

Supervisor Packet for October 5, 2021 General Meeting

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

7:00 p.m., October 5, 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

| <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 PEACOCK) 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 | 8. 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 14, 2021 Meeting Minutes b. Committee Meeting Minutes for September 2021 <ol style="list-style-type: none"> i. Treasurer's Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. August 2021 Financial Statements d. September 2021 Property Manager Report e. September 2021 Facilities Monitor Report (Separate from packet) |

| | |
|-------------------|---|
| 7:20-7:40 | 9. BRANDON WHALEY, MAINSCAPE REPRESENTATIVE (20 Minutes) |
| | 1. Talking Points – Landscape Presentation |
| 7:40-8:00 | 10. COMMITTEE REPORTS (20 Minutes) |
| | 1. Treasurer’s Review Committee – Treasurer Nelson 2. Grounds/Security Committee – Committee Chair Fannin 3. Management Committee – Committee Chair Peacock 4. Strategic Planning Committee – Committee Chair Brownlee |
| 8:00- 8:10 | 11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR (10 Minutes) |
| | GENERAL REMARKS – Chair of The Board of Supervisors |
| 8:10-8:20 | 12. PROPERTY MANAGER (10 Minutes) |
| | Items for Consideration by Property Manager - Mark Cooper 1. Property Management Report |
| 8:20–8:25 | 13. DISTRICT MANAGER (5 Minutes) |
| | Items for Consideration by District Manager – Adriana Urbina 1. District Manager Report |
| 8:25 –8:35 | 14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes) |
| 8:35 | ADJOURN |
| | |



Date: September 14, 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 (Via Zoom)
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 Brownlee , the Board approved resident Barbara Brown to host 3 community events. The pumpkin patch will be held on District grounds (field next to clubhouse parking lot) on October 9, a home safety & awareness class will be held on November 4 and an ornament painting pizza party will be held on December in the community clubhouse. Motion also includes waiving the clubhouse rental fee for the events in November and December. Motion passed 5 to 0
1. On **MOTION** by Supervisor Peacock and Second by Supervisor Fannin the Board approved the, September 14, 2021 Consent Agenda consisting of the: August 3, 2021 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 2021 Financial Reports, the Property Manager Report, the Clubhouse Report and the Facility

Monitor July 2021 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0

At 7:15PM, Chair Peacock closed the General Meeting and opened the Public Hearing for the FY 21-22 Budget.

2. On **MOTION** by Supervisor Gianakos and second by Supervisor Fannin, the Board approved Resolution 2021-04 Lake St. Charles District Budget and Assessment Roll Adoption with a change to line#125 Property Manager Salary. Line #125 will be reduced by the amount of \$36,500. This amount will now be reflected on the following line #126 and will be labeled Grant Management (Reimbursed from State of Florida DEP). Motion passed 5 to 0

At 7:37PM, Chair Peacock closed the Public Hearing for the FY 21-22 Budget and reopened the General Meeting.

Property Manager, Mark Cooper shared with the Board details of the meeting he held with ASI, the District's current landscaping company. He informed the Board that he was very dissatisfied with the current service the District was receiving. ASI's representatives met with Mark and made a commitment to bring the District up to satisfactory standards. Mark also informed the Board that Mainscapes Landscaping had previously provided a very competitive bid and that they would be interested in attending the next Board meeting to discuss their previous bid.

3. On **MOTION** by Supervisor Peacock and Second by Supervisor Gianakos, the Board approved to invite Mainscapes Landscaping Company to next month's Board Meeting, while continuing to allow ASI to bring the community up to satisfactory standards. Motion passed 5 to 0
4. On **MOTION** by Supervisor Peacock and Second by Supervisor Fannin, the Board approved the annual performance bonus for all staff. Edward Vargas is to receive his bonus pro-rated to 75% due to his length of employment. Funding has been approved on the FY 20-21 Budget. Motion passed 4 to 0 Supervisor Gianakos abstained from voting. Form 8B will be filed.
5. On **MOTION** by Supervisor Peacock and second by Supervisor Gianakos the Board approved Resolution 2021-05, Lake St. Charles District Annual Meeting Schedule FY21-22, the Board discussed that the July and September meeting dates fall very close to holidays and may affect Supervisor attendance so they will be rescheduled for July 12, 2022 & September 13, 2022. Motion passed 5 to 0

AI: Strategic Planning Committee to review current CIP plan and establish appropriate amounts for future projects.

Supervisor Fannin exited the meeting at 8:26PM

6. On **MOTION** by Supervisor Peacock and Second by Supervisor Gianakos, the Board approved to allow Express Towing to commence automatic sweeps of the District Parking lots between the hours of 10:30PM and 5:30AM. Motion was amended to say the District's Towing Policy will be enforced during the day as well. Motion passed 4 to 0

AI: Notification to be sent out via the APP alerting residents of the enforcement of the District's Towing Policy to commence October 1, 2021.

Meeting adjourned at 8:42PM

Respectfully submitted,

Dave Nelson, Treasurer/Secretary

Sabrina Peacock, Chair

Treasurer's Review Committee Meeting Minutes

Date: *Wednesday, September 15, 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 SouthState Bank Bill Pay.
- The Committee reviewed and signed SouthState Bank statements.

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, September 15, 2021 at 12:30 PM.*

Committee Chairperson: *Supervisor, Rob Fannin*

Operations Manager: *Property Manager, Mark Cooper*

The Grounds and Security Committee did not meet in September. Brandon Whaley of Mainscape's was invited to present information about their company and how they can provide property maintenance services to Lake St Charles.

Management Committee Meeting Minutes

Date: *Thursday, September 16, 2021 @ 1:00 pm*

Chairperson: *Chairman Sabrina Peacock*

Operations Manager: *District Manager, Adriana Urbina*

In Attendance: *Chairman Sabrina Peacock, District Manager, Adriana Urbina, Property Manager, Mark Cooper*

Notice of Meetings – Management Committee

The Management Committee Meeting was canceled.

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, September 21, 2021 @ 10:00 am.*

Committee Chairperson: *Supervisor, Marlon K Brownlee*

Operations Manager: *Property Manager, Mark Cooper*

The Strategic Planning Committee did not meet formally. Supervisor Brownlee worked on updating the CIP plan to include identified 2022 projects. His analysis will be distributed separately.

Lake St. Charles CDD

Funds Statement

Jun '21 - Aug '21

| | Jun '21 | Jul '21 | Aug '21 | Category |
|--|----------------|----------------|----------------|--------------------|
| Bank/Current Asset Accounts | | | | |
| CenterState Bank Checking | 315,848 | 238,819 | 178,071 | Cash |
| CenterState Bank Money Market | 254,696 | 254,709 | 254,731 | 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 |
| Total Bank/Current Asset Accounts | 572,077 | 495,061 | 434,335 | |
| Cash (Checking/Savings) | | | | |
| CenterState Bank Checking | 315,848 | 238,819 | 178,071 | |
| CenterState Bank Money Market | 254,696 | 254,709 | 254,731 | |
| 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 | |
| Total Cash Accounts | 572,077 | 495,061 | 434,335 | |
| 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 | 572,077 | 495,061 | 434,335 | |
| District Reserve Fund | | | | |
| SunTrust Money Market | 0 | 0 | 0 | Committed/Assigned |
| CenterState Bank Money Market | 254,696 | 254,709 | 254,731 | Committed/Assigned |
| Total Investments SBA | 0 | 0 | 0 | Unassigned |
| | 254,696 | 254,709 | 254,731 | |

Lake St. Charles CDD
Disbursement Authorization Report
August 2021

| Type | Num | Date | Name | Account | Original Amount |
|-------|----------|------------|---------------|---------------------------------|-----------------|
| Check | EFT/Auto | 08/03/2021 | ADP | 10000-CenterState Bank Checking | -11,800.09 |
| | | | | District Manager | 2,053.60 |
| | | | | Payroll Taxes - Employer Taxes | 172.40 |
| | | | | Medical Stipend | 200.00 |
| | | | | Facilities Monitor | 1,383.20 |
| | | | | Property Maintenance Team Lead | 1,280.00 |
| | | | | Property Manager | 2,472.00 |
| | | | | Payroll Taxes - Employer Taxes | 596.30 |
| | | | | Property Maintenance Part-Time | 14.09 |
| | | | | Recreational Assistants | 1,085.00 |
| | | | | Medical Stipends | 500.00 |
| | | | | Supervisor Fees | 1,000.00 |
| | | | | Employer Taxes | 83.50 |
| | | | | Full Time Hybrid Employee | 960.00 |
| TOTAL | | | | | 11,800.09 |
| Check | EFT/Auto | 08/04/2021 | TECO Electric | 10000-CenterState Bank Checking | -2,921.95 |
| | | | | 53100 - Electric Utility Svs | 38.94 |
| | | | | 53100 - Electric Utility Svs | 37.02 |
| | | | | 53100 - Electric Utility Svs | 234.25 |
| | | | | 53100 - Electric Utility Svs | 832.50 |
| | | | | 53100 - Electric Utility Svs | 59.84 |
| | | | | 53100 - Electric Utility Svs | 1,200.38 |
| | | | | 53100 - Electric Utility Svs | 232.56 |
| | | | | 53100 - Electric Utility Svs | 42.58 |
| | | | | 53100 - Electric Utility Svs | 27.92 |
| | | | | 53100 - Electric Utility Svs | 21.79 |
| | | | | 53100 - Electric Utility Svs | 19.97 |
| | | | | 53100 - Electric Utility Svs | 19.49 |
| | | | | 53100 - Electric Utility Svs | 19.11 |

Lake St. Charles CDD

Disbursement Authorization Report

August 2021

| Type | Num | Date | Name | Account | Original Amount |
|-----------------|----------|------------|----------------------|---------------------------------|-----------------|
| | | | | 53100 - Electric Utility Svs | 19.19 |
| | | | | 53100 - Electric Utility Svs | 19.11 |
| | | | | 53100 - Electric Utility Svs | 19.38 |
| | | | | 53100 - Electric Utility Svs | 19.67 |
| | | | | 53100 - Electric Utility Svs | 19.87 |
| | | | | 53100 - Electric Utility Svs | 19.19 |
| | | | | 53100 - Electric Utility Svs | 19.19 |
| TOTAL | | | | | <u>2,921.95</u> |
| Check | EFT/Auto | 08/05/2021 | TECO Gas Company | 10000-CenterState Bank Checking | -273.09 |
| | | | | 53200 - Gas Utility Services | 273.09 |
| TOTAL | | | | | <u>273.09</u> |
| Check | EFT/Auto | 08/05/2021 | TECO Electric | 10000-CenterState Bank Checking | -18.52 |
| | | | | 53100 - Electric Utility Svs | 18.52 |
| TOTAL | | | | | <u>18.52</u> |
| Check | EFT/Auto | 08/12/2021 | Square Inc | 10000-CenterState Bank Checking | -292.20 |
| | | | | Security/Renters Cards Deposits | 300.00 |
| | | | | Security/Renters Cards Deposits | -7.80 |
| TOTAL | | | | | <u>292.20</u> |
| Check | EFT/Auto | 08/13/2021 | ADP | 10000-CenterState Bank Checking | -145.92 |
| | | | | Payroll Service Charge | 13.26 |
| | | | | Payroll Service Charge | 66.36 |
| | | | | Supervisor Payroll Service | 66.30 |
| TOTAL | | | | | <u>145.92</u> |
| Bill Pmt -Check | EFT/Auto | 08/14/2021 | SunTrust Credit Card | 10000-CenterState Bank Checking | -2,225.41 |

Lake St. Charles CDD
Disbursement Authorization Report
August 2021

| | Type | Num | Date | Name | Account | Original Amount |
|-------|------------------|----------------------|------------|-------------------------------|---------------------------------|-----------------|
| | Bill | Aug CC Statement | 08/24/2021 | | 13500 - SunTrust Visa Card | 2,225.41 |
| TOTAL | | | | | | 2,225.41 |
| | Check | EFT/Auto | 08/17/2021 | ADP | 10000-CenterState Bank Checking | -8,802.72 |
| | | | | | District Manager | 2,053.60 |
| | | | | | Payroll Taxes - Employer Taxes | 157.10 |
| | | | | | Facilities Monitor | 1,383.20 |
| | | | | | Property Maintenance Team Lead | 1,280.00 |
| | | | | | Property Manager | 2,472.00 |
| | | | | | Payroll Taxes - Employer Taxes | 468.64 |
| | | | | | Full Time Hybrid Employee | 960.00 |
| | | | | | Property Maintenance Part-Time | 28.18 |
| TOTAL | | | | | | 8,802.72 |
| | Check | EFT/Auto | 08/17/2021 | Square Inc | 10000-CenterState Bank Checking | -289.50 |
| | | | | | Security/Renters Cards Deposits | 300.00 |
| | | | | | Security/Renters Cards Deposits | -10.50 |
| TOTAL | | | | | | 289.50 |
| | Sales Tax Paymen | EFT/Auto | 08/18/2021 | Florida Department of Revenue | 10000-CenterState Bank Checking | -20.28 |
| | | | | Florida Department of Revenue | Sales Tax Payable | 4.34 |
| | | | | Florida Department of Revenue | Sales Tax Payable | 15.94 |
| TOTAL | | | | | | 20.28 |
| | Bill Pmt -Check | EFT/Auto | 08/18/2021 | Verizon Wireless | 10000-CenterState Bank Checking | -44.48 |
| | Bill | 06-24-21 to 07-23-21 | 07/23/2021 | | Telephone | 44.48 |
| TOTAL | | | | | | 44.48 |

Lake St. Charles CDD

Disbursement Authorization Report

August 2021

| | Type | Num | Date | Name | Account | Original Amount |
|-------|-----------------|----------------------|------------|---------------------------|---------------------------------|-----------------|
| | Bill Pmt -Check | EFT/Auto | 08/24/2021 | Ameriscape Services | 10000-CenterState Bank Checking | -7,467.50 |
| | Bill | Monthly Maintenance | 06/01/2021 | | Landscape Maintenance Contract | 7,467.50 |
| TOTAL | | | | | | 7,467.50 |
| | Bill Pmt -Check | EFT/Auto | 08/24/2021 | Cushion Solutions, Inc. | 10000-CenterState Bank Checking | -289.45 |
| | Bill | 30314 Inv # | 07/15/2021 | | Pool Maintenance Repairs | 289.45 |
| TOTAL | | | | | | 289.45 |
| | Bill Pmt -Check | EFT/Auto | 08/24/2021 | Ennistymon Equities, LLC | 10000-CenterState Bank Checking | -5,681.50 |
| | Bill | Final payment for PI | 08/01/2021 | | 58003-Future CIP Projects & Res | 5,681.50 |
| TOTAL | | | | | | 5,681.50 |
| | Bill Pmt -Check | EFT/Auto | 08/24/2021 | Solitude Lake Management | 10000-CenterState Bank Checking | -1,575.00 |
| | Bill | Aug Pond Mainten | 08/01/2021 | | Pond & Stormwater Maint | 1,110.00 |
| | | | | | Pond & Stormwater Maint | 465.00 |
| TOTAL | | | | | | 1,575.00 |
| | Bill Pmt -Check | EFT/Auto | 08/24/2021 | Staples | 10000-CenterState Bank Checking | -39.99 |
| | Bill | Trash Bags | 07/15/2021 | | Office Supplies | 39.99 |
| TOTAL | | | | | | 39.99 |
| | Bill Pmt -Check | EFT/Auto | 08/24/2021 | Zebra Cleaning Team, Inc. | 10000-CenterState Bank Checking | -214.49 |
| | Bill | Pool Enzyme oil remo | 08/09/2021 | | Pool Maintenance Contract | 140.00 |
| | | | | | Pool Maintenance Repairs | 74.49 |
| TOTAL | | | | | | 214.49 |
| | Bill Pmt -Check | EFT/Auto | 08/24/2021 | Ameriscape Services | 10000-CenterState Bank Checking | -7,467.50 |

Lake St. Charles CDD

Disbursement Authorization Report

August 2021

| | Type | Num | Date | Name | Account | Original Amount |
|-------|-----------------|----------------------|------------|---------------------------|---------------------------------|-----------------|
| | Bill | Monthly Maintenance | 08/01/2021 | | Landscape Maintenance Contract | 7,467.50 |
| TOTAL | | | | | | <u>7,467.50</u> |
| | Bill Pmt -Check | EFT/Auto | 08/24/2021 | Zebra Cleaning Team, Inc. | 10000-CenterState Bank Checking | -1,600.00 |
| | Bill | August Pool Cleaning | 08/09/2021 | | Pool Maintenance Contract | 1,600.00 |
| TOTAL | | | | | | <u>1,600.00</u> |
| | Check | EFT/Auto | 08/27/2021 | ADP | 10000-CenterState Bank Checking | -128.70 |
| | | | | | Payroll Service Charge | 21.45 |
| | | | | | Payroll Service Charge | 107.25 |
| TOTAL | | | | | | <u>128.70</u> |
| | Check | EFT/Auto | 08/27/2021 | Square Inc | 10000-CenterState Bank Checking | -29.12 |
| | | | | | Security/Renters Cards Deposits | 30.00 |
| | | | | | Security/Renters Cards Deposits | -0.88 |
| TOTAL | | | | | | <u>29.12</u> |
| | Check | EFT/Auto | 08/31/2021 | ADP | 10000-CenterState Bank Checking | -9,556.27 |
| | | | | | District Manager | 2,053.60 |
| | | | | | Payroll Taxes - Employer Taxes | 172.40 |
| | | | | | Medical Stipend | 200.00 |
| | | | | | Facilities Monitor | 1,383.20 |
| | | | | | Property Maintenance Team Lead | 1,280.00 |
| | | | | | Property Manager | 2,472.00 |
| | | | | | Payroll Taxes - Employer Taxes | 506.89 |
| | | | | | Property Maintenance Part-Time | 28.18 |
| | | | | | Medical Stipends | 500.00 |
| | | | | | Full Time Hybrid Employee | 960.00 |
| TOTAL | | | | | | <u>9,556.27</u> |

10/1/2021

Treasurer's Report - SouthState Account

August 2021

08/1/21 - 08/31/21

| <u>Date</u> | <u>Number</u> | <u>Payee</u> | <u>Memo</u> | <u>Payment</u> | <u>Deposit</u> | <u>Balance</u> |
|-------------|---------------|-------------------------------|-------------------------------------|------------------|----------------|-------------------|
| | | | | | | 238,819.45 |
| 08/03/2021 | EFT/Auto | ADP | P.E. 7-31-21 | 11,800.09 | | 227,019.36 |
| 08/04/2021 | EFT/Auto | TECO Electric | 06980007400 Acct # | 2,921.95 | | 224,097.41 |
| 08/05/2021 | EFT/Auto | TECO Gas Company | 221003603224 Acct # | 273.09 | | 223,824.32 |
| 08/05/2021 | EFT/Auto | TECO Electric | 221005960721 Acct # | 18.52 | | 223,805.80 |
| 08/10/2021 | | | Deposit | | 29.12 | 223,834.92 |
| 08/11/2021 | | | Deposit | | 29.12 | 223,864.04 |
| 08/12/2021 | | | Deposit | | 14.51 | 223,878.55 |
| 08/12/2021 | EFT/Auto | Square Inc | A. Pandorf CH Rental Deposit Refund | 292.20 | | 223,586.35 |
| 08/13/2021 | EFT/Auto | ADP | 585590663 Inv # | 145.92 | | 223,440.43 |
| 08/13/2021 | | | Deposit | | 29.12 | 223,469.55 |
| 08/14/2021 | EFT/Auto | SunTrust Credit Card | 4223071100091531 Acct # | 2,225.41 | | 221,244.14 |
| 08/17/2021 | EFT/Auto | ADP | P.E. 8-14-21 | 8,802.72 | | 212,441.42 |
| 08/17/2021 | EFT/Auto | Square Inc | \CH Rental Deposit Refund | 289.50 | | 212,151.92 |
| 08/18/2021 | EFT/Auto | Florida Department of Revenue | | 20.28 | | 212,131.64 |
| 08/18/2021 | EFT/Auto | Verizon Wireless | Acct# 842082173-00001 | 44.48 | | 212,087.16 |
| 08/20/2021 | | | Deposit | | 14.51 | 212,101.67 |
| 08/24/2021 | EFT/Auto | Ameriscape Services | INV# 143422 | 7,467.50 | | 204,634.17 |
| 08/24/2021 | EFT/Auto | Cushion Solutions, Inc. | 30314 Inv # | 289.45 | | 204,344.72 |
| 08/24/2021 | EFT/Auto | Ennistymon Equities, LLC | Final payment for Playground Fence | 5,681.50 | | 198,663.22 |
| 08/24/2021 | EFT/Auto | Solitude Lake Management | INV# PI-A00650168 | 1,575.00 | | 197,088.22 |
| 08/24/2021 | EFT/Auto | Staples | 6011 1000 4086 310 | 39.99 | | 197,048.23 |
| 08/24/2021 | EFT/Auto | Zebra Cleaning Team, Inc. | INV# 4555 | 214.49 | | 196,833.74 |
| 08/24/2021 | EFT/Auto | Ameriscape Services | INV# 144140 | 7,467.50 | | 189,366.24 |
| 08/24/2021 | EFT/Auto | Zebra Cleaning Team, Inc. | INV# 4554 | 1,600.00 | | 187,766.24 |
| 08/27/2021 | EFT/Auto | ADP | 586487093 Inv # | 128.70 | | 187,637.54 |
| 08/27/2021 | EFT/Auto | Square Inc | T. Dragoo Guest Pass Deposit Refund | 29.12 | | 187,608.42 |
| 08/31/2021 | EFT/Auto | ADP | P.E. 8-28-21 | 9,556.27 | | 178,052.15 |
| 08/31/2021 | | | Interest | | 18.96 | 178,071.11 |
| | | | | 60,883.68 | 135.34 | 178,071.11 |

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

| | A | B | C | D | E | F | G | H | K | L | M | N |
|----|---|---|---|---|---|---|--|----------------------------|--------------------------|--------------------------------------|-----------------|----------------------|
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | Oct '20 Aug '21 | Annual Budget | \$ Over Annual Budget | Comments | Last Year YTD |
| 3 | | | | | | | Revenue/Expense | | | | | |
| 4 | | | | | | | Revenue | | | | | |
| 5 | | | | | | | 36100 - Interest Earnings | | | | | |
| 6 | | | | | | | Interest - General Fund | 1,500 | 1,450 | 50 | | 1,527 |
| 7 | | | | | | | Total 36100 - Interest Earnings | 1,500 | 1,450 | 50 | | 1,527 |
| 8 | | | | | | | General Fund Assessment-O&M | | | | | |
| 9 | | | | | | | General Fund Assessment Gross | 957,026 | 958,146 | (1,120) | | 957,284 |
| 10 | | | | | | | GF Prop Tax Interest | 366 | 0 | 366 | | 397 |
| 11 | | | | | | | GF Tax Collector Commissions | (18,412) | (19,163) | 751 | | (18,423) |
| 12 | | | | | | | GF Tax Payment Discount | (36,765) | (38,326) | 1,561 | | (36,337) |
| 13 | | | | | | | Total General Fund Assessment-O&M | 902,215 | 900,657 | 1,558 | | 902,922 |
| 14 | | | | | | | | | | | | |
| 15 | | | | | | | Total 36310 - Special Assessment | 902,215 | 900,657 | 1,558 | | 902,922 |
| 16 | | | | | | | 36311 - Excess Fees | 7,307 | 7,300 | 7 | | 7,460 |
| 17 | | | | | | | 36900 - Miscellaneous Revenues | | | | | |
| 18 | | | | | | | Other Misc Revenue | 7,971 | 6,200 | 1,771 | | 2,211 |
| 19 | | | | | | | SunTrust Credit Card Rewards | 1,474 | 1,474 | 1,474 | | |
| 20 | | | | | | | Rental | 273 | 500 | (227) | | 973 |
| 21 | | | | | | | Pool Snack Vending | 0 | 0 | 0 | | 384 |
| 22 | | | | | | | Total 36900 - Miscellaneous Revenues | 9,718 | 8,174 | 1,544 | | 3,568 |
| 23 | | | | | | | Total Revenue | 920,740 | 917,581 | 3,159 | | 915,477 |
| 24 | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | |
| 26 | | | | | | | Expense | | | | | |
| 27 | | | | | | | 5110 - Legislative | | | | | |
| 28 | | | | | | | Employer Taxes | 922 | 1,460 | (538) | | 935 |
| 29 | | | | | | | Special District Fees | 175 | 175 | 0 | | 175 |
| 30 | | | | | | | Supervisor Fees | 11,000 | 12,000 | (1,000) | | 11,015 |
| 31 | | | | | | | Supervisor Payroll Service | 835 | 900 | (65) | | 827 |

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

| | A | B | C | D | E | F | G | H | K | L | M | N |
|----|---|---|---|---|---|---|--|----------------------------|--------------------------|--------------------------------------|-----------------|----------------------|
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | Oct '20 Aug '21 | Annual Budget | \$ Over Annual Budget | Comments | Last Year YTD |
| 32 | | | | | | | Total 5110 - Legislative | 12,932 | 14,535 | (1,603) | | 12,953 |
| 33 | | | | | | | 51300 - Financial & Admin | | | | | |
| 34 | | | | | | | Accounting Services | 0 | 500 | (500) | | 0 |
| 35 | | | | | | | Auditing Services | 13,500 | 13,500 | 0 | | 13,000 |
| 36 | | | | | | | Banking & Investment Mgmt Fees | 0 | 200 | (200) | | 0 |
| 37 | | | | | | | District F&A Employees | | | | | |
| 38 | | | | | | | District Manager | 49,286 | 53,394 | (4,108) | | 46,313 |
| 39 | | | | | | | Medical Stipend | 2,400 | 2,400 | 0 | | 2,000 |
| 40 | | | | | | | Payroll Service Charge | 415 | 465 | (50) | | 388 |
| 41 | | | | | | | Payroll Taxes - Employer Taxes | 4,003 | 4,400 | (397) | | 3,745 |
| 42 | | | | | | | Performance Stipend | 0 | 1,000 | (1,000) | | 0 |
| 43 | | | | | | | Total District F&A Employees | 56,105 | 61,659 | (5,554) | | 52,445 |
| 44 | | | | | | | Dues, Licenses & Fees | 256 | 500 | (244) | | 334 |
| 45 | | | | | | | General Insurance | | | | | |
| 46 | | | | | | | Crime | 565 | 600 | (35) | | 510 |
| 47 | | | | | | | General Liability | 3,785 | 3,868 | (83) | | 3,605 |
| 48 | | | | | | | Public Officials Liability & EP | 3,110 | 3,179 | (69) | | 2,962 |
| 49 | | | | | | | Total General Insurance | 7,460 | 7,647 | (187) | | 7,077 |
| 50 | | | | | | | Legal Advertising | 937 | 2,600 | (1,664) | | 1,707 |
| 51 | | | | | | | Local/Other Taxes | 3,229 | 3,396 | (167) | | 3,197 |
| 52 | | | | | | | Office Supplies | 835 | 1,000 | (165) | | 832 |
| 53 | | | | | | | Postage | 67 | 250 | (183) | | 117 |
| 54 | | | | | | | Printer Supplies | 551 | 2,000 | (1,449) | | 2,614 |
| 55 | | | | | | | Professional Development | 79 | 1,000 | (921) | | 79 |
| 56 | | | | | | | Technology Services/Upgrades | 1,252 | 2,000 | (748) | | 514 |
| 57 | | | | | | | Telephone | 3,130 | 3,100 | 30 | | 2,737 |
| 58 | | | | | | | Travel Per Diem | 0 | 200 | (200) | | 0 |
| 59 | | | | | | | Website Development & Monitor | 2,522 | 2,650 | (128) | | 2,099 |
| 60 | | | | | | | Total 51300 - Financial & Admin | 89,923 | 102,202 | (12,279) | | 86,753 |

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

| | A | B | C | D | E | F | G | H | K | L | M | N |
|----|---|---|---|---|---|---|--|----------------------------|--------------------------|--------------------------------------|-----------------|----------------------|
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | Oct '20 Aug '21 | Annual Budget | \$ Over Annual Budget | Comments | Last Year YTD |
| 61 | | | | | | | 51400 - Legal Counsel | | | | | |
| 62 | | | | | | | District Counsel | 1,326 | 8,000 | (6,674) | | 1,378 |
| 63 | | | | | | | Total 51400 - Legal Counsel | 1,326 | 8,000 | (6,674) | | 1,378 |
| 64 | | | | | | | 52100 - Law Enforcement | | | | | |
| 65 | | | | | | | Car Maintenance & Repairs | 401 | 1,000 | (599) | | 378 |
| 66 | | | | | | | Car Gas | 525 | 1,500 | (975) | | 349 |
| 67 | | | | | | | Total 52100 - Law Enforcement | 926 | 2,500 | (1,574) | | 727 |
| 68 | | | | | | | 53100 - Electric Utility Svs | 31,006 | 39,500 | (8,494) | | 29,593 |
| 69 | | | | | | | 53200 - Gas Utility Services | 4,293 | 4,000 | 293 | | 2,860 |
| 70 | | | | | | | 53400 - Garbage/Solid Waste Svc | 2,438 | 2,880 | (442) | | 2,114 |
| 71 | | | | | | | 53600 - Water/Sewer Services | 5,225 | 9,800 | (4,575) | | 4,279 |
| 72 | | | | | | | 53900 - Physical Environment | | | | | |
| 73 | | | | | | | Entry & Walls Maintenance | 0 | 2,000 | (2,000) | | 2,629 |
| 74 | | | | | | | Ford F250 Maintenance & Repair | 1,155 | 2,000 | (845) | | 492 |
| 75 | | | | | | | Fountain in Lake | 1,350 | 3,000 | (1,650) | | 550 |
| 76 | | | | | | | Gas - Equipment | 182 | 400 | (218) | | 216 |
| 77 | | | | | | | Gas - Truck | 705 | 1,800 | (1,095) | | 1,024 |
| 78 | | | | | | | Irrigation Maintenance | 12,049 | 10,000 | 2,049 | | 10,319 |
| 79 | | | | | | | Landscape Maintenance Contract | 82,143 | 89,610 | (7,468) | | 79,750 |
| 80 | | | | | | | Misc. Landscape-Temporary Staff | 0 | 3,000 | (3,000) | | 808 |
| 81 | | | | | | | Misc. Landscape Maintenance | 8,396 | 10,500 | (2,104) | | 10,039 |
| 82 | | | | | | | Mulch | 10,063 | 10,500 | (437) | | 10,500 |
| 83 | | | | | | | New Plantings | 3,022 | 8,000 | (4,978) | | 6,770 |
| 84 | | | | | | | Pond & Stormwater Maint Contract | 17,325 | 18,900 | (1,575) | | 17,325 |
| 85 | | | | | | | Pond#9 Aeration Maintenance | 486 | 500 | (14) | | 486 |
| 86 | | | | | | | Property Insurance Contract | 13,744 | 12,000 | 1,744 | | 12,430 |
| 87 | | | | | | | Sod Replacement | 2,293 | 4,000 | (1,707) | | 653 |
| 88 | | | | | | | Mitigation Maint Contract | 900 | 900 | 0 | | 900 |

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

| | A | B | C | D | E | F | G | H | K | L | M | N |
|-----|---|---|---|---|---|---|---|----------------------------|--------------------------|--------------------------------------|-----------------|----------------------|
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | Oct '20 Aug '21 | Annual Budget | \$ Over Annual Budget | Comments | Last Year YTD |
| 89 | | | | | | | Midge Treatment Contract | 0 | 0 | 0 | | 67,578 |
| 90 | | | | | | | Total 53900 - Physical Environment | 153,813 | 177,110 | (23,298) | | 222,469 |
| 91 | | | | | | | 57200 - Parks & Recreation | | | | | |
| 92 | | | | | | | Auto Liability | 733 | 755 | (22) | | 715 |
| 93 | | | | | | | Club Facility Maintenance | | | | | |
| 94 | | | | | | | Club Facility Maintenance | 3,539 | 5,000 | (1,461) | | 2,790 |
| 95 | | | | | | | Clubhouse Supplies | 2,857 | 2,300 | 557 | | 2,308 |
| 96 | | | | | | | Locks/Keys | 71 | 100 | (29) | | 0 |
| 97 | | | | | | | Pool Snack Vending Items | 0 | 0 | 0 | | 258 |
| 98 | | | | | | | Total Club Facility Maintenance | 6,467 | 7,400 | (933) | | 5,356 |
| 99 | | | | | | | District Employees Payroll Exp | | | | | |
| 100 | | | | | | | Employer Workman Comp | 5,421 | 9,000 | (3,579) | | 5,700 |
| 101 | | | | | | | Facilities Monitor | 33,197 | 35,963 | (2,766) | | 31,188 |
| 102 | | | | | | | Medical Stipends | 5,700 | 6,000 | (300) | | 5,000 |
| 103 | | | | | | | Payroll Service Charge | 2,144 | 2,500 | (356) | | 2,040 |
| 104 | | | | | | | Payroll Taxes - Employer Taxes | 12,050 | 13,500 | (1,450) | | 11,907 |
| 105 | | | | | | | Performance Stipend | 0 | 2,600 | (2,600) | | 0 |
| 106 | | | | | | | Full-Time Hybrid Employee | 21,922 | 28,122 | (6,200) | | 23,502 |
| 107 | | | | | | | Property Maintenance Part-Time | 1,677 | 1,480 | 197 | | 1,719 |
| 108 | | | | | | | Property Maintenance Team Lead | 32,329 | 30,651 | 1,678 | | 26,923 |
| 109 | | | | | | | Property Manager | 59,328 | 64,272 | (4,944) | | 55,734 |
| 110 | | | | | | | Recreational Assistants | 4,945 | 8,500 | (3,556) | | 5,156 |
| 111 | | | | | | | Total District Employees Payroll Exp | 178,712 | 202,588 | (23,876) | | 168,869 |
| 112 | | | | | | | Dock Maintenance | 185 | 400 | (215) | | 0 |
| 113 | | | | | | | Drainage/ Nature Path/Trail Maintenance | 0 | 1,800 | (1,800) | | 372 |
| 114 | | | | | | | Park Facility Maintenance | 1,809 | 6,000 | (4,191) | | 5,815 |
| 115 | | | | | | | Parks & Rec Cell Phones | 1,446 | 1,700 | (254) | | 1,253 |
| 116 | | | | | | | Playground Maintenance | 405 | 2,000 | (1,595) | | 0 |
| 117 | | | | | | | Pool Maintenance Contract | 16,420 | 19,600 | (3,180) | | 16,000 |

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

| | A | B | C | D | E | F | G | H | K | L | M | N |
|-----|---|---|---|---|---|---|--|----------------------------|--------------------------|--------------------------------------|-----------------|----------------------|
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | Oct '20 Aug '21 | Annual Budget | \$ Over Annual Budget | Comments | Last Year YTD |
| 118 | | | | | | | Pool Maintenance Repairs | 9,393 | 12,000 | (2,607) | | 12,538 |
| 119 | | | | | | | Sec System Monitoring Contract | 260 | 240 | 20 | | 266 |
| 120 | | | | | | | Security Repairs | 100 | 5,000 | (4,900) | | 5,683 |
| 121 | | | | | | | Total 57200 - Parks & Recreation | 215,930 | 259,483 | (43,553) | | 216,867 |
| 122 | | | | | | | 58003- Future CIP Projects and Reserves | 289,687 | 297,571 | (7,884) | | 106,144 |
| 123 | | | | | | | Total Expense | 807,501 | 917,581 | (110,080) | | 686,137 |
| 124 | | | | | | | Revenue Less Expenses | 113,239 | 0 | 113,239 | | 229,341 |
| 125 | | | | | | | Other Revenue/Expense | | | | | |
| 126 | | | | | | | Other Revenue | | | | | |
| 127 | | | | | | | FY 19-20 Carryover | 221,332 | | 221,332 | | |
| 128 | | | | | | | DEP & Hills County Grant Reimbursements | 0 | 157,981 | (157,981) | | |
| 129 | | | | | | | Total Other Revenue | 4,526,111 | 0 | 221,332 | | |
| 130 | | | | | | | | | | | | |
| 131 | | | | | | | Other Expense | | | | | |
| 132 | | | | | | | Unassigned CIP Projects | 171,661 | 221,332 | (49,671) | | |
| 133 | | | | | | | Funding for District's Reserve Acct | 0 | 0 | 0 | | |
| 134 | | | | | | | Lake Water Quality & Fountain Sitting Area Project | 0 | 157,981 | (157,981) | | |
| 135 | | | | | | | Total Other Expense | 171,661 | 221,332 | (49,671) | | |
| 136 | | | | | | | Net Other Income | 49,671 | (221,332) | 49,671 | | |
| 137 | | | | | | | Net Income | 162,909 | (221,332) | 162,909 | | |

Lake St. Charles CDD Property Manager Expense Report

| | August 2021 | | | | |
|-------------------------------------|--------------------|------------|---------------------------|-----------------------------|--------------|
| | Type | Date | Memo | Account | Amount |
| Ace Hardware | | | | | |
| | Credit Card Charge | 08/03/2021 | Glass cleaner & lysol | Club Facility Maintenance | 8.62 |
| Cintas Fire Protection | | | | | |
| | Bill | 08/18/2021 | Fire Ext. Inspection Corr | Club Facility Maintenance | 265.65 |
| Harrell's Nursery Inc. | | | | | |
| | Credit Card Charge | 08/18/2021 | Plants | New Plantings | 738.50 |
| Hernandez Landscaping II Inc | | | | | |
| | Bill | 08/12/2021 | INV# 7050 Tree trimmin | Misc. Landscape Maintenance | 800.00 |
| Home Depot | | | | | |
| | Credit Card Charge | 08/02/2021 | rotor sprinkler | Irrigation Maintenance | 10.67 |
| | Credit Card Charge | 08/05/2021 | toilet wand refills | Club Facility Maintenance | 5.28 |
| | Credit Card Charge | 08/20/2021 | Plants | Club Facility Maintenance | 59.92 |
| | Credit Card Charge | 08/20/2021 | PVC pipes & misc | Irrigation Maintenance | 22.11 |
| My Broken Phone | | | | | |
| | Credit Card Charge | 08/13/2021 | PM Cell phone repair | Misc. Landscape Maintenance | 149.00 |
| Seffner Rock & Gravel | | | | | |
| | Credit Card Charge | 08/11/2021 | Filldirt | Misc. Landscape Maintenance | 24.00 |
| | Credit Card Charge | 08/12/2021 | Filldirt | Misc. Landscape Maintenance | 12.00 |
| Sod X | | | | | |
| | Credit Card Charge | 08/13/2021 | Sod | Sod Replacement | 120.00 |
| | Credit Card Charge | 08/17/2021 | Sod | Sod Replacement | 140.00 |
| Staples | | | | | |
| | Bill | 08/15/2021 | Trash bags, toilet paper | Club Facility Maintenance | 186.47 |
| Winn Dixie | | | | | |
| | Credit Card Charge | 08/10/2021 | Vinegar for cleaning | Clubhouse Supplies | 2.99 |
| | Credit Card Charge | 08/19/2021 | Water | Clubhouse Supplies | 20.00 |
| | | | | TOTAL | 2,565 |

October 5, 2021 Property Manager's Report

In September, I continued to work on the FDEP grant. The second submission of the Required QAPP (Quality Assurance Project Plan) was submitted by its deadline on Friday, September 24.

Once the QAPP plan is approved, the grant work can officially begin. Once approved, the ultrasound devices mounted underneath each buoy will be activated and begin to suppress and eliminate algae. The buoys have been gathering water quality data since they were deployed on July 20. This data provides valuable base information that will be compared to the same time next year after water quality improvement technologies are implemented.

There is a tentative virtual meeting with FDEP late in the week of October 4 where the revised project plan and reimbursement schedule will be reviewed and hopefully approved.

I continued to receive complaints from residents about remote areas not being mowed or maintained by ASI. Some areas have not been address for three service events since Supervisor Fannin and I met with ASI. This week will be the fourth service event since our last meeting with ASI. Starting in October, they are scheduled to start semimonthly service. In past years, they have continued with weekly service well into October to catch up. I will monitor their progress to see if they continue weekly service in an effort to catch up. If they immediately start semimonthly service, it is my recommendation that we terminate ASI immediately as will be a clear indication of their intentions and abilities.