

## **Supervisor Packet for July 13, 2021 General Meeting**

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

**7:00 p.m., July 13, 2021**

*Lake St. Charles Clubhouse, 6801 Colonial Lake Dr., Riverview, Florida 33578*

**Board of Supervisors**

Sabrina Peacock, Chair 951-8327  
Robb Fannin, Vice Chair, 785-5423  
Dave Nelson, Secretary/Treasurer, 293-7979  
Virginia Gianakos, Supervisor, 293-4728  
Marlon K, Brownlee, Supervisor, 813-485-5685

**LSC CDD Staff**

Adriana Urbina, District Manager, 741-9768  
Mark Cooper, Property Manager, 990-7555  
Luis Martinez, Facilities Monitor, 990-7250  
Greg Gianakos, Maintenance Staff, 695-1995

<i><b>Time</b></i>	<i><b>Item</b></i>
<b>7:00 – 7:05</b>	<ol style="list-style-type: none"> <li><b>1. CALL TO ORDER</b></li> <li><b>2. PLEDGE OF ALLEGIANCE</b></li> <li><b>3. INVOCATION (CHAIR PEACOCK)</b></li> <li><b>4. ACKNOWLEDGMENT OF SUPERVISORS AND STAFF PRESENT</b></li> <li><b>5. INTRODUCTION OF HOMEOWNERS, RESIDENTS AND PUBLIC AND IDENTIFICATION OF PARTIES WISHING TO MAKE PUBLIC COMMENTS</b></li> </ol>
<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>8. CONSENT AGENDA (5 Minutes)</b>
	<ol style="list-style-type: none"> <li><b>1. Approval of additions to the agenda and removal of additional consent agenda items with questions as requested by board members.</b></li> <li><b>2. Approval of Consent Item Agenda</b> <ol style="list-style-type: none"> <li>a. June 1, 2021 Meeting Minutes</li> <li>b. Committee Meeting Minutes for June 2021               <ol style="list-style-type: none"> <li>i. Treasurer's Review Committee</li> <li>ii. Security and Grounds Committee</li> <li>iii. Management Committee</li> <li>iv. Strategic Committee</li> </ol> </li> <li>c. May 2021 Financial Statements</li> <li>d. June 2021 Property Manager Report (Separate from packet)</li> <li>e. June 2021 Facilities Monitor Report (Separate from packet)</li> </ol> </li> </ol>

<b>7:20-7:35</b>	<b>9. KRIS PROSSEN PET REGISTRY PRESENTATION (15 Minutes)</b>
<b>7:35-8:00</b>	<b>10. COMMITTEE REPORTS (25 Minutes)</b>
	<ol style="list-style-type: none"> <li><b>1. Treasurer's Review Committee</b> – Treasurer Nelson</li> <li><b>2. Grounds/Security Committee</b> – Committee Chair Fannin</li> <li><b>3. Management Committee</b> – Committee Chair Peacock <ol style="list-style-type: none"> <li>a. The Management Committee recommends a motion to approve Remson Aquatics quote to dredge ponds 4, 5 &amp; 11 in the amount of \$9,875.00 to be funded from the CIP line.</li> <li>b. The Management Committee recommends a motion to approve retroactively reinstating Bryant Urbina as Property Team Lead and Edwardo Vargas as Property Maintenance staff.</li> </ol> </li> <li><b>4. Strategic Planning Committee</b> – Committee Chair Brownlee</li> </ol>
<b>8:00- 8:10</b>	<b>11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR (10 Minutes)</b>
	<b>GENERAL REMARKS</b> – Chair of The Board of Supervisors
<b>8:10-8:20</b>	<b>12. PROPERTY MANAGER (10 Minutes)</b>
	<b>Items for Consideration by Property Manager - Mark Cooper</b> <ol style="list-style-type: none"> <li>1. Property Management Report</li> </ol>
<b>8:20–8:25</b>	<b>13. DISTRICT MANAGER (5 Minutes)</b>
	<b>Items for Consideration by District Manager – Adriana Urbina</b> <ol style="list-style-type: none"> <li>1. District Manager Report</li> </ol>
<b>8:25 –8:35</b>	<b>14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)</b>
<b>8:35</b>	<b>ADJOURN</b>



Date: June 1, 2021

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, Sabrina Peacock  
Vice Chair, Robb Fannin  
Secretary/Treasurer, Dave Nelson  
Supervisor, Virginia Gianakos  
Supervisor, Marlon K. Brownlee

**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, Sabrina Peacock

1. On **MOTION** by Supervisor Gianakos and Second by Supervisor Fannin the Board approved the, June 1, 2021 Consent Agenda consisting of the: May 4, 2021 General Meeting Minutes, the May Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the April 2021 Financial Reports, the Property Manager Report, the Clubhouse Report and the Facility Monitor May 2021 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0
2. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board approved Resolution 2021-01 Lake St. Charles District Proposed Budget FY 21-22. Motion passed 5 to 0

3. On **MOTION** by Supervisor Fannin and second by Supervisor Nelson, the Board approved to retroactively terminate Bryant Urbina & Eduardo Vargas on May 21, 2021. Motion passed 5 to 0

Action Item: Security/ Grounds Committee to discuss toy gun usage on District property.

Supervisor Fannin exited the meeting

4. On **MOTION** by Supervisor Nelson and Second by Supervisor Peacock, the Board approved to chain and lock the playground parking lot located on Colonial Lake Drive starting at 9:30PM every night. Motion passed 4 to 0

Action Item: Property Manager, Mark Cooper & Facility Monitor Luis Martinez to create a warning for residents that are parking on District property after hours.

5. On **MOTION** by Supervisor Nelson and Second by Supervisor Peacock, the Board discussed stopping the use of the sandwich board signs for notifications. Motion was rescinded

Action Item: Property Manager, Mark Cooper to search for digital sign options.

6. On **MOTION** by Supervisor Nelson and Second by Supervisor Peacock, the Board approved Ameriscape's quote to install an addition to the irrigation system for the pond landscaping located at the entrance of the community in the amount of \$718.00. Motion passed 4 to 0

7. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board approved Ameriscape's quote in the amount of \$1,318.00 to repair various spots in the District's irrigation system. Motion passed 4 to 0

8. On **MOTION** by Supervisor Nelson and Second by Supervisor Peacock, the Board approved to replace Property Manager, Mark Cooper damaged clothing items not to exceed \$400 and to be funded from CIP line. Motion passed 4 to 0

9. On **MOTION** by Supervisor Peacock and Second by Supervisor Nelson, the Board approved to resume clubhouse rentals with an end time restricted to 10PM. Motion passed 4 to 0

10. On **MOTION** by Supervisor Peacock and Second by Supervisor Nelson, the Board approved to extend the General Meeting to 8:50PM. Motion passed 4 to 0

Action Item: District Manager, Adriana Urbina to research phone tree options and email distributions for both the CDD and the HOA.

11. On **MOTION** by Supervisor Peacock and Second by Supervisor Gianakos, the Board approved to hire Christopher Rill and Steven Magriby as temporary employees. The Board also approved to waive their background check and drug test requirement. Motion passed 4 to 0

Action Item: District Manager, Adriana Urbina to contact District's insurance carrier for volunteer coverage cost.

Action Item: District Manager, Adriana Urbina to run a Now Hiring Property Maintenance Ad for 2 weeks with compensation rate ranging from \$12 to \$16 an hour.

Meeting adjourned at 8:50PM

Respectfully submitted,

Dave Nelson, Treasurer/Secretary

Sabrina Peacock, Chair

# Treasurer's Review Committee Meeting Minutes

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**Date:** *Wednesday, June 16, 2021, 1:00 pm*

**Chair:** *Supervisor Dave Nelson*

**Operations Manager:** *Adriana Urbina*

**Committee Members:** *Supervisor Dave Nelson, Adriana Urbina*

## Notice of Meetings – Treasurer's Review Committee

- The Committee reviewed and signed confirmation pages of payments made by Centerstate Bill Pay.
- The Committee reviewed and signed Centerstate bank statements.
- The Committee discussed the District's change in banks; Centerstate Bank has merged with Southstate Bank. Adriana will need to see if any changes to fees will result in this change.

# Security - Grounds Committee Meeting Minutes

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**Date:** *Wednesday, June 16, 2021 at 12:30 PM.*

**Committee Chairperson:** *Supervisor, Rob Fannin*

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

The Grounds and Security Committee meeting was canceled.



# Management Committee Meeting Minutes

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**Date:** *Thursday, June 17, 2021 @ 1:00 pm*

**Chairperson:** *Chairman Sabrina Peacock*

**Operations Manager:** *District Manager, Adriana Urbina*

**In Attendance:** *Chairman Sabrina Peacock, 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 reviewed and discussed dredging ponds 4, 5 and 11. The Management Committee recommends a motion to approve Remson Aquatics quote to dredge ponds 4, 5 & 11 in the amount of \$9875.00 to be funded from the CIP line.

-The Committee discussed upcoming amendments to current budget. Adriana will provide actual amounts spent on completed projects at next month's meeting.

-The Committee discussed the reinstatement of Property Maintenance staff. The Management Committee recommends a motion to approve retroactively reinstating Bryant Urbina as Property Team Lead and Edwardo Vargas as Property Maintenance staff.

# Strategic Planning Committee Meeting Minutes

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**Date:** *Tuesday, June 15, 2021 @ 10:00 am.*

**Committee Chairperson:** *Supervisor, Marlon K Brownlee*

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

The June Strategic Planning Committee meeting was canceled.

Lake St. Charles CDD

Funds Statement

Mar '21 - May '21

	Mar '21	Apr '21	May '21	Category
<b>Bank/Current Asset Accounts</b>				
CenterState Bank Checking	622,573	574,393	427,727	Cash
CenterState Bank Money Market	254,620	254,651	254,684	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>878,726</b>	<b>830,577</b>	<b>683,944</b>	
<b>Cash (Checking/Savings)</b>				
CenterState Bank Checking	622,573	574,393	427,727	
CenterState Bank Money Market	254,620	254,651	254,684	
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>878,726</b>	<b>830,577</b>	<b>683,944</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>878,726</b>	<b>830,577</b>	<b>683,944</b>	
<b>District Reserve Fund</b>				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	254,620	254,651	254,684	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	254,620	254,651	254,684	

# Lake St. Charles CDD Disbursement Authorization Report

## May 2021

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	05/05/2021	TECO Electric	10000-CenterState Bank Checking	-2,710.57
				53100 - Electric Utility Svs	48.91
				53100 - Electric Utility Svs	54.37
				53100 - Electric Utility Svs	170.61
				53100 - Electric Utility Svs	832.50
				53100 - Electric Utility Svs	66.55
				53100 - Electric Utility Svs	1,043.95
				53100 - Electric Utility Svs	212.44
				53100 - Electric Utility Svs	40.19
				53100 - Electric Utility Svs	24.56
				53100 - Electric Utility Svs	21.88
				53100 - Electric Utility Svs	19.97
				53100 - Electric Utility Svs	19.38
				53100 - Electric Utility Svs	19.19
				53100 - Electric Utility Svs	19.28
				53100 - Electric Utility Svs	19.28
				53100 - Electric Utility Svs	19.58
				53100 - Electric Utility Svs	19.97
				53100 - Electric Utility Svs	19.49
				53100 - Electric Utility Svs	19.28
				53100 - Electric Utility Svs	19.19
TOTAL					2,710.57
Check	EFT/Auto	05/06/2021	TECO Electric	10000-CenterState Bank Checking	-72.01
				53100 - Electric Utility Svs	72.01
TOTAL					72.01
Check	EFT/Auto	05/06/2021	TECO Gas Company	10000-CenterState Bank Checking	-411.08
				53200 - Gas Utility Services	411.08
TOTAL					411.08

# Lake St. Charles CDD Disbursement Authorization Report

## May 2021

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	05/07/2021	ADP	10000-CenterState Bank Checking	-128.70
				Payroll Service Charge	21.45
				Payroll Service Charge	107.25
TOTAL					128.70
Check	EFT/Auto	05/11/2021	ADP	10000-CenterState Bank Checking	-10,515.56
				District Manager	2,053.60
				Payroll Taxes - Employer Taxes	172.40
				Facilities Monitor	1,383.20
				Property Maintenance Team Lead	1,280.00
				Property Manager	2,472.00
				Payroll Taxes - Employer Taxes	504.16
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
				Full Time Hybrid Employee	444.00
				Property Maintenance Part-Time	422.70
				Medical Stipend	200.00
				Medical Stipends	500.00
TOTAL					10,515.56
Bill Pmt -Check	EFT/Auto	05/18/2021	Ameriscape Services	10000-CenterState Bank Checking	-1,620.00
Bill	Tree Damage Clean up	04/30/2021		58003-Future CIP Projects & Res	1,620.00
TOTAL					1,620.00
Bill Pmt -Check	EFT/Auto	05/18/2021	Circle A Enterprises	10000-CenterState Bank Checking	-3,727.07
Bill	2nd Restroom change	04/28/2021		58003-Future CIP Projects & Res	3,727.07
TOTAL					3,727.07
Bill Pmt -Check	EFT/Auto	05/18/2021	Hardeman Landscape Nursery, Inc	10000-CenterState Bank Checking	-18,343.00

# Lake St. Charles CDD Disbursement Authorization Report

## May 2021

	Type	Num	Date	Name	Account	Original Amount
	Bill	Park Playground Side	04/28/2021		58003-Future CIP Projects & Res	18,343.00
TOTAL						18,343.00
	Bill Pmt -Check	EFT/Auto	05/18/2021	Hernandez Landscaping II Inc	10000-CenterState Bank Checking	-2,700.00
	Bill	Property Damage Tree	05/11/2021		58003-Future CIP Projects & Res	2,700.00
TOTAL						2,700.00
	Bill Pmt -Check	EFT/Auto	05/18/2021	Miller Recreation Equipment & Design, Inc	10000-CenterState Bank Checking	-15,708.50
	Bill	2104 Inv #	05/10/2021		58003-Future CIP Projects & Res	15,708.50
TOTAL						15,708.50
	Bill Pmt -Check	EFT/Auto	05/18/2021	Solitude Lake Management	10000-CenterState Bank Checking	-1,575.00
	Bill	May Pond Mainten	05/01/2021		Pond & Stormwater Maint	1,110.00
					Pond & Stormwater Maint	465.00
TOTAL						1,575.00
	Bill Pmt -Check	EFT/Auto	05/18/2021	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,600.00
	Bill	May Pool Cleaning	05/08/2021		Pool Maintenance Contract	1,600.00
TOTAL						1,600.00
	Bill Pmt -Check	EFT/Auto	05/18/2021	Ameriscape Services	10000-CenterState Bank Checking	-7,467.50
	Bill	Monthly Maintenance	05/01/2021		Landscape Maintenance Contract	7,467.50
TOTAL						7,467.50
	Bill Pmt -Check	EFT/Auto	05/18/2021	Circle A Enterprises	10000-CenterState Bank Checking	-3,431.05
	Bill	3rd Restroom change	05/10/2021		58003-Future CIP Projects & Res	3,431.05
TOTAL						3,431.05

# Lake St. Charles CDD Disbursement Authorization Report

## May 2021

	Type	Num	Date	Name	Account	Original Amount
	Bill Pmt -Check	EFT/Auto	05/18/2021	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-347.88
	Bill	Automation manifold	05/08/2021		Pool Maintenance Repairs	347.88
TOTAL						347.88
	Bill Pmt -Check	EFT/Auto	05/19/2021	Brandon Lock & Safe, Inc.	10000-CenterState Bank Checking	-5,773.52
	Bill	Access Control Equip	03/25/2021		58003-Future CIP Projects & Res	5,773.52
TOTAL						5,773.52
	Bill Pmt -Check	EFT/Auto	05/19/2021	Ennistymon Equities, LLC	10000-CenterState Bank Checking	-5,681.50
	Bill	Deposit for Playgrou	04/30/2021		58003-Future CIP Projects & Res	5,681.50
TOTAL						5,681.50
	Check	EFT/Auto	05/21/2021	ADP	10000-CenterState Bank Checking	-139.46
					Payroll Service Charge	12.68
					Payroll Service Charge	63.38
					Supervisor Payroll Service	63.40
TOTAL						139.46
	Bill Pmt -Check	EFT/Auto	05/21/2021	SunTrust Credit Card	10000-CenterState Bank Checking	-41,700.12
	Bill	May CC Statement	05/20/2021		13500 - SunTrust Visa Card	41,700.12
TOTAL						41,700.12
	Check	EFT/Auto	05/25/2021	ADP	10000-CenterState Bank Checking	-8,435.96
					District Manager	2,053.60
					Payroll Taxes - Employer Taxes	157.10
					Facilities Monitor	1,383.20
					Property Maintenance Team Lead	1,233.12

# Lake St. Charles CDD Disbursement Authorization Report

## May 2021

Type	Num	Date	Name	Account	Original Amount
				Property Manager	2,472.00
				Payroll Taxes - Employer Taxes	443.62
				Full Time Hybrid Employee	636.96
				Property Maintenance Part-Time	56.36
TOTAL					8,435.96
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>05/27/2021</b>	<b>Verizon Wireless</b>	<b>10000-CenterState Bank Checking</b>	<b>-44.62</b>
Bill	03-24-21 to 04-23-21	04/23/2021		Telephone	44.62
TOTAL					44.62
<b>Bill Pmt -Check</b>	<b>8521</b>	<b>05/12/2021</b>	<b>Circle A Enterprises</b>	<b>10000-CenterState Bank Checking</b>	<b>-10,425.00</b>
Bill	3rd drawings for par	05/12/2021		58003-Future CIP Projects & Res	10,425.00
TOTAL					10,425.00
<b>Bill Pmt -Check</b>	<b>8522</b>	<b>05/26/2021</b>	<b>Hillsborough County B.O.C.C</b>	<b>10000-CenterState Bank Checking</b>	<b>-8,872.00</b>
Bill	Restroom impact fees	05/26/2021		58003-Future CIP Projects & Res	8,872.00
TOTAL					8,872.00



**Treasurer's Report - CenterState Account**  
**May 2021**  
**05/1/21 - 05/31/21**

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						<b>574,407.22</b>
05/05/2021	EFT/Auto	TECO Electric	06980007400 Acct #	2,710.57		571,696.65
05/06/2021			Deposit		4,522.11	576,218.76
05/06/2021	EFT/Auto	TECO Electric	221005960721 Acct #	72.01		576,146.75
05/06/2021	EFT/Auto	TECO Gas Company	221003603224 Acct #	411.08		575,735.67
05/07/2021	EFT/Auto	ADP	579183911 Inv #	128.70		575,606.97
05/08/2021			Deposit		58.24	575,665.21
05/11/2021	EFT/Auto	ADP	P.E. 05-08-21	10,515.56		565,149.65
05/11/2021			Deposit		14.51	565,164.16
05/12/2021	8521	Circle A Enterprises	3rd drawings for park restrooms	10,425.00		554,739.16
05/12/2021			Deposit		14.51	554,753.67
05/18/2021	EFT/Auto	Ameriscape Services	INV# 143150	1,620.00		553,133.67
05/18/2021	EFT/Auto	Circle A Enterprises	2nd Restroom change order	3,727.07		549,406.60
05/18/2021	EFT/Auto	Hardeman Landscape Nursery, Inc	INV# 37301	18,343.00		531,063.60
05/18/2021	EFT/Auto	Hernandez Landscaping II Inc	Property Damage Tree Removal	2,700.00		528,363.60
05/18/2021	EFT/Auto	Miller Recreation Equipment & Design, Inc	2104 Inv #	15,708.50		512,655.10
05/18/2021	EFT/Auto	Solitude Lake Management	INV# PI-A00596038	1,575.00		511,080.10
05/18/2021	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4413	1,600.00		509,480.10
05/18/2021	EFT/Auto	Ameriscape Services	INV# 142929	7,467.50		502,012.60
05/18/2021	EFT/Auto	Circle A Enterprises	3rd Restroom change order	3,431.05		498,581.55
05/18/2021	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4414	347.88		498,233.67
05/18/2021			Deposit		5.84	498,239.51
05/19/2021	EFT/Auto	Brandon Lock & Safe, Inc.	50599 Inv #	5,773.52		492,465.99
05/19/2021	EFT/Auto	Ennistymon Equities, LLC	Deposit for Playground Fence	5,681.50		486,784.49
05/21/2021	EFT/Auto	ADP	580095797 Inv #	139.46		486,645.03
05/21/2021	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	41,700.12		444,944.91
05/25/2021	EFT/Auto	ADP	P.E. 5-22-21	8,435.96		436,508.95
05/26/2021	8522	Hillsborough County B.O.C.C	Impact Fees	8,872.00		427,636.95
05/27/2021	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	44.62		427,592.33
05/31/2021			Interest		134.82	427,727.15
				<b>151,430.10</b>	<b>4,750.03</b>	<b>427,727.15</b>

**Lake St. Charles CDD**  
**Profit & Loss Budget Performance**  
 October 2020 through May 2021

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '20 May '21</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	1,380	1,450	(70)		1,156
7							<b>Total 36100 - Interest Earnings</b>	1,380	1,450	(70)		1,156
8							<b>General Fund Assessment-O&amp;M</b>					
9							General Fund Assessment Gross	950,306	958,146	(7,840)		951,426
10							GF Prop Tax Interest	164	0	164		229
11							GF Tax Collector Commissions	(18,274)	(19,163)	890		(18,302)
12							GF Tax Payment Discount	(36,765)	(38,326)	1,561		(36,337)
13							<b>Total General Fund Assessment-O&amp;M</b>	895,432	900,657	(5,225)		897,016
14												
15							<b>Total 36310 - Special Assessment</b>	895,432	900,657	(5,225)		897,016
16							<b>36311 - Excess Fees</b>	7,307	0	7,307		7,460
17							<b>36900 - Miscellaneous Revenues</b>			0		
18							Other Misc Revenue	7,637	1,200	6,437		1,094
19							Rental	0	500	(500)		1,058
20							Pool Snack Vending	0	475	(475)		0
21							<b>Total 36900 - Miscellaneous Revenues</b>	7,637	2,175	5,462		2,152
22							<b>Total Revenue</b>	911,755	904,282	7,473		907,784
23												
24												
25							<b>Expense</b>					
26							<b>5110 - Legislative</b>					
27							Employer Taxes	672	1,460	(788)		685
28							Special District Fees	175	175	0		175
29							Supervisor Fees	8,000	12,000	(4,000)		8,015
30							Supervisor Payroll Service	545	900	(355)		476
31							<b>Total 5110 - Legislative</b>	9,392	14,535	(5,143)		9,351

**Lake St. Charles CDD**  
**Profit & Loss Budget Performance**  
 October 2020 through May 2021

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '20 May '21</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	13,500	13,500	0		13,000
35							Banking & Investment Mgmt Fees	0	200	(200)		0
36							District F&A Employees					
37							District Manager	34,911	53,394	(18,483)		34,231
38							Medical Stipend	1,600	2,400	(800)		1,400
39							Payroll Service Charge	299	465	(166)		303
40							Payroll Taxes - Employer Taxes	2,842	4,400	(1,558)		2,775
41							Performance Stipend	0	1,000	(1,000)		0
42							<b>Total District F&amp;A Employees</b>	<b>39,653</b>	<b>61,659</b>	<b>(22,006)</b>		<b>38,709</b>
43							Dues, Licenses & Fees	88	500	(412)		194
44							General Insurance					
45							Crime	565	600	(35)		510
46							General Liability	3,785	3,868	(83)		3,605
47							Public Officials Liability & EP	3,110	3,179	(69)		2,962
48							<b>Total General Insurance</b>	<b>7,460</b>	<b>7,647</b>	<b>(187)</b>		<b>7,077</b>
49							Legal Advertising	223	2,600	(2,377)		977
50							Local/Other Taxes	3,229	3,396	(167)		3,197
51							Office Supplies	649	1,000	(351)		476
52							Postage	28	250	(222)		102
53							Printer Supplies	551	2,000	(1,449)		2,614
54							Professional Development	79	1,000	(921)		79
55							Technology Services/Upgrades	1,164	2,000	(836)		332
56							Telephone	2,015	3,100	(1,085)		2,165
57							Travel Per Diem	0	200	(200)		0
58							Website Development & Monitor	2,223	2,650	(427)		1,950
59							<b>Total 51300 - Financial &amp; Admin</b>	<b>70,862</b>	<b>102,202</b>	<b>(31,340)</b>		<b>70,872</b>

**Lake St. Charles CDD**  
**Profit & Loss Budget Performance**  
 October 2020 through May 2021

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '20 May '21</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	1,326	8,000	(6,674)		133
62							<b>Total 51400 - Legal Counsel</b>	1,326	8,000	(6,674)		133
63							<b>52100 - Law Enforcement</b>					
64							Car Maintenance & Repairs	130	1,000	(870)		311
65							Car Gas	339	1,500	(1,161)		259
66							<b>Total 52100 - Law Enforcement</b>	469	2,500	(2,031)		570
67							<b>53100 - Electric Utility Svs</b>	22,276	39,500	(17,224)		22,333
68							<b>53200 - Gas Utility Services</b>	3,406	4,000	(594)		2,798
69							<b>53400 - Garbage/Solid Waste Svc</b>	1,790	2,880	(1,090)		1,539
70							<b>53600 - Water/Sewer Services</b>	4,065	9,800	(5,735)		2,973
71							<b>53900 - Physical Environment</b>					
72							Entry & Walls Maintenance	0	2,000	(2,000)		2,629
73							Ford F250 Maintenance & Repair	1,126	2,000	(874)		480
74							Fountain in Lake	1,350	3,000	(1,650)		225
75							Gas - Equipment	134	400	(266)		68
76							Gas - Truck	630	1,800	(1,170)		673
77							Irrigation Maintenance	3,046	10,000	(6,954)		9,785
78							Landscape Maintenance Contract	59,740	89,610	(29,870)		58,000
79							Misc. Landscape-Temporary Staff	0	3,000	(3,000)		104
80							Misc. Landscape Maintenance	6,346	10,500	(4,154)		7,386
81							Mulch	50	10,500	(10,451)		10,500
82							New Plantings	1,897	8,000	(6,103)		5,820
83							Pond & Stormwater Maint Contract	12,600	18,900	(6,300)		12,600
84							Pond#9 Aeration Maintenance	243	500	(257)		243
85							Property Insurance Contract	13,672	12,000	1,672		12,430
86							Sod Replacement	33	4,000	(3,967)		95
87							Mitigation Maint Contract	675	900	(225)		675

**Lake St. Charles CDD**  
**Profit & Loss Budget Performance**  
 October 2020 through May 2021

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '20 May '21</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
88							Midge Treatment Contract	0	0	0		67,578
89							<b>Total 53900 - Physical Environment</b>	101,542	177,110	(75,568)		189,290
90							<b>57200 - Parks &amp; Recreation</b>					
91							Auto Liability	733	755	(22)		715
92							Club Facility Maintenance					
93							Club Facility Maintenance	2,759	5,000	(2,241)		2,182
94							Clubhouse Supplies	1,670	2,300	(630)		1,827
95							Locks/Keys	71	100	(29)		0
96							Pool Snack Vending Items	0	300	(300)		247
97							<b>Total Club Facility Maintenance</b>	4,500	7,700	(3,200)		4,255
98							<b>District Employees Payroll Exp</b>					
99							Employer Workman Comp	5,221	9,000	(3,779)		5,700
100							Facilities Monitor	23,514	35,963	(12,449)		23,052
101							Medical Stipends	4,000	6,000	(2,000)		3,500
102							Payroll Service Charge	1,595	2,500	(905)		1,539
103							Payroll Taxes - Employer Taxes	8,298	13,500	(5,202)		8,531
104							Performance Stipend	0	2,600	(2,600)		0
105							Full-Time Hybrid Employee	15,942	28,122	(12,180)		17,149
106							Property Maintenance Part-Time	1,141	1,480	(339)		1,139
107							Property Maintenance Team Lead	23,666	30,651	(6,985)		20,223
108							Property Manager	42,024	64,272	(22,248)		41,194
109							Recreational Assistants	0	8,500	(8,500)		117
110							<b>Total District Employees Payroll Exp</b>	125,402	202,588	(77,186)		122,144
111							Dock Maintenance	185	400	(215)		0
112							Drainage/ Nature Path/Trail Maintenance	0	1,800	(1,800)		100
113							Park Facility Maintenance	1,329	6,000	(4,671)		4,656
114							Parks & Rec Cell Phones	1,129	1,700	(571)		910
115							Playground Maintenance	333	2,000	(1,667)		0
116							Pool Maintenance Contract	11,200	19,600	(8,400)		12,800

**Lake St. Charles CDD**  
**Profit & Loss Budget Performance**  
 October 2020 through May 2021

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '20 May '21</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
117							Pool Maintenance Repairs	8,004	12,000	(3,996)		9,939
118							Sec System Monitoring Contract	195	240	(45)		201
119							Security Repairs	100	5,000	(4,900)		5,683
120							<b>Total 57200 - Parks &amp; Recreation</b>	<b>153,111</b>	<b>259,783</b>	<b>(106,672)</b>		<b>161,403</b>
121							58003- Future CIP Projects and Reserves	283,657	283,972	(315)		97,044
122							<b>Total Expense</b>	<b>651,896</b>	<b>904,282</b>	<b>(252,386)</b>		<b>558,308</b>
123							<b>Revenue Less Expenses</b>	<b>259,859</b>	<b>0</b>	<b>259,859</b>		<b>349,477</b>
124							<b>Other Revenue/Expense</b>					
125							<b>Other Revenue</b>					
126							SunTrust Credit Card Rewards	1,474				
127							FY 19-20 Carryover	221,332		221,332		
128							<b>Total Other Revenue</b>	<b>222,806</b>	<b>0</b>	<b>221,332</b>		
129												
130							<b>Other Expense</b>					
131							Unassigned CIP Projects	66,695	221,332	(154,637)		
132							Funding for District's Reserve Acct	0	0	0		
133							<b>Total Other Expense</b>	<b>66,695</b>	<b>221,332</b>	<b>(154,637)</b>		
134							<b>Net Other Income</b>	<b>154,637</b>	<b>(221,332)</b>	<b>154,637</b>		
135							<b>Net Income</b>	<b>414,496</b>	<b>(221,332)</b>	<b>414,496</b>		

**Lake St. Charles CDD**  
**Property Manager Expense Report**

	Type	Date	May 2021 Memo	Account	Amount
Home Depot	Credit Card Charge	05/11/2021	misc items	Misc. Landscape Maintenance	17.30
The Pond Guy, Inc	Credit Card Charge	05/01/2021	floating island planter	Misc. Landscape Maintenance	304.93
			<b>Total</b>		<b>322.23</b>