

Supervisor Packet for December 7, 2021 General Meeting

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

7:00 p.m., December 7, 2021

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

Board of Supervisors

Robb Fannin, Chair, 785-5423

Dave Nelson, Vice Chair, 293-7979

Sabrina Peacock, Secretary/Treasurer 951-8327

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 FANNIN) 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. November 2, 2021 Meeting Minutes b. November 16, 2021 Special Strategic Planning Meeting c. Committee Meeting Minutes for November 2021 <ol style="list-style-type: none"> i. Treasurer's Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee d. October 2021 Financial Statements e. November 2021 Property Manager Report f. November 2021 Facilities Monitor Report (Separate from packet)

7:20-8:20	8. FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) (60 MINUTES)
8:20-8:40	9. COMMITTEE REPORTS (20 Minutes)
	1. Treasurer's Review Committee – Treasurer Peacock a. District vehicle discussion 2. Grounds/Security Committee – Committee Chair Nelson 3. Management Committee – Committee Chair Fannin 4. Strategic Planning Committee – Committee Chair Brownlee
8:40- 8:50	11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR (10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors
8:50-9:00	12. PROPERTY MANAGER (10 Minutes)
	Items for Consideration by Property Manager - Mark Cooper 1. Property Management Report
9:00–9:05	13. DISTRICT MANAGER (5 Minutes)
	Items for Consideration by District Manager – Adriana Urbina 1. District Manager Report
9:05 –9:15	14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
9:15	ADJOURN



Date: November 2, 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
Luis Martinez, Facility Monitor

In attendance:

Lake St. Charles Residents

Meeting was called to order at 7:00 p.m. by Chair, Sabrina Peacock

Present Residents requested from the Board, allocation of funds for; walking trail repairs, improvements of the dog park, and an addition of a tennis backboard. The residents were informed that the trail has the highest priority on the Capital Improvement plan. All residents were invited to attend the Special Strategic Planning Meeting scheduled on November 16, 2021 7PM at the clubhouse.

1. On **MOTION** by Supervisor Gianakos and Second by Supervisor Brownlee the Board approved the, November 2 , 2021 Consent Agenda consisting of the: October 5, 2021 General Meeting Minutes, the October Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the September 2021 Financial Reports, the Property Manager Report and the Facility

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

Luis Santiago & Joe Chiellini, representatives from ASI, thanked the Board for being patient through their difficult times. They hope that the Board will continue to give them the opportunity to improve their service.

2. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board approved to waive Policy #3200-3200.7 Allocation of cash back rewards. \$2,104.18 is to be deposited into the District's Checking account (Operations & Maintenance). Motion passed 5 to 0

3. On **MOTION** Supervisor Gianakos and Second by Supervisor Peacock, the Board approved the transfer of \$35,000 from the District's Money Market account (Reserve Account) into the District's Checking account (Operations & Maintenance). This transaction is needed to prevent a cash flow shortage. Funds will be transferred back into the Money Market account once the District receives an assessment distribution from the Hillsborough County Tax Collector. Motion passed 5 to 0

AI: District Manager, to turn off towing notifications from App.

4. On **MOTION** by Supervisor Peacock and Second by Supervisor Gianakos, the Board approved District Manager, Adriana Urbina to publish a legal notice advertising the upcoming Special Strategic Planning Meeting. Motion passed 5 to 0
5. On **MOTION** by Supervisor Nelson and Second by Supervisor Peacock, the Board discussed nominating Supervisor Rob Fannin as Chairman, Supervisor Dave Nelson as Vice-Chairman and Supervisor Virginia Gianakos as Secretary/Treasurer. Motion was rescinded
6. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board approved the FY 21-22 Board Officers to be Rob Fannin as Chairman, Dave Nelson as Vice-Chairman and Sabrina Peacock as Secretary/Treasurer. Motion passed 5 to 0
7. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board appointed Supervisor Dave Nelson as Grounds and Security Committee Chair, Supervisor Rob Fannin as Management Committee Chair, Supervisor Sabrina Peacock as Treasurer Review Committee Chair, and Supervisor Brownlee as Strategic Planning Committee Chair. The motion passed 5 to 0.
8. On **MOTION** by Supervisor Peacock and Second by Supervisor Gianakos, the Board approved to extend the General Meeting until 8:45PM. Motion passed 5 to 0

9. On **MOTION** by Supervisor Nelson and Second by Supervisor Fannin, the Board discussed continuing the landscaping contract with ASI. Motion was amended to say to keep ASI under contract until the end of fiscal year 22 and then issue a RFP. Motion failed 2 to 3 Supervisor Peacock, Supervisor Gianakos and Supervisor Brownlee voted NO

10. On **MOTION** by Supervisor Gianakos and Second by Supervisor Fannin, the Board approved to sign a contract with Mainscapes for landscaping services. The contract will be at the same rate as budgeted with ASI. Property Manager, Mark Cooper is to give ASI a 30 day notice of contract termination. Motion passed 3 to 2 Supervisor Fannin and Supervisor Nelson voted NO

11. On **MOTION** by Supervisor Peacock and Second by Supervisor Gianakos, the Board approved to extend the General Meeting until 9:00PM. Motion passed 5 to 0

AI: Property Manager, Mark Cooper to call Mainstay references.

Meeting adjourned at 8:50PM

Respectfully submitted,

Dave Nelson, Treasurer/Secretary

Sabrina Peacock, Chair



Date: November 16, 2021

Time: 6:00 p.m.

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

Supervisors:

Chair, Robb Fannin
Vice Chair, Dave Nelson (Via Zoom)
Secretary/Treasurer, Sabrina Peacock
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, Robb Fannin

The Board discussed the projects as listed on an interactive spreadsheet presented. Residents requested for funds to be used to improve the dog park and an addition of a tennis backboard. The Board approved various projects listed for FY22. The approved FY22 Capital Improvement chart will be posted on the District website.

1. On **MOTION** by Supervisor Peacock and Second by Supervisor Gianakos, the Board approved FY 22 Capital Improvement Chart. District Manager, Adriana Urbina will upload to the District's website. Motion passed 4 to 0
2. On **MOTION** by Supervisor Fannin and Second by Supervisor Peacock, the Board approved to extend the Special Strategic Planning Meeting until 8:00PM. Motion passed 4 to 0

3. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board approved to extend the Special Strategic Planning Meeting until 8:10PM.
4. On **MOTION** by Supervisor Gianakos and Second by Supervisor Fannin, the Board approved an expense in the amount of \$3,100 for Community Holiday Decorations, to be funded from Future CIP Projects & Reserves Line. Motion passed 4 to 0
5. On **MOTION** by Supervisor Peacock and Second by Supervisor Fannin, the Board approved District Manager, Adriana Urbina to publish a legal notice advertising the upcoming Special Strategic Planning Meeting on December 14, 2021 6PM. Motion passed 4 to 0

Meeting adjourned at 8:08PM

Respectfully submitted,

Sabrina Peacock, Treasurer/Secretary

Rob Fannin, Chair

Treasurer's Review Committee Meeting Minutes

Date: *Tuesday, November 16, 2021, 11:00 am*

Chair: *Supervisor Sabrina Peacock*

Operations Manager: *Adriana Urbina*

Committee Members: *Supervisor Sabrina Peacock, District Manager, Adriana Urbina*

Notice of Meetings – Treasurer's Review Committee

-The Committee discussed the upcoming Special Strategic Planning meeting.

-The Committee would like to place on the December Agenda a discussion about the possibility of selling the District vehicle. District Manager, Adriana Urbina will place this topic on the agenda for discussion.

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, November 18, 2021 at 12:30 PM.*

Committee Chairperson: *Supervisor, Dave Nelson*

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: *Wednesday, November 17, 2021 @ 12:00 pm*

Chairperson: *Chairman Rob Fannin*

Operations Manager: *District Manager, Adriana Urbina*

In Attendance: *Chairman Rob Fannin, 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, November 16, 2021 @10:00am.*

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

Aug '21 - Oct '21

	Aug '21	Sep '21	Oct '21	Category
Bank/Current Asset Accounts				
CenterState Bank Checking	178,071	103,037	79,447	Cash
CenterState Bank Money Market	254,731	254,752	254,772	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	434,335	359,322	335,752	
Cash (Checking/Savings)				
CenterState Bank Checking	178,071	103,037	79,447	
CenterState Bank Money Market	254,731	254,752	254,772	
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	434,335	359,322	335,752	
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	434,335	359,322	335,752	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	254,731	254,752	254,772	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	254,731	254,752	254,772	

Lake St. Charles CDD
Disbursement Authorization Report
October 2021

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	10/05/2021	TECO Electric	10000-CenterState Bank Checking	-3,155.00
			53100 - Electric Utility Svs		55.21
			53100 - Electric Utility Svs		61.50
			53100 - Electric Utility Svs		177.72
			53100 - Electric Utility Svs		851.51
			53100 - Electric Utility Svs		57.49
			53100 - Electric Utility Svs		1,379.24
			53100 - Electric Utility Svs		288.87
			53100 - Electric Utility Svs		42.93
			53100 - Electric Utility Svs		21.23
			53100 - Electric Utility Svs		22.33
			53100 - Electric Utility Svs		20.26
			53100 - Electric Utility Svs		19.72
			53100 - Electric Utility Svs		19.39
			53100 - Electric Utility Svs		19.29
			53100 - Electric Utility Svs		19.39
			53100 - Electric Utility Svs		19.72
			53100 - Electric Utility Svs		20.05
			53100 - Electric Utility Svs		20.26
			53100 - Electric Utility Svs		19.39
			53100 - Electric Utility Svs		19.50
TOTAL					3,155.00
Check	EFT/Auto	10/05/2021	Square Inc	10000-CenterState Bank Checking	-29.12
			Security/Renters Cards Deposits		30.00
			Security/Renters Cards Deposits		-0.88
TOTAL					29.12
Check	EFT/Auto	10/06/2021	TECO Gas Company	10000-CenterState Bank Checking	-311.89
			53200 - Gas Utility Services		311.89

Lake St. Charles CDD
Disbursement Authorization Report
October 2021

	Type	Num	Date	Name	Account	Original Amount
TOTAL						311.89
	Check	EFT/Auto	10/06/2021	TECO Electric	10000-CenterState Bank Checking	-58.14
					53100 - Electric Utility Svs	58.14
TOTAL						58.14
	Check	EFT/Auto	10/08/2021	ADP	10000-CenterState Bank Checking	-150.23
					Payroll Service Charge	18.76
					Payroll Service Charge	84.57
					Supervisor Payroll Service	46.90
TOTAL						150.23
	Check	EFT/Auto	10/08/2021	ADP	10000-CenterState Bank Checking	-30.60
					Payroll Taxes - Employer Taxes	30.60
TOTAL						30.60
	Check	EFT/Auto	10/12/2021	ADP	10000-CenterState Bank Checking	-10,839.48
					District Manager	2,094.40
					Payroll Taxes - Employer Taxes	175.52
					Medical Stipend	200.00
					Facilities Monitor	1,411.20
					Property Maintenance Team Lead	1,301.52
					Property Manager	2,521.60
					Payroll Taxes - Employer Taxes	518.12
					Property Maintenance Part-Time	57.48
					Medical Stipends	500.00
					Full Time Maintenance Employee	976.14
					Supervisor Fees	1,000.00
					Employer Taxes	83.50
TOTAL						10,839.48

Lake St. Charles CDD
Disbursement Authorization Report
October 2021

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	10/12/2021	Square Inc	10000-CenterState Bank Checking	-289.50
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-10.50
TOTAL					289.50
Check	EFT/Auto	10/15/2021	ADP	10000-CenterState Bank Checking	-126.36
				Payroll Service Charge	126.36
TOTAL					126.36
Sales Tax Paymen	EFT/Auto	10/19/2021	Florida Department of Revenue	10000-CenterState Bank Checking	-7.19
			Florida Department of Revenue	Sales Tax Payable	1.54
			Florida Department of Revenue	Sales Tax Payable	5.65
TOTAL					7.19
Bill Pmt -Check	EFT/Auto	10/19/2021	SunTrust Credit Card	10000-CenterState Bank Checking	-4,243.52
Bill	Oct CC Statement	10/24/2021		13500 - SunTrust Visa Card	4,243.52
TOTAL					4,243.52
Bill Pmt -Check	EFT/Auto	10/21/2021	Mark Cooper	10000-CenterState Bank Checking	-400.00
Bill	Clothing reimburseme	09/30/2021		Unassigned CIP Projects	400.00
TOTAL					400.00
Check	EFT/Auto	10/22/2021	ADP	10000-CenterState Bank Checking	-146.44
				Payroll Service Charge	13.34
				Payroll Service Charge	66.55
				Supervisor Payroll Service	66.55
TOTAL					146.44

Lake St. Charles CDD
Disbursement Authorization Report
October 2021

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	10/26/2021	ADP	10000-CenterState Bank Checking	-9,010.13
				District Manager	2,094.40
				Payroll Taxes - Employer Taxes	160.22
				Facilities Monitor	1,411.20
				Property Maintenance Team Lead	1,305.60
				Property Manager	2,521.60
				Payroll Taxes - Employer Taxes	480.43
				Full Time Maintenance Employee	979.20
				Property Maintenance Part-Time	57.48
TOTAL					9,010.13
Bill Pmt -Check	EFT/Auto	10/27/2021	Ameriscape Services	10000-CenterState Bank Checking	-1,139.21
Bill	Irrigation Repairs	07/23/2021		Irrigation Maintenance	1,139.21
TOTAL					1,139.21
Bill Pmt -Check	EFT/Auto	10/27/2021	Ameriscape Services	10000-CenterState Bank Checking	-1,139.21
Bill	Monthly Maintenance	07/23/2021		Irrigation Maintenance	1,139.21
TOTAL					1,139.21
Check	EFT/Auto	10/31/2021	Square Inc	10000-CenterState Bank Checking	-3.06
				Rental	3.06
TOTAL					3.06

12/2/2021

Treasurer's Report - SouthState Account
October 2021
10/1/21 - 10/31/21

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						102,852.26
10/05/2021	EFT/Auto	TECO Electric	06980007400 Acct #	3,155.00		99,697.26
10/05/2021	EFT/Auto	Square Inc	J. Lopez Guest Pass Deposit Refund	29.12		99,668.14
10/06/2021	EFT/Auto	TECO Gas Company	221003603224 Acct #	311.89		99,356.25
10/06/2021	EFT/Auto	TECO Electric	221005960721 Acct #	58.14		99,298.11
10/06/2021			Deposit		14.51	99,312.62
10/08/2021	EFT/Auto	ADP	589380999 Inv #	150.23		99,162.39
10/08/2021	EFT/Auto	ADP		30.60		99,131.79
10/12/2021	EFT/Auto	ADP	P.E. 10-09-21	10,839.48		88,292.31
10/12/2021	EFT/Auto	Square Inc	\CH Rental Deposit Refund	289.50		88,002.81
10/15/2021	EFT/Auto	ADP	589783246 Inv #	126.36		87,876.45
10/19/2021	EFT/Auto	Florida Department of Revenue		7.19		87,869.26
10/19/2021	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	4,243.52		83,625.74
10/21/2021	EFT/Auto	Mark Cooper	Clothing reimbursement approved by Board	400.00		83,225.74
10/22/2021	EFT/Auto	ADP	590236345 Inv #	146.44		83,079.30
10/26/2021	EFT/Auto	ADP	P.E. 10-23-21	9,010.13		74,069.17
10/27/2021	EFT/Auto	Ameriscape Services	INV# 144071	1,139.21		72,929.96
10/27/2021	EFT/Auto	Ameriscape Services	INV# 144071	1,139.21		71,790.75
10/27/2021			Deposit		7,512.14	79,302.89
10/27/2021			Deposit		29.02	79,331.91
10/31/2021		Clubhouse Rentals			55.00	79,386.91
10/31/2021	EFT/Auto	Square Inc	2.6% + .10 Square processing fees for CH Rentals	3.06		79,383.85
10/31/2021		Clubhouse Rentals			55.00	79,438.85
10/31/2021			Interest		7.77	79,446.62
				31,079.08	7,673.44	79,446.62

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

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
2							Revenue/Expense					
3							Revenue					
4							36100 - Interest Earnings					
5							Interest - General Fund	28	1,450	(1,422)		32
6							Total 36100 - Interest Earnings	28	1,450	(1,422)		32
7							General Fund Assessment-O&M					
8							General Fund Assessment Gross	0	958,146	(958,146)		0
9							GF Prop Tax Interest	0	0	0		0
10							GF Tax Collector Commissions	0	(19,163)	19,163		0
11							GF Tax Payment Discount	0	(38,326)	38,326		0
12							Total General Fund Assessment-O&M	0	900,657	(900,657)		0
13												
14							Total 36310 - Special Assessment	0	900,657	(900,657)		0
15							36311 - Excess Fees	7,512	0	7,512		0
16							36900 - Miscellaneous Revenues			0		
17							Other Misc Revenue	44	1,200	(1,156)		6,924.40
18							Rental	100	500	(400)		0.00
19							Pool Snack Vending	0	475	(475)		0.00
20							Total 36900 - Miscellaneous Revenues	143	2,175	(2,032)		6,924
21							Total Revenue	7,683	904,282	(896,599)		6,956
22												
24							Expense					
25							5110 - Legislative					
26							Employer Taxes	84	1,460	(1,377)		83.50
27							Special District Fees	0	175	(175)		0.00
28							Supervisor Fees	1,000	12,000	(11,000)		1,000.00
29							Supervisor Payroll Service	113	900	(787)		0.00
30							Total 5110 - Legislative	1,197	14,535	(13,338)		1,084

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

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
31							51300 - Financial & Admin					
32							Accounting Services	0	500	(500)		0
33							Auditing Services	1,000	13,500	(12,500)		0
34							Banking & Investment Mgmt Fees	0	200	(200)		0
35							District F&A Employees					
36							District Manager	4,189	54,462	(50,273)		2,053.60
37							Medical Stipend	200	2,400	(2,200)		200.00
38							Payroll Service Charge	32	465	(433)		20.43
39							Payroll Taxes - Employer Taxes	336	4,400	(4,064)		172.40
40							Performance Stipend	0	1,000	(1,000)		0.00
41							Total District F&A Employees	4,757	62,727	(57,970)		2,446
42							Dues, Licenses & Fees	194	500	(306)		30.00
43							General Insurance					
44							Crime	585	600	(15)		565.00
45							General Liability	3,917	3,868	49		3,785.00
46							Public Officials Liability & EP	3,219	3,179	40		3,110.00
47							Total General Insurance	7,721	7,647	74		7,460
48							Legal Advertising	0	2,600	(2,600)		0.00
49							Local/Other Taxes	0	3,396	(3,396)		0.00
50							Office Supplies	0	1,000	(1,000)		0.00
51							Postage	20	250	(230)		0.00
52							Printer Supplies	206	2,000	(1,794)		0.00
53							Professional Development	0	1,000	(1,000)		0.00
54							Technology Services/Upgrades	360	2,000	(1,640)		0.00
55							Telephone	44	3,600	(3,556)		0.00
56							Travel Per Diem	0	200	(200)		0.00
57							Website Development & Monitor	86	2,650	(2,564)		0.00
58							Total 51300 - Financial & Admin	14,388	103,770	(89,382)		9,936
59							51400 - Legal Counsel					

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

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
60							District Counsel	0	8,000	(8,000)		569
61							Total 51400 - Legal Counsel	0	8,000	(8,000)		569
62							52100 - Law Enforcement					
63							Car Maintenance & Repairs	0	1,000	(1,000)		0
64							Car Gas	58	1,500	(1,442)		0
65							Total 52100 - Law Enforcement	58	2,500	(2,442)		0
66							53100 - Electric Utility Svs	3,213	46,500	(43,287)		81.72
67							53200 - Gas Utility Services	312	4,000	(3,688)		0.00
68							53400 - Garbage/Solid Waste Svc	0	2,880	(2,880)		0.00
69							53600 - Water/Sewer Services	345	9,800	(9,455)		0.00
70							53900 - Physical Environment					
71							Entry & Walls Maintenance	0	2,000	(2,000)		0.00
72							Ford F250 Maintenance & Repair	0	2,000	(2,000)		0.00
73							Fountain in Lake	0	3,000	(3,000)		0.00
74							Gas - Equipment	0	400	(400)		0.00
75							Gas - Truck	75	1,800	(1,725)		0.00
76							Irrigation Maintenance	0	10,000	(10,000)		0.00
77							Landscape Maintenance Contract	7,468	92,299	(84,832)		7,467.50
78							Misc. Landscape-Temporary Staff	0	3,000	(3,000)		0.00
79							Misc. Landscape Maintenance	1,376	10,500	(9,124)		0.00
80							Mulch	258	10,500	(10,242)		0.00
81							New Plantings	0	8,000	(8,000)		0.00
82							Pond & Stormwater Maint Contract	1,143	13,720	(12,577)		0
83							Pond 9,22,23,&24 Aeration Maint	648	1,296	(648)		0.00
84							Lake#27 Aeration Maint	1,080	2,160	(1,080)		
85							Fountain Maint #21	125	500	(375)		
86							Property Insurance Contract	15,542	14,500	1,042		13,672.00
87							Sod Replacement	0	4,000	(4,000)		0.00
88							Mitigation Maint Contract	225	900	(675)		0.00
89							Midge Survey	0	1,500	(1,500)		0

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

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
90							Total 53900 - Physical Environment	27,940	182,075	(154,135)		21,140
91							57200 - Parks & Recreation					
92							Auto Liability	758	755	3		733.00
93							Club Facility Maintenance					
94							Club Facility Maintenance	369	5,000	(4,631)		117.06
95							Clubhouse Supplies	68	2,300	(2,232)		0.00
96							Locks/Keys	0	100	(100)		0.00
97							Pool Snack Vending Items	0	300	(300)		0.00
98							Total Club Facility Maintenance	437	7,700	(7,263)		117
99							District Employees Payroll Exp					
100							Employer Workman Comp	5,313	9,360	(4,047)		5,137.64
101							Facilities Monitor	2,822	36,682	(33,860)		1,383.20
102							Medical Stipends	500	6,000	(5,500)		500.00
103							Payroll Service Charge	277	2,500	(2,223)		102.13
104							Payroll Taxes - Employer Taxes	1,029	16,500	(15,471)		530.75
105							Performance Stipend	0	2,600	(2,600)		0.00
106							Full-Time Hybrid Employee	1,955	25,460	(23,505)		1,081.60
107							Property Maintenance Part-Time	115	1,510	(1,395)		42.27
108							Property Maintenance Team Lead	2,607	33,946	(31,339)		1,455.18
109							Property Manager	5,043	65,558	(60,515)		2,472.00
110							Grant Management (Reimbursed)	0	36,500			
111							Recreational Assistants	0	9,500	(9,500)		
112							Hills Cnty Off Duty Sheriff	0	2,900			0.00
113							Total District Employees Payroll Exp	19,663	249,016	(229,353)		12,705
114							Dock Maintenance	0	400	(400)		0.00
115							Drainage/ Nature Path/Trail Maintenance	0	1,800	(1,800)		0.00
116							Park Facility Maintenance	610	7,000	(6,390)		75.00
117							Parks & Rec Cell Phones	107	1,700	(1,593)		0.00
118							Playground Maintenance	0	2,000	(2,000)		0.00
119							Pool Maintenance Contract	1,725	21,100	(19,375)		0.00

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

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
120							Pool Maintenance Repairs	43	12,000	(11,958)		1,101.37
121							Sec System Monitoring Contract	0	240	(240)		0.00
122							Security Repairs	0	5,000	(5,000)		0.00
123							Total 57200 - Parks & Recreation	23,342	308,711	(285,369)		14,731
124							58003- Future CIP Projects and Reserves	0	258,011	(258,011)		0
125							Total Expense	70,795	940,782	(869,987)		47,541
126							Revenue Less Expenses	(63,112)	(36,500)	(26,612)		(40,585)
127							Other Revenue/Expense					
128							Other Revenue					
129							SunTrust Credit Card Rewards	0				
130							FY 20-21 Carryover	0		0		
131							DEP Grant Reimbursement	0	397,069	(397,069)		
132							Total Other Revenue	0	397,069	0		
133												
134							Other Expense					
135							Unassigned CIP Projects	0	0	0		
136							58004-Lake Water Quality & Pond	28,163	433,569	(405,406)		
137							Total Other Expense	28,163	433,569	(405,406)		
138							Net Other Income	(28,163)	(36,500)	(28,163)		
139							Net Income	(91,275)	(73,000)	(54,775)		

Lake St. Charles CDD

Property Manager Expense Report

October 2021

	Type	Date	Memo	Account	Amount
Ace Hardware					
	Credit Card Charge	10/19/2021	Irrigation items	Misc. Landscape Maintenance	2.57
	Credit Card Charge	10/19/2021	Irrigation items	Misc. Landscape Maintenance	2.14
Amazon.com					
	Credit Card Charge	10/20/2021	mask for staff	Clubhouse Supplies	39.95
C.E.S.					
	Credit Card Charge	10/12/2021	4 LED flood lights	Misc. Landscape Maintenance	282.42
Dog Waste Depot					
	Credit Card Charge	10/07/2021	Doggie Bags	Park Facility Maintenance	609.71
Home Depot					
	Credit Card Charge	10/13/2021	mulch	Mulch	258.05
	Credit Card Charge	10/13/2021	roundup	Misc. Landscape Maintenance	163.13
	Credit Card Charge	10/15/2021	Step Stone	Misc. Landscape Maintenance	1.48
	Credit Card Charge	10/19/2021	Misc items	Misc. Landscape Maintenance	21.23
	Credit Card Charge	10/21/2021	Cleaning supplies & Mis	Club Facility Maintenance	119.54
Post and Pack Inc					
	Credit Card Charge	10/07/2021	Packing tape	Misc. Landscape Maintenance	2.30
Signs Now					
	Credit Card Charge	10/08/2021	Tow sign	Misc. Landscape Maintenance	126.00
Staples					
	Bill	10/15/2021	Trash bags, wipes and h	Club Facility Maintenance	249.73
Still Water Aquatics LLC					
	Bill	10/27/2021	INV #202147 Treated bu	Misc. Landscape Maintenance	275.00
Total Urban Forestry LLC					
	Credit Card Charge	10/11/2021	Debris Pick-up	Misc. Landscape Maintenance	500.00
Winn Dixie					
	Credit Card Charge	10/21/2021	Water & Gatorade	Clubhouse Supplies	27.82
				TOTAL	2,681

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.