

Supervisor Packet for August 4, 2020 General Meeting

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

7:00 p.m., August 4, 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. July 14, 2020 Meeting Minutes b. Committee Meeting Minutes for July 2020 <ol style="list-style-type: none"> i. Treasurer's Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. June 2020 Financial Statements d. July 2020 Property Manager Monthly Report

	<p>e. July 2020 Clubhouse Report</p> <p>f. July 2020 Facilities Monitor Report</p>
7:20-7:40	8. COMMITTEE REPORTS (20 Minutes)
	<ol 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 <ol style="list-style-type: none"> a. The Management Committee recommends a Motion to approve Mr. & Mrs. Tamburello's Dock and Seawall application. 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)
	<p>Items for Consideration by Property Manager - Mark Cooper</p> <ol style="list-style-type: none"> 1. Property Management Report
7:55–8:00	13. DISTRICT MANAGER (5 Minutes)
	<p>Items for Consideration by District Manager – Adriana Urbina</p> <ol style="list-style-type: none"> 1. District Manager Report
8:00 –8:10	14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
8:10	ADJOURN



Date: July 14, 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, July 14, 2020 Consent Agenda consisting of the: June 2, 2020 General Meeting Minutes, June 16, 2020 Emergency Meeting Minutes, the June Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the May 2020 Financial Reports, the Property Manager, the Clubhouse Report and the Facility Monitor June 2020 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0
2. On **MOTION** by Supervisor Fannin and Second by Supervisor Simon, the Board discussed adding No Trespassing signs to the main entry points to the park, signs are to include amenities are to be used by residents only. No guest allowed. Motion was rescinded

3. On **MOTION** by Supervisor Peacock and Second by Supervisor Fannin, the Board approved to keep the Community hot tub and basketball courts closed through the month of August. The Board will revisit this at the September Board of Supervisors Meeting. Motion passed 4 to 1 Supervisor Simon Voted NO
4. On **MOTION** by Supervisor Fannin and Second by Supervisor Nelson, the Board approved to keep the clubhouse closed for rentals through the month of August. The Board will revisit this at the September Board of Supervisors Meeting. Motion passed 4 to 1 Supervisor Simon Voted NO
5. On **MOTION** by Supervisor Nelson and Second by Supervisor Fannin, the Board approved to reschedule the Rule Amendment Public Hearing to September 8, 2020. Motion passed 5 to 0
6. On **MOTION** by Supervisor Nelson and Second by Supervisor Fannin the Board discussed allowing Facility Monitor, Luis Martinez to work an additional 8 hours a week. His main focus will be to stop non-residents from using the District amenities. Motion was rescinded

AI: Security/Grounds Committee to discuss other security options.

Meeting adjourned at 8:13PM

Respectfully submitted,

Sabrina Peacock, Treasurer/Secretary

Virginia Gianakos, Chair

Treasurer's Review Committee Meeting Minutes

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

The next Treasurer's Review Committee Meeting will be **Thursday, August 20, 2020 at 1:00 pm.**

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

-The Committee reviewed and discussed Mr. & Mrs. Tamburello' Dock & Seawall application.

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, July 15th 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. Construction drawings have been received and after review additional clarification and changes were requested. Waiting on revised drawings that will hopefully be the final version.
- 2) Solitude Lake Management is preparing a presentation to the Board regarding proposed changes to our midge treatment program. To date they have not yet scheduled their zoom presentation.
- 3) I have requested an estimate for survey / legal descriptions of altering parcel "C" for a potential land sale to a resident. I have since received an additional request from an adjacent neighbor. To date I have not received the surveying estimate. Due to the no responsiveness of the vendor I am seeking estimated costs from a different company.
- 4) I have met with 2 electrical contractors to obtain pricing for the power requirements for the lake aeration project as well as additional pricing for power required for small aeration systems for several ponds. I have already received the costs of the aeration systems for 5 small ponds.

Meeting adjourned at 1:30 pm

Management Committee Meeting Minutes

Date: *Thursday, July 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, August 20, 2020 at 11:30 am.**

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

-The Committee reviewed and discussed Mr. & Mrs. Tamburello' Dock & Seawall application.

The Management Committee recommends a Motion to approve Mr. & Mrs. Tamburello's Dock and Seawall application.

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, July 21st, 2020 @ 10:00 am.*

Chairperson: *Supervisor Jim Simon*

Operations Manager: *Property Manager, Mark Cooper*

The July 216 Strategic Planning Committee Meeting was canceled.

The committee is waiting on aeration electrical proposals to ascertain total costs of lake / pond aeration before bringing recommendation / discussions before the board to determine next year's project – lake aeration or park security / gates.

Lake St. Charles CDD

Funds Statement

Apr '20 - Jun '20

	Apr '20	May '20	Jun '20	Category
Bank/Current Asset Accounts				
CenterState Bank Checking	480,585	425,303	373,508	Cash
CenterState Bank Money Market	254,270	254,302	254,333	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	1,176	1,162	1,443	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	736,031	680,767	629,284	
Cash (Checking/Savings)				
CenterState Bank Checking	480,585	425,303	373,508	
CenterState Bank Money Market	254,270	254,302	254,333	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	1,176	1,162	1,443	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
Total Cash Accounts	736,031	680,767	629,284	
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	736,031	680,767	629,284	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	254,270	254,302	254,333	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	254,270	254,302	254,333	

Lake St. Charles CDD Disbursement Authorization Report

		June 2020			
Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	06/04/2020	TECO Electric	10000-CenterState Bank Checking	-2,568.14
				53100 - Electric Utility Svs	52.69
				53100 - Electric Utility Svs	52.04
				53100 - Electric Utility Svs	183.97
				53100 - Electric Utility Svs	829.68
				53100 - Electric Utility Svs	75.27
				53100 - Electric Utility Svs	896.53
				53100 - Electric Utility Svs	203.67
				53100 - Electric Utility Svs	32.96
				53100 - Electric Utility Svs	23.53
				53100 - Electric Utility Svs	23.53
				53100 - Electric Utility Svs	19.26
				53100 - Electric Utility Svs	19.45
				53100 - Electric Utility Svs	20.00
				53100 - Electric Utility Svs	19.63
				53100 - Electric Utility Svs	19.26
				53100 - Electric Utility Svs	19.45
				53100 - Electric Utility Svs	19.35
				53100 - Electric Utility Svs	19.35
				53100 - Electric Utility Svs	19.26
				53100 - Electric Utility Svs	19.26
TOTAL					2,568.14
Check	EFT/Auto	06/05/2020	ADP	10000-CenterState Bank Checking	-128.71
				Payroll Service Charge	14.30
				Payroll Service Charge	114.41
TOTAL					128.71
Bill Pmt -Check	EFT/Auto	06/05/2020	Florida Department of Health	10000-CenterState Bank Checking	-575.35

Lake St. Charles CDD Disbursement Authorization Report

June 2020					
Type	Num	Date	Name	Account	Original Amount
Bill	29-60-02055,56,57	06/05/2020		Pool Maintenance Repairs	150.00
				Pool Maintenance Repairs	150.00
				Pool Maintenance Repairs	275.00
				Pool Maintenance Repairs	0.35
				Pool Maintenance Repairs	150.00
				Pool Maintenance Repairs	150.00
				Pool Maintenance Repairs	275.00
TOTAL					1,150.35
Check	EFT/Auto	06/05/2020	TECO Gas Company	10000-CenterState Bank Checking	-20.64
				53200 - Gas Utility Services	20.64
TOTAL					20.64
Check	EFT/Auto	06/05/2020	TECO Electric	10000-CenterState Bank Checking	-73.53
				53100 - Electric Utility Svs	73.53
TOTAL					73.53
Check	EFT/Auto	06/09/2020	ADP	10000-CenterState Bank Checking	-11,275.35
				District Manager	2,013.60
				Payroll Taxes - Employer Taxes	169.34
				Facilities Monitor	1,356.00
				Property Maintenance Team Lead	586.95
				Property Manager	2,423.20
				Payroll Taxes - Employer Taxes	563.53
				Full Time Hybrid Employee	1,060.00
				Property Maintenance Part-Time	310.73
				Medical Stipend	200.00
				Medical Stipends	500.00
				Supervisor Fees	1,000.00
				Employer Taxes	83.50

Lake St. Charles CDD Disbursement Authorization Report

June 2020					
Type	Num	Date	Name	Account	Original Amount
				Recreational Assistants	1,008.50
TOTAL					11,275.35
Bill Pmt -Check	EFT/Auto	06/10/2020	Verizon Wireless	10000-CenterState Bank Checking	-42.58
Bill	04-24-20 to 05-23-20	05/23/2020		Telephone	42.58
TOTAL					42.58
Check	EFT/Auto	06/11/2020	Square Inc	10000-CenterState Bank Checking	-374.89
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-7.80
				Rental	85.00
				Rental	-2.31
TOTAL					374.89
Bill Pmt -Check	EFT/Auto	06/16/2020	SunTrust Credit Card	10000-CenterState Bank Checking	-7,030.55
Bill	May CC Statement	05/24/2020		13500 - SunTrust Visa Card	7,030.55
TOTAL					7,030.55
Bill Pmt -Check	EFT/Auto	06/16/2020	Advanced Energy Solutions of America, LL	10000-CenterState Bank Checking	-2,655.00
Bill	Ran wiring from pane	05/29/2020		Pool Maintenance Repairs	2,655.00
TOTAL					2,655.00
Bill Pmt -Check	EFT/Auto	06/16/2020	Ameriscape Services	10000-CenterState Bank Checking	-8,772.00
Bill	Irrigation Repairs	05/27/2020		Irrigation Maintenance	560.00
Bill	Irrigation Repairs	05/27/2020		Irrigation Maintenance	495.00
Bill	Monthly Maintenance	06/01/2020		Landscape Maintenance Contract	7,250.00
Bill	Irrigation Repairs	06/03/2020		Irrigation Maintenance	467.00
TOTAL					8,772.00

Lake St. Charles CDD Disbursement Authorization Report

June 2020					
Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	EFT/Auto	06/16/2020	Architectural Fountains, Inc.	10000-CenterState Bank Checking	-225.00
Bill	Service Call	04/29/2020		Fountain in Lake	75.00
Bill	Replaced Breaker	05/27/2020		Fountain in Lake	150.00
TOTAL					<u>225.00</u>
Bill Pmt -Check	EFT/Auto	06/16/2020	Chris's Portable Toilets	10000-CenterState Bank Checking	-75.00
Bill	1805-125119 Inv #	05/08/2020		Park Facility Maintenance	75.00
TOTAL					<u>75.00</u>
Bill Pmt -Check	EFT/Auto	06/16/2020	Solitude Lake Management	10000-CenterState Bank Checking	-10,545.00
Bill		05/31/2020		Midge Treatment Contract	8,970.00
Bill	June Pond Mainten	06/01/2020		Pond & Stormwater Maint	1,110.00
				Pond & Stormwater Maint	465.00
TOTAL					<u>10,545.00</u>
Bill Pmt -Check	EFT/Auto	06/16/2020	Staples	10000-CenterState Bank Checking	-82.23
Bill	Trash Bags	05/15/2020		Office Supplies	82.23
TOTAL					<u>82.23</u>
Bill Pmt -Check	EFT/Auto	06/16/2020	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,925.97
Bill	Pool motor repair	06/02/2020		Pool Maintenance Repairs	1,385.97
Bill	Pool motor repair	06/03/2020		Fountain in Lake	325.00
Bill	Motor electrical ins	06/03/2020		Pool Maintenance Repairs	90.00
Bill	Pool Fecal Clean up	06/04/2020		Pool Maintenance Repairs	125.00
TOTAL					<u>1,925.97</u>
Bill Pmt -Check	EFT/Auto	06/17/2020	Tampa Bay Times	10000-CenterState Bank Checking	-288.00

Lake St. Charles CDD Disbursement Authorization Report

June 2020					
Type	Num	Date	Name	Account	Original Amount
Bill	AD#87947	06/07/2020		Legal Advertising	288.00
				Legal Advertising	288.00
TOTAL					576.00
Bill Pmt -Check	EFT/Auto	06/18/2020	Keren Ubinas	10000-CenterState Bank Checking	-85.00
Bill	CH Rental Cancellati	06/18/2020		Rental	85.00
TOTAL					85.00
Check	EFT/Auto	06/19/2020	ADP	10000-CenterState Bank Checking	-141.01
				Payroll Service Charge	9.40
				Payroll Service Charge	84.61
				Supervisor Payroll Service	47.00
TOTAL					141.01
Check	EFT/Auto	06/23/2020	ADP	10000-CenterState Bank Checking	-9,711.35
				District Manager	2,013.60
				Payroll Taxes - Employer Taxes	154.04
				Facilities Monitor	1,356.00
				Property Maintenance Team Lead	1,033.94
				Property Manager	2,423.20
				Payroll Taxes - Employer Taxes	543.40
				Full Time Hybrid Employee	1,060.00
				Misc. Landscape- Temporary Staf	96.67
				Recreational Assistants	1,030.50
TOTAL					9,711.35
Bill Pmt -Check	EFT/Auto	06/23/2020	Chris's Portable Toilets	10000-CenterState Bank Checking	-75.00
Bill	1805-126431 Inv #	06/08/2020		Park Facility Maintenance	75.00

Lake St. Charles CDD Disbursement Authorization Report

June 2020						
Type	Num	Date	Name	Account	Original Amount	
TOTAL						75.00
Bill Pmt -Check	EFT/Auto	06/23/2020	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking		-1,600.00
Bill	June Pool Cleaning	06/15/2020		Pool Maintenance Contract		1,600.00
TOTAL						1,600.00

7/28/2020

Treasurer's Report - CenterState Account

June 2020

06/1/20 - 06/30/20

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						425,302.84
06/01/2020			Deposit		43.63	425,346.47
06/04/2020	EFT/Auto	TECO Electric	06980007400 Acct #	2,568.14		422,778.33
06/04/2020			Deposit		374.89	423,153.22
06/05/2020	EFT/Auto	ADP	557921657 Inv #	128.71		423,024.51
06/05/2020	EFT/Auto	Florida Department of Health	29-60-02055, 29-60-02056, 29-60-02057 permit numbers	575.35		422,449.16
06/05/2020	EFT/Auto	TECO Gas Company	221003603224 Acct #	20.64		422,428.52
06/05/2020	EFT/Auto	TECO Electric	221005960721 Acct #	73.53		422,354.99
06/05/2020			Deposit		1,383.81	423,738.80
06/09/2020	EFT/Auto	ADP	P.E. 06-06-20	11,275.35		412,463.45
06/09/2020			Deposit		5.48	412,468.93
06/10/2020	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	42.58		412,426.35
06/11/2020	EFT/Auto	Square Inc	CH Rental Deposit Refund & Cancellation	374.89		412,051.46
06/12/2020			Deposit		4,522.11	416,573.57
06/16/2020	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	7,030.55		409,543.02
06/16/2020	EFT/Auto	Advanced Energy Solutions of America, LLC	INV# 09228	2,655.00		406,888.02
06/16/2020	EFT/Auto	Ameriscape Services		8,772.00		398,116.02
06/16/2020	EFT/Auto	Architectural Fountains, Inc.		225.00		397,891.02
06/16/2020	EFT/Auto	Chris's Portable Toilets	1805-125119 Inv #	75.00		397,816.02
06/16/2020	EFT/Auto	Solitude Lake Management		10,545.00		387,271.02
06/16/2020	EFT/Auto	Staples	6011 1000 4086 310	82.23		387,188.79
06/16/2020	EFT/Auto	Zebra Cleaning Team, Inc.		1,925.97		385,262.82
06/16/2020			Deposit		15.38	385,278.20
06/17/2020	EFT/Auto	Tampa Bay Times	Acct# 105743 AD#87947	288.00		384,990.20
06/17/2020			Deposit		1.85	384,992.05
06/18/2020	EFT/Auto	Keren Ubinas	CH Rental Cancellation	85.00		384,907.05
06/19/2020	EFT/Auto	ADP	558485393 Inv #	141.01		384,766.04
06/22/2020			Deposit		1.85	384,767.89
06/23/2020	EFT/Auto	ADP	P.E. 06-20-20	9,711.35		375,056.54
06/23/2020	EFT/Auto	Chris's Portable Toilets	1805-126431 Inv #	75.00		374,981.54
06/23/2020	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4050	1,600.00		373,381.54
06/23/2020			Deposit		16.36	373,397.90

7/28/2020

4:53 PM

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
06/25/2020			Deposit		1.85	373,399.75
06/27/2020			Deposit		2.74	373,402.49
06/30/2020			Interest		105.23	373,507.72
				58,270.30	6,475.18	373,507.72

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '19 Jun '20	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
3							Revenue/Expense					
4							Revenue					
5							36100 - Interest Earnings					
6							Interest - General Fund	1,293	1,450	(157)		1,271
7							Total 36100 - Interest Earnings	1,293	1,450	(157)		1,271
8							General Fund Assessment-O&M					
9							General Fund Assessment Gross	957,284	958,146	(862)		958,146
10							GF Prop Tax Interest	397	0	397		827
11							GF Tax Collector Commissions	(18,423)	(19,163)	740		(18,450)
12							GF Tax Payment Discount	(36,337)	(38,326)	1,989		(36,249)
13							Total General Fund Assessment-O&M	902,922	900,657	2,265		904,275
14												
15							Total 36310 - Special Assessment	902,922	900,657	2,265		904,275
16							36311 - Excess Fees	7,460	0	7,460		5,881
17							36900 - Miscellaneous Revenues			0		
18							Other Misc Revenue	1,601	1,200	401		7,223
19							Rental	973	1,900	(927)		944
20							Pool Snack Vending	276	475	(199)		157
21							Total 36900 - Miscellaneous Revenues	2,850	3,575	(725)		8,324
22							Total Revenue	914,526	905,682	8,844		919,751
23												
25							Expense					
26							5110 - Legislative					
27							Employer Taxes	768	1,460	(692)		752
28							Special District Fees	175	175	0		175
29							Supervisor Fees	9,015	12,000	(2,985)		9,000
30							Supervisor Payroll Service	523	900	(377)		531
31							Total 5110 - Legislative	10,482	14,535	(4,053)		10,457

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '19 Jun '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	40,272	52,354	(12,082)		37,514
38							Medical Stipend	1,800	2,400	(600)		1,600
39							Payroll Service Charge	327	465	(138)		315
40							Payroll Taxes - Employer Taxes	3,267	4,400	(1,133)		3,041
41							Performance Stipend	0	1,000	(1,000)		0
42							Total District F&A Employees	45,666	60,619	(14,953)		42,470
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	1,265	2,600	(1,335)		1,495
50							Local/Other Taxes	3,197	3,396	(199)		3,196
51							Office Supplies	491	1,000	(509)		629
52							Postage	110	250	(140)		172
53							Printer Supplies	2,614	2,000	614		2,298
54							Professional Development	79	1,000	(921)		305
55							Technology Services/Upgrades	426	2,000	(1,574)		791
56							Telephone	2,165	3,100	(935)		2,153
57							Travel Per Diem	0	200	(200)		112
58							Website Development & Monitor	2,000	2,650	(650)		58
59							Total 51300 - Financial & Admin	78,284	100,662	(22,378)		73,289

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '19 Jun '20	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
60							51400 - Legal Counsel					
61							District Counsel	133	8,000	(7,867)		916
62							Total 51400 - Legal Counsel	133	8,000	(7,867)		916
63							52100 - Law Enforcement					
64							Car Maintenance & Repairs	311	1,000	(689)		142
65							Car Gas	277	1,500	(1,223)		520
66							Total 52100 - Law Enforcement	587	2,500	(1,913)		661
67							53100 - Electric Utility Svs	24,975	39,500	(14,525)		25,969
68							53200 - Gas Utility Services	2,819	4,000	(1,181)		2,251
69							53400 - Garbage/Solid Waste Svc	1,539	2,880	(1,341)		1,189
70							53600 - Water/Sewer Services	3,475	8,000	(4,525)		3,024
71							53900 - Physical Environment					
72							Entry & Walls Maintenance	2,629	2,000	629		29
73							Ford F250 Maintenance & Repair	480	2,000	(1,520)		3,245
74							Fountain in Lake	550	3,000	(2,450)		600
75							Gas - Equipment	146	400	(254)		185
76							Gas - Truck	823	1,800	(977)		1,138
77							Irrigation Maintenance	10,255	10,000	255		6,984
78							Landscape Maintenance Contract	65,250	87,000	(21,750)		54,250
79							Misc. Landscape-Temporary Staff	566	3,000	(2,434)		0
80							Misc. Landscape Maintenance	7,829	9,500	(1,671)		4,965
81							Mulch	10,500	10,500	0		478
82							New Plantings	6,220	8,000	(1,780)		6,590
83							Pond & Stormwater Maint Contract	14,175	18,900	(4,725)		9,441
84							Pond#9 Aeration Maintenance	243	500	(257)		0
85							Property Insurance Contract	12,430	12,000	430		11,040
86							Sod Replacement	295	4,000	(3,705)		743
87							Mitigation Maint Contract	675	900	(225)		675

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '19 Jun '20	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
88							Midge Treatment Contract	67,578	68,376	(798)		0
89							Total 53900 - Physical Environment	200,644	241,876	(41,232)		100,364
90							57200 - Parks & Recreation					
91							Auto Liability	715	755	(40)		697
92							Club Facility Maintenance					
93							Club Facility Maintenance	2,282	5,000	(2,718)		1,555
94							Clubhouse Supplies	1,901	2,300	(399)		763
95							Locks/Keys	0	100	(100)		122
96							Pool Snack Vending Items	258	300	(42)		340
97							Total Club Facility Maintenance	4,442	7,700	(3,258)		2,779
98							District Employees Payroll Exp					
99							Employer Workman Comp	5,700	9,000	(3,300)		6,173
100							Facilities Monitor	27,120	35,256	(8,136)		25,262
101							Medical Stipends	4,500	6,000	(1,500)		4,000
102							Payroll Service Charge	1,738	2,500	(762)		1,598
103							Payroll Taxes - Employer Taxes	10,278	13,500	(3,222)		9,007
104							Performance Stipend	0	2,600	(2,600)		0
105							Full-Time Hybrid Employee	20,322	27,560	(7,238)		17,287
106							Property Maintenance Part-Time	1,450	1,450	0		731
107							Property Maintenance Team Lead	23,288	30,052	(6,764)		20,690
108							Property Manager	48,464	63,003	(14,539)		44,951
109							Recreational Assistants	3,245	7,000	(3,755)		2,002
110							Total District Employees Payroll Exp	146,105	197,921	(51,816)		131,700
111							Dock Maintenance	0	400	(400)		312
112							Drainage/ Nature Path/Trail Maintenance	372	1,800	(1,428)		0
113							Park Facility Maintenance	4,937	5,000	(63)		3,327
114							Parks & Rec Cell Phones	910	1,700	(790)		1,018
115							Playground Maintenance	0	2,000	(2,000)		0
116							Pool Maintenance Contract	14,400	19,600	(5,200)		13,400

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '19 Jun '20	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
117							Pool Maintenance Repairs	12,116	12,000	116		5,412
118							Sec System Monitoring Contract	201	240	(39)		120
119							Security Repairs	5,683	5,000	683		4,992
120							Total 57200 - Parks & Recreation	189,881	254,116	(64,235)		163,758
121							58003- Future CIP Projects and Reserves	97,044	229,613	(132,569)		336,179
122							Total Expense	609,863	905,682	(295,819)		718,056
123							Revenue Less Expenses	304,663	0	304,663		201,695
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	344,522	(44,859)	344,522		

Lake St. Charles CDD Property Manager Expense Report

		June 2020			
	Type	Date	Num	Memo	Amount
Ace Hardware					
	Credit Card Charge	06/18/2020	cleaning supplies	Club Facility Maintenance	71.94
Amazon.com					
	Credit Card Charge	06/04/2020	EnGenius Wireless Bridg	Park Facility Maintenance	103.06
	Credit Card Charge	06/10/2020	EnGenius Wireless Bridg	Park Facility Maintenance	103.06
Ameriscape Services					
	Bill	06/03/2020	Irrigation Repairs	Irrigation Maintenance	467.00
AmeriTech					
	Credit Card Charge	06/18/2020	socket, steel plug and gr	Misc. Landscape Maintenance	155.68
CentralPro					
	Credit Card Charge	06/22/2020	Irrigation items	Irrigation Maintenance	3.30
Harrell's Nursery Inc.					
	Credit Card Charge	06/19/2020	new plantings	New Plantings	400.00
Home Depot					
			materials to secure Ashley Oaks and Also Brook		
	Credit Card Charge	06/17/2020		NaturePath/Trail/Drainage Maint	272.19
Lowe's Commerical Services					
	Credit Card Charge	06/12/2020	Misc items	Misc. Landscape Maintenance	254.88
My Security Sign					
	Credit Card Charge	06/17/2020	Surveillance signs	Misc. Landscape Maintenance	32.95
Sod X					
	Credit Card Charge	06/17/2020	Sod	Sod Replacement	200.00
Webstaurant Store					
	Credit Card Charge	06/05/2020	Pool Clock	Club Facility Maintenance	28.67
Winn Dixie					
	Credit Card Charge	06/23/2020	Water	Clubhouse Supplies	29.94
Zebra Cleaning Team, Inc.					
	Bill	06/03/2020	Lake fountain repair	Fountain in Lake	325.00
				TOTAL	2,447.67

August 4, 2020 Property Manager's Report

- 1) Construction drawings have been received for the park restroom building and after review additional clarification and changes were requested. I am waiting on revised drawings that will hopefully be the final version that can be used to apply for the County Building permit.
- 2) Solitude Lake Management is preparing a presentation to the Board regarding proposed changes to our midge treatment program. To date they have not yet scheduled their zoom presentation. This meeting is the result of a zoom meeting with Solitude where we discussed the performance of the midge treatment program since we began. The pre and post treatment data was collected and shared with solitude and Board supervisors. Several supervisors attended the zoom meeting with Solitude.
- 3) I have met with Mosquito Nix to obtain pricing for backpack fogging treatments of an adult emergence for the area from the clubhouse through the park and have requested additional pricing for the cost of the district to treat back yards of homeowners on lakefront property. Additionally they are preparing a price for a homeowner to treat their own yard if it is scheduled at the same time as treatment of District controlled areas.
- 4) I have requested an estimate for survey / legal descriptions of altering parcel "C" for a potential land sale to a resident. I have since received an additional request from an adjacent neighbor. I plan on contacting all other adjacent residents to see if there is any interest from other residents. To date I have not received the original surveying estimate. Due to the non-responsiveness of the vendor I am seeking estimated costs from a different company.
- 5) I have met with 2 electrical contractors to obtain pricing for the power requirements for the large lake aeration project as well as additional pricing for power required for small aeration systems for several ponds. I have already received the costs of the aeration systems for 5 small ponds.

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	0						4	23
Completed Clubhouse Rentals	3	3	0	0	0	2	0						8	25
Guest Passes Issued	0	1	0	0	0	0	0						1	13
Replacement Cards	0	1	0	0	1	4	1						7	18
Resident Access Cards	4	4	0	0	15	33	14						70	105
Renters Access Cards	2	0	0	0	11	4	6						23	48
Parking Stickers	6	5	0	0	15	29	15						70	114
Online Purchases	3	2	0	0	4	3	2						14	24
HOA Assistance	0	12	0	0	5	6	5						28	
Monthly Total	20	30	0	0	51	81	43	0	0	0	0	0	225	370

I have received 9 voicemails, with 5 that required a call back.

Mark & Adriana notarized 4 documents.