

Supervisor Packet for July 14, 2020 General Meeting

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

7:00 p.m., July 14, 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>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	6. PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 10 MINUTES DESIGNATED)
	1. Homeowners Requesting to Speak (Please State Name Prior to Remarks)
7:15 – 7:20	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. June 2, 2020 Meeting Minutes b. June 16, 2020 Emergency Meeting Minutes c. Committee Meeting Minutes for June 2020 <ol style="list-style-type: none"> i. Treasurer's Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee d. May 2020 Financial Statements

	e. June 2020 Property Manager Monthly Report f. June Clubhouse Report g. June 2020 Facilities Monitor Report
7:20-7:40	8. COMMITTEE REPORTS (20 Minutes)
	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 1. Property Management Report
7:55–8:00	13. DISTRICT MANAGER (5 Minutes)
	Items for Consideration by District Manager – Adriana Urbina 1. District Manager Report
8:00 –8:10	14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
8:10	ADJOURN



Date: June 2, 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 Simon and Second by Supervisor Peacock the Board approved the, June 2, 2020 Consent Agenda consisting of the: May 5, 2020 General Meeting Minutes, the May Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the April 2020 Financial Reports, the Property Manager, District Administrative Assistant reports, and the Facility Monitor May 2020 Activity Report [was distributed separately from the Supervisor Packet].

Discussions added to agenda:

1. How many guests are allowed to use District Park and where they should be parking?
2. What are Pool Monitors to do when pool is closed?
3. When will basketball courts be open?
4. When will staff return to work at clubhouse?

Motion passed 5 to 0

Mark Irwin and Peter DeGolian presented to the Board the Kankakee Lane Drainage Improvements.

2. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board approved to continue negotiations for the Kankakee Lane Drainage Improvements Project. Items to consider for negotiation include funding for fencing, permits for tree removal and request a walkthrough of property that is to be improved. Motion passed 5 to 0
3. On **MOTION** by Supervisor Peacock and Second by Supervisor Simon, the Board approved Resolution 2020-03 Lake St. Charles FY 19-20 Budget Amendments. Motion passed 5 to 0
4. On **MOTION** by Supervisor Peacock and Second by Supervisor Simon, the Board approved Resolution 2020-04 Lake St. Charles FY 20-21 Proposed Budget. Motion passed 5 to 0
5. On **MOTION** by Supervisor Peacock and Second by Supervisor Simon, the Board approved Resolution 2020-05 Lake St. Charles Budget Policy. Motion passed 5 to 0
6. On **MOTION** by Supervisor Gianakos and Second by Supervisor Nelson, the Board approved a change order in the amount of \$2,595.00 to the restroom in the park project. The change order includes making both restrooms unisex, an additional baby changing table, an additional feminine napkin disposal container, access control junction boxes and conduits and insertion of lock boxes on restroom doors. Motion passed 5 to 0
7. On **MOTION** by Supervisor Peacock and Second by Supervisor Gianakos the Board discussed exploring the legal ramifications of selling District real estate property. Discussion included how much the Board is willing to spend towards Legal Counsel and will the same amount be charged to Homeowner wishing to purchase the property. Motion was rescinded

AI: Property Manager, Mark Cooper and Supervisor Peacock will bring back to the Board a plat drawing of property in question and will research if there will be any legal ramifications of selling District property.

8. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board approved the District's Seawall/Dock Application as presented with the following changes. #3 will read (Seawalls are to be entirely on the Homeowner's property. Lot survey will be required). And #5 will read (The dock cannot extend further than 20 feet from the property line and be no larger than a total of 250 square feet in size. No overhead roof or structures are allowed). Motion passed 5 to 0

9. On **MOTION** by Supervisor Gianakos and Second by Supervisor Simon, the Board approved increasing the allowed resident capacity at the pool to 50% while still not allowing resident guests. Motion passed 5 to 0

Supervisor Fannin exited the meeting at 8:02PM

10. On **MOTION** by Supervisor Gianakos and Second by Supervisor Simon, the Board approved to research what steps need to be taken on order for the CDD Board to assume HOA duties. Motion passed 3 to 0 Supervisor Nelson stepped away during vote

11. On **MOTION** by Supervisor Nelson and Second by Supervisor Peacock, the Board discussed limiting the amount of guests allowed at the park to 5 per household. Motion was rescinded

AI: Property Manager, Mark Cooper to place signs displaying approved limitations around pool area.

12. On **MOTION** by Supervisor Nelson and Second by Supervisor Peacock, the Board approved to schedule a Rule Amendment Public Hearing on August 4, 2020. Motion passed 4 to 0

13. On **MOTION** by Supervisor Nelson and Second by Supervisor Simon, the Board approved to open the basketball courts on July 1, 2020 as long as all scheduled work has been completed. Motion was amended to say only 1 basketball court will be opened on July 1, 2020 if approved by County. Motion passed 4 to 0

14. On **MOTION** by Supervisor Nelson and Second by Supervisor Simon, the Board approved to have staff return to work for the original posted clubhouse hours. As of June 3, 2020. Motion passed 4 to 0

15. On **MOTION** by Supervisor Simon and Second by Supervisor Nelson, the Board approved to have the Board of Supervisor Meetings at the clubhouse on July 14, 2020, but will also offer Zoom as an option for Supervisors and residents. Residents will only be allowed to speak at the commencement of the meeting. Motion passed 4 to 0

Meeting adjourned at 8:50PM

Respectfully submitted,

Sabrina Peacock, Treasurer/Secretary

Virginia Gianakos, Chair



Date: June 16, 2020

Time: 2:00 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 (Absent)

Staff:

Adriana Urbina, District Manager
Mark Cooper, Property Manager

In attendance:

Lake St. Charles Residents

Meeting was called to order at 2:00 p.m. by Chair, Virginia Gianakos

1. On **MOTION** by Supervisor Nelson and Second by Supervisor Fannin, the Board approved spending \$1,500.00 to have a fence installed on the property that connects to the Alsobrook Community. Motion was amended to say up to \$1,600.00. Motion was amended to say this project will be funded from the CIP expense line. Motion passed 4 to 0
2. On **MOTION** by Supervisor Peacock and Second by Supervisor Fannin, the Board approved not opening the basketball courts on July 1st as previously approved due to the current increase of Covid-19 cases. The Board will revisit this decision on July 14, 2020. Motion passed 4 to 0
3. On **MOTION** by Supervisor Nelson and Second by Supervisor Fannin, the Board approved no clubhouse rentals beyond the 2 currently scheduled in July. The Board will revisit this decision on August 4, 2020. Motion passed 4 to 0

AI: Staff to research the cost of disinfecting the clubhouse after rentals.

Supervisor Nelson exited the meeting at 2:33PM

4. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board approved to hold the Board of Supervisor's Meeting on July 14, 2020 only via Zoom. Motion passed 3 to 0
5. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board approved to cancel the 2 clubhouse rentals that were scheduled in July due to the increase of Covid-19 cases. Motion passed 3 to 0
6. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board approved to only open the clubhouse for resident services on Tuesdays from 9AM to 3PM, Fridays from 12PM to 6PM and Saturdays only by appointment. Motion passed 3 to 0

Meeting adjourned at 2:55PM

Respectfully submitted,

Sabrina Peacock, Treasurer/Secretary

Virginia Gianakos, Chair

Treasurer's Review Committee Meeting Minutes

Date: *Thursday, June 18, 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, July 16, 2020 at 1:00 pm.**

-The Treasurer reviewed and signed confirmation pages of payments made by Centerstate Bill Pay.

See Security/Grounds Minutes for additional information.

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, June 17th 2020 at 12:30 PM.*

Operations Manager: *Property Manager, Mark Cooper*

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

Meeting started at 12:30 pm

The Grounds and Security Committee discussed:

- 1) The status of the park restroom project. Final permit drawings are expected in the first part of July for review.
- 2) Estimates to clean the clubhouse were obtained. Stanly Steamer offers a contact surface cleaning: tables, chairs door knobs and handles, kitchen counters for \$150 per treatment. Service Master offers the same contact surface service but offers an aerosol air cleaning for \$300 per treatment.
- 3) The fence at Alsobrook Drive was installed on Tuesday 6/30/20. 140 linear feet was installed for \$1,600
- 4) I am in the process of analyzing the midge treatments over the time period since the beginning of treatments. I should have the comprehensive report prior to the July 14th Board meeting.
- 5) The free summer swim lessons concluded on Friday, June 26th. There were only 16 participants this year vs 36 last year.
- 6) The basketball court repairs were completed on Friday, June 6/26/20. There are no visible cracks in the surface.
- 7) I have requested an estimate for survey / legal descriptions of altering parcel "C" for a land sale to a resident. See the attached description.
- 8) Dredging of the 4 ponds selected this year has been completed.

Meeting adjourned at 1:30 pm

LAKE ST. CHARLES UNIT 12

SECTION 7, TOWNSHIP 30 SOUTH, RANGE 20 EAST, HILLSBOROUGH COUNTY, FLORIDA

30' RIGHT-OF-WAY BY PLAT

PLAT BOOK 8, PAGE 66

FIRST ADDITION TO

SOUTH TAMPA

PLAT BOOK 8, PAGE 66

N.89°18'44"E. 513.76'

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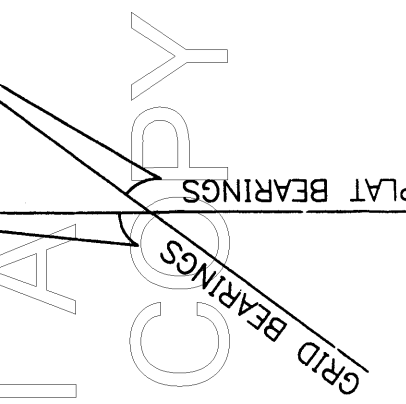
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SCALE 1" = 50'
SCALE IN FEET
SEE NOTE ON SHEET 2 OF 5
FOR BASIS OF BEARINGS

UNPLATED

EAST BOUNDARY OF THE
NW. 1/4 OF THE SE. 1/4
OF SECTION 7-30-20

SOUTHEAST CORNER OF THE
NW. 1/4 OF THE SE. 1/4
OF SECTION 7-30-20

CURVE DATA TABLE

NO.	RADIUS	DELTA	ARC	TANGENT	CHORD	BEARING
3	50.00	90°00'00"	78.54	50.00	70.71	N.44°49'31"W.
4	100.00	90°00'00"	157.08	100.00	141.42	N.44°49'31"W.
29	100.00	32°42'47"	57.10	29.35	56.32	N.16°31'53"E.
30	530.00	14°52'55"	137.66	69.22	137.27	N.43°23'25"W.
31	25.00	84°49'52"	37.01	22.84	33.73	N.08°24'56"W.
32	125.00	01°06'44"	2.43	1.21	2.43	N.33°26'38"E.
33	125.00	09°48'13"	21.39	10.72	21.36	N.29°05'54"E.
34	125.00	24°01'18"	52.41	26.59	52.02	N.12°11'08"E.
35	75.00	29°00'00"	37.96	19.40	37.56	N.14°19'31"W.
36	75.00	36°00'00"	47.12	24.37	46.35	N.46°49'31"W.
37	75.00	29°00'00"	32.72	16.63	32.47	N.77°19'31"W.
38	75.00	97°00'00"	117.81	75.00	106.07	N.44°49'31"W.
46	25.00	91°06'44"	39.76	25.49	35.70	S.78°26'38"W.
47	75.00	32°42'47"	42.82	22.01	42.24	N.16°31'53"E.
48	25.00	97°00'00"	39.27	25.00	35.36	N.44°49'31"W.
49	125.00	90°00'00"	196.35	125.00	176.78	N.44°49'31"W.

- LEGEND:
- Symbol indicates (P.R.M.) Permanent Reference Monument - LB148, unless otherwise noted.
 - Symbol indicates (P.R.M.) Offset Permanent Reference Monument - LB148, unless otherwise noted.
 - Symbol indicates (P.C.P.) Permanent Control Point LB148
 - (R) indicates radial line
 - (NR) indicates non-radial line
 5. Reference Bearing
 7. O.R. - Official Record

2212 SWANN AVENUE
TAMPA, FLORIDA 33606
PHONE (813) 253-5311
FAX (813) 253-2478
HEIDT & ASSOCIATES, INC.
LICENSED BUSINESS NUMBER LB148
CIVIL ENGINEERING
LAND SURVEYING

Management Committee Meeting Minutes

Date: *Thursday, June 18, 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, July 16, 2020 at 11:30 am.**

-The Committee Chair reviewed and signed confirmation pages of payments made by Centerstate Bill Pay.

See Security/Grounds Minutes for additional information.

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, June 16th, 2020 @ 10:00 am.*

Chairperson: *Supervisor Jim Simon*

Operations Manager: *Property Manager, Mark Cooper*

The June 216 Strategic Planning Committee Meeting was canceled.

The committee is looking at securing the park with fencing and gates and aeration of the large lake. The committee will make a recommendation as to which project should be undertaken along with the new playground for 2021 after the midge data is analyzed. The committee anticipates making the project recommendation at the August Board meeting for discussion.

Lake St. Charles CDD

Funds Statement

Mar '20 - May '20

	Mar '20	Apr '20	May '20	Category
Bank/Current Asset Accounts				
CenterState Bank Checking	612,104	480,585	425,303	Cash
CenterState Bank Money Market	254,238	254,270	254,302	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	1,176	1,176	1,162	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	867,518	736,031	680,767	
Cash (Checking/Savings)				
CenterState Bank Checking	612,104	480,585	425,303	
CenterState Bank Money Market	254,238	254,270	254,302	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	1,176	1,176	1,162	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
Total Cash Accounts	867,518	736,031	680,767	
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	867,518	736,031	680,767	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	254,238	254,270	254,302	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	254,238	254,270	254,302	

Lake St. Charles CDD

Disbursement Authorization Report

		May 2020			
Type	Num	Date	Name	Account	Original Amount
Check	Cash	05/06/2020	John Martini	10200 - Petty Cash	-14.35
TOTAL					14.35
					14.35
Check	EFT/Auto	05/01/2020	Ameriscape Services	10000-CenterState Bank Checking	-7,250.00
TOTAL					7,250.00
					7,250.00
Check	EFT/Auto	05/05/2020	TECO Electric	10000-CenterState Bank Checking	-2,653.14
TOTAL					40.92
					52.04
					169.62
					829.68
					65.46
					1,022.37
					196.36
					37.59
					22.96
					23.06
					19.17
					19.26
					19.82
					19.63
					18.71
					19.54
					19.26
					19.26
					19.17
					19.26
					2,653.14

Lake St. Charles CDD

Disbursement Authorization Report

May 2020					
Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	05/06/2020	TECO Electric	10000-CenterState Bank Checking	-83.69
TOTAL				53100 - Electric Utility Svs	83.69
					83.69
Check	EFT/Auto	05/07/2020	TECO Gas Company	10000-CenterState Bank Checking	-20.64
TOTAL				53200 - Gas Utility Services	20.64
					20.64
Check	EFT/Auto	05/08/2020	ADP	10000-CenterState Bank Checking	-122.56
TOTAL				Payroll Service Charge	20.43
				Payroll Service Charge	102.13
					122.56
Check	EFT/Auto	05/12/2020	ADP	10000-CenterState Bank Checking	-11,043.71
TOTAL				District Manager	2,013.60
				Payroll Taxes - Employer Taxes	169.34
				Facilities Monitor	1,356.00
				Property Maintenance Team Lead	1,444.80
				Property Manager	2,423.20
				Payroll Taxes - Employer Taxes	540.26
				Full Time Hybrid Employee	1,036.81
				Property Maintenance Part-Time	276.20
				Medical Stipend	200.00
				Medical Stipends	500.00
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
					11,043.71
Check	EFT/Auto	05/14/2020	Cushion Solutions, Inc.	10000-CenterState Bank Checking	-30.00

Lake St. Charles CDD

Disbursement Authorization Report

		May 2020			
Type	Num	Date	Name	Account	Original Amount
TOTAL				Pool Maintenance Repairs	30.00
					<u>30.00</u>
Bill Pmt -Check	EFT/Auto	05/16/2020	SunTrust Credit Card	10000-CenterState Bank Checking	-20,176.51
Bill	Apr CC Statement	04/24/2020		13500 - SunTrust Visa Card	20,176.51
TOTAL					<u>20,176.51</u>
Bill Pmt -Check	EFT/Auto	05/19/2020	Verizon Wireless	10000-CenterState Bank Checking	-42.58
Bill	03-24-20 to 04-23-20	04/23/2020		Telephone	42.58
TOTAL					<u>42.58</u>
Check	EFT/Auto	05/22/2020	ADP	10000-CenterState Bank Checking	-132.81
TOTAL				Payroll Service Charge	12.07
				Payroll Service Charge	60.39
				Supervisor Payroll Service	60.35
					<u>132.81</u>
Bill Pmt -Check	EFT/Auto	05/26/2020	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,577.19
Bill	Pool motor repair	05/14/2020		Pool Maintenance Repairs	1,577.19
TOTAL					<u>1,577.19</u>
Bill Pmt -Check	EFT/Auto	05/26/2020	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-90.00
Bill	Pool motor repair	05/12/2020		Pool Maintenance Repairs	90.00
TOTAL					<u>90.00</u>
Bill Pmt -Check	EFT/Auto	05/26/2020	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,600.00
Bill	May Pool Cleaning	05/10/2020		Pool Maintenance Contract	1,600.00

Lake St. Charles CDD

Disbursement Authorization Report

May 2020					
Type	Num	Date	Name	Account	Original Amount
TOTAL					1,600.00
Bill Pmt -Check	EFT/Auto	05/26/2020	Tuscan & Company, PA	10000-CenterState Bank Checking	-1,000.00
Bill	Final Billing FY2019	05/01/2020		Auditing Services	1,000.00
TOTAL					1,000.00
Bill Pmt -Check	EFT/Auto	05/27/2020	Solitude Lake Management	10000-CenterState Bank Checking	-1,575.00
Bill	May Pond Mainten	05/01/2020		Pond & Stormwater Maint	1,110.00
				Pond & Stormwater Maint	465.00
TOTAL					1,575.00
Bill Pmt -Check	EFT/Auto	05/27/2020	Solitude Lake Management	10000-CenterState Bank Checking	-9,768.00
Bill	3 of 4 Spring Midge	05/14/2020		Midge Treatment Contract	9,768.00
TOTAL					9,768.00
Check	EFT/Auto	05/27/2020	ADP	10000-CenterState Bank Checking	-9,575.11
				District Manager	2,013.60
				Payroll Taxes - Employer Taxes	154.04
				Facilities Monitor	1,356.00
				Property Maintenance Team Lead	1,444.80
				Property Manager	2,423.20
				Payroll Taxes - Employer Taxes	513.57
				Full Time Hybrid Employee	1,060.00
				Property Maintenance Part-Time	276.20
				Recreational Assistants	117.00
				Supervisor Fees	200.00
				Employer Taxes	16.70
TOTAL					9,575.11

7/7/2020

Treasurer's Report - CenterState Account

May 2020

05/1/20 - 05/31/20

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						480,668.98
05/01/2020	EFT/Auto	Ameriscape Services	137648 Inv #	7,250.00		473,418.98
05/04/2020			Deposit		9,817.64	483,236.62
05/05/2020	EFT/Auto	TECO Electric	06980007400 Acct #	2,653.14		480,583.48
05/05/2020			Deposit		1,097.60	481,681.08
05/06/2020	EFT/Auto	TECO Electric	221005960721 Acct #	83.69		481,597.39
05/07/2020	EFT/Auto	TECO Gas Company	221003603224 Acct #	20.64		481,576.75
05/08/2020			Deposit		14.51	481,591.26
05/08/2020	EFT/Auto	ADP	556337282 Inv #	122.56		481,468.70
05/12/2020	EFT/Auto	ADP	P.E. 05-09-20	11,043.71		470,424.99
05/13/2020			Deposit		184.70	470,609.69
05/14/2020	EFT/Auto	Cushion Solutions, Inc.	27804 Inv #	30.00		470,579.69
05/16/2020	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	20,176.51		450,403.18
05/19/2020	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	42.58		450,360.60
05/19/2020			Deposit		43.73	450,404.33
05/22/2020			Deposit		29.12	450,433.45
05/22/2020	EFT/Auto	ADP	556957825 Inv #	132.81		450,300.64
05/26/2020	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4020	1,577.19		448,723.45
05/26/2020	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4016	90.00		448,633.45
05/26/2020	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4007	1,600.00		447,033.45
05/26/2020	EFT/Auto	Tuscan & Company, PA	116002 Inv #	1,000.00		446,033.45
05/26/2020			Deposit		58.24	446,091.69
05/27/2020	EFT/Auto	Solitude Lake Management	INV# PI-A00403578	1,575.00		444,516.69
05/27/2020	EFT/Auto	Solitude Lake Management	INV# PI-A00408967	9,768.00		434,748.69
05/27/2020	EFT/Auto	ADP	P.E. 05-23-20	9,575.11		425,173.58
05/31/2020			Interest		129.26	425,302.84
				66,740.94	11,374.80	425,302.84

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '19 May '20	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
3							Revenue/Expense					
4							Revenue					
5							36100 - Interest Earnings					
6							Interest - General Fund	1,156	1,450	(294)		1,170
7							Total 36100 - Interest Earnings	1,156	1,450	(294)		1,170
8							General Fund Assessment-O&M					
9							General Fund Assessment Gross	951,426	958,146	(6,720)		942,426
10							GF Prop Tax Interest	229	0	229		356
11							GF Tax Collector Commissions	(18,302)	(19,163)	861		(18,126)
12							GF Tax Payment Discount	(36,337)	(38,326)	1,989		(36,249)
13							Total General Fund Assessment-O&M	897,016	900,657	(3,641)		888,407
14												
15							Total 36310 - Special Assessment	897,016	900,657	(3,641)		888,407
16							36311 - Excess Fees	7,460	0	7,460		5,881
17							36900 - Miscellaneous Revenues			0		
18							Other Misc Revenue	1,094	1,200	(106)		6,903
19							Rental	1,058	1,900	(842)		594
20							Pool Snack Vending	0	475	(475)		21
21							Total 36900 - Miscellaneous Revenues	2,152	3,575	(1,423)		7,517
22							Total Revenue	907,784	905,682	2,102		902,976
23												
25							Expense					
26							5110 - Legislative					
27							Employer Taxes	685	1,460	(775)		668
28							Special District Fees	175	175	0		175
29							Supervisor Fees	8,015	12,000	(3,985)		8,000
30							Supervisor Payroll Service	476	900	(424)		481
31							Total 5110 - Legislative	9,351	14,535	(5,184)		9,324

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '19 May '20	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
32							51300 - Financial & Admin					
33							Accounting Services	0	500	(500)		0
34							Auditing Services	13,000	13,000	0		12,500
35							Banking & Investment Mgmt Fees	0	200	(200)		0
36							District F&A Employees					
37							District Manager	34,231	52,354	(18,123)		33,565
38							Medical Stipend	1,400	2,400	(1,000)		1,400
39							Payroll Service Charge	303	465	(162)		288
40							Payroll Taxes - Employer Taxes	2,775	4,400	(1,625)		2,724
41							Performance Stipend	0	1,000	(1,000)		0
42							Total District F&A Employees	38,709	60,619	(21,910)		37,977
43							Dues, Licenses & Fees	194	500	(306)		194
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)		1,495
50							Local/Other Taxes	3,197	3,396	(199)		3,196
51							Office Supplies	476	1,000	(524)		448
52							Postage	102	250	(148)		172
53							Printer Supplies	2,614	2,000	614		1,992
54							Professional Development	79	1,000	(921)		305
55							Technology Services/Upgrades	332	2,000	(1,668)		661
56							Telephone	2,165	3,100	(935)		1,927
57							Travel Per Diem	0	200	(200)		112
58							Website Development & Monitor	1,950	2,650	(700)		0
59							Total 51300 - Financial & Admin	70,872	100,662	(29,790)		67,895
60							51400 - Legal Counsel					

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '19 May '20	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
61							District Counsel	133	8,000	(7,867)		119
62							Total 51400 - Legal Counsel	133	8,000	(7,867)		119
63							52100 - Law Enforcement					
64							Car Maintenance & Repairs	311	1,000	(689)		142
65							Car Gas	259	1,500	(1,241)		439
66							Total 52100 - Law Enforcement	570	2,500	(1,930)		581
67							53100 - Electric Utility Svs	22,333	39,500	(17,167)		23,127
68							53200 - Gas Utility Services	2,798	4,000	(1,202)		2,109
69							53400 - Garbage/Solid Waste Svc	1,539	2,880	(1,341)		1,036
70							53600 - Water/Sewer Services	2,973	8,000	(5,027)		2,081
71							53900 - Physical Environment					
72							Entry & Walls Maintenance	2,629	2,000	629		29
73							Ford F250 Maintenance & Repair	480	2,000	(1,520)		3,222
74							Fountain in Lake	225	3,000	(2,775)		600
75							Gas - Equipment	68	400	(332)		185
76							Gas - Truck	673	1,800	(1,127)		988
77							Irrigation Maintenance	9,785	10,000	(215)		6,984
78							Landscape Maintenance Contract	58,000	87,000	(29,000)		47,000
79							Misc. Landscape-Temporary Staff	104	3,000	(2,896)		0
80							Misc. Landscape Maintenance	7,386	9,500	(2,114)		4,778
81							Mulch	10,500	10,500	0		478
82							New Plantings	5,820	8,000	(2,180)		6,590
83							Pond & Stormwater Maint Contract	12,600	18,900	(6,300)		8,392
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)		743
87							Mitigation Maint Contract	675	900	(225)		675
88							Midge Treatment Contract	67,578	68,376	(798)		0
89							Total 53900 - Physical Environment	189,290	241,876	(52,586)		91,705

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '19 May '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	2,182	5,000	(2,818)		1,555
94							Clubhouse Supplies	1,827	2,300	(473)		700
95							Locks/Keys	0	100	(100)		122
96							Pool Snack Vending Items	247	300	(53)		223
97							Total Club Facility Maintenance	4,255	7,700	(3,445)		2,599
98							District Employees Payroll Exp					
99							Employer Workman Comp	5,700	9,000	(3,300)		5,629
100							Facilities Monitor	23,052	35,256	(12,204)		22,603
101							Medical Stipends	3,500	6,000	(2,500)		3,500
102							Payroll Service Charge	1,539	2,500	(961)		1,426
103							Payroll Taxes - Employer Taxes	8,531	13,500	(4,969)		7,965
104							Performance Stipend	0	2,600	(2,600)		0
105							Full-Time Hybrid Employee	17,149	27,560	(10,411)		15,487
106							Property Maintenance Part-Time	1,139	1,450	(311)		596
107							Property Maintenance Team Lead	20,223	30,052	(9,829)		18,932
108							Property Manager	41,194	63,003	(21,809)		40,199
109							Recreational Assistants	117	7,000	(6,883)		162
110							Total District Employees Payroll Exp	122,144	197,921	(75,777)		116,499
111							Dock Maintenance	0	400	(400)		312
112							Drainage/ Nature Path/Trail Maintenance	100	1,800	(1,700)		0
113							Park Facility Maintenance	4,656	5,000	(344)		2,986
114							Parks & Rec Cell Phones	910	1,700	(790)		906
115							Playground Maintenance	0	2,000	(2,000)		0
116							Pool Maintenance Contract	12,800	19,600	(6,800)		11,700
117							Pool Maintenance Repairs	9,939	12,000	(2,061)		4,861
118							Sec System Monitoring Contract	201	240	(39)		120
119							Security Repairs	5,683	5,000	683		4,992

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '19 May '20	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
120							Total 57200 - Parks & Recreation	161,403	254,116	(92,713)		145,672
121							58003- Future CIP Projects and Reserves	97,044	229,613	(132,569)		326,852
122							Total Expense	558,308	905,682	(347,374)		670,500
123							Revenue Less Expenses	349,477	0	349,477		232,476
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	389,336	(44,859)	389,336		

Lake St. Charles CDD Property Manager Expense Report

May 2020

	Type	Date	Num	Memo	Amount
Ace Hardware					
	Credit Card Charge	05/01/2020	Misc items	Misc. Landscape Maintenance	15.15
	Credit Card Charge	05/01/2020	items for picnic tables	Misc. Landscape Maintenance	26.92
	Credit Card Charge	05/01/2020	Cable ties	Misc. Landscape Maintenance	4.33
	Credit Card Charge	05/04/2020	Paint and tape ruler for t	Misc. Landscape Maintenance	24.25
	Credit Card Charge	05/05/2020	Paint and tape ruler for t	Misc. Landscape Maintenance	15.58
	Credit Card Charge	05/07/2020	Water putty for bridge	Misc. Landscape Maintenance	9.59
	Credit Card Charge	05/13/2020	Soil	Misc. Landscape Maintenance	19.90
	Credit Card Charge	05/15/2020	Weed killer, batteries, &	Clubhouse Supplies	110.97
	Credit Card Charge	05/26/2020	rod & fastners	Club Facility Maintenance	11.57
	Credit Card Charge	05/28/2020	yellow spray	Misc. Landscape Maintenance	4.99
Amazon.com					
	Credit Card Charge	05/16/2020	Adapter for square (andr	Clubhouse Supplies	16.90
	Credit Card Charge	05/16/2020	Adapter for square (lpho	Clubhouse Supplies	12.99
	Credit Card Charge	05/18/2020	Extension Cords	Club Facility Maintenance	42.23
	Credit Card Charge	05/22/2020	lanyards	Clubhouse Supplies	25.98
Ameriscape Services					
	Bill	05/27/2020	Irrigation Repairs	Irrigation Maintenance	560.00
	Bill	05/27/2020	Irrigation Repairs	Irrigation Maintenance	495.00
Architectural Fountains, Inc.					
	Bill	05/27/2020	Replaced Breaker	Fountain in Lake	150.00
CentralPro					
	Credit Card Charge	05/26/2020	Irrigation items	Irrigation Maintenance	77.04
Dollar Tree					
	Credit Card Charge	05/08/2020	Perm Markers	Clubhouse Supplies	2.17
George's Mower Service Inc.					
	Credit Card Charge	05/05/2020	Equipment Repairs	Misc. Landscape Maintenance	91.92
Harrell's Nursery Inc.					
	Credit Card Charge	05/11/2020	new plantings	New Plantings	431.25
	Credit Card Charge	05/12/2020	new plantings	New Plantings	610.00
	Credit Card Charge	05/13/2020	new plantings	New Plantings	400.00
	Credit Card Charge	05/18/2020	new plantings	New Plantings	400.00
	Credit Card Charge	05/20/2020	new plantings	New Plantings	400.00
	Credit Card Charge	05/21/2020	new plantings	New Plantings	550.00

	Type	Date	Num	Memo	Amount
Home Depot	Credit Card Charge	05/27/2020	new plantings	New Plantings	253.50
	Credit Card Charge	05/04/2020	Items for entry lights	Misc. Landscape Maintenance	26.10
	Credit Card Charge	05/06/2020	Sand for bollards	Park Facility Maintenance	48.00
	Credit Card Charge	05/07/2020	Items for bollards	Park Facility Maintenance	204.00
	Credit Card Credit	05/07/2020	Sand	Misc. Landscape Maintenance	-33.60
	Credit Card Charge	05/08/2020	freshner & window clean	Club Facility Maintenance	5.34
	Credit Card Charge	05/18/2020	Entrance planters	New Plantings	20.96
	Credit Card Charge	05/18/2020	Entrance planters	New Plantings	23.92
	Credit Card Charge	05/26/2020	irrigation items	Irrigation Maintenance	21.94
	Credit Card Charge	05/28/2020	cleaner & batteries	Club Facility Maintenance	34.91
	Credit Card Charge	05/28/2020	Misc items	Misc. Landscape Maintenance	4.68
	Credit Card Charge	05/28/2020	Misc items	Club Facility Maintenance	17.96
	Kerby's Nursery & Landscaping, Inc.				
Lowe's Commerical Services	Credit Card Charge	05/14/2020	Plants	New Plantings	215.88
	Credit Card Charge	05/26/2020	Plants	New Plantings	390.38
Paypal / Ebay	Credit Card Charge	05/01/2020	Sand & Misc picnic table	Misc. Landscape Maintenance	10.00
	Credit Card Charge	05/01/2020	Misc items	Misc. Landscape Maintenance	44.60
	Credit Card Charge	05/26/2020	irrigation items	Irrigation Maintenance	19.64
Sam's Club	Credit Card Charge	05/28/2020	Vest for pool monitors	Clubhouse Supplies	77.94
	Credit Card Charge	05/28/2020	Vest for pool monitors	Clubhouse Supplies	31.84
Sunbelt Rentals	Credit Card Charge	05/16/2020	Fan & paper towels	Club Facility Maintenance	91.90
	Credit Card Charge	05/05/2020	Rental for bollards	Park Facility Maintenance	187.56
	Credit Card Credit	05/06/2020	Rental for bollards Refur	Park Facility Maintenance	-101.20
Suncoatings	Credit Card Charge	05/06/2020	Rental for bollards	Park Facility Maintenance	20.85
	Credit Card Charge	05/26/2020	Hand Sanitizer	Clubhouse Supplies	182.28
Wal-Mart	Credit Card Charge	05/19/2020	Water	Clubhouse Supplies	33.00

July 14, 2020 Property Manager's Report

- 1) The status of the park restroom project. Final permit drawings are expected of the Park Restroom building in the first part of July for review. Pending approval of the drawings, the building permit application will be submitted.
- 2) Estimates to clean the clubhouse were obtained. Stanly Steamer offers a contact surface cleaning: tables, chairs door knobs and handles, kitchen counters for \$150 per treatment. Service Master offers the same contact surface service but offers an aerosol air cleaning for \$300 per treatment.
- 3) The fence at Alsobrook Drive was installed on Tuesday 6/30/20. 140 linear feet was installed for \$1,600
- 4) I am in the process of analyzing the midge treatments over the time period since the beginning of treatments. I should have the comprehensive report prior to the July 14th Board meeting.
- 5) The free summer swim lessons concluded on Friday, June 26th. There were only 16 participants this year vs 36 last year.
- 6) The basketball court repairs were completed on Friday, June 6/26/20. There are no visible cracks in the surface.
- 7) I have requested an estimate for survey / legal descriptions of altering parcel "C" for a land sale to a resident. Drawing attached to Grounds and Security Committee meeting report.
- 8) Dredging of the 4 ponds selected this year has been completed.

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	0	0	0	0							4	23
Completed Clubhouse Rentals	3	3	0	0	0	2							8	25
Guest Passes Issued	0	1	0	0	0	0							1	13
Replacement Cards	0	1	0	0	1	4							6	18
Resident Access Cards	4	4	0	0	15	33							56	105
Renters Access Cards	2	0	0	0	11	4							17	48
Parking Stickers	6	5	0	0	15	29							55	114
Online Purchases	3	2	0	0	4	3							12	24
HOA Assistance	0	12	0	0	5	6							23	
Monthly Total	20	30	0	0	51	81	0	0	0	0	0	0	182	370

I have received 10 voicemails, with 8 that required a call back.

Mark & Adriana notarized 6 documents.