

## **Supervisor Packet for May 5, 2020 General Meeting**

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**Lake St. Charles Community Development District**  
**Board of Supervisors' General Meeting Agenda**  
**7:00 p.m., May 5, 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><b>Time</b></i>	<i><b>Item</b></i>
<b>7:00 – 7:05</b>	<ol style="list-style-type: none"> <li>1. <b>CALL TO ORDER</b></li> <li>2. <b>PLEDGE OF ALLEGIANCE</b></li> <li>3. <b>INVOCATION (Chair Gianakos)</b></li> <li>4. <b>ACKNOWLEDGMENT OF SUPERVISORS AND STAFF PRESENT</b></li> <li>5. <b>INTRODUCTION OF HOMEOWNERS, RESIDENTS AND PUBLIC AND IDENTIFICATION OF PARTIES WISHING TO MAKE PUBLIC COMMENTS</b></li> </ol>
<b>7:05 – 7:15</b>	<ol style="list-style-type: none"> <li>6. <b>PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 10 MINUTES DESIGNATED)</b></li> </ol>
	<ol style="list-style-type: none"> <li>1. <b>Homeowners Requesting to Speak (Please State Name Prior to Remarks)</b></li> </ol>
<b>7:15 – 7:20</b>	<ol style="list-style-type: none"> <li>7. <b>CONSENT AGENDA (5 Minutes)</b></li> </ol>
	<ol style="list-style-type: none"> <li>1. <b>Approval of additions to the agenda and removal of additional consent agenda items with questions as requested by board members.</b></li> <li>2. <b>Approval of Consent Item Agenda</b> <ol style="list-style-type: none"> <li>a. April 7, 2020 Meeting Minutes</li> <li>b. April 21, 2020 Emergency Meeting Minutes</li> <li>c. Committee Meeting Minutes for April 2020               <ol style="list-style-type: none"> <li>i. Treasurer's Review Committee</li> <li>ii. Security and Grounds Committee</li> <li>iii. Management Committee</li> <li>iv. Strategic Committee</li> </ol> </li> <li>d. March 2020 Financial Statements</li> </ol> </li> </ol>

	e. April 2020 Property Manager Monthly Report f. April 2020 Clubhouse Monthly Report g. April 2020 Facilities Monitor Report
<b>7:20-7:35</b>	<b>8. AUDIT PRESENTATION FY 18 (15 Minutes)</b>
<b>7:35-8:00</b>	<b>9. COMMITTEE REPORTS (25 Minutes)</b>
	1. <b>Treasurer's Review Committee</b> – Treasurer Peacock 2. <b>Grounds/Security Committee</b> – Committee Chair Fannin 3. <b>Management Committee</b> – Committee Chair Gianakos a. <b>District Amenities Discussion</b> 4. <b>Strategic Planning Committee</b> – Committee Chair Simon
<b>8:00- 8:10</b>	<b>11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR GIANAKOS(10 Minutes)</b>
	<b>GENERAL REMARKS</b> – Chair of The Board of Supervisors
<b>8:10 -8:15</b>	<b>12. PROPERTY MANAGER (5 Minutes)</b>
	<b>Items for Consideration by Property Manager - Mark Cooper</b> 1. Property Management Report
<b>8:15–8:20</b>	<b>13. DISTRICT MANAGER (5 Minutes)</b>
	<b>Items for Consideration by District Manager – Adriana Urbina</b> 1. District Manager Report 2. Audit discussion if available
<b>8:20 –8:30</b>	<b>14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)</b>
<b>8:30</b>	<b>ADJOURN</b>



Date: April 7, 2020  
Time: 7:00 p.m.

Minutes of the Board of Supervisors (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 7:00 p.m. by Chair, Virginia Gianakos

1. On **MOTION** by Supervisor Gianakos and Second by Supervisor Fannin, the Board approved to have staff return to work Thursday April 9, 2020. Motion was amended to say Bryant Urbina and Luis Martinez staff are to return to work Thursday April 9, 2020. Motion passed 5 to 0
2. On **MOTION** by Supervisor Gianakos and Second by Supervisor Nelson, the Board approved to limit the time spent at clubhouse to staff that has been exposed to the Covid-19 virus. Motion passed 5 to 0
3. On **MOTION** by Supervisor Peacock and Second by Supervisor Fannin, the Board approved Maintenance Lead, John Martini to be quarantined for 14 days after his mother has tested negative for the Covid-19 virus. Motion passed 5 to 0

4. On **MOTION** by Supervisor Nelson and Second by Supervisor Fannin, the Board approved to continue compensating Lead Maintenance, John Martini at his regular rate for the next 14 days. (April 21, 2020). Motion passed 5 to 0
5. On **MOTION** by Supervisor Peacock and Second by Supervisor Fannin, the Board approved to schedule a Board Meeting in 14 days (April 21, 2020) to discuss any current issues. Motion passed 5 to 0
6. On **MOTION** by Supervisor Simon and second by Supervisor Peacock the Board approved the, April 7, 2020 Consent Agenda consisting of the: March 3, 2020 General Meeting Minutes, March 20, 2020 Emergency Meeting Minutes, March 26, 2020 Emergency Meeting Minutes, the March Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the February 2020 Financial Reports, the Property Manager, District Administrative Assistant reports, and the Facility Monitor March 2020 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0

Meeting adjourned at 8:09PM

Respectfully submitted,

Sabrina Peacock, Treasurer/Secretary

Virginia Gianakos, Chair



Date: April 21, 2020  
Time: 7:00 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 7:00 p.m. by Chair, Virginia Gianakos

1. On **MOTION** by Supervisor Simon and Second by Supervisor Peacock, the Board approved to have Maintenance Lead, John Martini return to work as long as all CDC safety guidelines are being followed. Discussion included the use of gloves and masks while on duty. Motion was amended to say John Martini may return to work after he tests negative for the Covid-19 virus. Motion was amended to say if he receives positive results he is not to come back to work until a negative result is received. Motion passed 5 to 0
2. On **MOTION** by Supervisor Gianakos and Second by Supervisor Fannin, the Board approved to compensate John Martini until expected tests results are received (April 28, 2020). If tests results are positive the Board will revisit compensation arrangements at next Board meeting. Motion passed 4 to 1 Supervisor Peacock Voted NO

3. On **MOTION** by Supervisor Peacock and Second by Supervisor Simon, the Board approved to move forward with the Community restroom project in the amount of \$113,500. Motion passed 5 to 0
4. On **MOTION** by Supervisor Peacock and Second by Supervisor Fannin, the Board approved an increase of expenditures to the basketball court repairs in the amount of \$7,500. Motion passed 5 to 0
5. On **MOTION** by Supervisor Simon and Second by Supervisor Nelson, the Board discussed activating the Hillsborough County Neighborhood Crime watch for the community including Thackston and Remington at the rate of \$.25 per home. Motion was rescinded

Meeting adjourned at 8:05PM

Respectfully submitted,

Sabrina Peacock, Treasurer/Secretary

Virginia Gianakos, Chair

# Treasurer's Review Committee Meeting Minutes

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**Date:** *Thursday, April 16, 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, May 21, 2020 at 1:00 pm.**

**The Treasurer's Review Committee Meeting was cancelled.**



# Security - Grounds Committee Meeting Minutes

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**Date:** *Wednesday, April 15<sup>th</sup> 2020 at 12:30 PM.*

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

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

**The April 15 Security - Grounds Committee Meeting was canceled.**

The Grounds and Security Committee Chairperson, Rob Fannin, was sent several documents throughout April by e mail:

- 1) Trail repairs bid summary with asphalt and concrete replacement costs, a color coded, phased and prioritized trail site map and the actual proposals for a single phase of replacement on 4/10/2020.
- 2) The park restroom project's spreadsheet with each component, contractor costs and details / specifications on 4/20/2020. Both projects were approved by the LSC Board of Supervisors at the 4/21/2020 emergency board meeting.
- 3) An up to date **annual CIP** spreadsheet with the park restroom and basketball court repair projects added to this year's projects on 4/20/2020.
- 4) An updated **long term CIP** spreadsheet that included the costs of the park restroom and basketball court repairs in this year's budget, lake aeration and playgrounds in next year's projects and trail replacement costs based on an actual bid from 2022 through 2024 on 4/20/2020.

# Management Committee Meeting Minutes

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**Date:** *Thursday, April 16, 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, May 21, 2020 at 11:30 am.**

**The Management Committee Meeting was cancelled.**

# Strategic Planning Committee Meeting Minutes

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**Date:** *Tuesday, April 21<sup>st</sup>, 2020 @ 10:00 am.*

**Chairperson:** *Supervisor Jim Simon*

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

## **The April 21 Strategic Planning Committee Meeting was canceled.**

The Strategic Planning Committee Chairperson, Jim Simon, was sent several documents throughout April by e mail:

- 1) Trail repairs bid summary with asphalt and concrete replacement costs, a color coded, phased and prioritized trail site map and the actual proposals for a single phase of replacement on 4/10/2020.
- 2) The park restroom project's spreadsheet with each component, contractor costs and details / specifications on 4/20/2020. Both projects were approved by the LSC Board of Supervisors at the 4/21/2020 emergency board meeting.
- 3) An up to date **annual CIP** spreadsheet with the park restroom and basketball court repair projects added to this year's projects on 4/20/2020.
- 4) An updated **long term CIP** spreadsheet that included the costs of the park restroom and basketball court repairs in this year's budget, lake aeration and playgrounds in next year's projects and trail replacement costs based on an actual bid from 2022 through 2024 on 4/20/2020.

Lake St. Charles CDD

Funds Statement

Jan '20 - Mar '20

	Jan '20	Feb '20	Mar '20	Category
<b>Bank/Current Asset Accounts</b>				
CenterState Bank Checking	672,641	653,241	612,104	Cash
CenterState Bank Money Market	254,145	254,191	254,238	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	1,176	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
<b>Total Bank/Current Asset Accounts</b>	<b>927,962</b>	<b>908,608</b>	<b>867,518</b>	
<b>Cash (Checking/Savings)</b>				
CenterState Bank Checking	672,641	653,241	612,104	
CenterState Bank Money Market	254,145	254,191	254,238	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	1,176	1,176	1,176	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
<b>Total Cash Accounts</b>	<b>927,962</b>	<b>908,608</b>	<b>867,518</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>927,962</b>	<b>908,608</b>	<b>867,518</b>	
<b>District Reserve Fund</b>				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	254,145	254,191	254,238	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	254,145	254,191	254,238	

# Lake St. Charles CDD Disbursement Authorization Report

March 2020

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	03/03/2020	ADP	10000-CenterState Bank Checking	-9,422.32
				District Manager	2,013.60
				Payroll Taxes - Employer Taxes	169.34
				Facilities Monitor	1,356.00
				Property Maintenance Team Lead	1,155.85
				Property Manager	2,423.20
				Payroll Taxes - Employer Taxes	516.15
				Full Time Hybrid Employee	1,046.75
				Property Maintenance Part-Time	41.43
				Medical Stipend	200.00
				Medical Stipends	500.00
TOTAL					9,422.32
Check	EFT/Auto	03/05/2020	TECO Electric	10000-CenterState Bank Checking	-2,720.58
				53100 - Electric Utility Svs	49.90
				53100 - Electric Utility Svs	53.24
				53100 - Electric Utility Svs	163.14
				53100 - Electric Utility Svs	829.68
				53100 - Electric Utility Svs	63.15
				53100 - Electric Utility Svs	1,094.30
				53100 - Electric Utility Svs	198.21
				53100 - Electric Utility Svs	37.31
				53100 - Electric Utility Svs	23.06
				53100 - Electric Utility Svs	23.06
				53100 - Electric Utility Svs	19.35
				53100 - Electric Utility Svs	19.45
				53100 - Electric Utility Svs	19.91
				53100 - Electric Utility Svs	19.82
				53100 - Electric Utility Svs	20.00
				53100 - Electric Utility Svs	19.72

# Lake St. Charles CDD Disbursement Authorization Report

March 2020

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	19.35
				53100 - Electric Utility Svs	19.26
				53100 - Electric Utility Svs	19.35
				53100 - Electric Utility Svs	19.35
				53100 - Electric Utility Svs	-10.03
TOTAL					<u>2,720.58</u>
Check	EFT/Auto	03/06/2020	TECO Gas Company	10000-CenterState Bank Checking	-392.39
				53200 - Gas Utility Services	392.39
TOTAL					<u>392.39</u>
Check	EFT/Auto	03/06/2020	TECO Electric	10000-CenterState Bank Checking	-87.39
				53100 - Electric Utility Svs	87.39
TOTAL					<u>87.39</u>
Bill Pmt -Check	EFT/Auto	03/07/2020	SunTrust Credit Card	10000-CenterState Bank Checking	-12,921.38
Bill	Feb CC Statement	02/24/2020		13500 - SunTrust Visa Card	12,921.38
TOTAL					<u>12,921.38</u>
Check	EFT/Auto	03/09/2020	Square Inc	10000-CenterState Bank Checking	-292.10
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-7.90
TOTAL					<u>292.10</u>
Check	EFT/Auto	03/10/2020	Square Inc	10000-CenterState Bank Checking	-292.20
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-7.80
TOTAL					<u>292.20</u>

# Lake St. Charles CDD Disbursement Authorization Report

March 2020

	Type	Num	Date	Name	Account	Original Amount
	Check	EFT/Auto	03/13/2020	ADP	10000-CenterState Bank Checking	-122.56
					Payroll Service Charge	20.43
					Payroll Service Charge	102.13
TOTAL						122.56
	Check	EFT/Auto	03/16/2020	Square Inc	10000-CenterState Bank Checking	-14.51
					Security/Renters Cards Deposits	15.00
					Security/Renters Cards Deposits	-0.49
TOTAL						14.51
	Check	EFT/Auto	03/17/2020	ADP	10000-CenterState Bank Checking	-9,702.97
					District Manager	2,013.60
					Payroll Taxes - Employer Taxes	154.04
					Facilities Monitor	1,356.01
					Property Maintenance Team Lead	1,146.81
					Property Manager	2,423.20
					Payroll Taxes - Employer Taxes	471.31
					Supervisor Fees	1,000.00
					Employer Taxes	83.50
					Full Time Hybrid Employee	1,026.88
					Property Maintenance Part-Time	27.62
TOTAL						9,702.97
	Check	EFT/Auto	03/18/2020	Square Inc	10000-CenterState Bank Checking	-82.69
					Rental	85.00
					Rental	-2.31
TOTAL						82.69

# Lake St. Charles CDD Disbursement Authorization Report

March 2020

Type	Num	Date	Name	Account	Original Amount
Sales Tax Payment	EFT/Auto	03/19/2020	Florida Department of Revenue	10000-CenterState Bank Checking	-31.49
			Florida Department of Revenue	Sales Tax Payable	9.84
			Florida Department of Revenue	Sales Tax Payable	21.65
TOTAL					31.49
Check	EFT/Auto	03/27/2020	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	03/31/2020	ADP	10000-CenterState Bank Checking	-9,491.19
				District Manager	2,013.60
				Payroll Taxes - Employer Taxes	169.34
				Facilities Monitor	1,356.00
				Property Maintenance Team Lead	1,155.84
				Property Manager	2,423.20
				Payroll Taxes - Employer Taxes	509.63
				Full Time Hybrid Employee	1,060.00
				Property Maintenance Part-Time	103.58
				Medical Stipend	200.00
				Medical Stipends	500.00
TOTAL					9,491.19
Bill Pmt -Check	8497	03/03/2020	Tuscan & Company, PA	10000-CenterState Bank Checking	-8,000.00
Bill	Progress Billing #2	03/03/2020		Auditing Services	8,000.00
TOTAL					8,000.00
Bill Pmt -Check	8498	03/20/2020	Verizon Wireless	10000-CenterState Bank Checking	-42.78



# Lake St. Charles CDD Disbursement Authorization Report

March 2020

	Type	Num	Date	Name	Account	Original Amount
	Bill	01-24-20 to 02-23-20	02/23/2020		Telephone	42.78
TOTAL						<u>42.78</u>
	Bill Pmt -Check	8499	03/20/2020	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,600.00
	Bill	Mar Pool Cleaning	03/11/2020		Pool Maintenance Contract	1,600.00
TOTAL						<u>1,600.00</u>

5/1/2020

# Treasurer's Report - CenterState Account

## March 2020

### 03/1/20 - 03/31/20

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						<b>653,255.98</b>
03/03/2020	8497	Tuscan & Company, PA	115809 Inv #	8,000.00		645,255.98
03/03/2020			Deposit		13,028.51	658,284.49
03/03/2020	EFT/Auto	ADP	P.E. 02-29-20	9,422.32		648,862.17
03/03/2020			Deposit		374.89	649,237.06
03/04/2020			Deposit		14.51	649,251.57
03/05/2020	EFT/Auto	TECO Electric	06980007400 Acct #	2,720.58		646,530.99
03/05/2020			Deposit		29.12	646,560.11
03/06/2020		Clubhouse Rentals			255.00	646,815.11
03/06/2020	EFT/Auto	TECO Gas Company	221003603224 Acct #	392.39		646,422.72
03/06/2020	EFT/Auto	TECO Electric	221005960721 Acct #	87.39		646,335.33
03/06/2020			Deposit		292.10	646,627.43
03/07/2020	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	12,921.38		633,706.05
03/09/2020			Deposit		29.12	633,735.17
03/09/2020	EFT/Auto	Square Inc	B. Jr CH Rental Deposit Refund	292.10		633,443.07
03/10/2020			Deposit		14.51	633,457.58
03/10/2020	EFT/Auto	Square Inc	M. Kinsey CH Rental Deposit Refund	292.20		633,165.38
03/11/2020			Deposit		14.51	633,179.89
03/13/2020	EFT/Auto	ADP	553045223 Inv #	122.56		633,057.33
03/13/2020			Deposit		14.51	633,071.84
03/16/2020	EFT/Auto	Square Inc	R. Davis Guest Pass Deposit Refund	14.51		633,057.33
03/17/2020	EFT/Auto	ADP	P.E. 03-14-20	9,702.97		623,354.36
03/18/2020	EFT/Auto	Square Inc	E. Ballollo All Day CH Cancellation	82.69		623,271.67
03/19/2020	EFT/Auto	Florida Department of Revenue		31.49		623,240.18
03/20/2020	8498	Verizon Wireless	Acct# 842082173-00001	42.78		623,197.40
03/20/2020	8499	Zebra Cleaning Team, Inc.	INV# 3432	1,600.00		621,597.40
03/27/2020	EFT/Auto	ADP	553785170 Inv #	132.81		621,464.59
03/31/2020	EFT/Auto	ADP	P.E. 03-28-20	9,491.19		611,973.40
03/31/2020			Interest		130.69	612,104.09
				<b>55,349.36</b>	<b>14,197.47</b>	<b>612,104.09</b>

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '19 Mar '20</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	816	1,450	(634)		892
7							<b>Total 36100 - Interest Earnings</b>	816	1,450	(634)		892
8							<b>General Fund Assessment-O&amp;M</b>					
9							General Fund Assessment Gross	928,954	958,146	(29,192)		916,661
10							GF Prop Tax Interest	175	0	175		186
11							GF Tax Collector Commissions	(17,852)	(19,163)	1,311		(17,608)
12							GF Tax Payment Discount	(36,337)	(38,326)	1,989		(36,249)
13							<b>Total General Fund Assessment-O&amp;M</b>	874,940	900,657	(25,717)		862,990
14												
15							<b>Total 36310 - Special Assessment</b>	874,940	900,657	(25,717)		862,990
16							<b>36311 - Excess Fees</b>	7,460	0	7,460		5,881
17							<b>36900 - Miscellaneous Revenues</b>			0		
18							Other Misc Revenue	948	1,200	(252)		992
19							Rental	1,058	1,900	(842)		430
20							Pool Snack Vending	0	475	(475)		2
21							<b>Total 36900 - Miscellaneous Revenues</b>	2,006	3,575	(1,569)		1,421
22							<b>Total Revenue</b>	885,223	905,682	(20,459)		871,184
23												
25							<b>Expense</b>					
26							<b>5110 - Legislative</b>					
27							Employer Taxes	501	1,460	(959)		501
28							Special District Fees	175	175	0		175
29							Supervisor Fees	6,000	12,000	(6,000)		6,000
30							Supervisor Payroll Service	356	900	(544)		431
31							<b>Total 5110 - Legislative</b>	7,032	14,535	(7,503)		7,107

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '19 Mar '20</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
32							<b>51300 - Financial &amp; Admin</b>					
33							Accounting Services	0	500	(500)		0
34							Auditing Services	12,000	13,000	(1,000)		11,000
35							Banking & Investment Mgmt Fees	0	200	(200)		0
36							District F&A Employees					
37							District Manager	26,177	52,354	(26,177)		23,693
38							Medical Stipend	1,200	2,400	(1,200)		1,000
39							Payroll Service Charge	238	465	(227)		230
40							Payroll Taxes - Employer Taxes	2,143	4,400	(2,257)		1,938
41							Performance Stipend	0	1,000	(1,000)		0
42							<b>Total District F&amp;A Employees</b>	<b>29,758</b>	<b>60,619</b>	<b>(30,861)</b>		<b>26,861</b>
43							Dues, Licenses & Fees	194	500	(306)		52
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)		1,495
50							Local/Other Taxes	3,197	3,396	(199)		3,196
51							Office Supplies	364	1,000	(636)		448
52							Postage	94	250	(156)		66
53							Printer Supplies	2,614	2,000	614		509
54							Professional Development	79	1,000	(921)		305
55							Technology Services/Upgrades	121	2,000	(1,879)		531
56							Telephone	1,416	3,100	(1,684)		1,125
57							Travel Per Diem	0	200	(200)		93
58							Website Development & Monitor	1,850	2,650	(800)		0
59							<b>Total 51300 - Financial &amp; Admin</b>	<b>59,741</b>	<b>100,662</b>	<b>(40,921)</b>		<b>52,596</b>

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '19 Mar '20</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
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	69	1,000	(931)		37
65							Car Gas	217	1,500	(1,283)		302
66							<b>Total 52100 - Law Enforcement</b>	287	2,500	(2,213)		339
67							<b>53100 - Electric Utility Svs</b>	16,818	39,500	(22,682)		17,576
68							<b>53200 - Gas Utility Services</b>	2,463	4,000	(1,537)		2,037
69							<b>53400 - Garbage/Solid Waste Svc</b>	1,061	2,880	(1,819)		731
70							<b>53600 - Water/Sewer Services</b>	2,184	8,000	(5,817)		1,893
71							<b>53900 - Physical Environment</b>					
72							Entry & Walls Maintenance	2,454	2,000	454		29
73							Ford F250 Maintenance & Repair	480	2,000	(1,520)		3,103
74							Fountain in Lake	0	3,000	(3,000)		600
75							Gas - Equipment	33	400	(367)		66
76							Gas - Truck	509	1,800	(1,291)		727
77							Irrigation Maintenance	4,769	10,000	(5,231)		6,718
78							Landscape Maintenance Contract	29,000	87,000	(58,000)		39,750
79							Misc. Landscape-Temporary Staff	0	3,000	(3,000)		0
80							Misc. Landscape Maintenance	6,338	9,500	(3,162)		3,293
81							Mulch	0	10,500	(10,500)		478
82							New Plantings	952	8,000	(7,048)		2,849
83							Pond & Stormwater Maint Contract	9,450	18,900	(9,450)		6,294
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)		730
87							Mitigation Maint Contract	450	900	(450)		450

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '19 Mar '20</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
88							Midge Treatment Contract	29,304	68,376	(39,072)		0
89							<b>Total 53900 - Physical Environment</b>	96,506	241,876	(145,370)		76,127
90							<b>57200 - Parks &amp; Recreation</b>					
91							Auto Liability	715	755	(40)		697
92							Club Facility Maintenance					
93							Club Facility Maintenance	2,062	5,000	(2,938)		776
94							Clubhouse Supplies	890	2,300	(1,410)		577
95							Locks/Keys	0	100	(100)		122
96							Pool Snack Vending Items	0	300	(300)		0
97							<b>Total Club Facility Maintenance</b>	2,952	7,700	(4,748)		1,474
98							<b>District Employees Payroll Exp</b>					
99							Employer Workman Comp	5,700	9,000	(3,300)		4,541
100							Facilities Monitor	17,628	35,256	(17,628)		15,955
101							Medical Stipends	3,000	6,000	(3,000)		2,500
102							Payroll Service Charge	1,214	2,500	(1,286)		1,180
103							Payroll Taxes - Employer Taxes	6,554	13,500	(6,946)		5,669
104							Performance Stipend	0	2,600	(2,600)		0
105							Full-Time Hybrid Employee	13,005	27,560	(14,555)		11,097
106							Property Maintenance Part-Time	559	1,450	(891)		569
107							Property Maintenance Team Lead	15,021	30,052	(15,031)		13,150
108							Property Manager	31,502	63,003	(31,501)		28,319
109							Recreational Assistants	0	7,000	(7,000)		0
110							<b>Total District Employees Payroll Exp</b>	94,184	197,921	(103,738)		82,980
111							Dock Maintenance	0	400	(400)		266
112							Drainage/ Nature Path/Trail Maintenance	100	1,800	(1,700)		0
113							Park Facility Maintenance	3,000	5,000	(2,000)		2,836
114							Parks & Rec Cell Phones	684	1,700	(1,016)		567
115							Playground Maintenance	0	2,000	(2,000)		0
116							Pool Maintenance Contract	9,600	19,600	(10,000)		9,000

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '19 Mar '20</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
117							Pool Maintenance Repairs	5,093	12,000	(6,907)		3,839
118							Sec System Monitoring Contract	201	240	(39)		120
119							Security Repairs	5,806	5,000	806		4,992
120							<b>Total 57200 - Parks &amp; Recreation</b>	<b>122,334</b>	<b>254,116</b>	<b>(131,782)</b>		<b>106,771</b>
121							58003- Future CIP Projects and Reserves	29,045	229,613	(200,568)		208,134
122							<b>Total Expense</b>	<b>337,603</b>	<b>905,682</b>	<b>(568,079)</b>		<b>473,382</b>
123							<b>Revenue Less Expenses</b>	<b>547,620</b>	<b>0</b>	<b>547,620</b>		<b>397,802</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>587,479</b>	<b>(44,859)</b>	<b>587,479</b>		

# Lake St. Charles CDD

## Property Manager Expense Report

March 2020

	Type	Date	Num	Memo	Amount
CentralPro	Credit Card Charge	04/01/2020	Irrigation items	Irrigation Maintenance	120.95
Dave Nelson	Bill	04/22/2020	reimbursement for award	Clubhouse Supplies	99.00
Staples	Bill	04/15/2020	Trash Bags	Park Facility Maintenance	154.97
<b>TOTAL</b>					<b>375</b>



## May 5, 2020 Property Manager's report

Several e mails regarding items 1-4 were sent and hard copies of items 2-4 were hand delivered to the Board of Supervisors during the month of April.

- 1) Trail repairs bid summary with asphalt and concrete replacement costs, a color coded, phased and prioritized trail site map and the actual proposals for a single phase of replacement on 4/10/2020.
- 2) The park restroom project's spreadsheet with each component, contractor costs and details / specifications on 4/20/2020. Both projects were approved by the LSC Board of Supervisors at the 4/21/2020 emergency board meeting.
- 3) An up to date **annual CIP** spreadsheet with the park restroom and basketball court repair projects added to this year's projects on 4/20/2020.
- 4) An updated **long term CIP** spreadsheet that included the costs of the park restroom and basketball court repairs in this year's budget, lake aeration and playgrounds in next year's projects and trail replacement costs based on an actual bid from 2022 through 2024 on 4/20/2020.

The Waterton Drive cull de sac bollards are scheduled to arrive on Friday, May 1<sup>st</sup>. They should be installed by the May 5<sup>th</sup> BOS meeting. Sunshine 811 was notified on Monday, April 27<sup>th</sup> to perform a utility locate around the cull de sac area.

The District Manager and I scheduled a test zoom meeting at the request of Peter deGolian (Hillsborough County Capital Programs Department) and Mark Erwin (Atkins Global, Engineering) to test their presentation of the revised and updated pond and drainage improvement plans. They and the project are scheduled to make their presentation via zoom at the May 5<sup>th</sup> BOS meeting. They are first on the agenda.

**If an agreement on the concept can be reached, then Peter deGolian will:**

engage the "Geospatial Land Acquisition Services" (real estate) department. If the Board has ideas of what they might want, I can convey that information to the real estate group.

They would then do the following:

1. Complete a title search of the parcel in question
2. Request a legal description and legal sketch from Atkins
3. Obtain an assessment of the property within the designated area
4. Negotiate with you and the board. If you reach agreement on terms, then
5. Sign the easement agreement
6. It goes to County Board of Commissioners for approval
7. Then a closing and registration of the easement

I received a bid to extend the 6' high chain link fence along our district property line adjacent to Ashley Oaks. The extension eastward to where our boundary turns north is 840' long. The estimate for the installation of the galvanized chain link fence with one 12' wide access gate is \$14,700.

A survey of the actual property line is needed to determine if any existing trees would need to be removed to accommodate the fence installation wholly on our property. Project costs cannot be fully determined until tree removal costs if any are determined. It may be possible to reach any agreement with the Ashley Oaks Homeowners Association for approximately 500' of the western most fence line as it could be placed on their common area with an agreement but the eastern most 350' or so would fall onto 2 private homeowner's property.

In addition to the \$14,700 cost of the 840' of 6' tall chain link fence there are several other costs / tasks that need to be considered.

- 1) Property Line survey. Perhaps Atkins Engineering could perform this. If not then the District will need to include surveying costs in compensation requests.
- 2) Actual proposals to determine costs to trim or remove trees (as determined by a property line survey and assessment) that would prevent the fence installation wholly on District property. Perhaps Peter could work with Hillsborough County Natural Resources Department to waive any tree removal requirements, permits or fees.

The picnic area concrete slab was treated with self-clean and sealed. The self-clean has a 5 year warranty.

SelfClean and Shield uses ambient sunlight to self – clean old organic stains and prevent and remove any new organic contamination with no environmental runoff. It is sustainable for years after a single application and is green, proven safe for people, pets and plants. A simple application that only takes minutes to apply will sterilize surfaces from viruses, germs, bacteria and reduces pressure washing for 5 years or longer. SelfClean works without using any harsh chemicals, causing treated surfaces to become photoactive. By absorbing natural sunlight or ambient light, the surface continually breaks down and rids itself of oil, mold, mildew and other organic contaminants that stain it. And in most cases, SelfClean cleans surfaces entirely within weeks, with one application that can last for five years or longer. For more information visit: [www.masongloballlc.com](http://www.masongloballlc.com)

ASI, our landscape and lawn maintenance vendor has assigned a new supervisor to work directly with me to improve communications and improve the property's overall maintenance. I can already see the difference in the appearance of the property. The

property received a fresh application of mulch in April. In May, staff will continue new landscape plantings to further improve the appearance of the community.

The pond dredging contractor has completed 3 of the 4 ponds scheduled for dredging this year. The last pond and the dredging project should be completed in May.

Midge treatments began in April. The first treatment was conducted on 4/10/2020 and the second on 4/21/2020. The next 2 treatments are scheduled for around May 1-5 and May 15-19. The ideal treatment interval is between 10 and 14 days apart.

I spent a significant amount of time adding additional information to the partial tree survey and digital auto cad file of the community park. The park site tree survey was required to be submitted for the Hillsborough County tree removal permit needed for the installation of the park restrooms. The community park site property boundary is 10.74 acres. It is my intention to further complete the park site survey information by adding all of the trees, trail, amenities and recreational facilities that were not in the requested survey area. This will provide a comprehensive, digital park site plan for documentation and future planning purposes.

The park restroom manufacturing agreement has been initiated.