

Supervisor Packet for November 2, 2021 General Meeting

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

7:00 p.m., November 2, 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	7. CONSENT AGENDA (5 Minutes)
	<ol style="list-style-type: none"> 1. Approval of additions to the agenda and removal of additional consent agenda items with questions as requested by board members. 2. Approval of Consent Item Agenda <ol style="list-style-type: none"> a. October 5, 2021 Meeting Minutes b. Committee Meeting Minutes for October 2021 <ol style="list-style-type: none"> i. Treasurer's Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. September 2021 Financial Statements d. October 2021 Property Manager Report e. October 2021 Facilities Monitor Report (Separate from packet)

7:20-7:35	8. JOE CHIELLINI (ASI REPRESENTATIVE) (15 Minutes)
7:35-8:05	9. COMMITTEE REPORTS (30 Minutes)
	<p>1. Treasurer's Review Committee – Treasurer Nelson</p> <p>a. The Treasurer's Review Committee recommends waiving Policy #3200-3200.7 Allocation of Cash Back Rewards. \$2,104.18 is to be deposited into the District's Checking account (Operations & Maintenance).</p> <p>b. The Treasurer's Review Committee recommends transferring \$35,000 from the District's Money Market account (reserve account) into the District's Checking account (operations & maintenance). This transaction will be needed to prevent a cash flow shortage. Funds will be transferred back into the Money Market account once the District receives an assessment distribution form Hillsborough County's Tax Collector.</p> <p>2. Grounds/Security Committee – Committee Chair Fannin</p> <p>3. Management Committee – Committee Chair Peacock</p> <p>4. Strategic Planning Committee – Committee Chair Brownlee</p> <p>a. District Assessment Discussion</p>
8:05-8:10	<p>10. APPOINTMENT OF BOARD OFFICE POSITIONS & SUB-COMMITTEE APPOINTMENTS (5 Minutes)</p> <p>a. The Management Committee nominates; Supervisor Rob Fannin as Chairman Supervisor Dave Nelson as Vice-Chairman Supervisor Virginia Gianakos as Secretary/Treasurer</p> <p>b. The Management Committee nominates; Supervisor Rob Fannin as Chair of the Management Committee Supervisor Dave Nelson as Chair of the Security/Grounds Committee Supervisor Virginia Gianakos as Chair of the Treasurer's Review Committee Supervisor Marlon Brownlee as Chair of the Strategic Planning Committee</p>
8:10- 8:20	11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR (10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors
8:20-8:30	12. PROPERTY MANAGER (10 Minutes)
	<p>Items for Consideration by Property Manager - Mark Cooper</p> <p>1. Property Management Report</p>
8:30–8:35	13. DISTRICT MANAGER (5 Minutes)

	Items for Consideration by District Manager – Adriana Urbina 1. District Manager Report
8:35 –8:45	14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
8:45	ADJOURN



Date: October 5, 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

Resident Juan Giovanetti, requested a follow up on his maintenance request for the Stratford cul-de-sac. The Board informed him that currently funds have not been allocated on the CIP plan to fulfill this request.

1. On **MOTION** by Supervisor Peacock and Second by Supervisor Brownlee the Board approved the, October 5, 2021 Consent Agenda consisting of the: September 14, 2021 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 2021 Financial Reports, the Property Manager Report, the Clubhouse Report and the Facility Monitor August 2021 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0

Brandon Whaley, Mainscapes representative presented to the Board his property landscaping plan of action. He informed the Board that they could work with the District's budgeted amount this fiscal year but they would prefer to have a long term agreement with a 3% standard escalation per year. Increase can be discussed if necessary.

AI: Security/Grounds Committee to review proposed contract before decision is made.

Property Manager, Mark Cooper informed the Board of the completed turf installation at the park, along with the raising of the swings. He also told them the zip line is expected to be completed this upcoming Thursday, October 4.

AI: Board of Supervisors are to send their priority project list to the Strategic Planning Committee by October 18, 2021.

2. On **MOTION** by Supervisor Peacock and Second by Supervisor Gianakos, the Board approved the vehicle towing signs as presented. Mark is to send a push notification on the app once the overnight parking lot sweeps commence. Motion passed 5 to 0
3. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board approved to extend the General Meeting until 8:40PM. Motion passed 5 to 0

Meeting adjourned at 8:36PM

Respectfully submitted,

Dave Nelson, Treasurer/Secretary

Sabrina Peacock, Chair

Treasurer's Review Committee Meeting Minutes

Date: *Wednesday, October 20, 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.

-The Committee reviewed the cash back rewards earned by using the District credit card.

The Treasurer's Review Committee recommends waiving Policy #3200-3200.7 **Allocation of Cash Back Rewards**. \$2,104.18 is to be deposited into the District's Checking account (Operations & Maintenance).

-The Committee discussed transfer \$35,000 from the District's Money Market account to the District's Checking account to prevent a cash flow shortage. District Manager, Adriana Urbina will transfer the funds back once an assessment distribution is received.

The Treasurer's Review Committee recommends a motion to transfer \$35,000 from the District's Money Market account (reserve account) into the District's Checking account (operations & maintenance). This transaction will be needed to prevent a cash flow shortage. District Manager, Adriana Urbina will transfer funds back into the Money Market account once the District receives an assessment distribution form Hillsborough County's Tax Collector.

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, November 2, 2021 at 12:30 PM.*

Committee Chairperson: *Supervisor, Rob Fannin*

Operations Manager: *Property Manager, Mark Cooper*

The Grounds and Security Committee met informally to discuss the condition of the property and options for moving forward. No specific recommendations were made.

Management Committee Meeting Minutes

Date: *Thursday, October 21, 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 Committee reviewed and signed confirmation pages of payments made by SouthState Bank Bill Pay.
 - The Committee reviewed and signed SouthState Bank statements.
 - The Committee reviewed the cash back rewards earned by using the District credit card.
 - The Committee discussed transferring \$35,000 from the District's Money Market account to the District's Checking account to prevent a cash flow shortage. District Manager, Adriana Urbina will transfer the funds back once an assessment distribution is received.
 - The Committee discussed the upcoming seat reassignments. Committee Meeting times shall be discussed with other Supervisors for legal advertisement.
- The Management Committee nominates;
- Supervisor Rob Fannin as Chairman
 - Supervisor Dave Nelson as Vice-Chairman
 - Supervisor Virginia Gianakos as Secretary/Treasurer
- The Management Committee nominates;
- Supervisor Rob Fannin as Chair of the Management Committee
 - Supervisor Dave Nelson as Chair of the Security/Grounds Committee
 - Supervisor Virginia Gianakos as Chair of the Treasurer's Review Committee

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, November 2, 2021 @ 10:00 am.*

Committee Chairperson: *Supervisor, Marlon K Brownlee*

Operations Manager: *Property Manager, Mark Cooper*

The Strategic Planning Committee met to strategize on how to best gather supervisors input into their desires for strategic planning for this and the next 5 years.

It was decided that the best method would be to have supervisors work from the same spreadsheet as prepared initially by the Property Manager.

Supervisor's individual spreadsheets will be compiled and distributed separately at the Board meeting. An attempt to project operational costs increases will also be distributed to Board members.

Lake St. Charles CDD

Funds Statement

Jul '21 - Sep '21

	Jul '21	Aug '21	Sep '21	Category
Bank/Current Asset Accounts				
CenterState Bank Checking	238,819	178,071	103,037	Cash
CenterState Bank Money Market	254,709	254,731	254,752	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	495,061	434,335	359,322	

Cash (Checking/Savings)				
CenterState Bank Checking	238,819	178,071	103,037	
CenterState Bank Money Market	254,709	254,731	254,752	
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	495,061	434,335	359,322	

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	495,061	434,335	359,322
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District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	254,709	254,731	254,752	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	254,709	254,731	254,752	

Lake St. Charles CDD
Disbursement Authorization Report
September 2021

	Type	Num	Date	Name	Account	Original Amount
	Bill Pmt -Check	EFT/Auto	09/01/2021	Meryman Environmental, Inc	10000-CenterState Bank Checking	-1,000.00
	Bill	INV# 20210762	09/01/2021		58004-Lake Water Quality & Pond	1,000.00
TOTAL						1,000.00
	Check	EFT/Auto	09/02/2021	TECO Electric	10000-CenterState Bank Checking	-2,785.34
					53100 - Electric Utility Svs	28.78
					53100 - Electric Utility Svs	31.94
					53100 - Electric Utility Svs	155.55
					53100 - Electric Utility Svs	832.50
					53100 - Electric Utility Svs	59.65
					53100 - Electric Utility Svs	1,158.78
					53100 - Electric Utility Svs	239.48
					53100 - Electric Utility Svs	43.16
					53100 - Electric Utility Svs	19.19
					53100 - Electric Utility Svs	21.59
					53100 - Electric Utility Svs	19.97
					53100 - Electric Utility Svs	19.58
					53100 - Electric Utility Svs	19.19
					53100 - Electric Utility Svs	19.19
					53100 - Electric Utility Svs	19.19
					53100 - Electric Utility Svs	19.49
					53100 - Electric Utility Svs	19.67
					53100 - Electric Utility Svs	20.06
					53100 - Electric Utility Svs	19.19
					53100 - Electric Utility Svs	19.19
TOTAL						2,785.34
	Bill Pmt -Check	EFT/Auto	09/03/2021	LG Sonic	10000-CenterState Bank Checking	-61,087.50
	Bill	Bouy Rental	09/03/2021		58004-Lake Water Quality & Pond	61,087.50

Lake St. Charles CDD
Disbursement Authorization Report
September 2021

	Type	Num	Date	Name	Account	Original Amount
TOTAL						61,087.50
	Check	EFT/Auto	09/07/2021	TECO Electric	10000-CenterState Bank Checking	-47.94
					53100 - Electric Utility Svs	47.94
TOTAL						47.94
	Check	EFT/Auto	09/07/2021	TECO Gas Company	10000-CenterState Bank Checking	-258.76
					53200 - Gas Utility Services	258.76
TOTAL						258.76
	Check	EFT/Auto	09/10/2021	ADP	10000-CenterState Bank Checking	-128.70
					Payroll Service Charge	21.45
					Payroll Service Charge	107.25
TOTAL						128.70
	Check	EFT/Auto	09/13/2021	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
	Bill Pmt -Check	EFT/Auto	09/15/2021	Tampa Bay Times	10000-CenterState Bank Checking	-618.00
	Bill	AD#177384	08/29/2021		Legal Advertising	618.00

Lake St. Charles CDD

Disbursement Authorization Report

September 2021

	Type	Num	Date	Name	Account	Original Amount
TOTAL						618.00
	Bill Pmt -Check	EFT/Auto	09/15/2021	Verizon Wireless	10000-CenterState Bank Checking	-44.48
	Bill	07-24-21 to 08-23-21	08/23/2021		Telephone	44.48
TOTAL						44.48
	Bill Pmt -Check	EFT/Auto	09/15/2021	Tampa Bay Times	10000-CenterState Bank Checking	-95.50
	Bill	AD#176298	08/15/2021		Legal Advertising	95.50
TOTAL						95.50
	Bill Pmt -Check	EFT/Auto	09/17/2021	Novawa LLC	10000-CenterState Bank Checking	-9,875.00
	Bill	Grant Project Manage	09/17/2021		58004-Lake Water Quality & Pond	9,875.00
TOTAL						9,875.00
	Bill Pmt -Check	EFT/Auto	09/18/2021	SunTrust Credit Card	10000-CenterState Bank Checking	-2,996.40
	Bill	Sept CC Statement	09/24/2021		13500 - SunTrust Visa Card	2,996.40
TOTAL						2,996.40
	Bill Pmt -Check	EFT/Auto	09/21/2021	Ameriscape Services	10000-CenterState Bank Checking	-7,467.50
	Bill	Monthly Maintenance	09/01/2021		Landscape Maintenance Contract	7,467.50
TOTAL						7,467.50
	Bill Pmt -Check	EFT/Auto	09/21/2021	Cintas Fire Protection	10000-CenterState Bank Checking	-265.65
	Bill	0F32652393 Inv #	08/18/2021		Club Facility Maintenance	265.65
TOTAL						265.65
	Bill Pmt -Check	EFT/Auto	09/21/2021	Egis Insurance & Risk Advisors, LLC	10000-CenterState Bank Checking	-72.00

Lake St. Charles CDD

Disbursement Authorization Report

September 2021

	Type	Num	Date	Name	Account	Original Amount
	Bill	Bouys Coverage	08/31/2021		Property Insurance Contract	72.00
TOTAL						72.00
	Bill Pmt -Check	EFT/Auto	09/21/2021	Hernandez Landscaping II Inc	10000-CenterState Bank Checking	-800.00
	Bill	Property Damage Tree	08/12/2021		Misc. Landscape Maintenance	800.00
TOTAL						800.00
	Bill Pmt -Check	EFT/Auto	09/21/2021	Solitude Lake Management	10000-CenterState Bank Checking	-1,575.00
	Bill	Sept Pond Mainten	09/01/2021		Pond & Stormwater Maint	1,110.00
					Pond & Stormwater Maint	465.00
TOTAL						1,575.00
	Bill Pmt -Check	EFT/Auto	09/21/2021	Staples	10000-CenterState Bank Checking	-186.47
	Bill	Trash Bags	08/15/2021		Club Facility Maintenance	186.47
TOTAL						186.47
	Check	EFT/Auto	09/24/2021	ADP	10000-CenterState Bank Checking	-128.70
					Payroll Service Charge	21.45
					Payroll Service Charge	107.25
TOTAL						128.70
	Check	EFT/Auto	09/28/2021	ADP	10000-CenterState Bank Checking	-13,643.01
					District Manager	2,053.60
					Payroll Taxes - Employer Taxes	233.60
					Facilities Monitor	1,383.20
					Property Maintenance Team Lead	1,280.00
					Property Manager	2,472.00

Lake St. Charles CDD
Disbursement Authorization Report
September 2021

Type	Num	Date	Name	Account	Original Amount
				Payroll Taxes - Employer Taxes	659.84
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
				Full Time Hybrid Employee	960.00
				Property Maintenance Part-Time	42.27
				Performance Stipend	1,000.00
				Performance Stipend	2,475.00
TOTAL					<u>13,643.01</u>
Check	EFT/Auto	09/30/2021	Square Inc	10000-CenterState Bank Checking	-3.61
				Rental	3.61
TOTAL					<u>3.61</u>

11/2/2021

Treasurer's Report - SouthState Account
September 2021
09/1/21 - 09/30/21

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						178,071.11
09/01/2021	EFT/Auto	Meryman Environmental, Inc	INV# 20210762	1,000.00		177,071.11
09/02/2021	EFT/Auto	TECO Electric	06980007400 Acct #	2,785.34		174,285.77
09/03/2021	EFT/Auto	LG Sonic	Bouy Rental	61,087.50		113,198.27
09/03/2021			Deposit		289.50	113,487.77
09/07/2021	EFT/Auto	TECO Electric	221005960721 Acct #	47.94		113,439.83
09/07/2021	EFT/Auto	TECO Gas Company	221003603224 Acct #	258.76		113,181.07
09/10/2021	EFT/Auto	ADP	587636296 Inv #	128.70		113,052.37
09/11/2021			Deposit		29.12	113,081.49
09/13/2021	EFT/Auto	ADP	P.E. 9-11-21	8,802.72		104,278.77
09/15/2021	EFT/Auto	Tampa Bay Times	Acct# 105743 AD#177384	618.00		103,660.77
09/15/2021	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	44.48		103,616.29
09/15/2021	EFT/Auto	Tampa Bay Times	Acct# 105743 AD#176298	95.50		103,520.79
09/17/2021	EFT/Auto	Novawa LLC	Grant Project Management	9,875.00		93,645.79
09/18/2021	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	2,996.40		90,649.39
09/21/2021	EFT/Auto	Ameriscape Services	INV# 144630	7,467.50		83,181.89
09/21/2021	EFT/Auto	Cintas Fire Protection	0F32652393 Inv #	265.65		82,916.24
09/21/2021	EFT/Auto	Egis Insurance & Risk Advisors, LLC	Inv# 13950	72.00		82,844.24
09/21/2021	EFT/Auto	Hernandez Landscaping II Inc	INV# 7050 Tree trimming approved by Board	800.00		82,044.24
09/21/2021	EFT/Auto	Solitude Lake Management	INV# PI-A00668072	1,575.00		80,469.24
09/21/2021	EFT/Auto	Staples	6011 1000 4086 310	186.47		80,282.77
09/24/2021	EFT/Auto	ADP	587636296 Inv #	128.70		80,154.07
09/27/2021			Deposit		31,292.00	111,446.07
09/28/2021	EFT/Auto	ADP	P.E. 09-25-21	13,643.01		97,803.06
09/29/2021			Deposit		5,117.29	102,920.35
09/30/2021		Clubhouse Rentals			110.00	103,030.35
09/30/2021	EFT/Auto	Square Inc	2.6% + .10 Square processing fees for CH Rentals	3.61		103,026.74
09/30/2021			Interest		10.22	103,036.96
				111,882.28	36,848.13	103,036.96

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '20 Sep '21	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
3							Revenue/Expense					
4							Revenue					
5							36100 - Interest Earnings					
6							Interest - General Fund	1,531	1,450	81		1,623
7							Total 36100 - Interest Earnings	1,531	1,450	81		1,623
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	8,118	6,200	1,918		3,092
19							SunTrust Credit Card Rewards	1,474	1,474	1,474		
20							Rental	372	500	(128)		973
21							Pool Snack Vending	0	0	0		384
22							Total 36900 - Miscellaneous Revenues	9,964	8,174	1,790		4,449
23							Total Revenue	921,016	917,581	3,435		916,454
24												
25												
26							Expense					
27							5110 - Legislative					
28							Employer Taxes	1,006	1,460	(454)		1,019
29							Special District Fees	175	175	0		175
30							Supervisor Fees	12,000	12,000	0		12,015
31							Supervisor Payroll Service	835	900	(65)		874

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '20 Sep '21	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
32							Total 5110 - Legislative	14,016	14,535	(519)		14,083
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	53,394	53,394	(0)		52,354
39							Medical Stipend	2,400	2,400	0		2,200
40							Payroll Service Charge	458	465	(7)		427
41							Payroll Taxes - Employer Taxes	4,394	4,400	(6)		4,299
42							Performance Stipend	1,000	1,000	0		1,000
43							Total District F&A Employees	61,645	61,659	(14)		60,279
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	865	1,000	(135)		865
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	1,606	2,000	(394)		558
57							Telephone	3,668	3,100	568		3,224
58							Travel Per Diem	0	200	(200)		0
59							Website Development & Monitor	2,608	2,650	(42)		2,149
60							Total 51300 - Financial & Admin	96,472	102,202	(5,730)		95,201

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '20 Sep '21	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
61							51400 - Legal Counsel					
62							District Counsel	1,326	8,000	(6,674)		1,934
63							Total 51400 - Legal Counsel	1,326	8,000	(6,674)		1,934
64							52100 - Law Enforcement					
65							Car Maintenance & Repairs	401	1,000	(599)		378
66							Car Gas	662	1,500	(838)		404
67							Total 52100 - Law Enforcement	1,063	2,500	(1,437)		782
68							53100 - Electric Utility Svs	33,840	39,500	(5,660)		32,038
69							53200 - Gas Utility Services	4,552	4,000	552		2,881
70							53400 - Garbage/Solid Waste Svc	2,926	2,880	46		2,436
71							53600 - Water/Sewer Services	5,539	9,800	(4,261)		4,634
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)		525
75							Fountain in Lake	1,350	3,000	(1,650)		550
76							Gas - Equipment	212	400	(188)		223
77							Gas - Truck	870	1,800	(930)		1,166
78							Irrigation Maintenance	13,582	10,000	3,582		11,253
79							Landscape Maintenance Contract	89,610	89,610	0		87,000
80							Misc. Landscape-Temporary Staff	0	3,000	(3,000)		1,229
81							Misc. Landscape Maintenance	8,688	10,500	(1,812)		10,327
82							Mulch	10,063	10,500	(437)		10,500
83							New Plantings	6,221	8,000	(1,779)		6,770
84							Pond & Stormwater Maint Contract	18,900	18,900	0		18,900
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 September 2021

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '20 Sep '21	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
89							Midge Treatment Contract	0	0	0		67,578
90							Total 53900 - Physical Environment	168,074	177,110	(9,037)		233,119
91							57200 - Parks & Recreation					
92							Auto Liability	733	755	(22)		715
93							Club Facility Maintenance					
94							Club Facility Maintenance	3,584	5,000	(1,416)		2,934
95							Clubhouse Supplies	4,366	2,300	2,066		2,374
96							Locks/Keys	71	100	(29)		0
97							Pool Snack Vending Items	0	0	0		258
98							Total Club Facility Maintenance	8,021	7,400	621		5,566
99							District Employees Payroll Exp					
100							Employer Workman Comp	5,421	9,000	(3,579)		5,700
101							Facilities Monitor	35,963	35,963	0		35,256
102							Medical Stipends	5,700	6,000	(300)		5,500
103							Payroll Service Charge	2,359	2,500	(141)		2,217
104							Payroll Taxes - Employer Taxes	13,179	13,500	(321)		13,507
105							Performance Stipend	2,475	2,600	(125)		2,600
106							Full-Time Hybrid Employee	23,842	28,122	(4,280)		26,682
107							Property Maintenance Part-Time	1,747	1,480	267		1,450
108							Property Maintenance Team Lead	34,889	30,651	4,238		30,052
109							Property Manager	64,272	64,272	0		63,003
110							Recreational Assistants	4,945	8,500	(3,556)		5,156
111							Total District Employees Payroll Exp	194,791	202,588	(7,797)		191,124
112							Dock Maintenance	185	400	(215)		0
113							Drainage/ Nature Path/Trail Maintenance	0	1,800	(1,800)		905
114							Park Facility Maintenance	2,081	6,000	(3,919)		5,968
115							Parks & Rec Cell Phones	1,652	1,700	(48)		1,364
116							Playground Maintenance	405	2,000	(1,595)		0
117							Pool Maintenance Contract	16,420	19,600	(3,180)		17,600

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '20 Sep '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	234,042	259,483	(25,441)		241,729
122							58003- Future CIP Projects and Reserves	289,687	297,571	(7,884)		106,144
123							Total Expense	851,535	917,581	(66,046)		734,981
124							Revenue Less Expenses	69,481	0	69,481		181,473
125							Other Revenue/Expense					
126							Other Revenue					
127							FY 19-20 Carryover	221,332		221,332		
128							DEP & Hills County Grant Reimbursements	36,292	157,981	(121,689)		
129							Total Other Revenue	4,634,635	0	221,332		
130												
131							Other Expense					
132							Unassigned CIP Projects	140,769	221,332	(80,563)		
133							Funding for District's Reserve Acct	0	0	0		
134							Lake Water Quality & Fountain Sitting Area Project	103,255	157,981	(54,727)		
135							Total Other Expense	140,769	221,332	(80,563)		
136							Net Other Income	80,563	(221,332)	80,563		
137							Net Income	150,044	(221,332)	150,044		

Lake St. Charles CDD
Property Manager Expense Report
September 2021

	Type	Date	Memo	Account	Amount
Ace Hardware					
	Credit Card Charge	09/15/2021	gloves, mask and pvc pi	Misc. Landscape Maintenance	75.57
	Credit Card Charge	09/30/2021	PVC couple	Misc. Landscape Maintenance	2.86
	Credit Card Charge	09/30/2021	Irrigation items	Misc. Landscape Maintenance	42.41
Dog Waste Depot					
	Credit Card Charge	09/30/2021	Dog Waste station	Park Facility Maintenance	272.24
Forestry Distributing					
	Credit Card Charge	09/14/2021	Herbicide	Misc. Landscape Maintenance	171.52
Harrell's Nursery Inc.					
	Credit Card Charge	09/08/2021	Plants	New Plantings	193.50
	Credit Card Charge	09/22/2021	Plants	New Plantings	321.00
Home Depot					
	Credit Card Charge	09/10/2021	Cleaning supplies	Club Facility Maintenance	45.11
	Credit Card Charge	09/13/2021	irrigation items	Irrigation Maintenance	79.74
	Credit Card Charge	09/21/2021	irrigation items	Irrigation Maintenance	41.84
	Credit Card Charge	09/23/2021	Mulch for Plants	New Plantings	75.43
	Credit Card Charge	09/23/2021	Mulch for Plants	New Plantings	232.24
	Credit Card Charge	09/30/2021	Plants	New Plantings	345.66
Mark Cooper					
	Bill	09/30/2021	Reimbursement for plant purchase on personal credit card	New Plantings	1,922.96
Robert's Nursery, Inc.					
	Credit Card Charge	09/08/2021	Plants	New Plantings	107.50
Winn Dixie					
	Credit Card Charge	09/29/2021	Water	Clubhouse Supplies	28.95
TOTAL					3,959

November 2, 2021 Property Manager's Report

After several meetings with the DEP and a grant project schedule has been determined. The final submission of the QAPP will take place in November and the actual grant work is scheduled to start January 1, 2022.

The condition of the property was reviewed and ASI has addressed the areas that had been neglected previously. The committee will defer to a vote by the Board if they wish to continue services with ASI or enter in an agreement with Mainscapes.