

## **Supervisor Packet for April 5, 2022 General Meeting**

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

**7:00 p.m., April 5, 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><b>Time</b></i> | <i><b>Item</b></i>   |
|--------------------|--|
| <b>7:00 – 7:05</b> | <b>1. CALL TO ORDER<br/>2. PLEDGE OF ALLEGIANCE<br/>3. INVOCATION (CHAIR FANNIN)<br/>4. ACKNOWLEDGMENT OF SUPERVISORS AND STAFF PRESENT<br/>5. INTRODUCTION OF HOMEOWNERS, RESIDENTS AND PUBLIC AND IDENTIFICATION OF PARTIES WISHING TO MAKE PUBLIC COMMENTS</b>  |
| <b>7:05 – 7:15</b> | <b>6. PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 10 MINUTES DESIGNATED)</b>   |
|                    | <b>1. Homeowners Requesting to Speak (Please State Name Prior to Remarks)</b>  |
| <b>7:15 – 7:20</b> | <b>7. CONSENT AGENDA (5 Minutes)</b>   |
|                    | <b>1. Approval of additions to the agenda and removal of additional consent agenda items with questions as requested by board members.<br/>2. Approval of Consent Item Agenda<br/>a. March 1, 2022 Meeting Minutes<br/>b. Committee Meeting Minutes for March 2022<br/>i. Treasurer's Review Committee<br/>ii. Security and Grounds Committee<br/>iii. Management Committee<br/>iv. Strategic Committee<br/>c. February 2022 Financial Statements<br/>d. March 2022 Property Manager Report<br/>e. March 2022 Facilities Monitor Report (Separate from packet)</b> |

|                   |   |
|-------------------|---|
| <b>7:20-7:35</b>  | <b>8. AUDIT PRESENTATION FY 20-21 (15 Minutes)</b>  |
| <b>7:35-8:20</b>  | <b>9. COMMITTEE REPORTS (45 Minutes)</b>  |
|                   | <p><b>1. Treasurer's Review Committee – Treasurer Peacock</b></p> <ul style="list-style-type: none"> <li><b>a.</b> The Treasurer's Review Committee recommends a Motion to approve the purchase of a 10ft x 20ft (5) panel Rally Master practice backboard from Do It Tennis in the amount of \$6,644.</li> <li><b>b.</b> The Treasurer's Review Committee recommends a Motion to approve Policy #2907 Job Description – Facilities/Technology Monitor as presented in Supervisor packet.</li> <li><b>c.</b> DEP Grant Discussion.</li> </ul> <p><b>2. Grounds/Security Committee – Committee Chair Nelson</b></p> <ul style="list-style-type: none"> <li><b>a.</b> The Grounds/Security Committee recommends a Motion to approve purchasing one (1) 6 feet wide by 25 feet long by 3/8" thick roll of PEM anti slip, anti-microbial, anti-bacteria lightweight aquatic floor matting in the Sandstone color to cover (wall to wall on 3 sides) both shower floors in the clubhouse restrooms for a cost not to exceed \$1,200.</li> <li><b>b.</b> The Grounds/Security Committee recommends a Motion to approve the proposal provided from Outland Surveying in the amount of \$800 to survey the joint property line of the CDD and the home sites located on Bucks Ford Drive whose back yards are located close to the drainage canal and trail.</li> </ul> <p><b>3. Management Committee – Committee Chair Fannin</b></p> <p><b>4. Strategic Planning Committee – Committee Chair Brownlee</b></p> |
| <b>8:20- 8:30</b> | <b>11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR (10 Minutes)</b>   |
|                   | <b>GENERAL REMARKS – Chair of The Board of Supervisors</b>  |
| <b>8:30-8:40</b>  | <b>12. PROPERTY MANAGER (10 Minutes)</b>  |
|                   | <p><b>Items for Consideration by Property Manager - Mark Cooper</b></p> <ul style="list-style-type: none"> <li><b>1.</b> Property Management Report</li> </ul>  |
| <b>8:40–8:45</b>  | <b>13. DISTRICT MANAGER (5 Minutes)</b>   |
|                   | <p><b>Items for Consideration by District Manager – Adriana Urbina</b></p> <ul style="list-style-type: none"> <li><b>1.</b> District Manager Report</li> </ul>  |
| <b>8:45 –8:55</b> | <b>14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)</b>  |
| <b>8:55</b>       | <b>ADJOURN</b>  |



Date: March 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, March 1, 2022 Consent Agenda consisting of the: February 1, 2022 General Meeting Minutes, the February Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the January 2022 Financial Reports, the Property Manager Report and the Facility Monitor February 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 the transfer of \$35,000 from the District's Operational Account into the District's Reserve Account. Motion Passed 5 to 0

3. On **MOTION** by Supervisor Peacock and Second by Supervisor Fannin, the Board approved the purchase of a replacement bench from Miller Recreation in the amount of \$1,069. Amount to be funded from Park Facility Maintenance line. Motion passed 5 to 0
4. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board approved the removal of trees for the phase 1 trail project in the amount of \$2,800. Motion passed 5 to 0
5. On **MOTION** by Supervisor Nelson and Second by Supervisor Peacock, the Board discussed 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. Motion was rescinded
6. On **MOTION** by Supervisor Fannin and Second by Supervisor Peacock, the Board approved to increase the Facility Monitor's hourly wage to \$22 an hour; budget will be amended to reflect this change. Motion was amended to say the job description will be amended to reflect current job duties. Motion was also amended to say the wage will be increased to \$20 an hour. Motion passed 5 to 0  
  
AI: District Manager, Adriana Urbina and Supervisor Peacock to review the current Facility Monitor job description and provide an updated version at next month's Board Meeting.
7. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board approved Residents Amy Soto & Kimberly Aguilar to hold a shredding event at the clubhouse parking lot on April 30, 2022 from 10AM to 12PM. Motion passed 5 to 0
8. On **MOTION** by Supervisor Peacock and Second by Supervisor Fannin, the Board approved to purchase an irrigation control system from Mainscape not to exceed \$4,600. This amount includes materials and the 1<sup>st</sup> annual subscription. After the 1<sup>st</sup> year the annual subscription will cost approximately \$250. Motion passed 5 to 0

Meeting adjourned at 7:58PM

Respectfully submitted,

Sabrina Peacock, Treasurer/Secretary

Robb Fannin, Chair

# Treasurer's Review Committee Meeting Minutes

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**Date:** *Tuesday, March 15, 2022, 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 Treasurer's Review Committee Meeting was canceled.

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## Lake St. Charles Community Development District

### POLICY HANDBOOK

**POLICY TITLE:** Job Description – Facilities/~~Technology~~ Monitor ~~2-Change Title~~

**POLICY NUMBER:** 2907

**WORK HOURS:** Full-Time, not to exceed 40 hours per week. Work week and work hours will vary with shift assignments.

**WAGES:** \$10.00 - \$18.00 per hour; \$15 to \$25 per hour

**Motion Number-10-07-2014-02** Will update after Motion approval

**2907.1** Mission Statement: Maintain a compliant environment within all Districts' facilities, including the clubhouse and swim pool area, nature path and parks, and other District common grounds.

**2907.2** Administrative Relationship: Reports to Property Manager or other full-time staff as designated by the COO.

**2907.3** General Job Description Duties

- (a) **Monitor ~~and observe~~ District facilities for compliance with ~~posted~~ District rules.**
- (b) Call 911 if there is an emergency.
- (c) Inform residents/guests of rule infraction and request resident's/guest's compliance with posted District rules.
- (d) Rule infractions creating a public safety issue should be immediately reported to the Hillsborough County Sheriff's non-emergency number.
- (e) Infractions adversely affecting the enjoyment of other residents should be reported to the immediate supervisor or COO if infraction continues.
- (f) Complete and forward a completed Incident Report Form to immediate supervisor for follow-up if infraction is not immediately corrected or if the infractor is confrontational or hostile. Date and time of incident, name of infractor, type of infraction, and brief description of incident must be included in the report

**2907.4** General Job Description Tasks

The facilities monitor will perform tasks, including but not limited to:

- (a) Monitor District facilities, including the pool areas, for compliance with all ~~posted~~ District rules. Inform users of infractions.
- (b) Check resident access cards against resident roster to verify card usage compliance and confirm residency. If the resident card is deactivated or is in use by someone other than the person to whom the card was issued, attempt to retain the card and give it to ~~your~~ immediate supervisor.
- (c) Check guests with LSC CDD guest card against the guest issuance roster. All guests not accompanied by a resident must have a guest pass to be permitted usage of District facilities.
- (d) Issue Trespassing Warning to non-resident users unless guest pass is confirmed against the guest pass roster.
- (e) Check cars for proper parking stickers. Issue Trespassing Warnings. Maintain parking violation database. Call for towing services per District policy.

- (f) Check houses on the Vacation Watch list for activity from common area. Report suspicious activity to the Hillsborough County Sheriff's Office.
- (g) Monitor street lights and District site lighting for outages and report to Property Manager for repair.
- ~~(h) Interview, hire, schedule, supervise, terminate seasonal pool monitors;~~
- ~~(h) Investigate pool monitors, staff and residents reports of pool infractions, including monitoring security cameras and being on-call for after hours issues;~~
- ~~(i) Review card access security system for any after hour pool usage.~~
- ~~(i)~~
- ~~(j) Monitoring and basic repairs of District security systems; Maintain safety and operational levels in District security vehicle to ensure usability;~~
- ~~Review card access security system for any after hour pool usage.~~
- ~~(j) Interview, hire, terminate seasonal pool monitors;~~
- ~~Scheduling and approval of pool monitor timesheets;~~
- ~~(k) On-call for pool monitor issues;~~
- ~~(l) Purchasing and maintaining snack inventory;~~
- ~~(m) Provide clubhouse assistance with access cards, clubhouse rentals and resident concerns;~~
- ~~(n) Identify, diagnose and resolve PC, printers, software & network issues.~~
- ~~(o) Assist maintenance staff when needed;~~
- ~~(p) Perform basic maintenance to District vehicles, such as tune ups and replacing parts;~~
- ~~(q) Provide monthly work schedule to supervisor, staff and Board members no later than the 1<sup>st</sup> of that month~~
- ~~Enforce District towing policies;~~
- ~~After hour monitoring of cameras in pool facility;~~
- ~~Basic repairs of installed camera system in pool facility.~~

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#### 2907.5 Required Qualifications

- (a) Must be 21 years of age or older.
- (b) Must successfully pass screen process (background check and drug test).
- (c) Possess and maintain a valid Florida driver's license.
- (d) Communicate effectively, both verbally and in writing
- (e) Ability to interact positively with the general public.
- (f) Work with limited supervision
- (g) Make sound judgments

#### 2907.6 Preferred Qualifications

- (a) High School Diploma or Equivalent
- (b) Basic Computer Skill including operational knowledge of MSWord and MSExcel
- (c) Valid Class D Security License
- (d) Two Years Minimum Experience in a Security-Related Job



## ACKNOWLEDGMENT

I acknowledge the description of my job description and understand the duties, responsibilities and requirements to perform the job. In addition, my supervisor has provided me with answers to all the questions I have had.

I as an employee know that I am expected and required to perform the duties outlined in this job description. Any refusal or willful violation to perform the duties outlined in this job description may result in disciplinary action.

I am also aware that this position will include and involve all (various) duties assigned to ensure the proper functioning in the department/area. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is determined by the Board of Supervisors to be a reasonable assignment to the position.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee Name (Signed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (Printed)

\_\_\_\_\_  
Supervisor Name (Signed)

\_\_\_\_\_  
Date

# Grounds and Security Committee Meeting Minutes

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

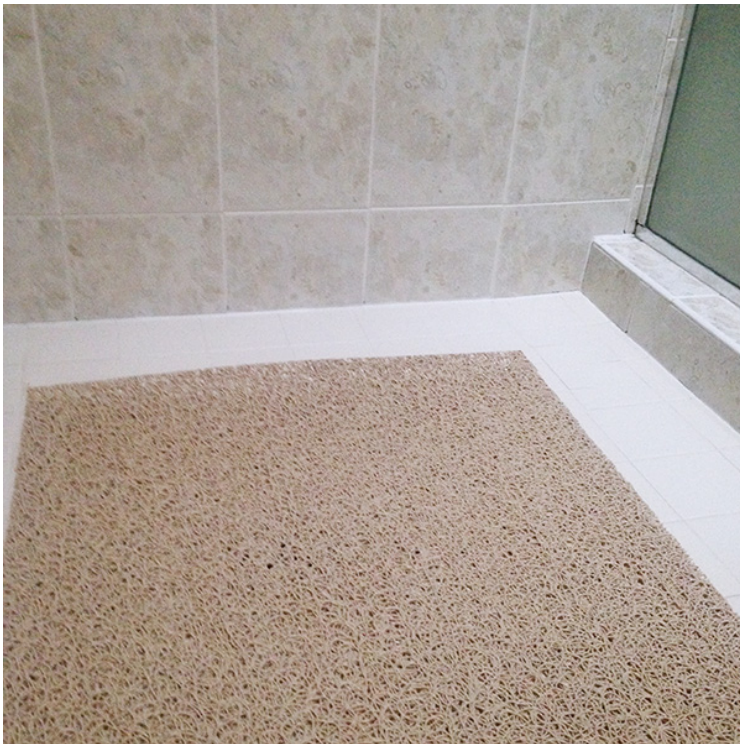
**Committee Chairperson:** *Supervisor, Dave Nelson*

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

The Grounds /Security Committee did not formally meet on the scheduled meeting date but during the course of the month, several topics were discussed and meetings occurred onsite as topics dictated.

## **Recommendation is being presented to the Board.**

The Security /Grounds committee recommend purchasing one (1) 6 feet wide by 25 feet long by 3/8" thick roll of PEM anti slip, anti-microbial, anti-bacteria lightweight aquatic floor matting in the Sandstone color to cover (wall to wall on 3 sides) both shower floors in the clubhouse restrooms for a cost not to exceed \$1,200.



## **Wet area Flooring Designed for Slip Resistance**

PEM wet area flooring is specifically designed to combat against slips and falls around pools, decks and patios, the soft textured surface provides both stability and comfort while the permeable, vinyl mesh mat design drains quickly and eliminates puddling. PEM has been the trusted supplier of wet area flooring solutions for thousands of pool and facility operators around the country.

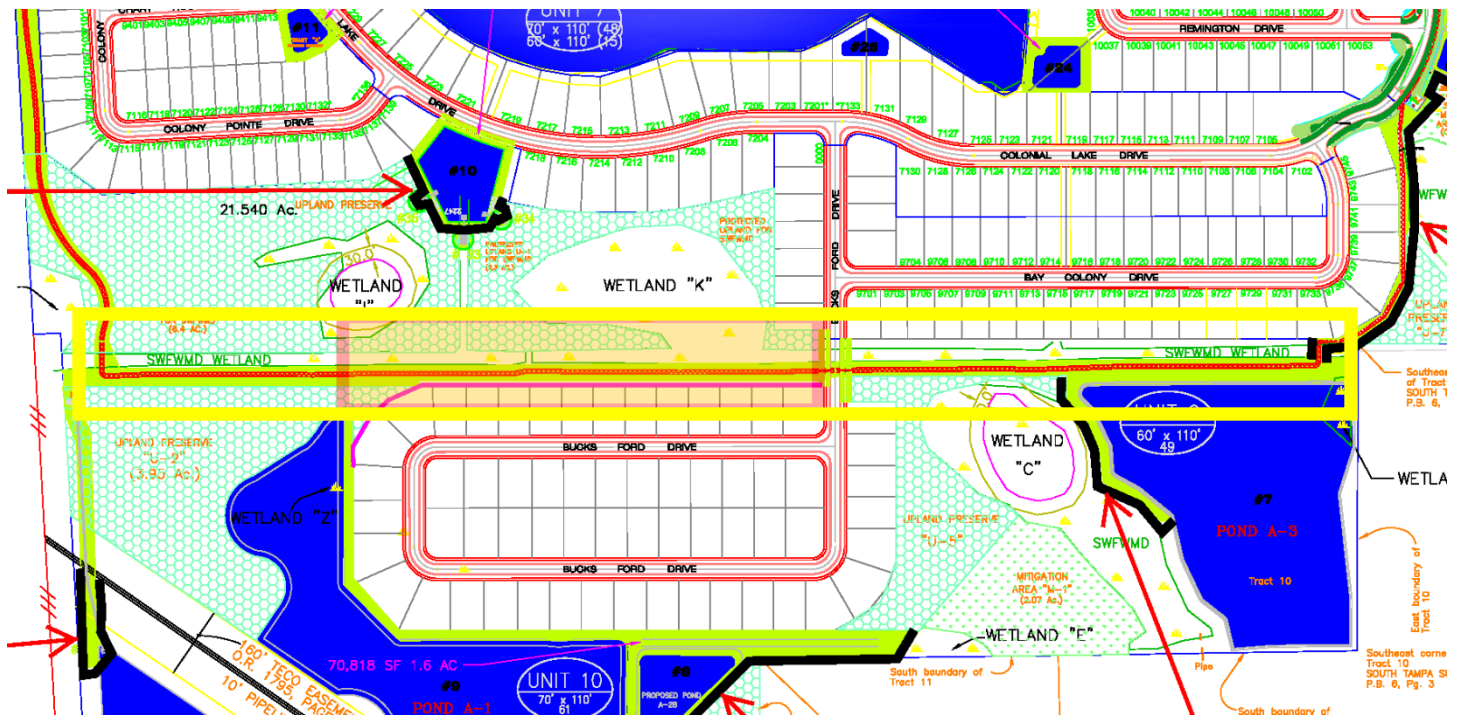
## **PEM High Traffic Matting: 3/8" thick**

Designed for docks, patios, swim platforms, life guard chairs, concession areas, outdoor pool decks, steps, bridges, walkways, showers and underwater applications around water play equipment, its thick construction provides additional padding and durability for long-term wet area flooring applications.

## **Benefits Include:**

- Textured surface reduces slippage under wet conditions
- Antimicrobial formula guards against the growth of mildew, fungi, and bacteria.
- Porous design eliminates standing water and dries quickly
- Soft plastic construction provides comfort for bare foot traffic
- Lightweight for easy handling
- Will not hold or absorb water
- Trims easily with a razor knife for custom fitting in all areas
- Cleans easily with sweeping or wash down

The Grounds / Security Committee would also like to recommend approval of a proposal to survey the joint property line of the CDD and the homesites located on Bucks Ford Drive whose back yards are located close to the the drainage canal and trail. See the highlighted area on the sitemap.



This request is being made in anticipation of starting next year's trail renovation. The scope is proposed to be from bridge to bridge along the drainage canal. The project scope can always be modified and will be assessed based on other needs and potential cost differences later this year. The cost estimate as of 4/1/22 is \$250,000 for 2,500 linear feet of 10-foot-wide concrete trail overlay.

Technically, this project could start in mid-November with payment not due until mid-December at which time we will have received ample funds from assessment payments to fund the early start and completion of this project – before Christmas break?

The location of this property line, approximately 20 feet on the south side of the trail, is necessary to give residents ample time to remove items, vegetation and irrigation systems that are placed on CDD property or for the CDD to negotiate or notify residents of the decisions made about this property. A letter is planned to be sent to those homeowners to inform them of the survey and the upcoming trail renovation as well as making it clear that the CDD is not responsible for any repairs or damage done to anything located on CDD property.

The board should discuss and provide a directive of what this area is to look like. Should it be restored or allowed to return to a natural buffer area or let homeowners' lawns and irrigation extend onto CDD property by approximately 20 feet. In this case, what is and is not allowed should be determined and communicated in the notification letter.

The proposal is from Outland Surveying formerly Crosstown Surveying who has performed all of the CDD's surveying for the past 13 years. Permanent markers are to be placed at lot corners for CDD property line location in the future. **The proposal cost is \$800.**

# Management Committee Meeting Minutes

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**Date:** *Wednesday, March 16, 2022 @ 12:00 pm*

**Chairperson:** *Chairman Rob Fannin*

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

**In Attendance:**

## Notice of Meetings – Management Committee

The Management Committee Meeting was canceled.

# Strategic Planning Committee Meeting Minutes

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**Date:** *Tuesday, March 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 up to date costs for anticipated projects to be implemented over the next five to seven years.

Cost for this year's project of securing the park including access control is also being obtained. Options for the Park enclosure configuration and sidewalk access will be presented at the March Board meeting for comments and selection of a concept to proceed with obtaining cost.

I'm also working on an updated master project CIP chart with some new included projects and updated cost that will be distributed to the board members prior to the April 15th Strategic Planning meeting. at that meeting project selected for the next four to five years with updated cost will be selected and run through supervisor Brownlee's assessment sufficiency analysis model.

Lake St. Charles CDD

Funds Statement

Dec '21 - Feb '22

|  | Dec '21        | Jan '22        | Feb '22        | Category           |
|--|----------------|----------------|----------------|--------------------|
| <b>Bank/Current Asset Accounts</b>       |                |                |                |                    |
| CenterState Bank Checking                | 777,885        | 774,412        | 739,664        | Cash               |
| CenterState Bank Money Market            | 219,801        | 219,811        | 219,819        | Committed/Assigned |
| Operating Acct                           | 0              | 0              | 0              | Cash               |
| Prepay                                   | 0              | 0              | 0              | Non-Spendable      |
| Petty Cash                               | 1,533          | 1,533          | 1,533          | Assigned           |
| SunTrust Money Market                    | 0              | 0              | 0              | Committed/Assigned |
| Suncoast FCU                             | 0              | 0              | 0              | Restricted         |
| Investment Cost of Issuance              | 0              | 0              | 0              | Restricted         |
| Investment Reserve                       | 0              | 0              | 0              | Restricted         |
| Investment Revenue                       | 0              | 0              | 0              | Restricted         |
| Investment Redemption                    | 0              | 0              | 0              | Restricted         |
| Investment Prepayment                    | 0              | 0              | 0              | Restricted         |
| Investment Interest                      | 0              | 0              | 0              | Restricted         |
| Investment SBA                           | 0              | 0              | 0              | Committed/Assigned |
| <b>Total Bank/Current Asset Accounts</b> | <b>999,219</b> | <b>995,756</b> | <b>961,016</b> |                    |
| <b>Cash (Checking/Savings)</b>           |                |                |                |                    |
| CenterState Bank Checking                | 777,885        | 774,412        | 739,664        |                    |
| CenterState Bank Money Market            | 219,801        | 219,811        | 219,819        |                    |
| Operating Acct                           | 0              | 0              | 0              |                    |
| Prepay                                   | 0              | 0              | 0              |                    |
| Petty Cash                               | 1,533          | 1,533          | 1,533          |                    |
| SunTrust Money Market                    | 0              | 0              | 0              |                    |
| Suncoast FCU                             | 0              | 0              | 0              |                    |
| Investments SBA                          | 0              | 0              | 0              |                    |
| <b>Total Cash Accounts</b>               | <b>999,219</b> | <b>995,756</b> | <b>961,016</b> |                    |
| <b>Debt Service</b>                      |                |                |                |                    |
| Investment Cost of Issuance              | 0              | 0              | 0              |                    |
| Investment Reserve                       | 0              | 0              | 0              |                    |
| Investment Revenue                       | 0              | 0              | 0              |                    |
| Investment Redemption                    | 0              | 0              | 0              |                    |
| Investment Interest                      | 0              | 0              | 0              |                    |
| Investment Prepayment                    | 0              | 0              | 0              |                    |
| <b>Total Debt Service Fund Balances</b>  | <b>0</b>       | <b>0</b>       | <b>0</b>       |                    |
| <b>TOTAL FUND BALANCES</b>               | <b>999,219</b> | <b>995,756</b> | <b>961,016</b> |                    |
| <b>District Reserve Fund</b>             |                |                |                |                    |
| SunTrust Money Market                    | 0              | 0              | 0              | Committed/Assigned |
| CenterState Bank Money Market            | 219,801        | 219,811        | 219,819        | Committed/Assigned |
| Total Investments SBA                    | 0              | 0              | 0              | Unassigned         |
|  | 219,801        | 219,811        | 219,819        |                    |

**Lake St. Charles CDD**  
**Disbursement Authorization Report**  
**February 2022**

| Type  | Num      | Date       | Name             | Account                         | Original Amount |
|-------|----------|------------|------------------|---------------------------------|-----------------|
| Check | EFT/Auto | 02/01/2022 | ADP              | 10000-SouthState Bank Checking  | -9,820.02       |
|       |          |            |                  | 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  | 558.96          |
|       |          |            |                  | Property Maintenance Part-Time  | 57.48           |
|       |          |            |                  | Medical Stipends                | 500.00          |
|       |          |            |                  | Full Time Maintenance Employee  | 979.20          |
| TOTAL |          |            |                  |                                 | 9,820.02        |
| Check | EFT/Auto | 02/01/2022 | Square Inc       | 10000-SouthState Bank Checking  | -292.10         |
|       |          |            |                  | Security/Renters Cards Deposits | 300.00          |
|       |          |            |                  | Security/Renters Cards Deposits | -7.90           |
| TOTAL |          |            |                  |                                 | 292.10          |
| Check | EFT/Auto | 02/07/2022 | TECO Gas Company | 10000-SouthState Bank Checking  | -645.11         |
|       |          |            |                  | 53200 - Gas Utility Services    | 645.11          |
| TOTAL |          |            |                  |                                 | 645.11          |
| Check | EFT/Auto | 02/07/2022 | TECO Electric    | 10000-SouthState Bank Checking  | -60.52          |
|       |          |            |                  | 53100 - Electric Utility Svs    | 60.52           |
| TOTAL |          |            |                  |                                 | 60.52           |
| Check | EFT/Auto | 02/11/2022 | ADP              | 10000-SouthState Bank Checking  | -135.13         |

**Lake St. Charles CDD**  
**Disbursement Authorization Report**  
**February 2022**

| Type         | Num             | Date                            | Name | Account                               | Original Amount   |
|--------------|-----------------|---------------------------------|------|---------------------------------------|-------------------|
|              |                 |                                 |      | Payroll Service Charge                | 15.01             |
|              |                 |                                 |      | Payroll Service Charge                | 120.12            |
| TOTAL        |                 |                                 |      |                                       | 135.13            |
| <b>Check</b> | <b>EFT/Auto</b> | <b>02/15/2022 ADP</b>           |      | <b>10000-SouthState Bank Checking</b> | <b>-10,106.16</b> |
|              |                 |                                 |      | District Manager                      | 2,094.40          |
|              |                 |                                 |      | Payroll Taxes - Employer Taxes        | 162.43            |
|              |                 |                                 |      | Facilities Monitor                    | 1,411.20          |
|              |                 |                                 |      | Property Maintenance Team Lead        | 1,305.60          |
|              |                 |                                 |      | Property Manager                      | 2,521.60          |
|              |                 |                                 |      | Payroll Taxes - Employer Taxes        | 505.12            |
|              |                 |                                 |      | Property Maintenance Part-Time        | 43.11             |
|              |                 |                                 |      | Full Time Maintenance Employee        | 979.20            |
|              |                 |                                 |      | Supervisor Fees                       | 1,000.00          |
|              |                 |                                 |      | Employer Taxes                        | 83.50             |
| TOTAL        |                 |                                 |      |                                       | 10,106.16         |
| <b>Check</b> | <b>EFT/Auto</b> | <b>02/18/2022 TECO Electric</b> |      | <b>10000-SouthState Bank Checking</b> | <b>-3,435.82</b>  |
|              |                 |                                 |      | 53100 - Electric Utility Svs          | 58.61             |
|              |                 |                                 |      | 53100 - Electric Utility Svs          | 76.24             |
|              |                 |                                 |      | 53100 - Electric Utility Svs          | 220.77            |
|              |                 |                                 |      | 53100 - Electric Utility Svs          | 1,090.61          |
|              |                 |                                 |      | 53100 - Electric Utility Svs          | 73.24             |
|              |                 |                                 |      | 53100 - Electric Utility Svs          | 1,200.86          |
|              |                 |                                 |      | 53100 - Electric Utility Svs          | 333.75            |
|              |                 |                                 |      | 53100 - Electric Utility Svs          | 55.35             |
|              |                 |                                 |      | 53100 - Electric Utility Svs          | 33.76             |
|              |                 |                                 |      | 53100 - Electric Utility Svs          | 29.15             |
|              |                 |                                 |      | 53100 - Electric Utility Svs          | 26.92             |
|              |                 |                                 |      | 53100 - Electric Utility Svs          | 26.15             |
|              |                 |                                 |      | 53100 - Electric Utility Svs          | 26.15             |



**Lake St. Charles CDD**  
**Disbursement Authorization Report**  
**February 2022**

| Type                   | Num                  | Date              | Name                                 | Account                               | Original Amount  |
|------------------------|----------------------|-------------------|--------------------------------------|---------------------------------------|------------------|
|                        |                      |                   |                                      | 53100 - Electric Utility Svs          | 26.15            |
|                        |                      |                   |                                      | 53100 - Electric Utility Svs          | 26.15            |
|                        |                      |                   |                                      | 53100 - Electric Utility Svs          | 26.59            |
|                        |                      |                   |                                      | 53100 - Electric Utility Svs          | 27.04            |
|                        |                      |                   |                                      | 53100 - Electric Utility Svs          | 26.92            |
|                        |                      |                   |                                      | 53100 - Electric Utility Svs          | 26.15            |
|                        |                      |                   |                                      | 53100 - Electric Utility Svs          | 26.26            |
|                        |                      |                   |                                      | 53100 - Electric Utility Svs          | -1.00            |
| TOTAL                  |                      |                   |                                      |                                       | 3,435.82         |
| <b>Bill Pmt -Check</b> | <b>EFT/Auto</b>      | <b>02/23/2022</b> | <b>SunTrust Credit Card</b>          | <b>10000-SouthState Bank Checking</b> | <b>-4,703.82</b> |
| Bill                   | Feb CC Statement     | 02/24/2022        |                                      | 13500 - SunTrust Visa Card            | 4,703.82         |
| TOTAL                  |                      |                   |                                      |                                       | 4,703.82         |
| <b>Check</b>           | <b>EFT/Auto</b>      | <b>02/25/2022</b> | <b>ADP</b>                           | <b>10000-SouthState Bank Checking</b> | <b>-146.44</b>   |
|                        |                      |                   |                                      | Payroll Service Charge                | 13.34            |
|                        |                      |                   |                                      | Payroll Service Charge                | 66.55            |
|                        |                      |                   |                                      | Supervisor Payroll Service            | 66.55            |
| TOTAL                  |                      |                   |                                      |                                       | 146.44           |
| <b>Bill Pmt -Check</b> | <b>EFT/Auto</b>      | <b>02/28/2022</b> | <b>Architectural Fountains, Inc.</b> | <b>10000-SouthState Bank Checking</b> | <b>-550.00</b>   |
| Bill                   | Replace light fixtur | 02/23/2022        |                                      | Fountain in Lake                      | 550.00           |
| TOTAL                  |                      |                   |                                      |                                       | 550.00           |
| <b>Bill Pmt -Check</b> | <b>EFT/Auto</b>      | <b>02/28/2022</b> | <b>Mainscape</b>                     | <b>10000-SouthState Bank Checking</b> | <b>-7,691.42</b> |
| Bill                   | INV #1269655         | 02/08/2022        |                                      | Landscape Maintenance Contract        | 7,691.42         |
| TOTAL                  |                      |                   |                                      |                                       | 7,691.42         |
| <b>Bill Pmt -Check</b> | <b>EFT/Auto</b>      | <b>02/28/2022</b> | <b>Persson &amp; Cohen, P.A.</b>     | <b>10000-SouthState Bank Checking</b> | <b>-1,070.10</b> |

**Lake St. Charles CDD**  
**Disbursement Authorization Report**  
**February 2022**

|       | Type                   | Num                  | Date              | Name                            | Account                               | Original Amount  |
|-------|------------------------|----------------------|-------------------|---------------------------------|---------------------------------------|------------------|
|       | Bill                   | Emails in regards to | 02/04/2022        |                                 | District Counsel                      | 1,070.10         |
| TOTAL |                        |                      |                   |                                 |                                       | <u>1,070.10</u>  |
|       | <b>Bill Pmt -Check</b> | <b>EFT/Auto</b>      | <b>02/28/2022</b> | <b>Solitude Lake Management</b> | <b>10000-SouthState Bank Checking</b> | <b>-1,143.30</b> |
|       | Bill                   | Feb Pond Mainten     | 02/01/2022        |                                 | Pond & Stormwater Maint               | 1,143.30         |
| TOTAL |                        |                      |                   |                                 |                                       | <u>1,143.30</u>  |
|       | <b>Bill Pmt -Check</b> | <b>EFT/Auto</b>      | <b>02/28/2022</b> | <b>Mainscape</b>                | <b>10000-SouthState Bank Checking</b> | <b>-850.00</b>   |
|       | Bill                   | INV #1269945         | 02/15/2022        |                                 | Irrigation Maintenance                | 850.00           |
| TOTAL |                        |                      |                   |                                 |                                       | <u>850.00</u>    |
|       | <b>Bill Pmt -Check</b> | <b>EFT/Auto</b>      | <b>02/28/2022</b> | <b>Solitude Lake Management</b> | <b>10000-SouthState Bank Checking</b> | <b>-125.00</b>   |
|       | Bill                   | Fountain Mainten 01- | 02/01/2022        |                                 | Fountain Maint #21                    | 125.00           |
| TOTAL |                        |                      |                   |                                 |                                       | <u>125.00</u>    |
|       | <b>Bill Pmt -Check</b> | <b>EFT/Auto</b>      | <b>02/28/2022</b> | <b>Solitude Lake Management</b> | <b>10000-SouthState Bank Checking</b> | <b>-3,029.20</b> |
|       | Bill                   | LK 27 Aeration       | 02/28/2022        |                                 | 58004-Lake Water Quality & Pond       | 3,029.20         |
| TOTAL |                        |                      |                   |                                 |                                       | <u>3,029.20</u>  |
|       | <b>Check</b>           | <b>8523</b>          | <b>02/15/2022</b> | <b>Forest Mulch Products</b>    | <b>10000-SouthState Bank Checking</b> | <b>-4,146.80</b> |
|       |                        |                      |                   |                                 | Mulch                                 | 4,146.80         |
| TOTAL |                        |                      |                   |                                 |                                       | <u>4,146.80</u>  |

**Treasurer's Report - SouthState Account**  
**February 2022**  
**02/1/22 - 02/28/22**

| <u>Date</u> | <u>Number</u> | <u>Payee</u>                  | <u>Memo</u>                        | <u>Payment</u>   | <u>Deposit</u>   | <u>Balance</u>    |
|-------------|---------------|-------------------------------|------------------------------------|------------------|------------------|-------------------|
|             |               |                               |                                    |                  |                  | <b>774,412.04</b> |
| 02/01/2022  | EFT/Auto      | ADP                           | P.E. 01-29-22                      | 9,820.02         |                  | 764,592.02        |
| 02/01/2022  | EFT/Auto      | Square Inc                    | R. Hartle CH Rental Deposit Refund | 292.10           |                  | 764,299.92        |
| 02/01/2022  |               |                               | Deposit                            |                  | 14.51            | 764,314.43        |
| 02/03/2022  |               |                               | Deposit                            |                  | 12,885.83        | 777,200.26        |
| 02/07/2022  | EFT/Auto      | TECO Gas Company              | 221003603224 Acct #                | 645.11           |                  | 776,555.15        |
| 02/07/2022  | EFT/Auto      | TECO Electric                 | 221005960721 Acct #                | 60.52            |                  | 776,494.63        |
| 02/08/2022  |               |                               | Deposit                            |                  | 184.70           | 776,679.33        |
| 02/08/2022  |               |                               | Deposit                            |                  | 14.51            | 776,693.84        |
| 02/08/2022  |               |                               | Deposit                            |                  | 82.69            | 776,776.53        |
| 02/11/2022  | EFT/Auto      | ADP                           |                                    | 135.13           |                  | 776,641.40        |
| 02/15/2022  | 8523          | Forest Mulch Products         | Pine Bark Mulch                    | 4,146.80         |                  | 772,494.60        |
| 02/15/2022  | EFT/Auto      | ADP                           | P.E. 02-12-22                      | 10,106.16        |                  | 762,388.44        |
| 02/18/2022  | EFT/Auto      | TECO Electric                 | 06980007400 Acct #                 | 3,435.82         |                  | 758,952.62        |
| 02/23/2022  |               |                               | Deposit                            |                  | 14.51            | 758,967.13        |
| 02/23/2022  | EFT/Auto      | SunTrust Credit Card          | 4223071100091531 Acct #            | 4,703.82         |                  | 754,263.31        |
| 02/25/2022  | EFT/Auto      | ADP                           | Inv # 599689128                    | 146.44           |                  | 754,116.87        |
| 02/28/2022  | EFT/Auto      | Architectural Fountains, Inc. | 01052202E Inv #                    | 550.00           |                  | 753,566.87        |
| 02/28/2022  | EFT/Auto      | Mainscape                     | INV #1269655                       | 7,691.42         |                  | 745,875.45        |
| 02/28/2022  | EFT/Auto      | Persson & Cohen, P.A.         | Acct # LakStCharles INV#1749       | 1,070.10         |                  | 744,805.35        |
| 02/28/2022  | EFT/Auto      | Solitude Lake Management      | INV# PI-A00753132                  | 1,143.30         |                  | 743,662.05        |
| 02/28/2022  | EFT/Auto      | Mainscape                     | INV #1269945                       | 850.00           |                  | 742,812.05        |
| 02/28/2022  | EFT/Auto      | Solitude Lake Management      | INV# PI-A00686276                  | 125.00           |                  | 742,687.05        |
| 02/28/2022  | EFT/Auto      | Solitude Lake Management      | INV# PI-A00681566                  | 3,029.20         |                  | 739,657.85        |
| 02/28/2022  |               |                               | Interest                           |                  | 5.84             | 739,663.69        |
|             |               |                               |                                    | <b>47,950.94</b> | <b>13,202.59</b> | <b>739,663.69</b> |

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

|    | A | B | C | D | E | F | G                                    | H                  | K                | L                           | M        | N             |
|----|---|---|---|---|---|---|--------------------------------------|--------------------|------------------|-----------------------------|----------|---------------|
| 1  |   |   |   |   |   |   |                                      | Oct '21<br>Feb' 22 | Annual<br>Budget | \$ Over<br>Annual<br>Budget | Comments | Last Year YTD |
| 2  |   |   |   |   |   |   | Revenue/Expense                      |                    |                  |                             |          |               |
| 3  |   |   |   |   |   |   | Revenue                              |                    |                  |                             |          |               |
| 4  |   |   |   |   |   |   | 36100 - Interest Earnings            |                    |                  |                             |          |               |
| 5  |   |   |   |   |   |   | Interest - General Fund              | 104                | 1,450            | (1,346)                     |          | 828           |
| 6  |   |   |   |   |   |   | Total 36100 - Interest Earnings      | 104                | 1,450            | (1,346)                     |          | 828           |
| 7  |   |   |   |   |   |   | General Fund Assessment-O&M          |                    |                  |                             |          |               |
| 8  |   |   |   |   |   |   | General Fund Assessment Gross        | 928,397            | 958,146          | (29,749)                    |          | 924,076       |
| 9  |   |   |   |   |   |   | GF Prop Tax Interest                 | 0                  | 0                | 0                           |          | 30            |
| 10 |   |   |   |   |   |   | GF Tax Collector Commissions         | (17,833)           | (19,163)         | 1,330                       |          | (17,748)      |
| 11 |   |   |   |   |   |   | GF Tax Payment Discount              | (36,736)           | (38,326)         | 1,590                       |          | (36,687)      |
| 12 |   |   |   |   |   |   | Total General Fund Assessment-O&M    | 873,828            | 900,657          | (26,829)                    |          | 869,671       |
| 13 |   |   |   |   |   |   |                                      |                    |                  |                             |          |               |
| 14 |   |   |   |   |   |   | Total 36310 - Special Assessment     | 873,828            | 900,657          | (26,829)                    |          | 869,671       |
| 15 |   |   |   |   |   |   | 36311 - Excess Fees                  | 7,512              | 0                | 7,512                       |          | 7,307         |
| 16 |   |   |   |   |   |   | 36900 - Miscellaneous Revenues       |                    |                  | 0                           |          |               |
| 17 |   |   |   |   |   |   | Other Misc Revenue                   | 201                | 1,200            | (999)                       |          | 7,244         |
| 18 |   |   |   |   |   |   | Rental                               | 225                | 500              | (275)                       |          | 0.00          |
| 19 |   |   |   |   |   |   | Pool Snack Vending                   | 0                  | 475              | (475)                       |          | 0.00          |
| 20 |   |   |   |   |   |   | Total 36900 - Miscellaneous Revenues | 427                | 2,175            | (1,748)                     |          | 7,244         |
| 21 |   |   |   |   |   |   | Total Revenue                        | 881,871            | 904,282          | (22,411)                    |          | 885,050       |
| 22 |   |   |   |   |   |   |                                      |                    |                  |                             |          |               |
| 24 |   |   |   |   |   |   | Expense                              |                    |                  |                             |          |               |
| 25 |   |   |   |   |   |   | 5110 - Legislative                   |                    |                  |                             |          |               |
| 26 |   |   |   |   |   |   | Employer Taxes                       | 418                | 1,460            | (1,043)                     |          | 418           |
| 27 |   |   |   |   |   |   | Special District Fees                | 175                | 175              | 0                           |          | 175           |
| 28 |   |   |   |   |   |   | Supervisor Fees                      | 4,815              | 12,000           | (7,185)                     |          | 5,000         |
| 29 |   |   |   |   |   |   | Supervisor Payroll Service           | 431                | 900              | (469)                       |          | 364           |
| 30 |   |   |   |   |   |   | Total 5110 - Legislative             | 5,839              | 14,535           | (8,696)                     |          | 5,956         |

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

|    | A | B | C | D | E | F | G  | H                  | K                | L                           | M        | N             |
|----|---|---|---|---|---|---|--|--------------------|------------------|-----------------------------|----------|---------------|
| 1  |   |   |   |   |   |   |  | Oct '21<br>Feb' 22 | Annual<br>Budget | \$ Over<br>Annual<br>Budget | Comments | Last Year YTD |
| 31 |   |   |   |   |   |   | <b>51300 - Financial &amp; Admin</b>       |                    |                  |                             |          |               |
| 32 |   |   |   |   |   |   | Accounting Services                        | 0                  | 500              | (500)                       |          | 0             |
| 33 |   |   |   |   |   |   | Auditing Services                          | 1,000              | 13,500           | (12,500)                    |          | 13,000        |
| 34 |   |   |   |   |   |   | Banking & Investment Mgmt Fees             | 185                | 200              | (15)                        |          | 0             |
| 35 |   |   |   |   |   |   | District F&A Employees                     |                    |                  |                             |          |               |
| 36 |   |   |   |   |   |   | District Manager                           | 20,944             | 54,462           | (33,518)                    |          | 20,536        |
| 37 |   |   |   |   |   |   | Medical Stipend                            | 1,000              | 2,400            | (1,400)                     |          | 1,000         |
| 38 |   |   |   |   |   |   | Payroll Service Charge                     | 171                | 465              | (294)                       |          | 201           |
| 39 |   |   |   |   |   |   | Payroll Taxes - Employer Taxes             | 1,728              | 4,400            | (2,672)                     |          | 1,696         |
| 40 |   |   |   |   |   |   | Performance Stipend                        | 0                  | 1,000            | (1,000)                     |          | 0             |
| 41 |   |   |   |   |   |   | <b>Total District F&amp;A Employees</b>    | <b>23,843</b>      | <b>62,727</b>    | <b>(38,884)</b>             |          | <b>23,434</b> |
| 42 |   |   |   |   |   |   | Dues, Licenses & Fees                      | 483                | 500              | (17)                        |          | 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 |   |   |   |   |   |   | <b>Total General Insurance</b>             | <b>7,721</b>       | <b>7,647</b>     | <b>74</b>                   |          | <b>7,460</b>  |
| 48 |   |   |   |   |   |   | Legal Advertising                          | 1,704              | 2,600            | (896)                       |          | 223           |
| 49 |   |   |   |   |   |   | Local/Other Taxes                          | 0                  | 3,396            | (3,396)                     |          | 3,229         |
| 50 |   |   |   |   |   |   | Office Supplies                            | 692                | 1,000            | (308)                       |          | 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               | 3,304              | 2,000            | 1,304                       |          | 848           |
| 55 |   |   |   |   |   |   | Telephone                                  | 1,205              | 3,600            | (2,395)                     |          | 826           |
| 56 |   |   |   |   |   |   | Travel Per Diem                            | 0                  | 200              | (200)                       |          | 0             |
| 57 |   |   |   |   |   |   | Website Development & Monitor              | 2,003              | 2,650            | (647)                       |          | 1,823         |
| 58 |   |   |   |   |   |   | <b>Total 51300 - Financial &amp; Admin</b> | <b>42,834</b>      | <b>103,770</b>   | <b>(60,936)</b>             |          | <b>51,660</b> |
| 59 |   |   |   |   |   |   | <b>51400 - Legal Counsel</b>               |                    |                  |                             |          |               |

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

|    | A | B | C | D | E | F | G                                | H                  | K                | L                           | M        | N             |
|----|---|---|---|---|---|---|----------------------------------|--------------------|------------------|-----------------------------|----------|---------------|
| 1  |   |   |   |   |   |   |                                  | Oct '21<br>Feb' 22 | Annual<br>Budget | \$ Over<br>Annual<br>Budget | Comments | Last Year YTD |
| 60 |   |   |   |   |   |   | District Counsel                 | 1,155              | 8,000            | (6,845)                     |          | 1,326         |
| 61 |   |   |   |   |   |   | Total 51400 - Legal Counsel      | 1,155              | 8,000            | (6,845)                     |          | 1,326         |
| 62 |   |   |   |   |   |   | 52100 - Law Enforcement          |                    |                  |                             |          |               |
| 63 |   |   |   |   |   |   | Car Maintenance & Repairs        | 50                 | 1,000            | (950)                       |          | 63            |
| 64 |   |   |   |   |   |   | Car Gas                          | 350                | 1,500            | (1,150)                     |          | 216           |
| 65 |   |   |   |   |   |   | Total 52100 - Law Enforcement    | 401                | 2,500            | (2,099)                     |          | 278           |
| 66 |   |   |   |   |   |   | 53100 - Electric Utility Svs     | 16,184             | 46,500           | (30,316)                    |          | 13,748        |
| 67 |   |   |   |   |   |   | 53200 - Gas Utility Services     | 2,300              | 4,000            | (1,700)                     |          | 2,222         |
| 68 |   |   |   |   |   |   | 53400 - Garbage/Solid Waste Svc  | 874                | 2,880            | (2,006)                     |          | 666           |
| 69 |   |   |   |   |   |   | 53600 - Water/Sewer Services     | 2,077              | 9,800            | (7,723)                     |          | 2,017         |
| 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                 | 550                | 3,000            | (2,450)                     |          | 500           |
| 74 |   |   |   |   |   |   | Gas - Equipment                  | 0                  | 400              | (400)                       |          | 86            |
| 75 |   |   |   |   |   |   | Gas - Truck                      | 375                | 1,800            | (1,425)                     |          | 265           |
| 76 |   |   |   |   |   |   | Irrigation Maintenance           | 3,811              | 10,000           | (6,189)                     |          | 2,283         |
| 77 |   |   |   |   |   |   | Landscape Maintenance Contract   | 30,318             | 92,299           | (61,981)                    |          | 37,338        |
| 78 |   |   |   |   |   |   | Misc. Landscape-Temporary Staff  | 0                  | 3,000            | (3,000)                     |          | 0             |
| 79 |   |   |   |   |   |   | Misc. Landscape Maintenance      | 6,131              | 10,500           | (4,369)                     |          | 4,827         |
| 80 |   |   |   |   |   |   | Mulch                            | 4,405              | 10,500           | (6,095)                     |          | 0             |
| 81 |   |   |   |   |   |   | New Plantings                    | 0                  | 8,000            | (8,000)                     |          | 0             |
| 82 |   |   |   |   |   |   | Pond & Stormwater Maint Contract | 5,717              | 13,720           | (8,004)                     |          | 7,875         |
| 83 |   |   |   |   |   |   | Pond 9,22,23,&24 Aeration Maint  | 648                | 1,296            | (648)                       |          | 243           |
| 84 |   |   |   |   |   |   | Lake#27 Aeration Maint           | 1,080              | 2,160            | (1,080)                     |          | 0             |
| 85 |   |   |   |   |   |   | Fountain Maint #21               | 250                | 500              | (250)                       |          | 0             |
| 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)                       |          | 450           |
| 89 |   |   |   |   |   |   | Midge Survey                     | 0                  | 1,500            | (1,500)                     |          | 0             |

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

|     | A | B | C | D | E | F | G   | H                  | K                | L                           | M        | N             |
|-----|---|---|---|---|---|---|---|--------------------|------------------|-----------------------------|----------|---------------|
| 1   |   |   |   |   |   |   |   | Oct '21<br>Feb' 22 | Annual<br>Budget | \$ Over<br>Annual<br>Budget | Comments | Last Year YTD |
| 90  |   |   |   |   |   |   | <b>Total 53900 - Physical Environment</b>   | 69,610             | 182,075          | (112,465)                   |          | 68,612        |
| 91  |   |   |   |   |   |   | <b>57200 - Parks &amp; Recreation</b>       |                    |                  |                             |          |               |
| 92  |   |   |   |   |   |   | Auto Liability                              | 758                | 755              | 3                           |          | 733.00        |
| 93  |   |   |   |   |   |   | Club Facility Maintenance                   |                    |                  |                             |          |               |
| 94  |   |   |   |   |   |   | Club Facility Maintenance                   | 1,420              | 5,000            | (3,580)                     |          | 2,462         |
| 95  |   |   |   |   |   |   | Clubhouse Supplies                          | 438                | 2,300            | (1,862)                     |          | 936           |
| 96  |   |   |   |   |   |   | Locks/Keys                                  | 25                 | 100              | (75)                        |          | 0             |
| 97  |   |   |   |   |   |   | Pool Snack Vending Items                    | 0                  | 300              | (300)                       |          | 0             |
| 98  |   |   |   |   |   |   | <b>Total Club Facility Maintenance</b>      | 1,883              | 7,700            | (5,817)                     |          | 3,398         |
| 99  |   |   |   |   |   |   | <b>District Employees Payroll Exp</b>       |                    |                  |                             |          |               |
| 100 |   |   |   |   |   |   | Employer Workman Comp                       | 5,313              | 9,360            | (4,047)                     |          | 5,221         |
| 101 |   |   |   |   |   |   | Facilities Monitor                          | 14,112             | 36,682           | (22,570)                    |          | 13,832        |
| 102 |   |   |   |   |   |   | Medical Stipends                            | 2,500              | 6,000            | (3,500)                     |          | 2,500         |
| 103 |   |   |   |   |   |   | Payroll Service Charge                      | 1,258              | 2,500            | (1,242)                     |          | 1,064         |
| 104 |   |   |   |   |   |   | Payroll Taxes - Employer Taxes              | 5,199              | 16,500           | (11,301)                    |          | 4,798         |
| 105 |   |   |   |   |   |   | Performance Stipend                         | 0                  | 2,600            | (2,600)                     |          | 0             |
| 106 |   |   |   |   |   |   | Full-Time Hybrid Employee                   | 9,789              | 25,460           | (15,671)                    |          | 10,079        |
| 107 |   |   |   |   |   |   | Property Maintenance Part-Time              | 776                | 1,510            | (734)                       |          | 465           |
| 108 |   |   |   |   |   |   | Property Maintenance Team Lead              | 13,052             | 33,946           | (20,894)                    |          | 14,051        |
| 109 |   |   |   |   |   |   | Property Manager                            | 25,216             | 65,558           | (40,342)                    |          | 24,720        |
| 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 |   |   |   |   |   |   | <b>Total District Employees Payroll Exp</b> | 77,216             | 249,016          | (171,800)                   |          | 76,729        |
| 114 |   |   |   |   |   |   | Dock Maintenance                            | 169                | 400              | (231)                       |          | 185           |
| 115 |   |   |   |   |   |   | Drainage/ Nature Path/Trail Maintenance     | 0                  | 1,800            | (1,800)                     |          | 0             |
| 116 |   |   |   |   |   |   | Park Facility Maintenance                   | 1,016              | 7,000            | (5,984)                     |          | 1,179         |
| 117 |   |   |   |   |   |   | Parks & Rec Cell Phones                     | 744                | 1,700            | (956)                       |          | 795           |
| 118 |   |   |   |   |   |   | Playground Maintenance                      | 93                 | 2,000            | (1,907)                     |          | 333           |
| 119 |   |   |   |   |   |   | Pool Maintenance Contract                   | 5,175              | 21,100           | (15,925)                    |          | 8,000         |

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

|     | A | B | C | D | E | F | G   | H                  | K                | L                           | M        | N              |
|-----|---|---|---|---|---|---|---|--------------------|------------------|-----------------------------|----------|----------------|
| 1   |   |   |   |   |   |   |   | Oct '21<br>Feb' 22 | Annual<br>Budget | \$ Over<br>Annual<br>Budget | Comments | Last Year YTD  |
| 120 |   |   |   |   |   |   | Pool Maintenance Repairs                    | 1,655              | 12,000           | (10,345)                    |          | 6,578          |
| 121 |   |   |   |   |   |   | Sec System Monitoring Contract              | 129                | 240              | (111)                       |          | 0              |
| 122 |   |   |   |   |   |   | Security Repairs                            | 100                | 5,000            | (4,900)                     |          | 100            |
| 123 |   |   |   |   |   |   | <b>Total 57200 - Parks &amp; Recreation</b> | <b>88,938</b>      | <b>308,711</b>   | <b>(219,773)</b>            |          | <b>98,031</b>  |
| 124 |   |   |   |   |   |   | 58003- Future CIP Projects and Reserves     | 40,942             | 258,011          | (217,069)                   |          | 184,979        |
| 125 |   |   |   |   |   |   | <b>Total Expense</b>                        | <b>271,155</b>     | <b>940,782</b>   | <b>(669,627)</b>            |          | <b>429,497</b> |
| 126 |   |   |   |   |   |   | <b>Revenue Less Expenses</b>                | <b>610,716</b>     | <b>(36,500)</b>  | <b>647,216</b>              |          | <b>455,552</b> |
| 127 |   |   |   |   |   |   | <b>Other Revenue/Expense</b>                |                    |                  |                             |          |                |
| 128 |   |   |   |   |   |   | <b>Other Revenue</b>                        |                    |                  |                             |          |                |
| 129 |   |   |   |   |   |   | SunTrust Credit Card Rewards                | 0                  |                  |                             |          |                |
| 130 |   |   |   |   |   |   | FY 20-21 Carryover                          | 0                  |                  | 0                           |          |                |
| 131 |   |   |   |   |   |   | DEP Grant Reimbursement                     | 0                  | 397,069          | (397,069)                   |          |                |
| 132 |   |   |   |   |   |   | <b>Total Other Revenue</b>                  | <b>0</b>           | <b>397,069</b>   | <b>0</b>                    |          |                |
| 133 |   |   |   |   |   |   |   |                    |                  |                             |          |                |
| 134 |   |   |   |   |   |   | <b>Other Expense</b>                        |                    |                  |                             |          |                |
| 135 |   |   |   |   |   |   | Unassigned CIP Projects                     | 0                  | 0                | 0                           |          |                |
| 136 |   |   |   |   |   |   | 58004-Lake Water Quality & Pond             | 31,192             | 433,569          | (402,377)                   |          |                |
| 137 |   |   |   |   |   |   | <b>Total Other Expense</b>                  | <b>31,192</b>      | <b>433,569</b>   | <b>(402,377)</b>            |          |                |
| 138 |   |   |   |   |   |   | <b>Net Other Income</b>                     | <b>(31,192)</b>    | <b>(36,500)</b>  | <b>(31,192)</b>             |          |                |
| 139 |   |   |   |   |   |   | <b>Net Income</b>                           | <b>579,524</b>     | <b>(73,000)</b>  | <b>616,024</b>              |          |                |



# Lake St. Charles CDD Property Manager Expense Report

February 2022

|                                      | Type               | Date       | Memo   | Account                     | Amount       |
|--------------------------------------|--------------------|------------|--|-----------------------------|--------------|
| <b>Ace Hardware</b>                  |                    |            |  |                             |              |
|                                      | Credit Card Charge | 02/17/2022 | Round-up                                     | Misc. Landscape Maintenance | 104.48       |
|                                      | Credit Card Charge | 02/18/2022 | Misc items                                   | Club Facility Maintenance   | 24.75        |
| <b>Amazon.com</b>                    |                    |            |  |                             |              |
|                                      | Credit Card Charge | 02/07/2022 | Lunch sign                                   | Clubhouse Supplies          | 10.70        |
| <b>Architectural Fountains, Inc.</b> |                    |            |  |                             |              |
|                                      | Bill               | 02/23/2022 | Replace light fixture, spli Fountain in Lake |                             | 550.00       |
| <b>CentralPro</b>                    |                    |            |  |                             |              |
|                                      | Credit Card Charge | 02/23/2022 | irrigation items                             | Irrigation Maintenance      | 72.97        |
| <b>Dog Waste Depot</b>               |                    |            |  |                             |              |
|                                      | Credit Card Charge | 02/14/2022 | Dog Waste station                            | Park Facility Maintenance   | 304.96       |
| <b>Florida Flag and Pennant</b>      |                    |            |  |                             |              |
|                                      | Credit Card Charge | 02/22/2022 | flag order                                   | Club Facility Maintenance   | 123.87       |
| <b>George's Mower Service Inc.</b>   |                    |            |  |                             |              |
|                                      | Credit Card Charge | 02/21/2022 | Shaft & Extension                            | Misc. Landscape Maintenance | 89.27        |
| <b>Home Depot</b>                    |                    |            |  |                             |              |
|                                      | Credit Card Charge | 02/08/2022 | Boards for bridge                            | Dock Maintenance            | 416.27       |
|                                      | Credit Card Credit | 02/08/2022 | Boards for bridge                            | Dock Maintenance            | -300.70      |
|                                      | Credit Card Charge | 02/09/2022 | Key copies                                   | Locks/Keys                  | 14.41        |
|                                      | Credit Card Charge | 02/09/2022 | Paint & misc                                 | Dock Maintenance            | 53.38        |
|                                      | Credit Card Charge | 02/10/2022 | glue & misc                                  | Park Facility Maintenance   | 21.39        |
|                                      | Credit Card Charge | 02/22/2022 | Irrigation Items                             | Irrigation Maintenance      | 33.67        |
| <b>Winn Dixie</b>                    |                    |            |  |                             |              |
|                                      | Credit Card Charge | 02/17/2022 | Water  | Clubhouse Supplies          | 34.74        |
|                                      |                    |            |  | <b>TOTAL</b>                | <b>1,554</b> |

## **April 5, 2022, Property Manager's Report**

### **This year's approved capital improvements project status :**

- 1) Playground Mulch- completed.
- 2) Clubhouse Roof repairs and New Gutter.-completed
- 3) New directory irrigation controller that is app enabled- completed. It provides complete remote operation, the installed flowmeter tracks water usage of each zone, and since alarm if usage on his own is extraordinary which means that there's a line break or an irrigation head that has been damaged. Mainscape will continue to adjust the clocks and water consumption however Bryant myself and Ed have the app and can see the reports when the system is running how many gallons are used on each zone how long the zones run, who, when and what changes were made to the programming. It also monitors weather conditions: humidity, temperature, cloud cover, precipitation and recommends adjustments.  
I will be including in the CIP projects list, the cost of purchasing three more for the remaining 12 zone irrigation systems.
- 4) Phase one trail restoration 90% complete. Hardeman concrete will return around the middle of April to install additional compacted crushed concrete to reinforce and grade the sides of the trail.
- 5) Common area sidewalk cleaning - just beginning. In addition to the common area sidewalks, they are cleaning the brick walls and removing the rust stains on both sides of the street from the entrance signs to the Hampton entrance. After cleaning they will apply the self-cleaning additive and sealer. This is a test to see how well the product works at preventing future rust stains and in deterring mold and mildew growth. I will be including the cost of this treatment on all the brick walls and the concrete wall that borders Interstate 75 in the CIP project plans.
- 6) I received the complete park survey and I'm just beginning to layout security fencing, access control and sidewalk circulation. I will be sending board members a couple of options for the Colonial Lake Drive (south end) before the April board meeting if not completed and included in this report. The purpose is for the board to select one of the options or offer alternatives with the goal of providing clear direction so I can proceed with cost estimates.

### **Property Maintenance**

- 1) I'm working with Mainscape on property orientation and maintenance expectations. So far, they have been very cooperative and as they're just learning the property, I think they're doing pretty good considering what they inherited. They are also preparing a cost estimate for continuing services next year after this contract expires December 1. They will submit next year's preliminary Property maintenance cost by mid-April be included in the preliminary budget for next year
- 2) Miller recreation submitted the permit for the playground. If you were not informed previously, code enforcement issued a violation to the district for not having a permit to build a playground. One of the competitors who bid the playground reported it to code enforcement and we know who it was. Fortunately, I had the playground installer sign an agreement along with the contract that stated if a permit was required, that he would procure it solely at his cost and time. I have no idea how long the Hillsborough County building permit process will take I'm guessing several months but I will check with the playground installer periodically.

- 3) I am looking for some method of communicating with maintenance staff, tracking assigned and completed maintenance activities, allows pictures and can be shared with, staff property manager and supervisors. It will need to be accessible and use with a smartphone and cannot be e mail dependent. Maintenance staff have only smart phones and no email addresses or computers Likely an app. Microsoft To Do is integrated with my computer and I'm looking at Any.do. If anyone has any suggestions or time to look for such a method, please inform me.
- 4) I have met with another electrician to obtain cost proposals for the astronomical time clocks to control the two lake fountains and the three lake aeration stations. At the time of this report, I have not received that bid but anticipate receiving it before the board meeting. To make you aware, once the lake grant is approved to start which could be any day and very likely in April. the lake aeration is scheduled to be operational and functioning six weeks from the start and periodically throughout the grant time frame. See the attached grant schedule. Time is of the essence for the lake aeration time clocks.

## **Grants**

### **Florida Department of Environmental Protection – Lake grant.**

The third submission of the Quality Assurance Project Plan (QAPP) since the grant was Completely revised and executed on November 23<sup>rd</sup> was submitted to FDEP on March 25<sup>th</sup>. Technically they have 15 days to review it and provide comments but they are anxious to get this approved and they have not adhered to the strict three strikes and you're out or even their timelines for review which has been to our advantage. This grant program is very new. We were in the second year of awards and we are the 15th grant that they have ever issued.

Admittedly, they are still working out the kinks in their grant program. I was informed that a grant recipient from the first year awards did not even submit their first QAPP until a year later. The QAPP – Quality Assurance Plan is required to be approved before any grant work can start. This is the document that makes the grant conditional. It's very technical, requiring knowledge of field sampling methods, DEP standard operating procedures, documentation, records, specific requirements and methods of each individual water quality parameter being collected and analyzed. This also applies to laboratory analysis: types of laboratory equipment being used to analyze each water quality parameter, the equipment's minimum detection level, what type or unit of detection, equipment control standards, DEP SOP's -standard operating procedures etc. The document includes areas of accountability and various types of audits, data collection, data analysis, data record keeping etc.

The project is further complicated because we are utilizing four (4) different technologies, a handheld fluorometer that's not a FDRP approved device for measuring phycocyanin and has no existing standard operating procedure so one had to be created. If you are reading this and thinking to yourself what is a fluorometer and phycocyanin then you understand my difficulty. Adding to the complexity of this grant is the fact that there are there are four different subcontractors with specific responsibilities that we as the grantee are responsible for.

The second large task requirement is the creation of an Algae Treatment Plan which we have already submitted received comments, revised and resubmitted and has been approved.

The final large task requirement is a public presentation. Its purpose is to explain the grant, the different technologies, and the expected outcome of their implementation. The presentation will be conducted by Zoom or another interactive platform with live participation of the subcontractors in the form of a questions and answers at the end of the presentation. The presentation is required to be noticed in the newspaper and interested persons from the general public may attend. components of this task have already been assembled but

there is still a significant amount of work to be done before it is completed. This task is not time sensitive nor does the award of the grant depend upon its approval.

I say all this because none of you will ever know how difficult this has been and how much time it has taken. I want to remind everyone that the entire motivation to endure this is the elimination of the midge problem at no cost to the CDD or any resident. I will also say that FDEP has been flexible and lenient as they want this grant to proceed. The state currently has an account set up with our name on it that we can begin to draw reimbursement from (subject to QAPP approval to start) until September 30th in the amount of \$403,345.50

Hillsborough County Neighborhood mini grant - boat ramp.

the permit for the EPC was submitted and on Tuesday March 29th I received an email from Carla Shelton with Hillsborough County's Natural Resource Department. See the attached email. I have emailed and left messages for Carla to discuss this matter but have not received a reply or return phone call. Based on the fact that the design proposal that we submitted meets the requirements of the EPC for their jurisdiction on a boat ramp but Hillsborough County's requirements are more stringent for the same boat ramp causing once again an issue with Hillsborough County.

This project is going to involve more time than this grant allows. The work for this grant means everything permitted, built and inspected and approved by Hillsborough County by July 30th.

I am hopeful that I can discuss this further with Carla however the email is pretty clear if we were to pursue Hillsborough County's approval it's going to require retaining walls and a County building permit. That significantly increases the permitting time, which is in my experience is not feasible under the time constraints as well as the project cost by thousands of dollars.

It is my recommendation that the board approve the entryway lighting project for this year's grant project , subject to Hillsborough County's approval, and that we continue to pursue the boat ramp permit process and submit that project for next year's mini grant. Grant applications are typically due just before Christmas which is likely how long it will take to get through the permitting process.

The lighting project cost is \$12,000 - \$5,000 grant award with a net CIP cost of \$7,000 and does not require a permit because it is low voltage.

I have already spoken to the Hillsborough County grant coordinator to inform them of the situation and to inquire if it would be possible to switch projects for this grant. The grant coordinator requested that I submit the documents for the entrance lighting and they will discuss it with the Director and seek approval to switch projects.

**From:** [Adriana Urbina](#)  
**To:** ["Property Manager"](#)  
**Subject:** FW: MAIW 74359 Lake St Charles Boat Ramp  
**Date:** Tuesday, March 29, 2022 9:09:27 AM  
**Attachments:** [image001.png](#)  
[74359 Application.pdf](#)

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**From:** Shelton, Carla [mailto:SheltonC@HillsboroughCounty.ORG]  
**Sent:** Monday, March 28, 2022 5:02 PM  
**To:** DistrictMgr@LakeStCharles.org  
**Subject:** MAIW 74359 Lake St Charles Boat Ramp

Hello Mark,

The attached application for a new boat ramp was forwarded to our department from EPC. While EPC regulates the proposed activities within the wetland itself, the Development Services Department Natural Resources section regulates the activities in the 30' wetland setback area.

I have looked over the attached application and plans. As shown, these improvements would require a variance from the Land Use Hearing Officer in order to be approved. The variance process takes several months and requires a review fee of \$2245.82, with no guarantee of approval. In order for it to be approved at the staff level (without a variance) some revisions will be needed including using pervious paving material for the boat ramp and making sure the area through the wetland setback is no wider than 20 feet. The narrower construction area may require the use of retaining walls rather than slopes, and retaining walls would then trigger a Building Permit.

If you would like to discuss this further, you can contact me at [sheltonc@hillsboroughcounty.org](mailto:sheltonc@hillsboroughcounty.org). Thanks,

**Carla Shelton Knight**  
**Natural Resources Review Manager, Certified Arborist**  
Natural Resources, Development Services Dept.

P: (813) 276-8404  
E: [sheltonc@HillsboroughCounty.org](mailto:sheltonc@HillsboroughCounty.org)  
W: [HCFLgov.net](http://HCFLgov.net)

| EXHIBIT 1                       |             |      |  |           |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        | INV 15 - TASK, TIMELINE AND SAMPLING SCHEDULE |        |           |   |   |   |  |  |  |  |  |  | 6-1-21 to 9-30-23 |  |           |  |  |  |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Month                           |             |      |  | Jul-21    | Aug-21 | Sep-21 | Oct-21 | Nov-21 | Dec-21 | Jan-21 | Feb-22 | Mar-22 | Apr-22 | May-22 | Jun-22 | Jul-22 | Aug-22 | Sep-22 | Oct-22 | Nov-22 | Dec-22 | Jan-22 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | Jul-23 | Aug-23 | Sep-23  | Oct-23 |           |   |   |   |  |  |  |  |  |  |                   |  |           |  |  |  |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Week of the Month               |             |      |  | 1         | 2      | 3      | 4      | 1      | 2      | 3      | 4      | 1      | 2      | 3      | 4      | 1      | 2      | 3      | 4      | 1      | 2      | 3      | 4      | 1      | 2      | 3      | 4      | 1      | 2      | 3   | 4      | 1         | 2 | 3 | 4 |  |  |  |  |  |  |                   |  |           |  |  |  |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Quarterly Timeline              |             |      |  | Quarter 1 |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |   |        | Quarter 2 |   |   |   |  |  |  |  |  |  |                   |  | Quarter 3 |  |  |  |  |  |  |  |  |  |  |  | Quarter 4 |  |  |  |  |  |  |  |  |  |  |  | Quarter 5 |  |  |  |  |  |  |  |  |  |  |  | Quarter 6 |  |  |  |  |  |  |  |  |  |  |  | Quarter 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Work Plan & Agreement Amendment |             |      |  | X         |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |   |        |           |   |   |   |  |  |  |  |  |  |                   |  |           |  |  |  |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Deliverable                     |             | TASK |  |           |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |   |        |           |   |   |   |  |  |  |  |  |  |                   |  |           |  |  |  |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1a                              | Draft QAAPP |      |  |           |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |   |        |           |   |   |   |  |  |  |  |  |  |                   |  |           |  |  |  |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |  |  |  |  |           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |