

Supervisor Packet for March 1, 2022 General Meeting

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

7:00 p.m., March 1, 2022

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. February 1, 2022 Meeting Minutes b. Committee Meeting Minutes for February 2022 <ol style="list-style-type: none"> i. Treasurer's Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. January 2022 Financial Statements d. February 2022 Property Manager Report e. February 2022 Facilities Monitor Report (Separate from packet)

7:20-8:30	8. COMMITTEE REPORTS (70 Minutes)
	<p>1. Treasurer's Review Committee – Treasurer Peacock</p> <ul style="list-style-type: none"> a. The Treasurer's Review Committee recommends a Motion to transfer \$35,000 from the District's Operational Account into the District's Reserve Account. b. The Treasurer's Review Committee recommends a Motion to approve the purchase of a replacement bench from Miller Recreation in the amount of \$1,069. Amount to be funded from Park Facility Maintenance line. <p>2. Grounds/Security Committee – Committee Chair Nelson</p> <ul style="list-style-type: none"> a. The Grounds/Security Committee recommends a Motion to approve removal of trees for the phase 1 trail project in the amount of \$2,800. b. The Grounds/Security Committee recommends a Motion to approve the purchase of astronomical time clocks for the 3 lake aeration compressor stations in the amount of \$3,850 from Brandon Electric. To be funded from CIP. c. The Grounds/Security Committee recommends a Motion to approve the purchase astronomical time clocks for the two lake fountains and lights in the amount of \$4,910 from Brandon Electric. To be funded from CIP. <p>3. Management Committee – Committee Chair Fannin</p> <ul style="list-style-type: none"> a. The Management Committee recommends a Motion to increase Facility Monitor's hourly wage to \$22 an hour, budget will be amended to reflect this change. <p>4. Strategic Planning Committee – Committee Chair Brownlee</p>
8:30- 8:40	11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR (10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors
8:40-8:50	12. PROPERTY MANAGER (10 Minutes)
	<p>Items for Consideration by Property Manager - Mark Cooper</p> <ul style="list-style-type: none"> 1. Property Management Report 2. Presentation of quotes for upcoming projects.
8:50–8:55	13. DISTRICT MANAGER (5 Minutes)
	<p>Items for Consideration by District Manager – Adriana Urbina</p> <ul style="list-style-type: none"> 1. District Manager Report 2. Presentation of assessment increase timeline.
8:55 –9:05	14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
9:05	ADJOURN



Date: February 1, 2022

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, 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
Luis Martinez, Facility Monitor

In attendance:

Lake St. Charles Residents

Meeting was called to order at 7:00 p.m. by Chair, Robb Fannin

1. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock the Board approved the, February 1, 2022 Consent Agenda consisting of the: January 4, 2022 General Meeting Minutes, the January Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the December 2021 Financial Reports, the Property Manager Report and the Facility Monitor January 2022 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0
2. On **MOTION** by Supervisor Peacock and Second by Supervisor Fannin, the Board approved beginning the 1st phase of the trail repair not to exceed \$51,037. Motion Passed 5 to 0

3. On **MOTION** by Supervisor Peacock and Second by Supervisor Gianakos, the Board approved to have the self cleaning additive added to the District sidewalks not to exceed \$2,155. This treatment has worked in keeping the slickness off the sidewalks. Motion passed 5 to 0
4. On **MOTION** by Supervisor Peacock and Second by Supervisor Gianakos, the Board approved to begin the clubhouse roof repair not to exceed \$20,000. Motion passed 5 to 0
5. On **MOTION** by Supervisor Peacock and Second by Supervisor Gianakos, the Board approved to have a master survey conducted in the park area not to exceed \$7,700. This survey will be needed for future park projects. Motion passed 5 to 0
6. On **MOTION** by Supervisor Peacock and Second by Supervisor Fannin, the Board approved to have 100 cubic yards of mulch installed in the playground not to exceed \$4,400. This mulch should last for a couple years before replacement will be necessary. Motion passed 5 to 0
7. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board approved to withdraw the previously issued EPC permit from the Kirk's residence due to the homeowner not complying with the permit requirements. Motion passed 5 to 0
8. On **MOTION** by Supervisor Fannin and Second by Supervisor Peacock, the Board approved to increase the District's annual assessment to \$1,500. The Board will continue to review up until the legal notices get mailed out to all residents. Motion passed 5 to 0

AI: District Manager, Adriana Urbina to schedule special Capital Improvement Meeting on April 19, 2022 7pm.

9. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board approved Mr. & Mrs. Gibb's request to install a dock on the District's lake pending approval from the EPC. Motion passed 5 to 0

AI: Property Manager, Mark Cooper to be in contact with the Military Makeover Crew at least twice a day to verify that District and residents are protected.

Meeting adjourned at 8:24PM

Respectfully submitted,

Sabrina Peacock, Treasurer/Secretary

Robb Fannin, Chair

Treasurer's Review Committee Meeting Minutes

Date: *Tuesday, February 15, 2022, 11:00 am*

Chair: *Supervisor Sabrina Peacock*

Operations Manager: *Adriana Urbina*

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

Notice of Meetings – Treasurer's Review Committee

- The Committee reviewed and signed confirmation pages of payments made by SouthState Bank Bill Pay.
- The Committee discussed possibly canceling March TRC Meeting.
- The Committee discussed transferring \$35,000 from the District's Operational Account into the District's Reserve Account. This transfer was originally made from the reserve into operational to prevent any cash flow issues.
- The Committee recommends a Motion to transfer \$35,000 from the District's Operational Account into the District's Reserve Account.
- The Committee discussed that permits may need to be pulled for the boat launch project (\$5,000 grant was approved from Hillsborough County). The permit amounts are currently unknown.
- The Committee discussed funding for the bench replacement needed in the park.
- The Treasurer's Review Committee recommends a Motion to approve the purchase of a replacement bench from MillerRecreation in the amount of \$1,069. Amount to be funded from Park Facility Maintenance line.

Security - Grounds Committee Meeting Minutes

Date: *Thursday, February 17, 2022 at 4:00 PM.*

Committee Chairperson: *Supervisor, Dave Nelson*

Operations Manager: *Property Manager, Mark Cooper*

Meeting commenced at 4:00 pm via phone

Items discussed:

The roof repair started on Tuesday, February 22 and is scheduled to be completed by the end of the first week in March.



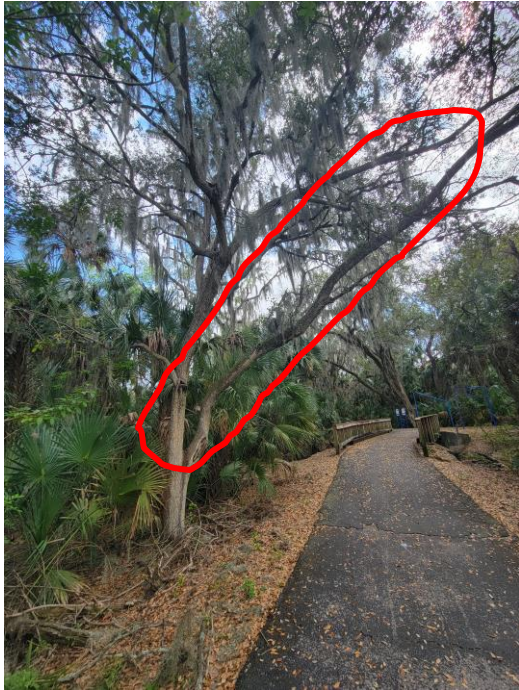
Sidewalk cleaning should start the second week in March and be completed by the beginning of April.

The phase 1 trail overlay should start Wednesday, March 2 and take about 2 weeks to complete.

The strobing tennis court light was repaired under warranty.

The playground mulch will be installed on Thursday, March 3

The Grounds Committee requests approval of needed tree removal for the phase 1 trail project in the amount of \$2,800



Grounds Committee requests approval of astronomical time clocks for the 3 lake aeration compressor stations in the amount of \$3,850

The Grounds Committee requests approval of astronomical time clocks for the two lake fountains and lights in the amount of \$4,910

Astronomical time clocks will allow for set it and forget it, accurate operations of the aeration systems and lake fountains and lights.

Features:

- Automatically adjusts for daylight savings time and leap years.

- Automatically turns on at dark throughout the year (Lake Fountain lights).

- Never loses its settings and has a capacitor instead of a battery, which will allow the timer to operate for 100 hours without power and automatically recharges itself – no battery replacement.

Meeting adjourned at 5:00 pm

Management Committee Meeting Minutes

Date: *Wednesday, February 16, 2022 @ 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 Committee reviewed and signed confirmation pages of payments made by SouthState Bank Bill Pay.
- The Management Committee was updated on all projects that have commenced or will soon commence.
- The Management Committee discussed increasing Facility Monitor's hourly rate to \$22 an hour, job comparisons were provided and all current job duties along with future projects he will be completing were reviewed.
- The Management Committee recommends a Motion to increase Facility Monitor's hourly wage to \$22 an hour, budget will be amended to reflect this change.

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, February 15, 2022 @ 10:00 am.*

Committee Chairperson: *Supervisor, Marlon K Brownlee*

Operations Manager: *Property Manager, Mark Cooper*

The Strategic Planning Committee did not meet in the month of February.

The Property Manager is acquiring to date costs for the balance of the trail resurfacing project and for securing the park. The park survey will be completed in early March. Upon receipt, layout options for securing the park will be generated and presented for Board input or selection. Once a design layout is approved, costs of securing the park will be obtained.

Lake St. Charles CDD

Funds Statement

Nov '21 - Jan '22

	Nov '21	Dec '21	Jan '22	Category
Bank/Current Asset Accounts				
CenterState Bank Checking	202,416	777,885	774,412	Cash
CenterState Bank Money Market	219,792	219,801	219,811	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	423,741	999,219	995,756	
Cash (Checking/Savings)				
CenterState Bank Checking	202,416	777,885	774,412	
CenterState Bank Money Market	219,792	219,801	219,811	
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	423,741	999,219	995,756	
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	423,741	999,219	995,756	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	219,792	219,801	219,811	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	219,792	219,801	219,811	

Lake St. Charles CDD

Disbursement Authorization Report

January 2022

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	01/04/2022	ADP	10000-SouthState Bank Checking	-9,966.91
				District Manager	2,094.40
				Payroll Taxes - Employer Taxes	191.58
				Medical Stipend	200.00
				Facilities Monitor	1,411.20
				Property Maintenance Team Lead	1,305.60
				Property Manager	2,521.60
				Payroll Taxes - Employer Taxes	576.52
				Property Maintenance Part-Time	186.81
				Medical Stipends	500.00
				Full Time Maintenance Employee	979.20
TOTAL					9,966.91
Check	EFT/Auto	01/06/2022	Square Inc	10000-SouthState Bank Checking	-82.69
				Rental	85.00
				Rental	-2.31
TOTAL					82.69
Check	EFT/Auto	01/06/2022	TECO Electric	10000-SouthState Bank Checking	-3,198.39
				53100 - Electric Utility Svs	47.75
				53100 - Electric Utility Svs	68.69
				53100 - Electric Utility Svs	161.19
				53100 - Electric Utility Svs	903.37
				53100 - Electric Utility Svs	73.05
				53100 - Electric Utility Svs	1,450.27
				53100 - Electric Utility Svs	320.83
				53100 - Electric Utility Svs	47.75
				53100 - Electric Utility Svs	26.80
				53100 - Electric Utility Svs	22.53

Lake St. Charles CDD

Disbursement Authorization Report

January 2022

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	20.36
				53100 - Electric Utility Svs	20.26
				53100 - Electric Utility Svs	19.50
				53100 - Electric Utility Svs	19.62
				53100 - Electric Utility Svs	19.50
				53100 - Electric Utility Svs	20.05
				53100 - Electric Utility Svs	20.36
				53100 - Electric Utility Svs	20.36
				53100 - Electric Utility Svs	19.62
				53100 - Electric Utility Svs	19.62
				53100 - Electric Utility Svs	-123.09
TOTAL					3,198.39
Check	EFT/Auto	01/07/2022	TECO Gas Company	10000-SouthState Bank Checking	-445.16
				53200 - Gas Utility Services	445.16
TOTAL					445.16
Check	EFT/Auto	01/07/2022	TECO Electric	10000-SouthState Bank Checking	-65.67
				53100 - Electric Utility Svs	65.67
TOTAL					65.67
Check	EFT/Auto	01/14/2022	ADP	10000-SouthState Bank Checking	-135.13
				Payroll Service Charge	15.01
				Payroll Service Charge	120.12
TOTAL					135.13
Check	EFT/Auto	01/18/2022	ADP	10000-SouthState Bank Checking	-10,151.82
				District Manager	2,094.40
				Payroll Taxes - Employer Taxes	174.88

Lake St. Charles CDD

Disbursement Authorization Report

January 2022

Type	Num	Date	Name	Account	Original Amount
				Facilities Monitor	1,411.20
				Property Maintenance Team Lead	1,305.60
				Property Manager	2,521.60
				Payroll Taxes - Employer Taxes	523.96
				Property Maintenance Part-Time	57.48
				Full Time Maintenance Employee	979.20
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
TOTAL					10,151.82
Bill Pmt -Check	EFT/Auto	01/25/2022	Hernandez Landscaping II Inc	10000-SouthState Bank Checking	-1,000.00
Bill	Property Damage Tree	12/27/2021		Misc. Landscape Maintenance	1,000.00
TOTAL					1,000.00
Bill Pmt -Check	EFT/Auto	01/25/2022	Persson & Cohen, P.A.	10000-SouthState Bank Checking	-235.50
Bill	Emails in regards to	01/04/2022		District Counsel	60.50
				Special District Fees	175.00
TOTAL					235.50
Bill Pmt -Check	EFT/Auto	01/25/2022	Solitude Lake Management	10000-SouthState Bank Checking	-1,143.30
Bill	Jan Pond Mainten	01/01/2022		Pond & Stormwater Maint	1,143.30
TOTAL					1,143.30
Bill Pmt -Check	EFT/Auto	01/25/2022	Staples	10000-SouthState Bank Checking	-37.72
Bill	Business cards & Tim	12/15/2021		Clubhouse Supplies	37.72
TOTAL					37.72
Bill Pmt -Check	EFT/Auto	01/25/2022	SunTrust Credit Card	10000-SouthState Bank Checking	-4,494.20

Lake St. Charles CDD

Disbursement Authorization Report

January 2022

	Type	Num	Date	Name	Account	Original Amount
	Bill	Jan CC Statement	01/24/2022		13500 - SunTrust Visa Card	4,494.20
TOTAL						4,494.20
	Bill Pmt -Check	EFT/Auto	01/25/2022	Verizon Wireless	10000-SouthState Bank Checking	-43.90
	Bill	11-24-21 to 12-23-21	12/23/2021		Telephone	43.90
TOTAL						43.90
	Bill Pmt -Check	EFT/Auto	01/25/2022	Zebra Cleaning Team, Inc.	10000-SouthState Bank Checking	-1,725.00
	Bill	Jan Pool Cleaning	01/09/2022		Pool Maintenance Contract	1,725.00
TOTAL						1,725.00
	Bill Pmt -Check	EFT/Auto	01/25/2022	Solitude Lake Management	10000-SouthState Bank Checking	-225.00
	Bill	2nd Quater Mitigatio	01/01/2022		Mitigation Maint Contract	225.00
TOTAL						225.00
	Bill Pmt -Check	EFT/Auto	01/25/2022	Zebra Cleaning Team, Inc.	10000-SouthState Bank Checking	-643.52
	Bill	Chemical tubes	01/13/2022		Pool Maintenance Repairs	643.52
TOTAL						643.52
	Check	EFT/Auto	01/26/2022	ADP	10000-SouthState Bank Checking	-176.00
					Payroll Service Charge	10.35
					Payroll Service Charge	113.90
					Supervisor Payroll Service	51.75
TOTAL						176.00
	Check	EFT/Auto	01/28/2022	ADP	10000-SouthState Bank Checking	-146.44
					Payroll Service Charge	13.34

Lake St. Charles CDD
Disbursement Authorization Report
January 2022

Type	Num	Date	Name	Account	Original Amount
				Payroll Service Charge	66.55
				Supervisor Payroll Service	66.55
TOTAL					<hr/> 146.44

2/25/2022

Treasurer's Report - SouthState Account
January 2022
01/1/22 - 01/31/22

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						777,885.09
01/04/2022	EFT/Auto	ADP	P.E. 01-01-22	9,966.91		767,918.18
01/05/2022			Deposit		30,071.75	797,989.93
01/06/2022	EFT/Auto	Square Inc	A. Lang All Day CH Cancellation	82.69		797,907.24
01/06/2022	EFT/Auto	TECO Electric	06980007400 Acct #	3,198.39		794,708.85
01/07/2022	EFT/Auto	TECO Gas Company	221003603224 Acct #	445.16		794,263.69
01/07/2022	EFT/Auto	TECO Electric	221005960721 Acct #	65.67		794,198.02
01/11/2022			Deposit		29.12	794,227.14
01/14/2022	EFT/Auto	ADP		135.13		794,092.01
01/18/2022	EFT/Auto	ADP	P.E. 01-15-22	10,151.82		783,940.19
01/25/2022	EFT/Auto	Hernandez Landscaping II Inc	3 Palm Tree Removal	1,000.00		782,940.19
01/25/2022	EFT/Auto	Persson & Cohen, P.A.	Acct # LakStCharles INV#1662	235.50		782,704.69
01/25/2022	EFT/Auto	Solitude Lake Management	INV# PI-A00738643	1,143.30		781,561.39
01/25/2022	EFT/Auto	Staples	6011 1000 4086 310	37.72		781,523.67
01/25/2022	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	4,494.20		777,029.47
01/25/2022	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	43.90		776,985.57
01/25/2022	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4705	1,725.00		775,260.57
01/25/2022	EFT/Auto	Solitude Lake Management	INV# PI-A00738644	225.00		775,035.57
01/25/2022	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4722	643.52		774,392.05
01/26/2022	EFT/Auto	ADP	596994462 Inv #	176.00		774,216.05
01/28/2022	EFT/Auto	ADP	Inv #	146.44		774,069.61
01/28/2022			Deposit		43.63	774,113.24
01/29/2022			Deposit		292.10	774,405.34
01/31/2022			Interest		6.70	774,412.04
				33,916.35	30,443.30	774,412.04

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2021 Through January 2022

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21 Jan' 22	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
2							Revenue/Expense					
3							Revenue					
4							36100 - Interest Earnings					
5							Interest - General Fund	90	1,450	(1,360)		629
6							Total 36100 - Interest Earnings	90	1,450	(1,360)		629
7							General Fund Assessment-O&M					
8							General Fund Assessment Gross	914,957	958,146	(43,189)		910,636
9							GF Prop Tax Interest	0	0	0		0
10							GF Tax Collector Commissions	(17,570)	(19,163)	1,593		(17,485)
11							GF Tax Payment Discount	(36,445)	(38,326)	1,881		(36,362)
12							Total General Fund Assessment-O&M	860,942	900,657	(39,715)		856,788
13												
14							Total 36310 - Special Assessment	860,942	900,657	(39,715)		856,788
15							36311 - Excess Fees	7,512	0	7,512		7,307
16							36900 - Miscellaneous Revenues			0		
17							Other Misc Revenue	160	1,200	(1,040)		7,215
18							Rental	140	500	(360)		0.00
19							Pool Snack Vending	0	475	(475)		0.00
20							Total 36900 - Miscellaneous Revenues	300	2,175	(1,875)		7,215
21							Total Revenue	868,845	904,282	(35,437)		871,939
22												
24							Expense					
25							5110 - Legislative					
26							Employer Taxes	334	1,460	(1,126)		334
27							Special District Fees	175	175	0		175
28							Supervisor Fees	4,000	12,000	(8,000)		4,000
29							Supervisor Payroll Service	365	900	(535)		305
30							Total 5110 - Legislative	4,874	14,535	(9,661)		4,814

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2021 Through January 2022

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21 Jan' 22	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)		1,000
34							Banking & Investment Mgmt Fees	56	200	(144)		0
35							District F&A Employees					
36							District Manager	16,755	54,462	(37,707)		16,429
37							Medical Stipend	800	2,400	(1,600)		800
38							Payroll Service Charge	143	465	(322)		171
39							Payroll Taxes - Employer Taxes	1,374	4,400	(3,026)		1,348
40							Performance Stipend	0	1,000	(1,000)		0
41							Total District F&A Employees	19,071	62,727	(43,656)		18,748
42							Dues, Licenses & Fees	249	500	(251)		30
43							General Insurance					
44							Crime	585	600	(15)		565
45							General Liability	3,917	3,868	49		3,785
46							Public Officials Liability & EP	3,219	3,179	40		3,110
47							Total General Insurance	7,721	7,647	74		7,460
48							Legal Advertising	1,704	2,600	(896)		223
49							Local/Other Taxes	0	3,396	(3,396)		3,229
50							Office Supplies	812	1,000	(188)		149
51							Postage	28	250	(222)		8
52							Printer Supplies	666	2,000	(1,334)		551
53							Professional Development	0	1,000	(1,000)		79
54							Technology Services/Upgrades	2,466	2,000	466		848
55							Telephone	937	3,600	(2,663)		826
56							Travel Per Diem	0	200	(200)		0
57							Website Development & Monitor	1,911	2,650	(739)		1,823
58							Total 51300 - Financial & Admin	36,622	103,770	(67,148)		34,974
59							51400 - Legal Counsel					

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2021 Through January 2022

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21 Jan' 22	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
60							District Counsel	85	8,000	(7,915)		1,229
61							Total 51400 - Legal Counsel	85	8,000	(7,915)		1,229
62							52100 - Law Enforcement					
63							Car Maintenance & Repairs	0	1,000	(1,000)		20
64							Car Gas	260	1,500	(1,240)		127
65							Total 52100 - Law Enforcement	260	2,500	(2,240)		147
66							53100 - Electric Utility Svs	12,687	46,500	(33,813)		10,838
67							53200 - Gas Utility Services	1,655	4,000	(2,345)		1,519
68							53400 - Garbage/Solid Waste Svc	656	2,880	(2,224)		498
69							53600 - Water/Sewer Services	1,732	9,800	(8,068)		1,689
70							53900 - Physical Environment					
71							Entry & Walls Maintenance	0	2,000	(2,000)		0
72							Ford F250 Maintenance & Repair	333	2,000	(1,667)		1,074
73							Fountain in Lake	0	3,000	(3,000)		500
74							Gas - Equipment	0	400	(400)		54
75							Gas - Truck	300	1,800	(1,500)		202
76							Irrigation Maintenance	2,514	10,000	(7,486)		1,635
77							Landscape Maintenance Contract	22,626	92,299	(69,673)		22,403
78							Misc. Landscape-Temporary Staff	0	3,000	(3,000)		28
79							Misc. Landscape Maintenance	5,852	10,500	(4,648)		4,607
80							Mulch	258	10,500	(10,242)		0
81							New Plantings	0	8,000	(8,000)		0
82							Pond & Stormwater Maint Contract	4,573	13,720	(9,147)		4,725
83							Pond 9,22,23,&24 Aeration Maint	648	1,296	(648)		0
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
87							Sod Replacement	0	4,000	(4,000)		0
88							Mitigation Maint Contract	450	900	(450)		225
89							Midge Survey	0	1,500	(1,500)		0

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2021 Through January 2022

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21 Jan' 22	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
90							Total 53900 - Physical Environment	54,301	182,075	(127,774)		49,125
91							57200 - Parks & Recreation					
92							Auto Liability	758	755	3		733.00
93							Club Facility Maintenance					
94							Club Facility Maintenance	1,272	5,000	(3,728)		2,432
95							Clubhouse Supplies	393	2,300	(1,907)		142
96							Locks/Keys	10	100	(90)		0
97							Pool Snack Vending Items	0	300	(300)		0
98							Total Club Facility Maintenance	1,675	7,700	(6,025)		2,574
99							District Employees Payroll Exp					
100							Employer Workman Comp	5,313	9,360	(4,047)		5,138
101							Facilities Monitor	11,290	36,682	(25,392)		11,066
102							Medical Stipends	2,000	6,000	(4,000)		2,000
103							Payroll Service Charge	1,072	2,500	(1,428)		881
104							Payroll Taxes - Employer Taxes	4,135	16,500	(12,365)		3,682
105							Performance Stipend	0	2,600	(2,600)		0
106							Full-Time Hybrid Employee	7,831	25,460	(17,629)		8,639
107							Property Maintenance Part-Time	675	1,510	(835)		380
108							Property Maintenance Team Lead	10,441	33,946	(23,505)		7,495
109							Property Manager	20,173	65,558	(45,385)		19,776
110							Grant Management (Reimbursed)	0	36,500			0
111							Recreational Assistants	0	9,500	(9,500)		0.00
112							Hills Cnty Off Duty Sheriff	0	2,900			0.00
113							Total District Employees Payroll Exp	62,929	249,016	(186,087)		59,056
114							Dock Maintenance	0	400	(400)		185
115							Drainage/ Nature Path/Trail Maintenance	0	1,800	(1,800)		0
116							Park Facility Maintenance	690	7,000	(6,310)		628
117							Parks & Rec Cell Phones	642	1,700	(1,058)		684
118							Playground Maintenance	0	2,000	(2,000)		333
119							Pool Maintenance Contract	5,175	21,100	(15,925)		4,800

Lake St. Charles CDD
Profit & Loss Budget Performance
October 2021 Through January 2022

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21 Jan' 22	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
120							Pool Maintenance Repairs	1,555	12,000	(10,445)		3,510
121							Sec System Monitoring Contract	129	240	(111)		0
122							Security Repairs	0	5,000	(5,000)		0
123							Total 57200 - Parks & Recreation	73,553	308,711	(235,158)		72,503
124							58003- Future CIP Projects and Reserves	4,004	258,011	(254,007)		184,979
125							Total Expense	190,430	940,782	(750,352)		362,315
126							Revenue Less Expenses	678,415	(36,500)	714,915		509,625
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	650,252	(73,000)	686,752		

Lake St. Charles CDD Property Manager Expense Report

January 2022

	Type	Date	Memo	Account	Amount
Ace Hardware					
	Credit Card Charge	01/03/2022	fasteners	Misc. Landscape Maintenance	33.24
	Credit Card Charge	01/03/2022	Wasp Killer	Misc. Landscape Maintenance	12.58
	Credit Card Charge	01/04/2022	Soil	Misc. Landscape Maintenance	2.14
	Credit Card Charge	01/12/2022	Nylon Twine	Park Facility Maintenance	13.49
Alley Cat Pest Control					
	Credit Card Charge	01/11/2022	Pest Control	Club Facility Maintenance	85.00
Amazon.com					
	Credit Card Charge	01/03/2022	Compactor Bags	Misc. Landscape Maintenance	60.05
	Credit Card Charge	01/10/2022	Tool for weedeater	Misc. Landscape Maintenance	19.33
Firestone Complete Auto Care					
	Credit Card Charge	01/19/2022	truck repair	Ford F250 Maintenance & Repair	332.96
Home Depot					
	Credit Card Charge	01/01/2022	Cleaning Caddy	Misc. Landscape Maintenance	19.29
	Credit Card Charge	01/01/2022	Cleaning supplies & Misc	Club Facility Maintenance	36.64
	Credit Card Charge	01/03/2022	Cleaning Caddy	Misc. Landscape Maintenance	17.16
	Credit Card Charge	01/18/2022	Misc items	Park Facility Maintenance	21.75
	Credit Card Charge	01/18/2022	Misc items	Misc. Landscape Maintenance	87.44
Lowe's Commerical Services					
	Credit Card Charge	01/28/2022		Misc. Landscape Maintenance	188.36
Winn Dixie					
	Credit Card Charge	01/20/2022	Water & Gatorade	Clubhouse Supplies	34.96
				TOTAL	964

March 1, 2022 Property Manager's Report

I have begun the process of applying for the Hillsborough County EPC permit and the SWFWMD permit that are required for the boat launch. The Hillsborough County mini grant requires these permits.

The FDEP lake grant should be approved at any time and is anticipated around March 1.

Many of the year's projects that are approved are underway; playground mulch, clubhouse roof, sidewalk cleaning, the trail and the park survey.

This year's mulching was completed and in the month of March, staff will start landscape renovations.

I continue to work with Mainscape to get them oriented to the property and expectations.

Miller recreation is working on acquiring the playground permit.