

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

**7:00 p.m., November 3, 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><b>Time</b></i>	<i><b>Item</b></i>
<b>7:00 – 7:05</b>	<b>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</b>
<b>7:05 – 7:15</b>	<b>6. PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 10 MINUTES DESIGNATED)</b>
	<b>1. Homeowners Requesting to Speak (Please State Name Prior to Remarks)</b>
<b>7:15 – 7:20</b>	<b>7. APPOINTMENT OF BOARD OFFICE POSITIONS &amp; SUB-COMMITTEE APPOINTMENTS (5 Minutes)</b>
<b>7:20 – 7:25</b>	<b>8. CONSENT AGENDA (5 Minutes)</b>
	<b>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     a. October 6, 2020 Meeting Minutes     b. Committee Meeting Minutes for October 2020         i. Treasurer's Review Committee         ii. Security and Grounds Committee         iii. Management Committee</b>

	<ul style="list-style-type: none"> <li>iv. Strategic Committee</li> <li>c. September 2020 Financial Statements</li> <li>d. October 2020 Clubhouse Report</li> <li>e. October 2020 Property Manager Report</li> <li>f. October 2020 Facilities Monitor Report</li> </ul>
<b>7:25-8:10</b>	<b>9. COMMITTEE REPORTS (45 Minutes)</b>
	<ul style="list-style-type: none"> <li>1. <b>Treasurer's Review Committee</b> – Treasurer Peacock <ul style="list-style-type: none"> <li>a. The Treasurer's Review Committee recommends a Motion to approve Resolution 2021-01, Lake St. Charles District FY 20-21 Budget Amendment.</li> <li>b. The Treasurer's Review Committee waiving Policy #3200-3200.7 <b>Allocation of Cash Back Rewards</b>. \$1,474.03 is to be deposited into the District's Checking account (Operations &amp; Maintenance).</li> </ul> </li> <li>2. <b>Grounds/Security Committee</b> – Committee Chair Fannin <ul style="list-style-type: none"> <li>a. Park Security Discussion</li> <li>b. Lake Aeration Discussion</li> <li>c. Trespassing Discussion</li> </ul> </li> <li>3. <b>Management Committee</b> – Committee Chair Gianakos</li> <li>4. <b>Strategic Planning Committee</b> – Committee Chair Simon</li> </ul>
<b>8:10- 8:20</b>	<b>11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR (10 Minutes)</b>
	<b>GENERAL REMARKS</b> – Chair of The Board of Supervisors
<b>8:20 -8:25</b>	<b>12. PROPERTY MANAGER (5 Minutes)</b>
	<b>Items for Consideration by Property Manager - Mark Cooper</b> <ul style="list-style-type: none"> <li>1. Property Management Report</li> </ul>
<b>8:25–8:30</b>	<b>13. DISTRICT MANAGER (5 Minutes)</b>
	<b>Items for Consideration by District Manager – Adriana Urbina</b> <ul style="list-style-type: none"> <li>1. District Manager Report</li> </ul>
<b>8:30 –8:40</b>	<b>14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)</b>
<b>8:40</b>	<b>ADJOURN</b>



Date: October 6, 2020

Time: 7:00 p.m.

Minutes of the Board of Supervisors  
Lake St. Charles Community Development District  
6801 Colonial Lake Drive  
Riverview, FL 33578  
813-741-9768

**Supervisors:**

Chair, Virginia Gianakos  
Vice Chair, Dave Nelson (attended via Zoom)  
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 7:00 p.m. by Chair, Virginia Gianakos

1. On **MOTION** by Supervisor Peacock and Second by Supervisor Fannin the Board approved the, October 6, 2020 Consent Agenda consisting of the: September 1, 2020 General Meeting Minutes, the September Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the August 2020 Financial Reports, the Property Manager Report, the Clubhouse Report and the Facility Monitor September 2020 Activity Report [was distributed separately from the Supervisor Packet].  
Motion passed 4 to 0

Sabrina Peacock, Marlon Brownlee & Robert Fannin were administered the Florida Oath of Office by Notary Adriana Urbina.

2. On **MOTION** by Supervisor Peacock and second by Supervisor Fannin, the Board approved Tuscan & Company's engagement letter for fiscal years 2021, 2022, 2023 in the amounts of \$13,500, \$13,500 & \$14,000. Motion passed 4 to 0

3. On **MOTION** by Supervisor Nelson and Second by Supervisor Peacock, the Board discussed opening the community clubhouse for rentals. Rentals are to be scheduled only on Sundays and will include a \$150 cleaning fee. Motion was rescinded

AI: Property Manager, Mark Cooper to research sanitizing fogging options for the clubhouse.

4. On **MOTION** by Supervisor Peacock and second by Supervisor Fannin the Board approved a 2% salary increase to all staff per the approved FY20-21 budget. Salary increase is to commence on October 1, 2020. Motion passed 4 to 0

5. On **MOTION** by Supervisor Fannin and Second by Supervisor Peacock, the Board approved to allow guest of residents the usage of District amenities. Motion passed 4 to 0

AI: Property Manager, Mark Cooper to have staff install a chain across the Waterton cul-de-sac.

6. On **MOTION** by Supervisor Fannin and Second by Supervisor Peacock, the Board approved to schedule a public hearing for the rule amendment workshop at the December Board of Supervisors Meeting. Motion passed 4 to 0

AI: District Manager, Adriana Urbina to schedule a public hearing at the December BOS meeting for the rule amendment workshop.

7. On **MOTION** by Supervisor Nelson and Second by Supervisor Peacock the Board approved to explore other Legal Firms for the District's Legal Counsel. Motion passed 4 to 0

8. On **MOTION** by Supervisor Peacock and Second by Supervisor Fannin the Board approved to extend the General Meeting by 10 minutes until 8:40PM. Motion passed 4 to 0

Meeting adjourned at 8:32PM

Respectfully submitted,

Sabrina Peacock, Treasurer/Secretary

Virginia Gianakos, Chair

# Treasurer's Review Committee Meeting Minutes

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**Date:** *Thursday, October 10, 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 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 was updated on the park fencing project.

-The Committee reviewed and discussed FY20-21 budget amendments which include a decrease in rental revenue of \$1,400 due to the closure of the clubhouse, a decrease of \$68,376 from the midge treatment line due to foregoing treatments this year to fund an aeration system in the big lake.

The Committee recommends a Motion to approve Resolution 2021-01, Lake St. Charles District FY 20-21 Budget Amendment.

-District Manager, Adriana Urbina informed the Treasurer that \$1,474.03 was earned from the District's credit card. Per Budget Policy #3200 the earned rewards are usually deposited into the District's Reserve account. The District's Reserve account is fully funded per the same policy, which is why the committee is recommending having these funds deposited into the District's Checking account (Operations & Maintenance) for funding of this Fiscal year projects.

The Committee recommends waiving Policy #3200-**3200.7 Allocation of Cash Back Rewards**. \$1,474.03 is to be deposited into the District's Checking account (Operations & Maintenance) for funding of this Fiscal year projects.

# LSC CDD Resolution 2021-01

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[Lake St. Charles District FY 20-21 Budget  
Amendment]

Approved by the Lake St. Charles BOS of Supervisors per M11-03-2020-xx

11/03/2020

**RESOLUTION No. 2021-01  
OF THE  
LAKE ST. CHARLES  
COMMUNITY DEVELOPMENT DISTRICT**

WHEREAS, the Lake St. Charles Community Development District (the “District;”) is a local unit of special-purpose government of the State of Florida created in accordance with the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes (the “Act”); and

WHEREAS, pursuant to 189.016(6)(c), Florida Statutes, a budget amendment is required if total appropriations increase; and

WHEREAS, the District approved FY 20-21 Carryover of \$221,332

**NOW, THEREFORE, BE IT RESOLVED BY THE LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT IN A GENERAL MEETING THIS NOVEMBER 5, 2019 AMENDS THE FY 19-20 ADOPTED BUDGET PER THE DESCRIPTIONS BELOW AND REFLECTED IN EXHIBIT A, FY 19-20 AMENDED ADOPTED BUDGET**

**A. Budget Amendment Revenue:**

1. The Budget is amended to reflect a carryover amount of \$221,332.
2. Decrease of \$1,400 to Rental Revenue Line# 30

**B. Budget Amendment Carryover Allocation:**

1. To fund unassigned CIP projects. \$221,332

**C. Budget Amendment Expense**

1. Decrease of \$68,376 to Midge Treatment Contract Line #101
2. Increase of \$68,376 to Future CIP Projects & Reserves Line #134
3. Decrease of \$1,400 Future CIP Projects & Reserves Line #134

**D. Effective Date.** This Resolution shall become effective upon its adoption.

**LAKE ST. CHARLES COMMUNITY  
DEVELOPMENT DISTRICT  
STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH COUNTY**

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Virginia Gianakos, Chair



**EXHIBIT A**

**AMENDED ADOPTED FY 20-21 BUDGET**

# Lake St. Charles CDD Amended Adopted FY 20-21 Budget

	A	B	C	D	E	F	G	M	Q	R
								FY 20-21 Annual Budget	FY 20-21 Monthly Budget	Comments
1										
2							<b>Revenue/Expense</b>			
3							<b>Revenue</b>			
4							36100 - Interest Earnings			
5							Interest - General Fund	1,450	121	
6							Total 36100 - Interest Earnings	1,450	121	
7							<b>General Fund Assessment-O&amp;M</b>			
8							General Fund Assessment Gross	958,146	79,846	
9							GF Prop Tax Interest	0	0	
10							GF Tax Collector Commissions	(19,163)	(1,597)	
11							GF Tax Payment Discount	(38,326)	(3,194)	
12							Total General Fund Assessment-O&M	900,657	75,055	
13							Total 36310 - Special Assessment	900,657	75,055	
14							36311 - Excess Fees			
15							36900 - Miscellaneous Revenues			
16							Other Misc Revenue	1,200	100	
17							Rental	500	42	Decreased \$1,400 due to clubhouse closure
18							Pool Snack Vending	475	40	
19							Total 36900 - Miscellaneous Revenues	2,175	181	
20							Total Revenue	904,282	75,357	
21										
23							<b>Expense</b>			
24							5110 - Legislative			
25							Employer Taxes	1,460	122	
26							Special District Fees	175	15	
27							Supervisor Fees	12,000	1,000	
28							Supervisor Payroll Service	900	75	
29							Total 5110 - Legislative	14,535	1,211	
30							51300 - Financial & Admin			
31							Accounting Services	500	42	
32							Auditing Services	13,500	1,125	
33							Banking & Investment Mgmt Fees	200	17	
34							District F&A Employees		0	
35							District Manager	53,394	4,450	
36							Medical Stipend	2,400	200	
37							Payroll Service Charge	465	39	
38							Payroll Taxes - Employer Taxes	4,400	367	

# Lake St. Charles CDD Amended Adopted FY 20-21 Budget

	A	B	C	D	E	F	G	M	Q	R
								FY 20-21 Annual Budget	FY 20-21 Monthly Budget	Comments
1										
39							Performance Stipend	1,000	83	
40							Total District F&A Employees	61,659	5,138	
41							Dues, Licenses & Fees	500	42	
42							General Insurance			
43							Crime	600	50	
44							General Liability	3,868	322	
45							Public Officials Liability & EP	3,179	265	
46							Total General Insurance	7,647	637	
47							Legal Advertising	2,600	217	
48							Local/Other Taxes	3,396	283	
49							Office Supplies	1,000	83	
50							Postage	250	21	
51							Printer Supplies	2,000	167	
52							Professional Development	1,000	83	
53							Technology Services/Upgrades	2,000	167	
54							Telephone	3,100	258	
55							Travel Per Diem	200	17	
56							Website Development & Monitor	2,650	221	
57							Total 51300 - Financial & Admin	102,202	8,517	
58							51400 - Legal Counsel			
60							Total 51400 - Legal Counsel	8,000	667	
61							52100 - Law Enforcement			
62							Car Maintenance & Repairs	1,000	83	
63							Car Gas	1,500	125	
66							Total 52100 - Law Enforcement	2,500	208	
67							53100 - Electric Utility Svs	39,500	3,292	
68							53200 - Gas Utility Services	4,000	333	
69							53400 - Garbage/Solid Waste Svc	2,880	240	
70							53600 - Water/Sewer Services	9,800	817	
71							53900 - Physical Environment			
72							Entry & Walls Maintenance	2,000	167	
73							Ford F250 Maintenance & Repair	2,000	167	
74							Fountain in Lake	3,000	250	
75							Gas - Equipment	400	33	
76							Gas - Truck	1,800	150	
77							Irrigation Maintenance	10,000	833	
78							Landscape Maintenance Contract	89,610	7,468	
79							Misc. Landscape -Temporary Staff	3,000	250	

# Lake St. Charles CDD Amended Adopted FY 20-21 Budget

	A	B	C	D	E	F	G	M	Q	R
								FY 20-21 Annual Budget	FY 20-21 Monthly Budget	Comments
1										
80							Misc. Landscape- Maintenance	10,500	875	
81							Mulch	10,500	875	
82							New Plantings	8,000	667	
83							Pond & Stormwater Maint Contract	18,900	1,575	
84							Pond #9 Aeration Maintenance	500	42	
85							Property Insurance Contract	12,000	1,000	
86							Sod Replacement	4,000	333	
87							Mitigation Maint Contract	900	75	
89							Midge Treatment Contract	0	0	Decreased \$68,376 to fund CIP
90							Total 53900 - Physical Environment	177,110	14,759	
91							57200 - Parks & Recreation			
92							Auto Liability	755	63	
93							Club Facility Maintenance			
94							Club Facility Maintenance	5,000	417	
95							Clubhouse Supplies	2,300	192	
96							Locks/Keys	100	8	
97							Pool Snack Vending Items	300	25	
98							Total Club Facility Maintenance	7,700	642	
99							District Employees Payroll Exp			
101							Employer Workman Comp	9,000	750	
102							Facilities Monitor	35,963	2,997	
103							Medical Stipends	6,000	500	
104							Payroll Service Charge	2,500	208	
105							Payroll Taxes - Employer Taxes	13,500	1,125	
106							Performance Stipend	2,600	217	
107							Full Time Hybrid Employee	28,122	2,344	
108							Property Maintenance Part-Time	1,480	123	
109							Property Maintenance Team Lead	30,651	2,554	
110							Property Manager	64,272	5,356	
111							Recreational Assistants	8,500	708	
112							Total District Employees Payroll Exp	202,588	16,882	
113							Dock Maintenance	400	33	
114							Drainage/ Nature Path/Trail Maintenance	1,800	150	
115							Park Facility Maintenance	6,000	500	
116							Parks & Rec Cell Phones	1,700	142	
117							Playground Maintenance	2,000	167	

# Lake St. Charles CDD Amended Adopted FY 20-21 Budget

	A	B	C	D	E	F	G	M	Q	R
								FY 20-21 Annual Budget	FY 20-21 Monthly Budget	Comments
1										
118							Pool Maintenance Contract	19,600	1,633	
119							Pool Maintenance Repairs	12,000	1,000	
121							Sec System Monitoring Contract	240	20	
122							Security Repairs	5,000	417	
123							Total 57200 - Parks & Recreation	259,783	21,649	
124							58003- Future CIP Projects & Reserves	283,972	23,664	Increase of \$68,376 from midge treatment Decrease of \$1,400 from loss of rental revenue
125							Total Expense	904,282	75,357	
126							Revenue Less Expenses		0	
133										
134										
135										
136										
137							Total Unassigned Revenue	221,332		
138										
139							1 Additional funding for unassigned CIP projects	221,332		\$221,332 needed to fund emerging projects.
140							TOTAL	221,332		
141										
142										
143										
144										
145										
146							CenterState Money Market Account		254,430	Committed/Assigned
147							Total		254,430	

# Security - Grounds Committee Meeting Minutes

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**Date:** *Wednesday, October 21<sup>st</sup> 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 met onsite in the park to review the layout area of the proposed new playgrounds.

The committee then reconvened at the clubhouse to review the status of the various projects and some of the recent information and bid pricing.

Attached is the FY 20-21 updated projects with their bided costs and available funds. Please review all proposed project costs before approving individual projects

The security and grounds committee makes a motion to approve the lake and pond aeration project and needed electrical work for \$99,756

See itemized costs on following pages. The urgency of this project is there is a \$1,200 discount if the aeration and fountain installations are completed by the end of this year. The electrical work has to be completed prior to installation and the electrical work requires a permit.

The Security and Grounds Committee makes a motion to approve the park security project including fencing, gates, access control and associated electrical work for only the North and South ends of the park – not the clubhouse area for \$103,866.


See the project and component cost details on the following attachment.

Additional information and details will be provided by hard copy to each supervisor.

The Playground designs, pricing and illustrations will be distributed to each Supervisor by hard copy. A decision on which company and components MUST be made at the December 1<sup>st</sup> Board of Supervisors meeting or costs/ shipping will dramatically increase as the major components selected would no longer be on sale. Thus would also cause designs to be revised and rebid essentially starting from the beginning again.

**Meeting adjourned at 2:00 pm**

	A	B	C	D
1	Fiscal Year 21 - October 1, 2020 - September 30, 2021			
2	Projects	Cost Estimate	Proposal Cost	Actual Cost
3	Park and Clubhouse gates / fencing / access control with no clubhouse control			\$103,865.46
4	Park restrooms	\$116,093.69		\$113,412.52
5	Park Playground	\$200,000.00		\$200,000.00
6	Lake #27 Aeration	\$100,000.00		\$99,755.99
7	RESERVE FUNDING			
8	Additional Funding of Reserve Account - balance with funding if any: \$254,000			
9	TOTAL EXPENDITURE			\$517,033.97
10	Burton target of FY 20 - available project funds = \$301,377 Actual budget funds available are 905,682 assessment income - O & M budgeted at \$621,710 = \$283,972			\$283,972.00
11	Verified carryover \$221,332 + \$5,000 Grant Reimbursement + \$7,300 Excess fees + \$1,474 CC rewards = \$235,106			\$235,106.00
12		TOTAL Funds Available		\$519,078.00
13	Completed projects		Unassigned Funds	\$2,044.03
14	Pending Projects			
15	Projects underway			
16	Other possible projects			

Park Restroom Project		
Component	Cost	Comments / Description
<b>Prefabricated double Restroom Building</b> CTX- L.B. Foster 	\$64,463.00	Cortez double flush toilet building with standard simulated cedar shake roof and split face block wall texture, two tone color, marine package. 3- 16-guage galvanized steel doors and frames. Vitreous china plumbing fixtures (2-lavatories, 2-water closets- all with I/R actuators). 4 gallon electric hot water heater. 2 soap dispensers, 2 Sani flow hand dryers, 2 paper towel dispensers, 1 sanitary napkin disposal, 1 Koala baby changing station, 2-3 roll toilet paper holders, 2 RVF6XL exhaust fans on programmable timers, 3 GFI outlets ,3 floor drains, 2 stainless steel mirrors, ADA grab bars, ADA signs, 1 hose bib in chase area, 1-Elkay frost free drinking fountain with bottle filler. Motion controlled interior lights and photo cell controlled exterior lights. <b>PE Stamped drawings and State Approvals included.</b> <b>Price includes delivery, off-loading and setting the building on a customer prepared pad and utility stub in the Riverview, FL area.</b> <b>Final connection of utilities included.</b>
<b>Site Prep, utilities, site plan prep, permitting</b> Circle A Enterprises Lance Anderson, General Contractor E & L Construction site proposal was \$52,485	\$34,750.00	<b>Scope of work to include:</b> Prepare pad (site) to specs according to provided drawing for prefab bathroom. Compaction test on pad as needed for prefab bathroom. Install concrete sidewalk and curb around perimeter per drawings. Provide site drawings as needed for permitting (\$2,000.00 allowance). Hillsborough County Permitting for work to be performed. Electrical & plumbing to be stubbed into pad area as needed per plans. <b>Note: Water tie in to existing water line approx. 30 lf.</b> <b>Sewer tie in based on 135 l.f. to existing park manhole connection.</b> <b>Electrical as needed per code and based on tie in to existing meter @ 150 l.f.</b> <b>CXT Inc. is responsible for all interior electric and plumbing tie in or connections except the main electric feed to supplied panel.</b> <b>Estimate is based on ability to tie in to existing electrical, sewer and water with no service upgrade needed.</b> <b>CXT Inc. responsible for supply, placement, and all components of the prefab</b>



<b>Access Control, Brandon Lock and Safe</b>		\$5,602.70	Restroom access controls and tie in to existing wireless communication system at tennis courts. Includes all door knobs and deadbolts all keyed to the Districts master key.
<b>Hillsborough County Tree Removal Permit</b>			Required for Tree removal \$81.65 executed in FY 19 -20
<b>Required Tree Removal for access &amp; delivery</b>			4 - Oaks, 2 - Pines (one is dead), misc. branch trimming, stump grinding and debris removal. \$2,499 executed in FY 19-20
<b>Park and Amenity Security Cameras.</b>		\$6,962.00	4K Montavue 16ch NVR 12 Camera Package 3tb hard drive Package includes 12 commercial grade 4k bullet cameras Capable of storing aproximately 1 month of recordings. Camera package has a 6 year warranty. <b>Job Description:</b> Running 1,260ft conduit underground with 4,400 ft of cat 6 wire. Installing 5 - 10' tall 4" square Steel poles with concrete for camera mounting. Digging under park trail to install conduit and wire crossings. Installing 12 cameras on poles throughout park area. Depth/Height aiming and focus adjustment on each camera. Setup of NVR (recorder) and proximity intrusion senors on each camera.
<b>Park Wi-Fi access points (2) 600' radius each</b>		\$1,634.82	2 Ubiquiti UAP-AC-M-PRO Mesh (Long range access point) Installation/Setup
Labor and materials Luis Martinez, special project			Access points have a 4 year warranty
<b>Frontier Internet Service</b>			Frontier router 150/150 MB, internet connection with static IP
<b>approx \$60 / month ongoing operational cost.</b>			Allows for remote viewing of cameras and Wi-Fi connection point No charges from Frontier to bring internet service to restroom building
<b>Total costs (\$85,000 estimated for budget)</b>		<b>\$113,412.52</b>	
<b>Total without Cameras and WiFi</b>		<b>\$104,815.70</b>	

**Aeration**

Company	Lake # 27 St Charles)	(Lake Pond #21 LSC Blvd. Fountain	Pond #20	Pond # 23	Pond # 24	TOTAL
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Vertex	\$62,584.00	\$5,928.00	\$1,740.00	\$1,976.00	\$1,740.00	\$73,968.00
Brandon Electric						\$25,787.99

Grand Total	\$99,755.99
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# Management Committee Meeting Minutes

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**Date:** *Thursday, October 15, 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 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 was updated on the park fencing project.
- The Committee discussed the trespassing issues in the community.

# Strategic Planning Committee Meeting Minutes

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**Date:** *Tuesday, October 20th 2020 @ 10:00 am.*

**Chairperson:** *Supervisor Jim Simon*

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

The Strategic Planning Committee meeting was canceled.

The property Manager had not yet received any new bid pricing for the upcoming projects.

Lake St. Charles CDD

Funds Statement

Jul '20 - Sept '20

	Jul '20	Aug '20	Sept '20	Category
<b>Bank/Current Asset Accounts</b>				
CenterState Bank Checking	338,354	285,382	238,152	Cash
CenterState Bank Money Market	254,366	254,398	254,430	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	1,533	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
<b>Total Bank/Current Asset Accounts</b>	<b>594,253</b>	<b>541,313</b>	<b>494,115</b>	
<b>Cash (Checking/Savings)</b>				
CenterState Bank Checking	338,354	285,382	238,152	
CenterState Bank Money Market	254,366	254,398	254,430	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	1,533	1,533	1,533	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
<b>Total Cash Accounts</b>	<b>594,253</b>	<b>541,313</b>	<b>494,115</b>	
<b>Debt Service</b>				
Investment Cost of Issuance	0	0	0	
Investment Reserve	0	0	0	
Investment Revenue	0	0	0	
Investment Redemption	0	0	0	
Investment Interest	0	0	0	
Investment Prepayment	0	0	0	
<b>Total Debt Service Fund Balances</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL FUND BALANCES</b>	<b>594,253</b>	<b>541,313</b>	<b>494,115</b>	
<b>District Reserve Fund</b>				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	254,366	254,398	254,430	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	254,366	254,398	254,430	

# Lake St. Charles CDD

## Disbursement Authorization Report

September 2020

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	09/01/2020 ADP		10000-CenterState Bank Checking	-9,541.63
				District Manager	2,013.60
				Payroll Taxes - Employer Taxes	169.34
				Facilities Monitor	1,356.00
				Property Maintenance Team Lead	1,255.17
				Property Manager	2,423.20
				Payroll Taxes - Employer Taxes	509.08
				Full Time Hybrid Employee	1,060.00
				Misc. Landscape- Temporary Staf	55.24
				Medical Stipend	200.00
				Medical Stipends	500.00
TOTAL					9,541.63
Check	EFT/Auto	09/03/2020 TECO Electric		10000-CenterState Bank Checking	-2,362.81
				53100 - Electric Utility Svs	45.66
				53100 - Electric Utility Svs	57.60
				53100 - Electric Utility Svs	161.60
				53100 - Electric Utility Svs	792.38
				53100 - Electric Utility Svs	59.30
				53100 - Electric Utility Svs	793.42
				53100 - Electric Utility Svs	174.54
				53100 - Electric Utility Svs	40.93
				53100 - Electric Utility Svs	23.24
				53100 - Electric Utility Svs	22.79
				53100 - Electric Utility Svs	19.11
				53100 - Electric Utility Svs	19.26
				53100 - Electric Utility Svs	19.04
				53100 - Electric Utility Svs	19.04
				53100 - Electric Utility Svs	19.04
				53100 - Electric Utility Svs	19.26

# Lake St. Charles CDD Disbursement Authorization Report

September 2020

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	19.33
				53100 - Electric Utility Svs	19.19
				53100 - Electric Utility Svs	19.04
				53100 - Electric Utility Svs	19.04
TOTAL					<u>2,362.81</u>
Check	EFT/Auto	09/04/2020 ADP		10000-CenterState Bank Checking	-184.70
				Supervisor Fees	184.70
TOTAL					<u>184.70</u>
Check	EFT/Auto	09/04/2020 TECO Gas Company		10000-CenterState Bank Checking	-20.64
				53200 - Gas Utility Services	20.64
TOTAL					<u>20.64</u>
Check	EFT/Auto	09/04/2020 TECO Electric		10000-CenterState Bank Checking	-82.43
				53100 - Electric Utility Svs	82.43
TOTAL					<u>82.43</u>
Bill Pmt -Check	EFT/Auto	09/08/2020 Tampa Bay Times		10000-CenterState Bank Checking	-442.00
Bill	AD#104651	08/30/2020		Legal Advertising	442.00
TOTAL					<u>442.00</u>
Check	EFT/Auto	09/11/2020 ADP		10000-CenterState Bank Checking	-122.56
				Payroll Service Charge	20.43
				Payroll Service Charge	102.13
TOTAL					<u>122.56</u>
Check	EFT/Auto	09/11/2020 Square Inc		10000-CenterState Bank Checking	-14.51



# Lake St. Charles CDD Disbursement Authorization Report

September 2020

Type	Num	Date	Name	Account	Original Amount
				Security/Renters Cards Deposits	15.00
				Security/Renters Cards Deposits	-0.49
TOTAL					14.51
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>09/14/2020</b>	<b>Chris's Portable Toilets</b>	<b>10000-CenterState Bank Checking</b>	<b>-300.00</b>
Bill	1805-118282 Inv #	12/08/2019		Park Facility Maintenance	75.00
Bill	1805-119623 Inv #	01/08/2020		Park Facility Maintenance	75.00
Bill	1805-122402 Inv #	03/08/2020		Park Facility Maintenance	75.00
Bill	1805-127787 Inv #	07/08/2020		Park Facility Maintenance	75.00
TOTAL					300.00
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>09/14/2020</b>	<b>Ameriscape Services</b>	<b>10000-CenterState Bank Checking</b>	<b>-7,250.00</b>
Bill	Monthly Maintenance	09/01/2020		Landscape Maintenance Contract	7,250.00
TOTAL					7,250.00
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>09/15/2020</b>	<b>Verizon Wireless</b>	<b>10000-CenterState Bank Checking</b>	<b>-43.66</b>
Bill	07-24-20 to 08-23-20	08/23/2020		Telephone	43.66
TOTAL					43.66
<b>Check</b>	<b>EFT/Auto</b>	<b>09/15/2020</b>	<b>ADP</b>	<b>10000-CenterState Bank Checking</b>	<b>-13,290.43</b>
				District Manager	2,013.60
				Payroll Taxes - Employer Taxes	230.54
				Facilities Monitor	1,356.00
				Property Maintenance Team Lead	844.31
				Property Manager	2,423.20
				Payroll Taxes - Employer Taxes	637.85
				Supervisor Fees	1,000.00
				Employer Taxes	83.50

# Lake St. Charles CDD Disbursement Authorization Report

September 2020

Type	Num	Date	Name	Account	Original Amount
				Full Time Hybrid Employee	1,060.00
				Misc. Landscape- Temporary Staf	41.43
				Performance Stipend	1,000.00
				Performance Stipend	2,600.00
TOTAL					13,290.43
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>09/18/2020</b>	<b>SunTrust Credit Card</b>	<b>10000-CenterState Bank Checking</b>	<b>-4,419.12</b>
Bill	August CC Statement	08/24/2020		13500 - SunTrust Visa Card	4,419.12
TOTAL					4,419.12
<b>Check</b>	<b>EFT/Auto</b>	<b>09/25/2020</b>	<b>ADP</b>	<b>10000-CenterState Bank Checking</b>	<b>-141.01</b>
				Payroll Service Charge	18.80
				Payroll Service Charge	75.21
				Supervisor Payroll Service	47.00
TOTAL					141.01
<b>Check</b>	<b>EFT/Auto</b>	<b>09/29/2020</b>	<b>ADP</b>	<b>10000-CenterState Bank Checking</b>	<b>-8,545.06</b>
				District Manager	2,013.60
				Payroll Taxes - Employer Taxes	154.04
				Facilities Monitor	1,356.00
				Property Maintenance Team Lead	1,029.42
				Property Manager	2,423.20
				Payroll Taxes - Employer Taxes	453.56
				Full Time Hybrid Employee	1,060.00
				Misc. Landscape- Temporary Staf	55.24
TOTAL					8,545.06
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>09/30/2020</b>	<b>Zebra Cleaning Team, Inc.</b>	<b>10000-CenterState Bank Checking</b>	<b>-1,600.00</b>
Bill	Sept Pool Cleaning	09/12/2020		Pool Maintenance Contract	1,600.00
TOTAL					1,600.00

10/29/2020

**Treasurer's Report - CenterState Account**  
**September 2020**  
**09/1/20 - 09/30/20**

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						<b>285,381.98</b>
09/01/2020	EFT/Auto	ADP	P.E. 08-29-20	9,541.63		275,840.35
09/03/2020	EFT/Auto	TECO Electric	06980007400 Acct #	2,362.81		273,477.54
09/03/2020			Deposit		29.02	273,506.56
09/04/2020	EFT/Auto	ADP		184.70		273,321.86
09/04/2020	EFT/Auto	TECO Gas Company	221003603224 Acct #	20.64		273,301.22
09/04/2020	EFT/Auto	TECO Electric	221005960721 Acct #	82.43		273,218.79
09/08/2020	EFT/Auto	Tampa Bay Times	Acct# 105743 AD#104651	442.00		272,776.79
09/09/2020			Deposit		184.70	272,961.49
09/11/2020	EFT/Auto	ADP	563586345 Inv #	122.56		272,838.93
09/11/2020	EFT/Auto	Square Inc	J Knapik Guest Pass Deposit Refund	14.51		272,824.42
09/14/2020	EFT/Auto	Chris's Portable Toilets		300.00		272,524.42
09/14/2020	EFT/Auto	Ameriscape Services	INV# 139934	7,250.00		265,274.42
09/15/2020	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	43.66		265,230.76
09/15/2020	EFT/Auto	ADP	P.E. 09-12-20	13,290.43		251,940.33
09/18/2020	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	4,419.12		247,521.21
09/24/2020			Deposit		29.02	247,550.23
09/25/2020	EFT/Auto	ADP	562698547 Inv #	141.01		247,409.22
09/29/2020	EFT/Auto	ADP	P.E. 09-26-20	8,545.06		238,864.16
09/30/2020	001055	Lake St. Charles Master Association, Inc.			822.80	239,686.96
09/30/2020	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4127	1,600.00		238,086.96
09/30/2020			Interest		64.63	238,151.59
				<b>48,360.56</b>	<b>1,130.17</b>	<b>238,151.59</b>

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '19 Sept '20</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
3							<b>Revenue/Expense</b>					
4							<b>Revenue</b>					
5							<b>36100 - Interest Earnings</b>					
6							Interest - General Fund	1,623	1,450	173		1,516
7							<b>Total 36100 - Interest Earnings</b>	1,623	1,450	173		1,516
8							<b>General Fund Assessment-O&amp;M</b>					
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							<b>Total General Fund Assessment-O&amp;M</b>	902,922	900,657	2,265		904,294
14												
15							<b>Total 36310 - Special Assessment</b>	902,922	900,657	2,265		904,294
16							<b>36311 - Excess Fees</b>	7,460	0	7,460		5,881
17							<b>36900 - Miscellaneous Revenues</b>			0		
18							Other Misc Revenue	3,092	1,200	1,892		7,647
19							Rental	973	1,900	(927)		1,172
20							Pool Snack Vending	384	475	(91)		283
21							<b>Total 36900 - Miscellaneous Revenues</b>	4,449	3,575	874		9,101
22							<b>Total Revenue</b>	916,454	905,682	10,772		920,792
23												
24												
25							<b>Expense</b>					
26							<b>5110 - Legislative</b>					
27							Employer Taxes	1,019	1,460	(441)		1,002
28							Special District Fees	175	175	0		175
29							Supervisor Fees	12,015	12,000	15		12,000
30							Supervisor Payroll Service	874	900	(26)		674
31							<b>Total 5110 - Legislative</b>	14,083	14,535	(452)		13,851

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '19 Sept '20</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
32							<b>51300 - Financial &amp; Admin</b>					
33							Accounting Services	0	500	(500)		0
34							Auditing Services	13,000	13,000	0		12,500
35							Banking & Investment Mgmt Fees	0	200	(200)		0
36							District F&A Employees					
37							District Manager	52,354	52,354	(0)		51,334
38							Medical Stipend	2,200	2,400	(200)		2,400
39							Payroll Service Charge	427	465	(38)		416
40							Payroll Taxes - Employer Taxes	4,299	4,400	(101)		4,236
41							Performance Stipend	1,000	1,000	0		1,000
42							<b>Total District F&amp;A Employees</b>	<b>60,279</b>	<b>60,619</b>	<b>(340)</b>		<b>59,387</b>
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							<b>Total General Insurance</b>	<b>7,077</b>	<b>7,647</b>	<b>(570)</b>		<b>6,917</b>
49							Legal Advertising	1,707	2,600	(893)		2,018
50							Local/Other Taxes	3,197	3,396	(199)		3,196
51							Office Supplies	865	1,000	(135)		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	558	2,000	(1,442)		791
56							Telephone	3,224	3,100	124		3,237
57							Travel Per Diem	0	200	(200)		128
58							Website Development & Monitor	2,149	2,650	(501)		2,556
59							<b>Total 51300 - Financial &amp; Admin</b>	<b>95,201</b>	<b>100,662</b>	<b>(5,461)</b>		<b>94,761</b>

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '19 Sept '20</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
60							<b>51400 - Legal Counsel</b>					
61							District Counsel	1,934	8,000	(6,066)		916
62							<b>Total 51400 - Legal Counsel</b>	1,934	8,000	(6,066)		916
63							<b>52100 - Law Enforcement</b>					
64							Car Maintenance & Repairs	378	1,000	(622)		186
65							Car Gas	404	1,500	(1,096)		709
66							<b>Total 52100 - Law Enforcement</b>	782	2,500	(1,718)		895
67							<b>53100 - Electric Utility Svs</b>	32,038	39,500	(7,462)		34,661
68							<b>53200 - Gas Utility Services</b>	2,881	4,000	(1,119)		2,992
69							<b>53400 - Garbage/Solid Waste Svc</b>	2,436	2,880	(444)		1,810
70							<b>53600 - Water/Sewer Services</b>	4,634	8,000	(3,366)		4,954
71							<b>53900 - Physical Environment</b>					
72							Entry & Walls Maintenance	2,629	2,000	629		29
73							Ford F250 Maintenance & Repair	525	2,000	(1,475)		3,442
74							Fountain in Lake	550	3,000	(2,450)		1,443
75							Gas - Equipment	223	400	(177)		257
76							Gas - Truck	1,166	1,800	(634)		1,363
77							Irrigation Maintenance	11,253	10,000	1,253		10,595
78							Landscape Maintenance Contract	87,000	87,000	0		83,250
79							Misc. Landscape-Temporary Staff	1,229	3,000	(1,771)		0
80							Misc. Landscape Maintenance	10,327	9,500	827		7,059
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	18,900	18,900	0		12,588
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)		768
87							Mitigation Maint Contract	900	900	0		900

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '19 Sept '20</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
88							Midge Treatment Contract	67,578	68,376	(798)		0
89							<b>Total 53900 - Physical Environment</b>	233,119	241,876	(8,757)		149,553
90							<b>57200 - Parks &amp; Recreation</b>					
91							Auto Liability	715	755	(40)		697
92							Club Facility Maintenance					
93							Club Facility Maintenance	2,934	5,000	(2,066)		2,641
94							Clubhouse Supplies	2,374	2,300	74		1,209
95							Locks/Keys	0	100	(100)		122
96							Pool Snack Vending Items	258	300	(42)		345
97							<b>Total Club Facility Maintenance</b>	5,566	7,700	(2,134)		4,317
98							<b>District Employees Payroll Exp</b>					
99							Employer Workman Comp	5,700	9,000	(3,300)		6,719
100							Facilities Monitor	35,256	35,256	0		34,570
101							Medical Stipends	5,500	6,000	(500)		6,000
102							Payroll Service Charge	2,217	2,500	(283)		2,229
103							Payroll Taxes - Employer Taxes	13,507	13,500	7		12,729
104							Performance Stipend	2,600	2,600	0		2,600
105							Full-Time Hybrid Employee	26,682	27,560	(878)		23,674
106							Property Maintenance Part-Time	1,450	1,450	0		1,097
107							Property Maintenance Team Lead	30,052	30,052	(0)		28,213
108							Property Manager	63,003	63,003	0		61,553
109							Recreational Assistants	5,156	7,000	(1,844)		5,515
110							<b>Total District Employees Payroll Exp</b>	191,124	197,921	(6,797)		184,899
111							Dock Maintenance	0	400	(400)		426
112							Drainage/ Nature Path/Trail Maintenance	905	1,800	(895)		0
113							Park Facility Maintenance	5,968	5,000	968		4,051
114							Parks & Rec Cell Phones	1,364	1,700	(336)		1,359
115							Playground Maintenance	0	2,000	(2,000)		68
116							Pool Maintenance Contract	17,600	19,600	(2,000)		18,300

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '19 Sept '20</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
117							Pool Maintenance Repairs	12,538	12,000	538		12,635
118							Sec System Monitoring Contract	266	240	26		180
119							Security Repairs	5,683	5,000	683		4,992
120							<b>Total 57200 - Parks &amp; Recreation</b>	<b>241,729</b>	<b>254,116</b>	<b>(12,387)</b>		<b>231,926</b>
121							58003- Future CIP Projects and Reserves	106,144	229,613	(123,469)		336,179
122							<b>Total Expense</b>	<b>734,981</b>	<b>905,682</b>	<b>(170,701)</b>		<b>872,496</b>
123							<b>Revenue Less Expenses</b>	<b>181,473</b>	<b>0</b>	<b>181,473</b>		<b>48,295</b>
124							<b>Other Revenue/Expense</b>					
125							<b>Other Revenue</b>					
126							SunTrust Credit Card Rewards	1,223		0		
127							FY 17-18 Carryover	44,859		44,859		
128							<b>Total Other Revenue</b>	<b>46,082</b>	<b>0</b>	<b>44,859</b>		
129												
130							<b>Other Expense</b>					
131							Unassigned CIP Projects	0	39,859	(39,859)		
132							Funding for District's Reserve Acct	5,000	5,000	0		
133							<b>Total Other Expense</b>	<b>5,000</b>	<b>44,859</b>	<b>(39,859)</b>		
134							<b>Net Other Income</b>	<b>39,859</b>	<b>(44,859)</b>	<b>39,859</b>		
135							<b>Net Income</b>	<b>221,332</b>	<b>(44,859)</b>	<b>221,332</b>		



# Lake St. Charles CDD

## Property Manager Expense Report

### September 2020

**Ace Hardware**

Credit Card Charge	09/02/2020	blank cover	blank cover and ties cable	15.37
Credit Card Charge	09/04/2020	Silicone	Silicone	5.93
Credit Card Charge	09/29/2020	Misc items	Misc items	238.11

**Alley Cat Pest Control**

Bill	09/18/2020	pest control	pest control	85.00
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**Amazon.com**

Credit Card Charge	09/04/2020	coupler pac	coupler pack	16.99
Credit Card Charge	09/21/2020	cat6 connec	cat6 connector	5.99

**AutoZone**

Credit Card Charge	09/02/2020	emission ho	emission hose	11.38
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**CentralPro**

Credit Card Charge	09/23/2020	Irrigation	Irrigation items	79.61
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**Firestone Complete Auto Care**

Credit Card Charge	09/21/2020	tire repair	tire repair	21.69
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**First Team Sports**

Credit Card Charge	09/03/2020	1 Base	1 Base	58.70
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**Harrell's Nursery Inc.**

Credit Card Charge	09/22/2020	new plantin	new plantings for gazebo	255.75
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**Home Depot**

Credit Card Charge	09/08/2020	Scotchblue	Scotchblue	6.58
Credit Card Charge	09/23/2020	Irrigation	Irrigation items	39.41

**Intercity Lumber**

Credit Card Charge	09/15/2020	landscape t	landscape timber	89.40
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**Lowe's Commerical Services**

Credit Card Charge	09/02/2020	washers	washers	3.84
Credit Card Charge	09/16/2020	Bark Nugget	Bark Nuggets	187.60
Credit Card Charge	09/22/2020	Hole Digger	Hole Digger	49.98

**Pope's Water Systems, Inc.**

Bill	09/10/2020	66478 Inv #	Pump repair	815.00
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**Winn Dixie**

Credit Card Charge	09/14/2020	Water	Water	16.47
Credit Card Charge	09/29/2020	Water	Water	19.96

<b>TOTAL</b>	<b>2,023</b>
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## **December 1, 2020 Property Manager's Report**

Discussion and review of proposed playgrounds.

See separate hard copy information packet.

## 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	0			4	23
Completed Clubhouse Rentals	3	3	0	0	0	2	0	0	0	0			8	25
Guest Passes Issued	0	1	0	0	0	0	0	0	0	0			1	13
Replacement Cards	0	1	0	0	1	4	1	2	2	2			13	18
Resident Access Cards	4	4	0	0	15	33	14	8	10	13			101	105
Renters Access Cards	2	0	0	0	11	4	6	4	6	2			35	48
Parking Stickers	6	5	0	0	15	29	15	12	19	7			108	114
Online Purchases	3	2	0	0	4	3	2	2	2	2			20	24
HOA Assistance	0	12	0	0	5	6	5	6	4	5			43	
Monthly Total	20	30	0	0	51	81	43	34	43	31	0	0	333	370

I have received 3 voicemails, with 2 that required a call back.

Mark & Adriana notarized 3 documents.