

Supervisor Packet for October 6, 2020 General Meeting

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

7:00 p.m., October 6, 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. September 1, 2020 Meeting Minutes b. Committee Meeting Minutes for September 2020 <ol style="list-style-type: none"> i. Treasurer's Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. August 2020 Financial Statements d. September 2020 Clubhouse Report

	e. September 2020 Facilities Monitor Report
7:20-7:30	8. ADMINISTER OATH OF OFFICE
7:30-8:00	9. COMMITTEE REPORTS (30 Minutes)
	<ol style="list-style-type: none"> 1. Treasurer's Review Committee – Treasurer Peacock <ol style="list-style-type: none"> a. The Treasurer's Review Committee recommends approving Tuscan & Company's engagement letter for Fiscal years 2021, 2022 & 2023 in the amounts of \$13,500, \$13,500 & \$14,000. b. The Treasurer's Review Committee recommends opening the Community Clubhouse for rentals. Rentals are to be scheduled only on Sundays and will include a \$150 cleaning fee. c. The Treasurer's Review Committee recommends approving a 2% salary increase to all staff per the approved FY20-21 Budget. Salary increase is to commence on October 1, 2020. 2. Grounds/Security Committee – Committee Chair Fannin <ol style="list-style-type: none"> a. Selling District Land Discussion 3. Management Committee – Committee Chair Gianakos 4. Strategic Planning Committee – Committee Chair Simon
8:00- 8:10	11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR GIANAKOS(10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors
8:10 -8:15	12. PROPERTY MANAGER (5 Minutes)
	Items for Consideration by Property Manager - Mark Cooper <ol style="list-style-type: none"> 1. Property Management Report
8:15–8:20	13. DISTRICT MANAGER (5 Minutes)
	Items for Consideration by District Manager – Adriana Urbina <ol style="list-style-type: none"> 1. District Manager Report
8:20 –8:30	14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
8:30	ADJOURN



Date: September 1, 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 Nelson the Board approved the, September 1, 2020 Consent Agenda consisting of the: August 4, 2020 General Meeting Minutes, the August Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the July 2020 Financial Reports, the Property Manager Report, the Clubhouse Report and the Facility Monitor August 2020 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0

At 7:45PM, Chair Gianakos closed the General Meeting and opened the Public Hearing for the FY 20-21 Budget.

2. On **MOTION** by Supervisor Peacock and second by Supervisor Fannin, the Board approved Resolution 2020-06 Lake St. Charles District Budget and Assessment Roll Adoption. Motion passed 5 to 0

At 8:00PM, Chair Gianakos closed the Public Hearing for the FY 19-20 Budget and reopened the General Meeting.

AI: The Board has requested to add to next month's agenda a discussion in regards to selling District Land.

3. On **MOTION** by Supervisor Nelson and Second by Supervisor Peacock, the Board approved a purchase of plants, mulch and miscellaneous items to restore the District's gazebo to its original state, not to exceed \$400. Motion was amended to say funding will come from the Drain/Nature Path/ Trail Maintenance line. Motion passed 5 to 0
4. On **MOTION** by Supervisor Gianakos and second by Supervisor Nelson the Board approved Resolution 2020-07, Lake St. Charles District Annual Meeting Schedule FY20-21, the Board discussed that the July and September meeting dates fall very close to a holiday and may affect Supervisor attendance so they will be scheduled on July 14, 2021 and September 13, 2021. Motion passed 5 to 0
5. On **MOTION** by Supervisor Simon and Second by Supervisor Fannin, the Board approved to not continue the chemical midge treatments scheduled for FY20-21. Instead the funds will be reallocated to the lake aeration project and the securing the park project. These changes will be formally adopted on the District's Budget by a Budget amendment. Motion passed 5 to 0
6. On **MOTION** by Supervisor Gianakos and Second by Supervisor Nelson, the Board approved to waive Purchasing Policy#3150 and accept Vertex Water Features as the contractor for the Lake Aeration Project. Motion passed 5 to 0
7. On **MOTION** by Supervisor Peacock and Second by Supervisor Simon the Board approved to open the District's Basketball Courts, return staff to operate clubhouse for posted resident service hours, while continuing to not allow clubhouse rentals. Motion was rescinded.
8. On **MOTION** by Supervisor Peacock and Second by Supervisor Fannin the Board approved to open all District amenities but will not allow any guest usage. The Board also approved to have staff return to operate clubhouse for posted resident service hours, while continuing to not allow clubhouse rentals. Staff will be instructed to place signs that will direct residents to practice safe social distancing. Motion passed 5 to 0

9. On **MOTION** by Supervisor Simon and Second by Supervisor Fannin the Board did not accept the offer of the ADA pool lift gate that was going to be donated by a resident. The Board asked Property Manager to send a Thank you note and advise the resident to donate elsewhere. Motion passed 5 to 0

10. On **MOTION** by Supervisor Fannin and Second by Supervisor Peacock the Board approved to extend the General Meeting by 10 minutes until 9:15PM. Motion passed 5 to 0

11. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board approved the annual performance bonus for all staff. Funding has been approved on the FY 19-20 Budget. Motion passed 5 to 0

12. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock the Board approved to hold the October 6, 2020 Board of Supervisors General Meeting at the Community Clubhouse. District Manager will research if Supervisor Nelson may be allowed to participate via Zoom. Motion passed 5 to 0

Meeting adjourned at 9:11PM

Respectfully submitted,

Sabrina Peacock, Treasurer/Secretary

Virginia Gianakos, Chair

Treasurer's Review Committee Meeting Minutes

Date: *Thursday, September 17, 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, October 15, 2020 at 1:00 pm.**

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

-The Committee reviewed and discussed Tuscan & Company's engagement letter for the next 3 years.

The Treasurer's Review Committee recommends approving Tuscan & Company's engagement letter for Fiscal years 2021, 2022 & 2023 in the amounts of \$13,500, \$13,500 & \$14,000.

-The Committee was informed of updates to the park restroom project.

-The Committee reviewed and discussed FY20-21 Budget line increases.

-The Committee discussed the loss of profits from not being able to rent the clubhouse during the Covid-19 pandemic.

The Treasurer's Review Committee recommends opening the Community Clubhouse for rentals. Rentals are to be scheduled only on Sundays and will include a \$150 cleaning fee.

-The Committee discussed increasing staff salary 2% per the approved FY20-21 Budget

The Treasurer's Review Committee recommends approving a 2% salary increase to all staff per the approved FY20-21 Budget. Salary increase is to commence on October 1, 2020.

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, Sept 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 are being finalized by CXT before they send them to the State of Florida for Florida State approval. Once the State approves the drawings, (anticipated by October 15th) we will receive final state approved drawing to submit to Hillsborough County for a local / site building permit. I do not anticipate that the project will completed and installed until at least February / March of 2021?
- 2) Land Parcel Sales- Maggie advised, “The parcels (or parts thereof) have not been valued, but I advise the CDD that if this is how they wish to proceed (to divest themselves of these parcels), the parcels should (at a minimum) be sold at a fair market value and that value should be determined by an appraisal or other reasonable means of valuation. “
She advised that, “from a local government perspective, the CDD can sell its real property. However, I would recommend that any property that is sold be valued in some recognized manner (ie, by an appraiser) so that a fair market value price or each parcel can be determined for the sale. As the Board is a fiduciary of all of the District’s assets (including real property), it is important that the Board members be insulated from any potential claims (including ethics claims) arising out of this sale and allegations that they misused their position for the benefit of another.
Further, she added that, “It may (or may not) be advisable to have a purchase and sale agreement with each of the purchasers of the parcels.”
- 3) The playground purchase must be made in December of this year. I have received all of the fall sales catalogs and will be consumed with that project’s design, selection and bidding until the purchase is approved at the December board meeting. I have completed a playground design for each of the 3 companies that we are considering. The designs have been sent to each of the companies’ sales representatives for cost proposals.

- 4) All of the park security proposals were reviewed in the Grounds and Security committee. The park and clubhouse drive gates, fencing and pedestrian gates were all re bid. The required electrical work was bid. Brandon Lock has not been able to provide costs for the access control elements of the project.

Witt Fence – Gates, Gates operators and fencing –
Clubhouse- \$13,280
Waterton Drive - \$18,680 + \$6,565 = \$25,245
Colonial Lake Drive - \$22,370 + \$6,070 = \$28,440
TOTAL \$66,965

Brandon Electric – Electricity to the gate operators - **\$5,857**
Brandon Lock – Access control ?

- 5) All of the aeration proposals were reviewed in the Grounds and Security Committee.
The committee discussed the large lake aeration project with bided costs of:
Aeration system - \$63,284
Electrical costs to bring power to aerators - \$25,787.99

Annual maintenance costs for aerators \$2,636 per year.
Estimated annual electric operating costs \$12,000 (they operate 24/7/365)

Project total (excluding operational / maintenance costs) \$89,072

Aeration can also be added to:

Pond #20 - \$1,998

Pond #21 - \$2,248

Pond #23 - \$2,234

Pond #24 - \$1,998

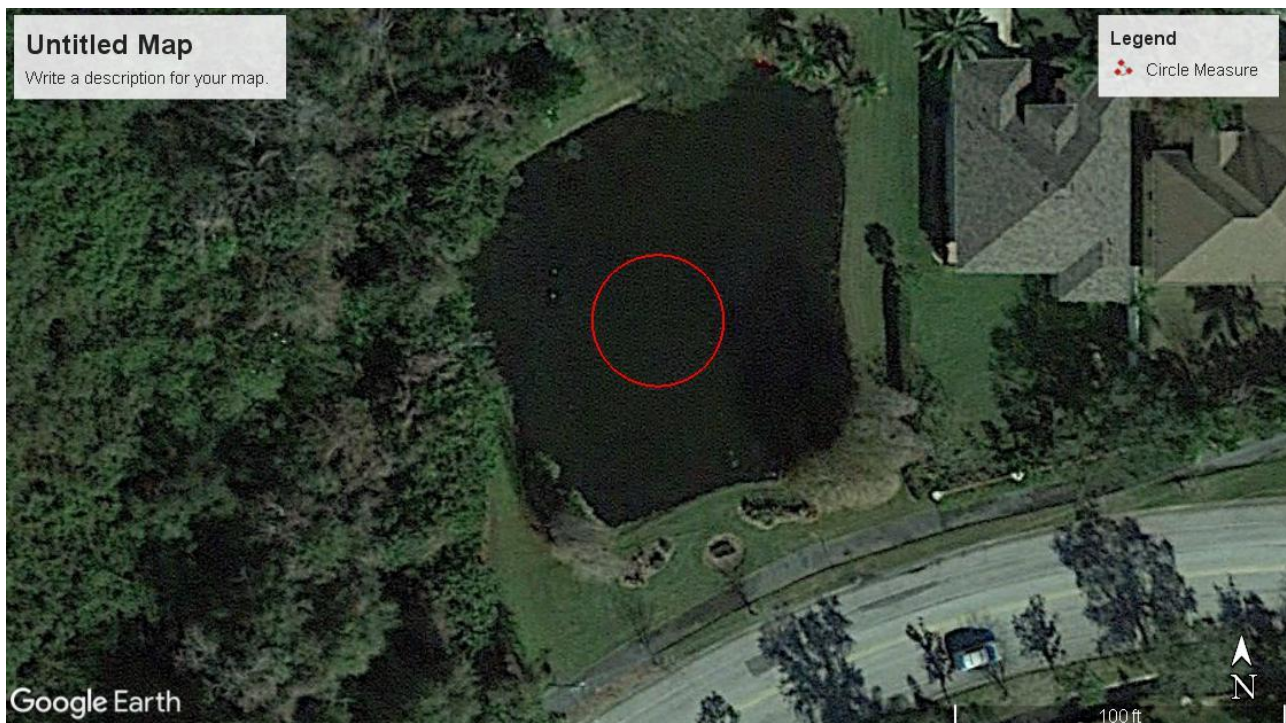
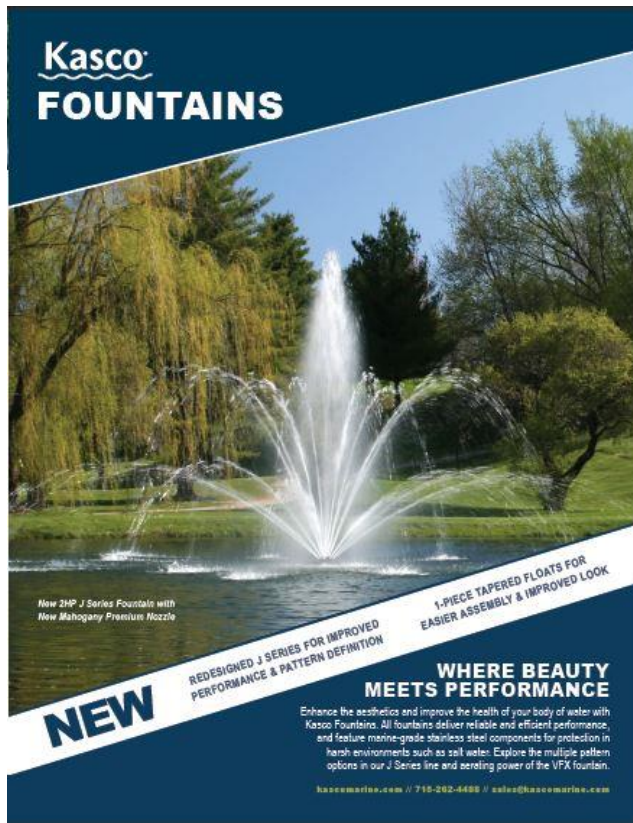
Total: \$8,478

Aeration project total including the 4 ponds \$97,550

The quarterly maintenance pricing for the four Pond systems will be \$416.00 per event (\$1,664.00 per year).

All of these ponds were dredged within the last 20 months.

A decorative fountain (\$6,444) could be added or substituted for the aeration system (\$2,248) at pond # 21 on Lake St Charles Blvd. Annual maintenance for the fountain would be \$500 year. See the fountain below. It is a 2 HP pump and the pattern is 16' tall x 40' wide.



Meeting adjourned at 1:30 pm

Management Committee Meeting Minutes

Date: *Thursday, September 17, 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, October 15, 2020 at 11:30 am.**

- The Committee reviewed and discussed Tuscan & Company's engagement letter for the next 3 years.
- The Committee reviewed FY20-21 Budget and recommends District Manager & Property Manager to look for skill improvement courses to take this year.
- The Committee reviewed and signed confirmation pages of payments made by Centerstate Bill Pay.
- The Committee was informed of updates to the park restroom project.
- The Committee reviewed playground equipment and location where it will be placed.
- The Committee Chair discussed HOA/CDD merging matters.

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, August 15th 2020 @ 10:00 am.*

Chairperson: *Supervisor Jim Simon*

Operations Manager: *Property Manager, Mark Cooper*

Meeting started at 10:00 am

The Strategic Planning Committee met and discussed the proposed projects for FY 20=21

- 1) The park restroom project is entirely funded out of this year's funds.
- 2) The board has already committed to the park playground replacement project and a \$200,000 budget for that project.
- 3) Based on those projects there should be about \$100,000 available for Lake Aeration - \$101,750.
- 4) Since The Board decided to redirect midge treatment costs, \$68,000 is available for securing the park.
- 5) The current reserve account is fully funded and has \$40,000 over the budget policy target. These excess reserve funds may need to be used to complete FY 2021's planned CIP projects.

The committee discussed the large lake aeration project with bided costs of:

Aeration system - \$63,284

Electrical costs to bring power to aerators - \$25,787.99

Annual maintenance costs for aerators \$2,636 per year.

Estimated annual electric operating costs \$12,000 (they operate 24/7/365)

Project total (excluding operational / maintenance costs) \$89,072

Aeration can also be added to:

Pond #20 - \$1,998

Pond #21 - \$2,248

Pond #23 - \$2,234

Pond #24 - \$1,998

Total: \$8,478

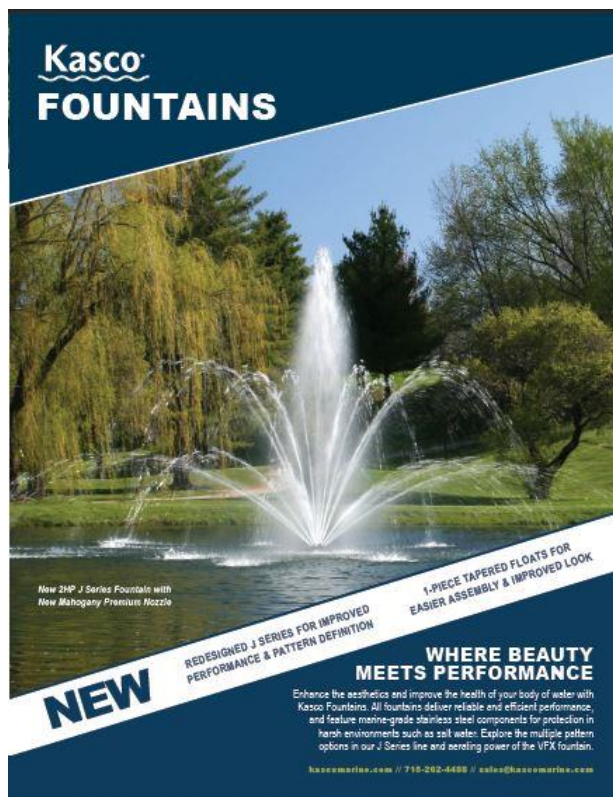
Aeration project total including the 4 ponds \$97,550

All of these ponds were dredged within the last 20 months.



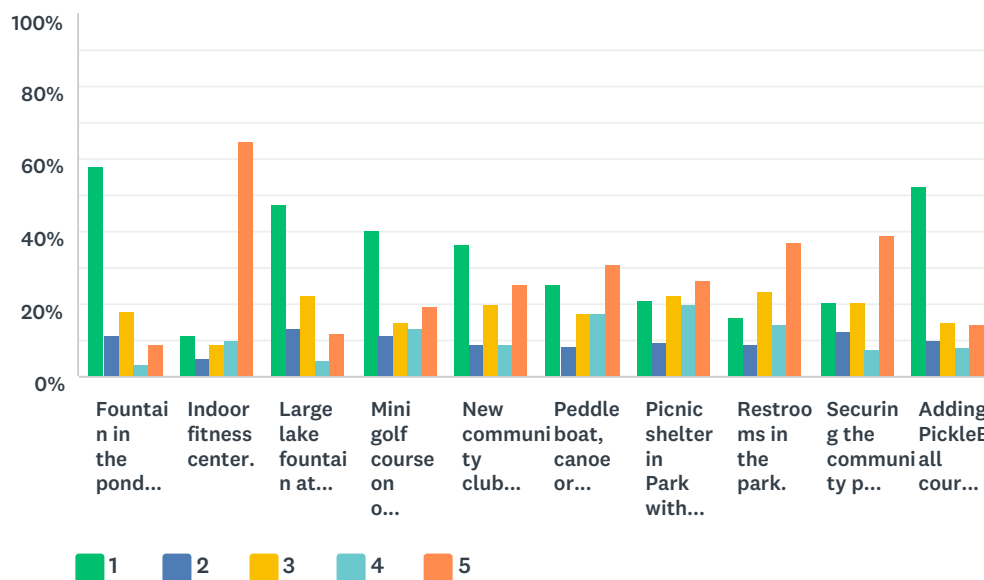
A decorative fountain (\$6,444) could be added or substituted for the aeration system (\$2,248) at pond # 21 on Lake St Charles Blvd. Annual maintenance for the fountain would be \$500 year. See the fountain below. It is a 2 HP pump and the pattern is 16' tall x 40' wide

If the fountain is installed at LSC Blvd (pond #12) the total aeration costs including 3 small ponds, the large lake and the fountain in the Blvd pond the total costs would be **\$101,750.**



Q10 On a scale of 1-5 with 5 being the most desired, which of the following potential new facilities would you like to see in the community?

Answered: 273 Skipped: 0



	1	2	3	4	5	TOTAL	WEIGHTED AVERAGE
Fountain in the pond on Lake St Charles Blvd where the bench is located.	57.88% 158	11.72% 32	17.95% 49	3.66% 10	8.79% 24	273	1.94
Indoor fitness center.	11.36% 31	4.76% 13	9.16% 25	9.89% 27	64.84% 177	273	4.12
Large lake fountain at the park side of the lake.	47.62% 130	13.55% 37	22.34% 61	4.40% 12	12.09% 33	273	2.20
Mini golf course on one of the tennis courts.	40.29% 110	11.72% 32	15.02% 41	13.55% 37	19.41% 53	273	2.60
New community clubhouse with resident activity area, meeting and rental space.	36.63% 100	8.79% 24	20.15% 55	9.16% 25	25.27% 69	273	2.78
Peddle boat, canoe or kayak rental at clubhouse for use on lake.	25.64% 70	8.42% 23	17.58% 48	17.58% 48	30.77% 84	273	3.19
Picnic shelter in Park with grills.	21.25% 58	9.52% 26	22.71% 62	19.78% 54	26.74% 73	273	3.21
Restrooms in the park.	16.48% 45	8.79% 24	23.44% 64	14.29% 39	37.00% 101	273	3.47
Securing the community park and trail with access available only to residents.	20.51% 56	12.45% 34	20.51% 56	7.33% 20	39.19% 107	273	3.32
Adding PickleBall court lines to one of the existing tennis courts.	52.75% 144	9.89% 27	15.02% 41	8.06% 22	14.29% 39	273	2.21

As of the date of the committee meeting I had not yet received any of the requested proposals from 3 security gate companies, one electrical contractor and our access control vendor. All areas are being bid for costs:

Waterton Drive at the park, Colonial Lake Drive at the park and the Clubhouse.

I anticipate that I should have all of the projects costs by the October 6th Board meeting.

The committee discussed the park playground project. The committee reviewed the Playground Survey for the preference of specific elements.

Meeting adjourned at 11:00 am

Lake St. Charles CDD

Funds Statement

Jun '20 - Aug '20

	Jun '20	Jul '20	Aug '20	Category
Bank/Current Asset Accounts				
CenterState Bank Checking	373,508	338,354	285,382	Cash
CenterState Bank Money Market	254,333	254,366	254,398	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	1,443	1,533	1,533	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	629,284	594,253	541,313	
Cash (Checking/Savings)				
CenterState Bank Checking	373,508	338,354	285,382	
CenterState Bank Money Market	254,333	254,366	254,398	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	1,443	1,533	1,533	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
Total Cash Accounts	629,284	594,253	541,313	
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	629,284	594,253	541,313	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	254,333	254,366	254,398	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	254,333	254,366	254,398	

Lake St. Charles CDD

Disbursement Authorization Report

August 2020

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	08/04/2020	ADP	10000-CenterState Bank Checking	-10,713.20
				District Manager	2,013.60
				Payroll Taxes - Employer Taxes	169.34
				Facilities Monitor	1,356.00
				Property Maintenance Team Lead	1,309.35
				Property Manager	2,423.20
				Payroll Taxes - Employer Taxes	599.03
				Full Time Hybrid Employee	1,060.00
				Misc. Landscape- Temporary Staf	241.68
				Medical Stipend	200.00
				Medical Stipends	500.00
				Recreational Assistants	841.00
TOTAL					10,713.20
Check	EFT/Auto	08/04/2020	TECO Electric	10000-CenterState Bank Checking	-2,353.92
				53100 - Electric Utility Svs	41.60
				53100 - Electric Utility Svs	57.90
				53100 - Electric Utility Svs	148.62
				53100 - Electric Utility Svs	793.67
				53100 - Electric Utility Svs	56.12
				53100 - Electric Utility Svs	822.57
				53100 - Electric Utility Svs	160.61
				53100 - Electric Utility Svs	36.37
				53100 - Electric Utility Svs	22.07
				53100 - Electric Utility Svs	22.30
				53100 - Electric Utility Svs	19.11
				53100 - Electric Utility Svs	19.19
				53100 - Electric Utility Svs	19.48
				53100 - Electric Utility Svs	19.33
				53100 - Electric Utility Svs	19.26
				53100 - Electric Utility Svs	19.19

Lake St. Charles CDD

Disbursement Authorization Report

August 2020					
Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	19.26
				53100 - Electric Utility Svs	19.19
				53100 - Electric Utility Svs	19.04
				53100 - Electric Utility Svs	19.04
TOTAL					<u>2,353.92</u>
Check	EFT/Auto	08/06/2020	TECO Electric	10000-CenterState Bank Checking	-73.67
				53100 - Electric Utility Svs	73.67
TOTAL					<u>73.67</u>
Check	EFT/Auto	08/06/2020	TECO Gas Company	10000-CenterState Bank Checking	-20.64
				53200 - Gas Utility Services	20.64
TOTAL					<u>20.64</u>
Bill Pmt -Check	EFT/Auto	08/11/2020	Ameriscape Services	10000-CenterState Bank Checking	-7,250.00
Bill	Monthly Maintenance	07/01/2020		Landscape Maintenance Contract	7,250.00
TOTAL					<u>7,250.00</u>
Bill Pmt -Check	EFT/Auto	08/11/2020	Zee Medical Service	10000-CenterState Bank Checking	-109.55
Bill	089195410 Inv #	07/16/2020		Clubhouse Supplies	109.55
TOTAL					<u>109.55</u>
Bill Pmt -Check	EFT/Auto	08/12/2020	Ameriscape Services	10000-CenterState Bank Checking	-7,250.00
Bill	Monthly Maintenance	08/01/2020		Landscape Maintenance Contract	7,250.00
TOTAL					<u>7,250.00</u>
Bill Pmt -Check	EFT/Auto	08/14/2020	SunTrust Credit Card	10000-CenterState Bank Checking	-11,551.83
Bill	July CC Statement	07/24/2020		13500 - SunTrust Visa Card	11,551.83

Lake St. Charles CDD Disbursement Authorization Report

		August 2020			
Type	Num	Date	Name	Account	Original Amount
TOTAL					11,551.83
Check	EFT/Auto	08/14/2020	ADP	10000-CenterState Bank Checking	-130.76
				Payroll Service Charge	13.08
				Payroll Service Charge	52.28
				Supervisor Payroll Service	65.40
TOTAL					130.76
Check	EFT/Auto	08/18/2020	ADP	10000-CenterState Bank Checking	-9,683.93
				District Manager	2,013.60
				Payroll Taxes - Employer Taxes	154.04
				Facilities Monitor	1,356.00
				Property Maintenance Team Lead	1,011.36
				Property Manager	2,423.20
				Payroll Taxes - Employer Taxes	457.94
				Full Time Hybrid Employee	1,060.00
				Property Maintenance Part-Time	124.29
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
TOTAL					9,683.93
Sales Tax Payment	EFT/Auto	08/21/2020	Florida Department of Revenue	10000-CenterState Bank Checking	-8.46
			Florida Department of Revenue	Sales Tax Payable	2.49
			Florida Department of Revenue	Sales Tax Payable	5.97
TOTAL					8.46
Bill Pmt -Check	EFT/Auto	08/24/2020	Verizon Wireless	10000-CenterState Bank Checking	-43.66
Bill	06-24-20 to 07-23-20	07/23/2020		Telephone	43.66
TOTAL					43.66

Lake St. Charles CDD

Disbursement Authorization Report

August 2020

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	EFT/Auto	08/27/2020	Chris's Portable Toilets	10000-CenterState Bank Checking	-75.00
Bill	1805-129140 Inv #	08/08/2020		Park Facility Maintenance	75.00
TOTAL					75.00
Bill Pmt -Check	EFT/Auto	08/27/2020	Persson & Cohen, P.A.	10000-CenterState Bank Checking	-822.80
Bill	HOA/CDD Discussions	08/05/2020		District Counsel	822.80
TOTAL					822.80
Bill Pmt -Check	EFT/Auto	08/27/2020	Solitude Lake Management	10000-CenterState Bank Checking	-1,575.00
Bill	Aug Pond Mainten	08/01/2020		Pond & Stormwater Maint	1,110.00
				Pond & Stormwater Maint	465.00
TOTAL					1,575.00
Bill Pmt -Check	EFT/Auto	08/27/2020	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,810.00
Bill	Aug Pool Cleaning	08/11/2020		Pool Maintenance Contract	1,600.00
Bill	Pool Fecal Clean up	08/16/2020		Pool Maintenance Repairs	125.00
Bill	Kid Pool chemical pu	08/17/2020		Pool Maintenance Repairs	85.00
TOTAL					1,810.00
Check	EFT/Auto	08/28/2020	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

9/28/2020

Treasurer's Report - CenterState Account

August 2020

08/1/20 - 08/31/20

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						338,354.25
08/01/2020			Deposit		1.74	338,355.99
08/04/2020			Deposit		450.00	338,805.99
08/04/2020	EFT/Auto	ADP	P.E. 08-01-20	10,713.20		328,092.79
08/04/2020	EFT/Auto	TECO Electric	06980007400 Acct #	2,353.92		325,738.87
08/04/2020			Deposit		58.14	325,797.01
08/06/2020	EFT/Auto	TECO Electric	221005960721 Acct #	73.67		325,723.34
08/06/2020	EFT/Auto	TECO Gas Company	221003603224 Acct #	20.64		325,702.70
08/07/2020			Deposit		14.51	325,717.21
08/11/2020	EFT/Auto	Ameriscape Services	INV# 139243	7,250.00		318,467.21
08/11/2020	EFT/Auto	Zee Medical Service	044185 Acct # 089195410 Inv #	109.55		318,357.66
08/12/2020	EFT/Auto	Ameriscape Services	INV# 139569	7,250.00		311,107.66
08/14/2020	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	11,551.83		299,555.83
08/14/2020	EFT/Auto	ADP	561912953 Inv #	130.76		299,425.07
08/18/2020	EFT/Auto	ADP	P.E. 08-15-20	9,683.93		289,741.14
08/21/2020	EFT/Auto	Florida Department of Revenue		8.46		289,732.68
08/21/2020			Deposit		14.51	289,747.19
08/24/2020	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	43.66		289,703.53
08/25/2020			Deposit		14.51	289,718.04
08/27/2020	EFT/Auto	Chris's Portable Toilets	1805-129140 Inv #	75.00		289,643.04
08/27/2020	EFT/Auto	Persson & Cohen, P.A.	Acct # LakStCharles INV#25068	822.80		288,820.24
08/27/2020	EFT/Auto	Solitude Lake Management	INV# PI-A00455215	1,575.00		287,245.24
08/27/2020	EFT/Auto	Zebra Cleaning Team, Inc.		1,810.00		285,435.24
08/28/2020	EFT/Auto	ADP	562698547 Inv #	132.81		285,302.43
08/31/2020			Interest		79.55	285,381.98
				53,605.23	632.96	285,381.98

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '19 Aug '20	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
3							Revenue/Expense					
4							Revenue					
5							36100 - Interest Earnings					
6							Interest - General Fund	1,527	1,450	77		1,444
7							Total 36100 - Interest Earnings	1,527	1,450	77		1,444
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		846
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		904,294
14												
15							Total 36310 - Special Assessment	902,922	900,657	2,265		904,294
16							36311 - Excess Fees	7,460	0	7,460		5,881
17							36900 - Miscellaneous Revenues			0		
18							Other Misc Revenue	2,211	1,200	1,011		7,603
19							Rental	973	1,900	(927)		1,020
20							Pool Snack Vending	384	475	(91)		272
21							Total 36900 - Miscellaneous Revenues	3,568	3,575	(7)		8,895
22							Total Revenue	915,477	905,682	9,795		920,513
23												
24												
25							Expense					
26							5110 - Legislative					
27							Employer Taxes	935	1,460	(525)		919
28							Special District Fees	175	175	0		175
29							Supervisor Fees	11,015	12,000	(985)		11,000
30							Supervisor Payroll Service	827	900	(73)		631
31							Total 5110 - Legislative	12,953	14,535	(1,583)		12,725

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '19 Aug '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	46,313	52,354	(6,041)		45,411
38							Medical Stipend	2,000	2,400	(400)		2,000
39							Payroll Service Charge	388	465	(77)		382
40							Payroll Taxes - Employer Taxes	3,745	4,400	(655)		3,676
41							Performance Stipend	0	1,000	(1,000)		0
42							Total District F&A Employees	52,445	60,619	(8,174)		51,469
43							Dues, Licenses & Fees	334	500	(166)		327
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	1,707	2,600	(893)		2,018
50							Local/Other Taxes	3,197	3,396	(199)		3,196
51							Office Supplies	832	1,000	(168)		930
52							Postage	117	250	(133)		172
53							Printer Supplies	2,614	2,000	614		2,298
54							Professional Development	79	1,000	(921)		305
55							Technology Services/Upgrades	514	2,000	(1,486)		791
56							Telephone	2,737	3,100	(363)		2,736
57							Travel Per Diem	0	200	(200)		128
58							Website Development & Monitor	2,099	2,650	(551)		2,499
59							Total 51300 - Financial & Admin	86,753	100,662	(13,909)		86,284
60							51400 - Legal Counsel					

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '19 Aug '20	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
61							District Counsel	1,378	8,000	(6,622)		916
62							Total 51400 - Legal Counsel	1,378	8,000	(6,622)		916
63							52100 - Law Enforcement					
64							Car Maintenance & Repairs	378	1,000	(622)		186
65							Car Gas	349	1,500	(1,151)		650
66							Total 52100 - Law Enforcement	727	2,500	(1,773)		836
67							53100 - Electric Utility Svs	29,593	39,500	(9,907)		31,850
68							53200 - Gas Utility Services	2,860	4,000	(1,140)		2,742
69							53400 - Garbage/Solid Waste Svc	2,114	2,880	(766)		1,494
70							53600 - Water/Sewer Services	4,279	8,000	(3,721)		3,894
71							53900 - Physical Environment					
72							Entry & Walls Maintenance	2,629	2,000	629		29
73							Ford F250 Maintenance & Repair	492	2,000	(1,508)		3,245
74							Fountain in Lake	550	3,000	(2,450)		1,200
75							Gas - Equipment	216	400	(184)		201
76							Gas - Truck	1,024	1,800	(776)		1,288
77							Irrigation Maintenance	10,319	10,000	319		10,229
78							Landscape Maintenance Contract	79,750	87,000	(7,250)		68,750
79							Misc. Landscape-Temporary Staff	808	3,000	(2,192)		0
80							Misc. Landscape Maintenance	10,039	9,500	539		5,413
81							Mulch	10,500	10,500	0		10,228
82							New Plantings	6,770	8,000	(1,230)		6,590
83							Pond & Stormwater Maint Contract	17,325	18,900	(1,575)		11,539
84							Pond#9 Aeration Maintenance	486	500	(14)		0
85							Property Insurance Contract	12,430	12,000	430		11,040
86							Sod Replacement	653	4,000	(3,347)		743
87							Mitigation Maint Contract	900	900	0		900
88							Midge Treatment Contract	67,578	68,376	(798)		0
89							Total 53900 - Physical Environment	222,469	241,876	(19,407)		131,395

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '19 Aug '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	2,790	5,000	(2,210)		2,398
94							Clubhouse Supplies	2,308	2,300	8		1,181
95							Locks/Keys	0	100	(100)		122
96							Pool Snack Vending Items	258	300	(42)		345
97							Total Club Facility Maintenance	5,356	7,700	(2,344)		4,046
98							District Employees Payroll Exp					
99							Employer Workman Comp	5,700	9,000	(3,300)		6,719
100							Facilities Monitor	31,188	35,256	(4,068)		30,581
101							Medical Stipends	5,000	6,000	(1,000)		5,000
102							Payroll Service Charge	2,040	2,500	(460)		2,051
103							Payroll Taxes - Employer Taxes	11,907	13,500	(1,593)		11,116
104							Performance Stipend	0	2,600	(2,600)		0
105							Full-Time Hybrid Employee	23,502	27,560	(4,058)		20,995
106							Property Maintenance Part-Time	1,719	1,450	269		934
107							Property Maintenance Team Lead	26,923	30,052	(3,129)		25,020
108							Property Manager	55,734	63,003	(7,269)		54,425
109							Recreational Assistants	5,156	7,000	(1,844)		5,227
110							Total District Employees Payroll Exp	168,869	197,921	(29,052)		162,069
111							Dock Maintenance	0	400	(400)		426
112							Drainage/ Nature Path/Trail Maintenance	372	1,800	(1,428)		0
113							Park Facility Maintenance	5,815	5,000	815		3,976
114							Parks & Rec Cell Phones	1,253	1,700	(447)		1,245
115							Playground Maintenance	0	2,000	(2,000)		68
116							Pool Maintenance Contract	16,000	19,600	(3,600)		16,700
117							Pool Maintenance Repairs	12,538	12,000	538		10,921
118							Sec System Monitoring Contract	266	240	26		120
119							Security Repairs	5,683	5,000	683		4,992

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '19 Aug '20	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
120							Total 57200 - Parks & Recreation	216,867	254,116	(37,249)		205,262
121							58003- Future CIP Projects and Reserves	106,144	229,613	(123,469)		336,179
122							Total Expense	686,137	905,682	(219,545)		813,577
123							Revenue Less Expenses	229,340	0	229,340		106,936
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	269,199	(44,859)	269,199		

Lake St. Charles CDD
Property Manager Expense Report
August 2020

Amazon.com	Credit Card Charge	08/04/2020	card ink ribbon	Clubhouse Supplies	79.90
George's Mower Service Inc.	Credit Card Charge	08/17/2020	Labor & oil	Misc. Landscape Maintenance	77.99
Home Depot	Credit Card Charge	08/04/2020	Mulch	Misc. Landscape Maintenance	144.30
Sod X	Credit Card Charge	08/03/2020	Sod	Sod Replacement	295.00
	Credit Card Charge	08/03/2020	Sod	Sod Replacement	63.00
Total Urban Forestry LLC	Credit Card Charge	08/14/2020	Debris Pick-up	Misc. Landscape Maintenance	438.00
Winn Dixie	Credit Card Charge	08/17/2020	Water	Clubhouse Supplies	11.98
TOTAL					1,110.17

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	0	0				4	23
Completed Clubhouse Rentals	3	3	0	0	0	2	0	0	0				8	25
Guest Passes Issued	0	1	0	0	0	0	0	0	0				1	13
Replacement Cards	0	1	0	0	1	4	1	2	2				11	18
Resident Access Cards	4	4	0	0	15	33	14	8	10				88	105
Renters Access Cards	2	0	0	0	11	4	6	4	6				33	48
Parking Stickers	6	5	0	0	15	29	15	12	19				101	114
Online Purchases	3	2	0	0	4	3	2	2	2				18	24
HOA Assistance	0	12	0	0	5	6	5	6	4				38	
Monthly Total	20	30	0	0	51	81	43	34	43	0	0	0	302	370

I have received 6 voicemails, with 4 that required a call back.

Mark & Adriana notarized 6 documents.