

Supervisor Packet for April 7, 2020 General Meeting

| | |
|---|-----------|
| Table of Contents | i |
| Agenda for April 7, 2020 | 1 |
| Consent Agenda | |
| Minutes from March 3, 2020 General Meeting..... | 3 |
| Minutes from March 20, 2020 Emergency Meeting..... | 5 |
| Minutes from March26, 2020 Emergency Meeting..... | 7 |
| March Committee Minutes | |
| Treasurer’s Review Committee Minutes | 9 |
| Grounds and Security Committee Minutes | 10 |
| Management Committee Minutes..... | 11 |
| Strategic Planning Committee Minutes | 12 |
| February Financial Statements | |
| Funds Statement | 13 |
| Disbursement Authorization Report | 14 |
| Treasurer’s Report Centerstate Bank | 18 |
| Budget Performance Report | 19 |
| Property Manager Expense Report | 24 |
| District Staff Reports | |
| March Property Manager Report..... | 25 |

Lake St. Charles Community Development District
Board of Supervisors' General Meeting Agenda
7:00 p.m., April 7, 2020 (Remote Meeting Via Zoom)
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>Time</i> | <i>Item</i> |
|--------------------|---|
| 7:00 – 7:05 | <ol style="list-style-type: none"> 1. CALL TO ORDER 2. PLEDGE OF ALLEGIANCE 3. INVOCATION (Chair Gianakos) 4. ACKNOWLEDGMENT OF SUPERVISORS AND STAFF PRESENT 5. INTRODUCTION OF HOMEOWNERS, RESIDENTS AND PUBLIC AND IDENTIFICATION OF PARTIES WISHING TO MAKE PUBLIC COMMENTS |
| 7:05 – 7:15 | <ol style="list-style-type: none"> 6. PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 10 MINUTES DESIGNATED) |
| | <ol style="list-style-type: none"> 1. Homeowners Requesting to Speak (Please State Name Prior to Remarks) |
| 7:15 – 7:20 | <ol style="list-style-type: none"> 7. CONSENT AGENDA (5 Minutes) |
| | <ol style="list-style-type: none"> 1. Approval of additions to the agenda and removal of additional consent agenda items with questions as requested by board members. 2. Approval of Consent Item Agenda <ol style="list-style-type: none"> a. March 3, 2020 Meeting Minutes b. March 20, 2020 Emergency Meeting Minutes c. March 26, 2020 Emergency Meeting Minutes d. Committee Meeting Minutes for March 2020 <ol style="list-style-type: none"> i. Treasurer's Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee |

| | |
|-------------------|--|
| | <ul style="list-style-type: none"> e. February 2020 Financial Statements f. March 2020 Property Manager Monthly Report g. March 2020 Clubhouse Monthly Report h. March 2020 Facilities Monitor Report |
| 7:20-7:40 | 8. COMMITTEE REPORTS (20 Minutes) |
| | <ul style="list-style-type: none"> 1. Treasurer's Review Committee – Treasurer Peacock 2. Grounds/Security Committee – Committee Chair Fannin 3. Management Committee – Committee Chair Gianakos 4. Strategic Planning Committee – Committee Chair Simon |
| 7:40- 7:50 | 11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR GIANAKOS(10 Minutes) |
| | GENERAL REMARKS – Chair of The Board of Supervisors |
| 7:50 -7:55 | 12. PROPERTY MANAGER (5 Minutes) |
| | Items for Consideration by Property Manager - Mark Cooper <ul style="list-style-type: none"> 1. Property Management Report |
| 7:55–8:00 | 13. DISTRICT MANAGER (5 Minutes) |
| | Items for Consideration by District Manager – Adriana Urbina <ul style="list-style-type: none"> 1. District Manager Report 2. Audit discussion if available |
| 8:00 –8:10 | 14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes) |
| 8:10 | ADJOURN |



Date: March 3, 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

AI: Property Manager, Mark Cooper is to send a letter to homeowners on Bay Colony Drive. Residents are not to cut any vegetation from the ditch as it is part of SWFWMD jurisdiction.

1. On **MOTION** by Supervisor Simon and second by Supervisor Fannin the Board approved the, March 3, 2020 Consent Agenda consisting of the: February 4, 2020 General Meeting Minutes, the February Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the January 2020 Financial Reports, the Property Manager, District Administrative Assistant reports, and the Facility Monitor February 2020 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0

2. On **MOTION** by Supervisor Peacock and Second by Supervisor Simon, the Board approved sending all homes in the District a letter inviting residents to download the community app and inviting them to an informational meeting. The meeting will include in depth communication about the storm drains, fertilizers and midge concerns. This is to be funded from the CIP line. Motion passed 5 to 0
 3. On **MOTION** by Supervisor Fannin and Second by Supervisor Nelson, the Board discussed replacing future purchases of the community flag with the proposed 3'x3' logo only flag in black and white. The Board discussed whether the flag was needed. The Board also suggested holding a design competition for residents. Motion Failed 4 to 1
 4. On **MOTION** by Supervisor Fannin and Second by Supervisor Nelson, the Board approved 6"x6" posts bollards in the amount of \$350.00, to be funded from park facilities maintenance. Motion passed 5 to 0
- AI: District Manager is to add the Hillsborough County presentation to the May 5, 2020 agenda.
- AI: Security/Grounds Committee is to research Wi-Fi restrictions and programs available for usage
5. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board approved to reimburse Supervisor Nelson \$99.00 for the purchase of the display case needed for the Community awards to be displayed in the clubhouse. Motion passed 4 to 0 Supervisor Nelson abstained from voting

Meeting adjourned at 8:09PM

Respectfully submitted,

Sabrina Peacock, Treasurer/Secretary

Virginia Gianakos, Chair



Date: March 20, 2020

Time: 12:30 p.m.

Minutes of the Board of Supervisors (Emergency Zoom Meeting)
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 12:30 p.m. by Chair, Virginia Gianakos

1. On **MOTION** by Supervisor Gianakos and Second by Supervisor Simon, the Board approved to hold all Board of Supervisors meetings remotely until further notice. Meetings will be held through the Zoom program at a cost of \$15 a month, to be funded from the legal line item. Motion passed 5 to 0

2. On **MOTION** by Supervisor Gianakos and Second by Supervisor Simon, the Board approved to have the pool facility remain open unless Government Regulations change. Notices have been placed around facility reminding residents of social distancing and sanitation recommendations. Motion was amended to have the pool open Tuesday through Sunday from 10AM until 4PM, closed on Mondays. Staff is to post safety guidelines that state only residents are to use facility, the facility is swim at your own risk, residents should monitor group sizes and the District will not provide sanitation wipes or supplies for resident use. Motion passed 5 to 0

3. On **MOTION** by Supervisor Gianakos and Second by Supervisor Simon, the Board approved to have the District clubhouse remain open except for Saturdays while District Manager is in self quarantine. Motion passed 5 to 0
4. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board approved to suspend all clubhouse rentals until further notice. Motion passed 5 to 0
5. On **MOTION** by Supervisor Gianakos and Second by Supervisor Fannin, the Board approved to hire a pool monitor. Motion was amended to have the pool monitor scheduled to cover non staff hours. Motion passed 5 to 0
6. On **MOTION** by Supervisor Gianakos and Second by Supervisor Nelson, the Board approved to electronically accept the District's audit and to reschedule the audit presentation. Motion passed 5 to 0

Meeting adjourned at 1:15PM

Respectfully submitted,

Sabrina Peacock, Treasurer/Secretary

Virginia Gianakos, Chair



Date: March 26, 2020

Time: 4:00 p.m.

Minutes of the Board of Supervisors (Emergency Zoom Meeting)
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 4:00 p.m. by Chair, Virginia Gianakos

1. On **MOTION** by Supervisor Gianakos and Second by Supervisor Fannin, the Board approved to close all District amenities until stay at home order is released. Motion was amended to say all amenities except the trail. Motion passed 4 to 0
2. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board approved to close the District clubhouse until the stay at home order is released and/or self quarantine expiration. Motion passed 4 to 0

Supervisor Simon joined meeting at 4:27PM

3. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board approved to compensate staff at full pay rate as budgeted during stay at home order. Motion passed 5 to 0

Supervisor Fannin exited the meeting at 4:33PM

4. On **MOTION** by Supervisor Gianakos and Second by Supervisor Simon, the Board approved to have Property Manager, Mark Cooper and District Manager, Adriana Urbina to work remotely during stay at home order except when necessary to maintain essential operations. Motion passed 4 to 0
5. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board approved to maintain essential operations for sanitation (dog stations, trash, etc.) to be provided by Part-time Maintenance staff, when available or ASI until staff is able to return to work. Motion passed 3 to 0 Supervisor Gianakos abstained from voting
6. On **MOTION** by Supervisor Gianakos and Second by Supervisor Nelson, the Board approved to purchase 5 waterproof permanent plastic sniper signs in the amount of \$180.00 to announce Amenity closures and where to find current status information. Signs are to be funded from legal line. Motion passed 4 to 0
7. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board approved to leave plastic sniper signs out on District property until stay at home order is released. Motion passed 4 to 0
8. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board discussed hiring HCSO Off Duty Officers during the effective stay at home order as additional District Security or until Facility Monitor is cleared to return to work. To be funded from Reserve account per Budget Policy #3200. Motion Failed 4 to 0

Meeting adjourned at 5:28PM

Respectfully submitted,

Sabrina Peacock, Treasurer/Secretary

Virginia Gianakos, Chair

Treasurer's Review Committee Meeting Minutes

Date: *Thursday, March 19, 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 (3rd) Thursday of each month at 1:00 pm.

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

The Treasurer's Review Committee Meeting was cancelled.

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, March 18th 2020 at 12:30 PM.*

Operations Manager: *Property Manager, Mark Cooper*

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

The March 18 Security - Grounds Committee Meeting was canceled.

Management Committee Meeting Minutes

Date: *Thursday, March 19, 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, April 16, 2020 at 11:30 am.**

The Management Committee Meeting was cancelled.

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, March 17th, 2020 @ 10:00 am.*

Chairperson: *Supervisor Jim Simon*

Operations Manager: *Property Manager, Mark Cooper*

The March 17 Strategic Planning Committee Meeting was canceled.

Lake St. Charles CDD

Funds Statement

Dec '19 - Feb '20

| | Dec '19 | Jan '20 | Feb '20 | Category |
|--|----------------|----------------|----------------|--------------------|
| Bank/Current Asset Accounts | | | | |
| CenterState Bank Checking | 692,592 | 672,641 | 653,241 | Cash |
| CenterState Bank Money Market | 254,095 | 254,145 | 254,191 | Committed/Assigned |
| Operating Acct | 0 | 0 | 0 | Cash |
| Prepay | 0 | 0 | 0 | Non-Spendable |
| Petty Cash | 1,182 | 1,176 | 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 |
| Total Bank/Current Asset Accounts | 947,869 | 927,962 | 908,608 | |
| Cash (Checking/Savings) | | | | |
| CenterState Bank Checking | 692,592 | 672,641 | 653,241 | |
| CenterState Bank Money Market | 254,095 | 254,145 | 254,191 | |
| Operating Acct | 0 | 0 | 0 | |
| Prepay | 0 | 0 | 0 | |
| Petty Cash | 1,182 | 1,176 | 1,176 | |
| SunTrust Money Market | 0 | 0 | 0 | |
| Suncoast FCU | 0 | 0 | 0 | |
| Investments SBA | 0 | 0 | 0 | |
| Total Cash Accounts | 947,869 | 927,962 | 908,608 | |
| Debt Service | | | | |
| Investment Cost of Issuance | 0 | 0 | 0 | |
| Investment Reserve | 0 | 0 | 0 | |
| Investment Revenue | 0 | 0 | 0 | |
| Investment Redemption | 0 | 0 | 0 | |
| Investment Interest | 0 | 0 | 0 | |
| Investment Prepayment | 0 | 0 | 0 | |
| Total Debt Service Fund Balances | 0 | 0 | 0 | |
| TOTAL FUND BALANCES | 947,869 | 927,962 | 908,608 | |
| District Reserve Fund | | | | |
| SunTrust Money Market | 0 | 0 | 0 | Committed/Assigned |
| CenterState Bank Money Market | 254,095 | 254,145 | 254,191 | Committed/Assigned |
| Total Investments SBA | 0 | 0 | 0 | Unassigned |
| | 254,095 | 254,145 | 254,191 | |

Lake St. Charles CDD

Disbursement Authorization Report

February 2020

| Type | Num | Date | Name | Account | Original Amount |
|-------------------|----------|------------|-------------------------------|---------------------------------|-----------------|
| Sales Tax Payment | EFT/Auto | 02/19/2020 | Florida Department of Revenue | 10000-CenterState Bank Checking | -10.37 |
| | | | Florida Department of Revenue | Sales Tax Payable | 3.24 |
| | | | Florida Department of Revenue | Sales Tax Payable | 7.13 |
| TOTAL | | | | | 10.37 |
| Check | EFT/Auto | 02/04/2020 | Square Inc | 10000-CenterState Bank Checking | -289.50 |
| | | | | Security/Renters Cards Deposits | 300.00 |
| | | | | Security/Renters Cards Deposits | -10.50 |
| TOTAL | | | | | 289.50 |
| Check | EFT/Auto | 02/04/2020 | ADP | 10000-CenterState Bank Checking | -9,529.55 |
| | | | | District Manager | 2,013.60 |
| | | | | Payroll Taxes - Employer Taxes | 184.83 |
| | | | | Facilities Monitor | 1,356.00 |
| | | | | Property Maintenance Team Lead | 1,219.05 |
| | | | | Property Manager | 2,423.21 |
| | | | | Payroll Taxes - Employer Taxes | 545.24 |
| | | | | Full Time Hybrid Employee | 1,060.00 |
| | | | | Property Maintenance Part-Time | 27.62 |
| | | | | Medical Stipend | 200.00 |
| | | | | Medical Stipends | 500.00 |
| TOTAL | | | | | 9,529.55 |
| Check | EFT/Auto | 02/06/2020 | TECO Electric | 10000-CenterState Bank Checking | -83.23 |
| | | | | 53100 - Electric Utility Svs | 83.23 |
| TOTAL | | | | | 83.23 |
| Check | EFT/Auto | 02/06/2020 | TECO Gas Company | 10000-CenterState Bank Checking | -507.29 |
| | | | | 53200 - Gas Utility Services | 507.29 |

Lake St. Charles CDD

Disbursement Authorization Report

February 2020

| | Type | Num | Date | Name | Account | Original Amount |
|-------|-------|----------|------------|---------------|---------------------------------|-----------------|
| TOTAL | | | | | | 507.29 |
| | Check | EFT/Auto | 02/14/2020 | ADP | 10000-CenterState Bank Checking | -122.56 |
| | | | | | Payroll Service Charge | 20.43 |
| | | | | | Payroll Service Charge | 102.13 |
| TOTAL | | | | | | 122.56 |
| | Check | EFT/Auto | 02/19/2020 | ADP | 10000-CenterState Bank Checking | -12,225.12 |
| | | | | | District Manager | 2,013.60 |
| | | | | | Payroll Taxes - Employer Taxes | 157.96 |
| | | | | | Facilities Monitor | 1,356.00 |
| | | | | | Property Maintenance Team Lead | 1,097.15 |
| | | | | | Property Manager | 2,423.20 |
| | | | | | Payroll Taxes - Employer Taxes | 669.34 |
| | | | | | Supervisor Fees | 1,000.00 |
| | | | | | Employer Taxes | 83.50 |
| | | | | | Full Time Hybrid Employee | 1,046.75 |
| | | | | | Property Maintenance Part-Time | 27.62 |
| | | | | | Security Repairs | 1,850.00 |
| | | | | | Pool Maintenance Repairs | 500.00 |
| TOTAL | | | | | | 12,225.12 |
| | Check | EFT/Auto | 02/25/2020 | 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 | 02/28/2020 | TECO Electric | 10000-CenterState Bank Checking | -2,566.98 |
| | | | | | 53100 - Electric Utility Svs | 38.99 |
| | | | | | 53100 - Electric Utility Svs | 58.41 |

Lake St. Charles CDD Disbursement Authorization Report

February 2020

| Type | Num | Date | Name | Account | Original Amount |
|-----------------|----------|-----------------------|------|---------------------------------|-----------------|
| | | | | 53100 - Electric Utility Svs | 170.12 |
| | | | | 53100 - Electric Utility Svs | 826.34 |
| | | | | 53100 - Electric Utility Svs | 69.93 |
| | | | | 53100 - Electric Utility Svs | 994.45 |
| | | | | 53100 - Electric Utility Svs | 179.15 |
| | | | | 53100 - Electric Utility Svs | 42.57 |
| | | | | 53100 - Electric Utility Svs | 22.76 |
| | | | | 53100 - Electric Utility Svs | 23.19 |
| | | | | 53100 - Electric Utility Svs | 19.28 |
| | | | | 53100 - Electric Utility Svs | 19.78 |
| | | | | 53100 - Electric Utility Svs | 19.36 |
| | | | | 53100 - Electric Utility Svs | 19.88 |
| | | | | 53100 - Electric Utility Svs | 19.54 |
| | | | | 53100 - Electric Utility Svs | 19.36 |
| | | | | 53100 - Electric Utility Svs | 19.03 |
| | | | | 53100 - Electric Utility Svs | 19.20 |
| | | | | 53100 - Electric Utility Svs | 19.62 |
| | | | | 53100 - Electric Utility Svs | 42.91 |
| | | | | 53100 - Electric Utility Svs | -76.89 |
| TOTAL | | | | | 2,566.98 |
| Check | EFT/Auto | 02/28/2020 ADP | | 10000-CenterState Bank Checking | -136.91 |
| | | | | Payroll Service Charge | 20.43 |
| | | | | Payroll Service Charge | 116.48 |
| TOTAL | | | | | 136.91 |
| Check | EFT/Auto | 02/29/2020 Square Inc | | 10000-CenterState Bank Checking | -4.62 |
| | | | | Rental | 4.62 |
| TOTAL | | | | | 4.62 |
| Bill Pmt -Check | 8490 | 02/04/2020 Grainger | | 10000-CenterState Bank Checking | -107.71 |

Lake St. Charles CDD Disbursement Authorization Report

February 2020

| | Type | Num | Date | Name | Account | Original Amount |
|-------|-----------------|----------------------|------------|---------------------------------|---------------------------------|-----------------|
| | Bill | 9412798325 Inv # | 01/16/2020 | | Club Facility Maintenance | 107.71 |
| TOTAL | | | | | | 107.71 |
| | Bill Pmt -Check | 8491 | 02/04/2020 | Hardeman Landscape Nursery, Inc | 10000-CenterState Bank Checking | -7,752.00 |
| | Bill | Concrete for picnic | 02/04/2020 | | 58003-Future CIP Projects & Res | 7,752.00 |
| TOTAL | | | | | | 7,752.00 |
| | Bill Pmt -Check | 8492 | 02/04/2020 | Verizon Wireless | 10000-CenterState Bank Checking | -42.78 |
| | Bill | 12-24-19 to 01-23-20 | 01/23/2020 | | Telephone | 42.78 |
| TOTAL | | | | | | 42.78 |
| | Bill Pmt -Check | 8493 | 02/20/2020 | Chris's Portable Toilets | 10000-CenterState Bank Checking | -75.00 |
| | Bill | 1805-121092 Inv # | 02/08/2020 | | Park Facility Maintenance | 75.00 |
| TOTAL | | | | | | 75.00 |
| | Bill Pmt -Check | 8494 | 02/20/2020 | Solitude Lake Management | 10000-CenterState Bank Checking | -1,575.00 |
| | Bill | Feb Pond Mainten | 02/01/2020 | | Pond & Stormwater Maint | 1,110.00 |
| | | | | | Pond & Stormwater Maint | 465.00 |
| TOTAL | | | | | | 1,575.00 |
| | Bill Pmt -Check | 8495 | 02/20/2020 | Zebra Cleaning Team, Inc. | 10000-CenterState Bank Checking | -305.88 |
| | Bill | LED Light Board | 01/13/2020 | | Pool Maintenance Repairs | 305.88 |
| TOTAL | | | | | | 305.88 |
| | Bill Pmt -Check | 8496 | 02/20/2020 | Zebra Cleaning Team, Inc. | 10000-CenterState Bank Checking | -1,600.00 |
| | Bill | Feb Pool Cleaning | 02/13/2020 | | Pool Maintenance Contract | 1,600.00 |
| TOTAL | | | | | | 1,600.00 |

Treasurer's Report - CenterState Account
February 2020
02/1/20 - 02/29/20

| <u>Date</u> | <u>Number</u> | <u>Payee</u> | <u>Memo</u> | <u>Payment</u> | <u>Deposit</u> | <u>Balance</u> |
|-------------|---------------|---------------------------------|--|------------------|------------------|-------------------|
| | | | | | | 672,641.05 |
| 02/04/2020 | 8490 | Grainger | 884671942 Acct# 9412798325 Inv # | 107.71 | | 672,533.34 |
| 02/04/2020 | 8491 | Hardeman Landscape Nursery, Inc | INV# 35383 | 7,752.00 | | 664,781.34 |
| 02/04/2020 | 8492 | Verizon Wireless | Acct# 842082173-00001 | 42.78 | | 664,738.56 |
| 02/04/2020 | EFT/Auto | Square Inc | \CH Rental Deposit Refund | 289.50 | | 664,449.06 |
| 02/04/2020 | EFT/Auto | ADP | P.E. 02-01-20 | 9,529.55 | | 654,919.51 |
| 02/05/2020 | | | Deposit | | 16,400.41 | 671,319.92 |
| 02/06/2020 | EFT/Auto | TECO Electric | 221005960721 Acct # | 83.23 | | 671,236.69 |
| 02/06/2020 | EFT/Auto | TECO Gas Company | 221003603224 Acct # | 507.29 | | 670,729.40 |
| 02/10/2020 | | | Deposit | | 97.20 | 670,826.60 |
| 02/14/2020 | | | Deposit | | 730.00 | 671,556.60 |
| 02/14/2020 | | | Deposit | | 14.51 | 671,571.11 |
| 02/14/2020 | EFT/Auto | ADP | 549114660 Inv # | 122.56 | | 671,448.55 |
| 02/19/2020 | EFT/Auto | Florida Department of Revenue | | 10.37 | | 671,438.18 |
| 02/19/2020 | EFT/Auto | ADP | P.E. 02-15-20 | 12,225.12 | | 659,213.06 |
| 02/20/2020 | 8493 | Chris's Portable Toilets | 1805-121092 Inv # | 75.00 | | 659,138.06 |
| 02/20/2020 | 8494 | Solitude Lake Management | INV# PI-A00356214 | 1,575.00 | | 657,563.06 |
| 02/20/2020 | 8495 | Zebra Cleaning Team, Inc. | INV# 3409 | 305.88 | | 657,257.18 |
| 02/20/2020 | 8496 | Zebra Cleaning Team, Inc. | INV# 3408 | 1,600.00 | | 655,657.18 |
| 02/21/2020 | | | Deposit | | 292.20 | 655,949.38 |
| 02/25/2020 | EFT/Auto | Square Inc | H. Gray CH Rental Deposit Refund | 292.20 | | 655,657.18 |
| 02/28/2020 | EFT/Auto | TECO Electric | 06980007400 Acct # | 2,566.98 | | 653,090.20 |
| 02/28/2020 | EFT/Auto | ADP | 549114660 Inv # | 136.91 | | 652,953.29 |
| 02/29/2020 | | Clubhouse Rentals | | | 170.00 | 653,123.29 |
| 02/29/2020 | EFT/Auto | Square Inc | 2.6% + .10 Square processing fees for CH Rentals | 4.62 | | 653,118.67 |
| 02/29/2020 | | | Interest | | 122.80 | 653,241.47 |
| | | | | 37,226.70 | 17,827.12 | 653,241.47 |

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

| | A | B | C | D | E | F | G | H | K | L | M | N |
|----|---|---|---|---|---|---|--|----------------------------|--------------------------|--------------------------------------|-----------------|----------------------|
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | Oct '19 Feb '20 | Annual Budget | \$ Over Annual Budget | Comments | Last Year YTD |
| 3 | | | | | | | Revenue/Expense | | | | | |
| 4 | | | | | | | Revenue | | | | | |
| 5 | | | | | | | 36100 - Interest Earnings | | | | | |
| 6 | | | | | | | Interest - General Fund | 639 | 1,450 | (811) | | 717 |
| 7 | | | | | | | Total 36100 - Interest Earnings | 639 | 1,450 | (811) | | 717 |
| 8 | | | | | | | General Fund Assessment-O&M | | | | | |
| 9 | | | | | | | General Fund Assessment Gross | 915,514 | 958,146 | (42,632) | | 910,819 |
| 10 | | | | | | | GF Prop Tax Interest | 175 | 0 | 175 | | 186 |
| 11 | | | | | | | GF Tax Collector Commissions | (17,586) | (19,163) | 1,577 | | (17,493) |
| 12 | | | | | | | GF Tax Payment Discount | (36,191) | (38,326) | 2,135 | | (36,159) |
| 13 | | | | | | | Total General Fund Assessment-O&M | 861,912 | 900,657 | (38,745) | | 857,353 |
| 14 | | | | | | | | | | | | |
| 15 | | | | | | | Total 36310 - Special Assessment | 861,912 | 900,657 | (38,745) | | 857,353 |
| 16 | | | | | | | 36311 - Excess Fees | 7,460 | 0 | 7,460 | | 5,881 |
| 17 | | | | | | | 36900 - Miscellaneous Revenues | | | 0 | | |
| 18 | | | | | | | Other Misc Revenue | 832 | 1,200 | (368) | | 933 |
| 19 | | | | | | | Rental | 1,058 | 1,900 | (842) | | 332 |
| 20 | | | | | | | Pool Snack Vending | 0 | 475 | (475) | | 2 |
| 21 | | | | | | | Total 36900 - Miscellaneous Revenues | 1,890 | 3,575 | (1,685) | | 1,265 |
| 22 | | | | | | | Total Revenue | 871,901 | 905,682 | (33,781) | | 865,217 |
| 23 | | | | | | | | | | | | |
| 25 | | | | | | | Expense | | | | | |
| 26 | | | | | | | 5110 - Legislative | | | | | |
| 27 | | | | | | | Employer Taxes | 418 | 1,460 | (1,043) | | 418 |
| 28 | | | | | | | Special District Fees | 175 | 175 | 0 | | 175 |
| 29 | | | | | | | Supervisor Fees | 5,000 | 12,000 | (7,000) | | 5,000 |
| 30 | | | | | | | Supervisor Payroll Service | 295 | 900 | (605) | | 281 |
| 31 | | | | | | | Total 5110 - Legislative | 5,888 | 14,535 | (8,647) | | 5,874 |

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

| | A | B | C | D | E | F | G | H | K | L | M | N |
|----|---|---|---|---|---|---|--|----------------------------|--------------------------|--------------------------------------|-----------------|----------------------|
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | Oct '19 Feb '20 | Annual Budget | \$ Over Annual Budget | Comments | Last Year YTD |
| 32 | | | | | | | 51300 - Financial & Admin | | | | | |
| 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 | 20,136 | 52,354 | (32,218) | | 19,744 |
| 38 | | | | | | | Medical Stipend | 800 | 2,400 | (1,600) | | 800 |
| 39 | | | | | | | Payroll Service Charge | 206 | 465 | (259) | | 173 |
| 40 | | | | | | | Payroll Taxes - Employer Taxes | 1,651 | 4,400 | (2,749) | | 1,621 |
| 41 | | | | | | | Performance Stipend | 0 | 1,000 | (1,000) | | 0 |
| 42 | | | | | | | Total District F&A Employees | 22,792 | 60,619 | (37,827) | | 22,338 |
| 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 | | | | | | | Total General Insurance | 7,077 | 7,647 | (570) | | 6,917 |
| 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) | | 384 |
| 52 | | | | | | | Postage | 94 | 250 | (156) | | 66 |
| 53 | | | | | | | Printer Supplies | 1,363 | 2,000 | (637) | | 425 |
| 54 | | | | | | | Professional Development | 79 | 1,000 | (921) | | 180 |
| 55 | | | | | | | Technology Services/Upgrades | 200 | 2,000 | (1,800) | | 531 |
| 56 | | | | | | | Telephone | 1,131 | 3,100 | (1,969) | | 1,125 |
| 57 | | | | | | | Travel Per Diem | 0 | 200 | (200) | | 93 |
| 58 | | | | | | | Website Development & Monitor | 1,800 | 2,650 | (850) | | 0 |
| 59 | | | | | | | Total 51300 - Financial & Admin | 40,032 | 100,662 | (60,630) | | 37,562 |
| 60 | | | | | | | 51400 - Legal Counsel | | | | | |

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

| | A | B | C | D | E | F | G | H | K | L | M | N |
|----|---|---|---|---|---|---|---|----------------------------|--------------------------|--------------------------------------|-----------------|----------------------|
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | Oct '19 Feb '20 | Annual Budget | \$ Over Annual Budget | Comments | Last Year YTD |
| 61 | | | | | | | District Counsel | 133 | 8,000 | (7,867) | | 71 |
| 62 | | | | | | | Total 51400 - Legal Counsel | 133 | 8,000 | (7,867) | | 71 |
| 63 | | | | | | | 52100 - Law Enforcement | | | | | |
| 64 | | | | | | | Car Maintenance & Repairs | 0 | 1,000 | (1,000) | | 37 |
| 65 | | | | | | | Car Gas | 181 | 1,500 | (1,319) | | 257 |
| 66 | | | | | | | Total 52100 - Law Enforcement | 181 | 2,500 | (2,319) | | 294 |
| 67 | | | | | | | 53100 - Electric Utility Svs | 14,010 | 39,500 | (25,490) | | 11,950 |
| 68 | | | | | | | 53200 - Gas Utility Services | 2,071 | 4,000 | (1,929) | | 1,402 |
| 69 | | | | | | | 53400 - Garbage/Solid Waste Svc | 652 | 2,880 | (2,228) | | 422 |
| 70 | | | | | | | 53600 - Water/Sewer Services | 1,488 | 8,000 | (6,512) | | 1,095 |
| 71 | | | | | | | 53900 - Physical Environment | | | | | |
| 72 | | | | | | | Entry & Walls Maintenance | 2,204 | 2,000 | 204 | | 29 |
| 73 | | | | | | | Ford F250 Maintenance & Repair | 444 | 2,000 | (1,556) | | 2,715 |
| 74 | | | | | | | Fountain in Lake | 0 | 3,000 | (3,000) | | 600 |
| 75 | | | | | | | Gas - Equipment | 18 | 400 | (382) | | 66 |
| 76 | | | | | | | Gas - Truck | 443 | 1,800 | (1,357) | | 504 |
| 77 | | | | | | | Irrigation Maintenance | 4,769 | 10,000 | (5,231) | | 6,142 |
| 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 | 4,170 | 9,500 | (5,330) | | 2,528 |
| 81 | | | | | | | Mulch | 0 | 10,500 | (10,500) | | 266 |
| 82 | | | | | | | New Plantings | 174 | 8,000 | (7,826) | | 998 |
| 83 | | | | | | | Pond & Stormwater Maint Contract | 7,875 | 18,900 | (11,025) | | 5,245 |
| 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 |
| 88 | | | | | | | Midge Treatment Contract | 29,304 | 68,376 | (39,072) | | 0 |
| 89 | | | | | | | Total 53900 - Physical Environment | 91,618 | 241,876 | (150,258) | | 63,833 |

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

| | A | B | C | D | E | F | G | H | K | L | M | N |
|-----|---|---|---|---|---|---|---|--------------------|------------------|-----------------------------|----------|---------------|
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | Oct '19 Feb '20 | Annual Budget | \$ Over Annual Budget | Comments | Last Year YTD |
| 90 | | | | | | | 57200 - Parks & Recreation | | | | | |
| 91 | | | | | | | Auto Liability | 715 | 755 | (40) | | 697 |
| 92 | | | | | | | Club Facility Maintenance | | | | | |
| 93 | | | | | | | Club Facility Maintenance | 1,893 | 5,000 | (3,107) | | 746 |
| 94 | | | | | | | Clubhouse Supplies | 483 | 2,300 | (1,817) | | 529 |
| 95 | | | | | | | Locks/Keys | 0 | 100 | (100) | | 0 |
| 96 | | | | | | | Pool Snack Vending Items | 0 | 300 | (300) | | 0 |
| 97 | | | | | | | Total Club Facility Maintenance | 2,376 | 7,700 | (5,324) | | 1,274 |
| 98 | | | | | | | District Employees Payroll Exp | | | | | |
| 99 | | | | | | | Employer Workman Comp | 5,700 | 9,000 | (3,300) | | 3,997 |
| 100 | | | | | | | Facilities Monitor | 13,560 | 35,256 | (21,696) | | 13,296 |
| 101 | | | | | | | Medical Stipends | 2,000 | 6,000 | (4,000) | | 2,000 |
| 102 | | | | | | | Payroll Service Charge | 1,052 | 2,500 | (1,449) | | 896 |
| 103 | | | | | | | Payroll Taxes - Employer Taxes | 5,057 | 13,500 | (8,443) | | 4,718 |
| 104 | | | | | | | Performance Stipend | 0 | 2,600 | (2,600) | | 0 |
| 105 | | | | | | | Full-Time Hybrid Employee | 9,871 | 27,560 | (17,689) | | 9,236 |
| 106 | | | | | | | Property Maintenance Part-Time | 387 | 1,450 | (1,063) | | 487 |
| 107 | | | | | | | Property Maintenance Team Lead | 11,563 | 30,052 | (18,489) | | 11,087 |
| 108 | | | | | | | Property Manager | 24,232 | 63,003 | (38,771) | | 23,567 |
| 109 | | | | | | | Recreational Assistants | 0 | 7,000 | (7,000) | | 0 |
| 110 | | | | | | | Total District Employees Payroll Exp | 73,422 | 197,921 | (124,499) | | 69,284 |
| 111 | | | | | | | Dock Maintenance | 0 | 400 | (400) | | 266 |
| 112 | | | | | | | Drainage/ Nature Path/Trail Maintenance | 100 | 1,800 | (1,700) | | 0 |
| 113 | | | | | | | Park Facility Maintenance | 1,585 | 5,000 | (3,415) | | 2,215 |
| 114 | | | | | | | Parks & Rec Cell Phones | 457 | 1,700 | (1,243) | | 567 |
| 115 | | | | | | | Playground Maintenance | 0 | 2,000 | (2,000) | | 0 |
| 116 | | | | | | | Pool Maintenance Contract | 8,000 | 19,600 | (11,600) | | 7,700 |
| 117 | | | | | | | Pool Maintenance Repairs | 5,042 | 12,000 | (6,958) | | 1,439 |
| 118 | | | | | | | Sec System Monitoring Contract | 60 | 240 | (180) | | 120 |
| 119 | | | | | | | Security Repairs | 5,806 | 5,000 | 806 | | 4,992 |

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

| | A | B | C | D | E | F | G | H | K | L | M | N |
|-----|---|---|---|---|---|---|--|----------------------------|--------------------------|--------------------------------------|-----------------|----------------------|
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | Oct '19 Feb '20 | Annual Budget | \$ Over Annual Budget | Comments | Last Year YTD |
| 120 | | | | | | | Total 57200 - Parks & Recreation | 97,564 | 254,116 | (156,552) | | 88,554 |
| 121 | | | | | | | 58003- Future CIP Projects and Reserves | 29,045 | 229,613 | (200,568) | | 202,349 |
| 122 | | | | | | | Total Expense | 282,682 | 905,682 | (623,000) | | 413,408 |
| 123 | | | | | | | Revenue Less Expenses | 589,220 | 0 | 589,220 | | 451,809 |
| 124 | | | | | | | Other Revenue/Expense | | | | | |
| 125 | | | | | | | Other Revenue | | | | | |
| 126 | | | | | | | SunTrust Credit Card Rewards | 1,223 | | 0 | | |
| 127 | | | | | | | FY 17-18 Carryover | 44,859 | | 44,859 | | |
| 128 | | | | | | | Total Other Revenue | 46,082 | 0 | 44,859 | | |
| 129 | | | | | | | | | | | | |
| 130 | | | | | | | Other Expense | | | | | |
| 131 | | | | | | | Unassigned CIP Projects | 0 | 39,859 | (39,859) | | |
| 132 | | | | | | | Funding for District's Reserve Acct | 5,000 | 5,000 | 0 | | |
| 133 | | | | | | | Total Other Expense | 5,000 | 44,859 | (39,859) | | |
| 134 | | | | | | | Net Other Income | 39,859 | (44,859) | 39,859 | | |
| 135 | | | | | | | Net Income | 629,079 | (44,859) | 629,079 | | |

Lake St. Charles CDD Property Manager Expense Report

February 2020

| | Type | Date | Num | Memo | Amount |
|------------------------------------|--------------------|------------|-------------|-----------------------------|------------|
| Ace Hardware | | | | | |
| | Credit Card Charge | 02/08/2020 | Misc | Club Facility Maintenance | 9.16 |
| | Credit Card Charge | 02/10/2020 | | Misc. Landscape Maintenance | 3.26 |
| CentralPro | | | | | |
| | Credit Card Charge | 02/14/2020 | Irrigation | Irrigation Maintenance | 1.74 |
| George's Mower Service Inc. | | | | | |
| | Credit Card Charge | 02/05/2020 | Labor Charg | Misc. Landscape Maintenance | 44.00 |
| | Credit Card Charge | 02/11/2020 | Oil & Misce | Misc. Landscape Maintenance | 14.99 |
| Home Depot | | | | | |
| | Credit Card Charge | 02/03/2020 | Stain seale | Park Facility Maintenance | 59.94 |
| | Credit Card Charge | 02/06/2020 | Missing Rec | Misc. Landscape Maintenance | 30.33 |
| | Credit Card Charge | 02/19/2020 | Gazebo Rest | Misc. Landscape Maintenance | 8.92 |
| | Credit Card Charge | 02/19/2020 | Paint Spray | Misc. Landscape Maintenance | 70.53 |
| Lowe's Commerical Services | | | | | |
| | Credit Card Charge | 02/10/2020 | Nails | Park Facility Maintenance | 17.55 |
| Manatee Apparel Graphics | | | | | |
| | Credit Card Charge | 02/13/2020 | 1036922 INV | Clubhouse Supplies | 125.88 |
| Robert's Nursery, Inc. | | | | | |
| | Credit Card Charge | 02/13/2020 | Plants | New Plantings | 173.60 |
| Wausau Tile | | | | | |
| | Credit Card Charge | 02/21/2020 | Trash can l | Club Facility Maintenance | 64.00 |
| Winn Dixie | | | | | |
| | Credit Card Charge | 02/11/2020 | Water | Clubhouse Supplies | 7.00 |
| | Credit Card Charge | 02/18/2020 | Water | Clubhouse Supplies | 10.98 |
| | | | | TOTAL | 642 |

April 2020 Property Manager's report

I contacted Hillsborough County to inquire about the street resurfacing schedule in our neighborhood after Hillsborough County resurfaced Cannon Drive in the Stratford neighborhood. When I spoke with the engineer I was told, *"Based on current funding and methodology, both Colonial Lake Dr and Lake St. Charles Blvd will not be included in our 5 years plan. I will send our pavement inspectors next week to investigate for any immediate repair needs."* I also confirmed that no other streets were scheduled for resurfacing.

It appears that we could place a parabolic mirror opposite Remington Drive at Colonial Lake Drive but it would have to be completely outside of the County Right of Way and the district would be responsible for the costs.

I met with the park restroom's crane company representative and our proposed location for the restroom building will work but several trees will have to be removed to allow for the required movement of the crane. I am already obtaining quotes for the tree removals subject to approval by Hillsborough County. I should have all of the anticipated restroom costs to present at the April committee meetings.

The villas fence will completely repaired on April 21st.

The tennis court refurbishment was completed in March and pickleball court lines were added the center court.

After looking at the basketball court, Lawson courts did not feel comfortable with just filling the cracks in the basketball court so the court has not been repaired. They expressed that the cracks would just reappear again, the color patches wouldn't match due to fading and they felt we would be unsatisfied with the results and it would be a waste of money. They suggested that we apply the \$1,200 that we were going to spend on the repair towards fixing the basketball court properly. The proper fix would be to apply a layer of fiberglass mesh to the surface and reapply new color sealers and lines. This would cost \$7,500. If you recall we did this in 2014 on the tennis courts when they were refurbished after many years of neglect.

I received the trail repairs / replacement proposals and will review those with the various committees at our April meetings.

I have a meeting scheduled with Hillsborough County on Wednesday April, 15 at 10 am via Webex to review the County's preliminary configurations for the proposed drainage pond adjacent to Ashly Oaks. They are seeking some input before preparing to present to the CDD Board.

Tampa Electric is still working towards repainting many of the electric transformer boxes in the neighborhood and will review the neighborhood to determine if residents have complied with their letter requesting vegetation and shrubs be trimmed to provide 3 feet of clearance.

The picnic tables and trash can have been installed. We have the grills and will install them once staff returns to work. That will complete the grant project.

I am working with Representatives from the YMCA and the Children's Board to offer free swim lessons again this summer at our facility. I am aiming for the end of June to not be impacted by our current situation.

All of the facilities: tennis courts, pool, clubhouse, and both playgrounds have been locked with chains and padlocks and resident access cards have been disabled.