Parts, LLC</b>					
	Credit Card Charge	01/21/2020	Hood replacement for tru	Ford F250 Maintenance & Repair	162.75
<b>O'Reilly Auto Parts</b>					
	Credit Card Charge	01/08/2020	Tire pump for dolly whee	Misc. Landscape Maintenance	9.99
	Credit Card Charge	01/22/2020	Truck headlights	Ford F250 Maintenance & Repair	124.73
<b>Seffner Rock &amp; Gravel</b>					
	Credit Card Charge	01/09/2020	Baseball Clay	Park Facility Maintenance	65.10
	Credit Card Charge	01/09/2020	Baseball Clay	Park Facility Maintenance	60.00
	Credit Card Charge	01/09/2020	Baseball Clay	Park Facility Maintenance	60.00
	Credit Card Charge	01/13/2020	Baseball Clay	Park Facility Maintenance	65.10
<b>Staples</b>					
	Credit Card Charge	01/16/2020	Toilet paper, disinfecting	Club Facility Maintenance	107.36
<b>TOTAL</b>					<b>1,631</b>

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

In addition to the items mentioned in the Security / Grounds and Strategic Planning committee reports, I have contacted Hillsborough County to obtain information about the street resurfacing schedule in our neighborhood.

I have requested a new lake aeration proposal with a hybrid system that that incorporates traditional bottom diffusing aeration with some Nano bubble diffusers. Nano bubbles greatly increase the oxygen in the water body where as traditional bottom diffused aeration circulates the water and eliminates stratification.

The sales rep for the park restroom should be onsite sometime in March to scope the feasibility of our park site for delivery and installation of the prefab restroom. Would the Board authorize the commencement of the purchase process for an amount not to exceed \$64,000 for the building and delivery of the building?

The villas fence was vandalized again along Lake St Charles Blvd. Repairs were minimal as only the top rail was damaged and the vertical pickets were all intact and reusable.



Staff will commence landscaping in late February through March – April.

I am still waiting for the trail repairs proposal.

The Park gazebo was re-stained and sealed by staff in February.

## 2020 Clubhouse Monthly Status Report

	January	February	March	April	May	June	July	August	September	October	November	December	Yearly Total	2019 Total
Scheduled Clubhouse Rentals	2	2											4	23
Completed Clubhouse Rentals	3	3											6	25
Guest Passes Issued	0	1											1	13
Replacement Cards	0	1											1	18
Resident Access Cards	4	4											8	105
Renters Access Cards	2	0											2	48
Parking Stickers	6	5											11	114
Online Purchases	3	2											5	24
HOA Assistance	0	12											12	
Monthly Total	20	30	0	0	0	0	0	0	0	0	0	0	50	370

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

Mark & Adriana notarized 4 documents.