

Supervisor Packet for May 3, 2022 General Meeting

Table of Contents	i
Agenda for May 3, 2022	1
Consent Agenda	
Minutes from April 5, 2022 General Meeting	3
Minutes from April 19, 2022 Special Strategic Planning Meeting	6
April Committee Minutes	
Treasurer’s Review Committee Minutes	7
Management Committee Minutes.....	8
Strategic Planning Committee Minutes	9
March Financial Statements	
Funds Statement	10
Disbursement Authorization Report	11
Treasurer’s Report SouthState Bank	16
Budget Performance Report	17
Property Manager Expense Report	22

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

7:00 p.m., May 2, 2022

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

Board of Supervisors

Robb Fannin, Chair, 785-5423

Dave Nelson, Vice Chair, 293-7979

Sabrina Peacock, Secretary/Treasurer 951-8327

Virginia Gianakos, Supervisor, 293-4728

Marlon K. Brownlee, Supervisor, 813-485-5685

LSC CDD Staff

Adriana Urbina, District Manager,
741-9768

Mark Cooper, Property Manager, 990-7555

Luis Martinez, Facilities Monitor, 990-7250

<i>Time</i>	<i>Item</i>
7:00 – 7:05	<ol style="list-style-type: none"> 1. CALL TO ORDER 2. PLEDGE OF ALLEGIANCE 3. INVOCATION (CHAIR FANNIN) 4. ACKNOWLEDGMENT OF SUPERVISORS AND STAFF PRESENT 5. INTRODUCTION OF HOMEOWNERS, RESIDENTS AND PUBLIC AND IDENTIFICATION OF PARTIES WISHING TO MAKE PUBLIC COMMENTS
7:05 – 7:15	<ol style="list-style-type: none"> 6. PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 10 MINUTES DESIGNATED)
	<ol style="list-style-type: none"> 1. Homeowners Requesting to Speak (Please State Name Prior to Remarks)
7:15 – 7:20	<ol style="list-style-type: none"> 7. CONSENT AGENDA (5 Minutes)
	<ol style="list-style-type: none"> 1. Approval of additions to the agenda and removal of additional consent agenda items with questions as requested by board members. 2. Approval of Consent Item Agenda <ol style="list-style-type: none"> a. April 5, 2022 Meeting Minutes b. April 19, 2022 Special Strategic Meeting Minutes c. Committee Meeting Minutes for April 2022 <ol style="list-style-type: none"> i. Treasurer's Review Committee ii. Management Committee iii. Strategic Committee d. March 2022 Financial Statements e. April 2022 Facilities Monitor Report (Separate from packet)
7:20-8:00	<ol style="list-style-type: none"> 8. COMMITTEE REPORTS (40 Minutes)

	<ol style="list-style-type: none"> 1. Treasurer's Review Committee – Treasurer Peacock <ol style="list-style-type: none"> a. The Treasurer's Review Committee recommends a Motion to accept the grant issued from DEP in the amount of \$586,550. \$307,834 will be paid and reimbursed this fiscal year 21/22. b. The Treasurer's Review Committee recommends a Motion to approve the vendors/consultant contracts provided by LG Sonic, Solitude, Kleindfelder, NovaWa, & Mark Cooper. 2. Grounds/Security Committee – Committee Chair Nelson 3. Management Committee – Committee Chair Fannin <ol style="list-style-type: none"> a. The Management Committee recommends a Motion to accept changing the clubhouse resident service hours to Monday through Friday 9am to 3pm and open only the first Saturday of the month 9am to 3pm. b. The Management Committee recommends a Motion to approve increasing District Manager, Adriana Urbina salary to match Property Manager's Mark Cooper. Budget will be amended to reflect increase. 4. Strategic Planning Committee – Committee Chair Brownlee
8:00- 8:10	11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR (10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors
8:10-8:20	12. PROPERTY MANAGER (10 Minutes)
	Items for Consideration by Property Manager - Mark Cooper <ol style="list-style-type: none"> 1. Property Management Report
8:20–8:25	13. DISTRICT MANAGER (5 Minutes)
	Items for Consideration by District Manager – Adriana Urbina <ol style="list-style-type: none"> 1. District Manager Report
8:25 –8:35	14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
8:35	ADJOURN



Date: April 5, 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
Tuscan Auditor (Lisa McKenzie)

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

1. On **MOTION** by Supervisor Peacock and Second by Supervisor Gianakos the Board approved the, April 5, 2022 Consent Agenda consisting of the: March 1, 2022 General Meeting Minutes, the March Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the February 2022 Financial Reports, the Property Manager Report and the Facility Monitor March 2022 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0

Auditor Lisa McKenzie with Tuscan and Company made a presentation to those present on the District's Audit Report. She stated that the audit received the highest level of opinion they could render and that no deficiencies in internal control could be identified. Lisa mentioned there may a required Operational Audit in the future.

Currently the Firm does not have much information in regards to this change, but she recommends joining FASD for additional information.

2. On **MOTION** by Supervisor Peacock and Second by Supervisor Gianakos, the Board approved the Fiscal Year 2020-2021 Annual Audit. Motion passed 5 to 0
3. On **MOTION** by Supervisor Peacock and Second by Supervisor Fannin, the Board approved the purchase of a 10ftx20ft (5) panel Rally Master practice backboard from Do It Tennis in the amount of \$6,644. Motion Passed 5 to 0
4. On **MOTION** by Supervisor Peacock and Second by Supervisor Fannin, the Board approved Policy #2907 Job Description- Facilities/Technology Monitor as presented in the Supervisor Packet. Motion passed 5 to 0
5. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board approved the purchase of 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. Motion passed 5 to 0
6. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board approved 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. The Board will review the survey once completed to discuss how to approach encroachment issues. Motion passed 5 to 0
7. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board approved to waive the clubhouse rental fee for the Lake St. Charles Caregiver Support Group. The group will be open only to LSC residents and will meet on Wednesday evenings. Motion passed 5 to 0
8. On **MOTION** by Supervisor Nelson and Second by Supervisor Fannin, the Board approved up to \$1,500 to purchase a new laptop for the access control system. Motion passed 5 to 0
9. On **MOTION** by Supervisor Nelson and Second by Supervisor Fannin, the Board discussed granting permission to a resident for installation of a fountain in a District pond, assuming the resident would be responsible for all cost associated with the fountain. The Board is requesting additional information on this project, will discuss in Committee. Motion was rescinded

10. On **MOTION** by Supervisor Nelson and Second by Supervisor Fannin, the Board approved granting permission to the residents located at 6906 & 6908 Gray Oak Place for the removal of 2 trees located behind their homes. The residents will be responsible for all cost associated with the removal. Motion was amended to say the residents will need to provide proof of insurance and the County permit before removal. Motion passed 5 to 0
11. On **MOTION** by Supervisor Gianakos and Second by Supervisor Nelson, the Board approved to have Mark Cooper resubmit the grant application to Hillsborough County requesting to change the Grant originally approved for the boat ramp. The Board has approved to request a grant to light the entrance of the Community. Project is not to exceed \$12,000. Motion passed 3 to 1 with Supervisor Peacock voting against
12. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board approved the purchase astronomical time clocks for the two lake fountains and lights in the amount of \$4,674 from Brandon Electric. To be funded from CIP.
13. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board approved the purchase of astronomical time clocks for the 3 lake aeration compressor stations in the amount of \$3,850 from Brandon Electric. Purchase to be made once DEP grant is approved. To be funded from CIP.

Meeting adjourned at 8:53PM

Respectfully submitted,

Sabrina Peacock, Treasurer/Secretary

Robb Fannin, Chair



Date: April 19, 2022

Time: 7:00 p.m.

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

Supervisors:

Chair, Robb Fannin (Via Zoom)
Vice Chair, Dave Nelson (Via Zoom)
Secretary/Treasurer, Sabrina Peacock
Supervisor, Virginia Gianakos (Via Zoom)
Supervisor, Marlon K. Brownlee (Via Zoom)

Staff:

Adriana Urbina, District Manager
Mark Cooper, Property Manager

In attendance:

Lake St. Charles Residents

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

The purpose of the Special Meeting was for the Board of Supervisors to review the proposed Capital Improvement Plan. The Board reviewed and discussed the projects on the list and placed them in priority order by fiscal year. CIP Plan may be reviewed and amended every fiscal year.

1. On **MOTION** by Supervisor Peacock and Second by Supervisor Gianakos the Board approved to increase the District's annual assessment. The villas and single family homes will be increased to \$1,500 and the commercial property will be increased by \$1,072 per acre. Motion passed 5 to 0

Meeting adjourned at 8:15PM

Respectfully submitted,
Sabrina Peacock, Treasurer/Secretary

Rob Fannin, Chair

Treasurer's Review Committee Meeting Minutes

Date: *Tuesday, April 19, 2022, 11:00 am*

Chair: *Supervisor Sabrina Peacock*

Operations Manager: *Adriana Urbina*

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

Notice of Meetings – Treasurer's Review Committee

-The Committee reviewed and signed confirmation pages of payments made by SouthState Bank Bill Pay.

-The Committee reviewed the grant approval and funding timeline.

The Treasurer's Review Committee recommends a Motion to accept the grant issued from DEP in the amount of \$586,550. \$307,834 will be paid and reimbursed this fiscal year 21/22.

-The Committee reviewed the contracts submitted by all vendors/consultants for the grant.

The Treasurer's Review Committee recommends a Motion to approve the vendors/consultant contracts provided by LG Sonic, Solitude, Kleindfelder, NovaWa, & Mark Cooper.

Management Committee Meeting Minutes

Date: *Wednesday, April 20, 2022 @ 12:00 pm*

Chairperson: *Chairman Rob Fannin*

Operations Manager: *District Manager, Adriana Urbina*

In Attendance:

Notice of Meetings – Management Committee

-The Management Committee discussed the need to always have someone providing resident services during posted open times. Adriana and Mark are to work together and make sure someone is always present for residents. The committee agreed it would be beneficial to open the clubhouse at 9AM instead of 8:30AM.

The Management Committee recommends a Motion to accept changing the clubhouse resident service hours to Monday through Friday 9am to 3pm and open only the first Saturday of the month 9am to 3pm.

-The Management Committee reviewed and discussed District Manager, Adriana Urbina's salary. She has not been reviewed for increase since she was promoted in 2015.

The Management Committee recommends a Motion to approve increasing District Manager, Adriana Urbina salary to match Property Manager's Mark Cooper. Budget will be amended to reflect increase.

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, April 19, 2022 @ 10:00 am.*

Committee Chairperson: *Supervisor, Marlon K Brownlee*

Operations Manager: *Property Manager, Mark Cooper*

The Strategic Planning Committee did not meet at the regularly scheduled 10 am meeting time on Tuesday April 19.

In lieu of the regular Strategic Planning Committee meeting, the Board of Supervisors held a special Strategic Planning, Assessment Sufficiency and Analysis Workshop at 7 pm on April 19, 2022 at the community clubhouse.

Lake St. Charles CDD

Funds Statement

Jan '21 - Mar '22

	Jan '22	Feb '22	Mar '22	Category
Bank/Current Asset Accounts				
CenterState Bank Checking	774,412	739,664	649,218	Cash
CenterState Bank Money Market	219,811	219,819	219,828	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	1,533	1,533	1,533	Assigned
SunTrust Money Market	0	0	0	Committed/Assigned
Suncoast FCU	0	0	0	Restricted
Investment Cost of Issuance	0	0	0	Restricted
Investment Reserve	0	0	0	Restricted
Investment Revenue	0	0	0	Restricted
Investment Redemption	0	0	0	Restricted
Investment Prepayment	0	0	0	Restricted
Investment Interest	0	0	0	Restricted
Investment SBA	0	0	0	Committed/Assigned
Total Bank/Current Asset Accounts	995,756	961,016	870,579	
Cash (Checking/Savings)				
CenterState Bank Checking	774,412	739,664	649,218	
CenterState Bank Money Market	219,811	219,819	219,828	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	1,533	1,533	1,533	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
Total Cash Accounts	995,756	961,016	870,579	
Debt Service				
Investment Cost of Issuance	0	0	0	
Investment Reserve	0	0	0	
Investment Revenue	0	0	0	
Investment Redemption	0	0	0	
Investment Interest	0	0	0	
Investment Prepayment	0	0	0	
Total Debt Service Fund Balances	0	0	0	
TOTAL FUND BALANCES	995,756	961,016	870,579	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	219,811	219,819	219,828	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	219,811	219,819	219,828	

Lake St. Charles CDD Disbursement Authorization Report

March 2022

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	03/01/2022	ADP	10000-SouthState Bank Checking	-9,636.64
				District Manager	2,094.40
				Payroll Taxes - Employer Taxes	175.52
				Medical Stipend	200.00
				Facilities Monitor	1,411.20
				Property Maintenance Team Lead	1,305.60
				Property Manager	2,521.60
				Payroll Taxes - Employer Taxes	532.40
				Property Maintenance Part-Time	57.48
				Medical Stipends	500.00
				Full Time Maintenance Employee	838.44
TOTAL					9,636.64
Bill Pmt -Check	EFT/Auto	03/01/2022	Mainscape	10000-SouthState Bank Checking	-7,691.42
Bill		03/01/2022		Landscape Maintenance Contract	7,691.42
TOTAL					7,691.42
Check	EFT/Auto	03/07/2022	TECO Electric	10000-SouthState Bank Checking	-3,253.03
				53100 - Electric Utility Svs	47.26
				53100 - Electric Utility Svs	57.11
				53100 - Electric Utility Svs	222.20
				53100 - Electric Utility Svs	1,090.61
				53100 - Electric Utility Svs	63.71
				53100 - Electric Utility Svs	1,136.48
				53100 - Electric Utility Svs	295.89
				53100 - Electric Utility Svs	53.74
				53100 - Electric Utility Svs	28.07
				53100 - Electric Utility Svs	24.77
				53100 - Electric Utility Svs	23.67

Lake St. Charles CDD Disbursement Authorization Report

March 2022

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	24.00
				53100 - Electric Utility Svs	23.02
				53100 - Electric Utility Svs	22.89
				53100 - Electric Utility Svs	22.89
				53100 - Electric Utility Svs	23.34
				53100 - Electric Utility Svs	23.67
				53100 - Electric Utility Svs	23.67
				53100 - Electric Utility Svs	23.02
				53100 - Electric Utility Svs	23.02
TOTAL					3,253.03
Bill Pmt -Check	EFT/Auto	03/08/2022	Zebra Cleaning Team, Inc.	10000-SouthState Bank Checking	-788.45
Bill	Pool Repair	02/21/2022		Pool Maintenance Repairs	788.45
TOTAL					788.45
Bill Pmt -Check	EFT/Auto	03/08/2022	Hernandez Landscaping II Inc	10000-SouthState Bank Checking	-2,800.00
Bill	Tree Removal for Tra	02/26/2022		Misc. Landscape Maintenance	2,800.00
TOTAL					2,800.00
Bill Pmt -Check	EFT/Auto	03/08/2022	Zebra Cleaning Team, Inc.	10000-SouthState Bank Checking	-1,725.00
Bill	Feb Pool Cleaning	02/15/2022		Pool Maintenance Contract	1,725.00
TOTAL					1,725.00
Check	EFT/Auto	03/08/2022	TECO Electric	10000-SouthState Bank Checking	-60.19
				53100 - Electric Utility Svs	60.19
TOTAL					60.19
Check	EFT/Auto	03/08/2022	TECO Gas Company	10000-SouthState Bank Checking	-576.60

Lake St. Charles CDD Disbursement Authorization Report

March 2022

Type	Num	Date	Name	Account	Original Amount
				53200 - Gas Utility Services	576.60
TOTAL					576.60
Check	EFT/Auto	03/11/2022	ADP	10000-SouthState Bank Checking	-135.13
				Payroll Service Charge	15.01
				Payroll Service Charge	120.12
TOTAL					135.13
Check	EFT/Auto	03/15/2022	ADP	10000-SouthState Bank Checking	-10,511.47
				District Manager	2,094.40
				Payroll Taxes - Employer Taxes	160.22
				Facilities Monitor	1,590.56
				Property Maintenance Team Lead	1,305.60
				Property Manager	2,521.60
				Payroll Taxes - Employer Taxes	502.21
				Property Maintenance Part-Time	57.48
				Full Time Maintenance Employee	979.20
				Supervisor Fees	1,200.00
				Employer Taxes	100.20
TOTAL					10,511.47
Bill Pmt -Check	EFT/Auto	03/24/2022	Mainscape	10000-SouthState Bank Checking	-1,000.50
Bill	INV #1270113	02/22/2022		Irrigation Maintenance	1,000.50
TOTAL					1,000.50
Bill Pmt -Check	EFT/Auto	03/24/2022	Mainscape	10000-SouthState Bank Checking	-5,760.00
Bill	INV #1270112	02/22/2022		Mulch	5,760.00
TOTAL					5,760.00

Lake St. Charles CDD Disbursement Authorization Report

March 2022

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	EFT/Auto	03/24/2022	Mainscape	10000-SouthState Bank Checking	-600.00
Bill	INV #1270614	02/28/2022	Mulch		600.00
TOTAL					600.00
Check	EFT/Auto	03/29/2022	ADP	10000-SouthState Bank Checking	-9,220.12
			District Manager		2,094.40
			Payroll Taxes - Employer Taxes		160.22
			Facilities Monitor		1,600.00
			Property Maintenance Team Lead		1,305.60
			Property Manager		2,521.60
			Payroll Taxes - Employer Taxes		501.62
			Property Maintenance Part-Time		57.48
			Full Time Maintenance Employee		979.20
TOTAL					9,220.12
Bill Pmt -Check	EFT/Auto	03/30/2022	Leaf	10000-SouthState Bank Checking	-243.32
Bill	INV# 12982496	03/08/2022	Printer Supplies		243.32
TOTAL					243.32
Bill Pmt -Check	EFT/Auto	03/30/2022	SunTrust Credit Card	10000-SouthState Bank Checking	-16,057.41
Bill	Mar CC Statement	03/24/2022	13500 - SunTrust Visa Card		16,057.41
TOTAL					16,057.41
Check	EFT/Auto	03/31/2022	ADP	10000-SouthState Bank Checking	-148.70
			Payroll Service Charge		13.34
			Payroll Service Charge		66.55
			Supervisor Payroll Service		68.81
TOTAL					148.70

Lake St. Charles CDD
Disbursement Authorization Report
March 2022

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	EFT/Auto	03/31/2022	Verizon Wireless	10000-SouthState Bank Checking	-86.88
Bill	12-24-21 to 01-23-22	01/23/2022		Telephone	43.44
Bill	01-24-22 to 02-23-22	02/23/2022		Telephone	43.44
TOTAL					<u>86.88</u>
Check	EFT/Auto	03/31/2022	Square Inc	10000-SouthState Bank Checking	-2.31
				Rental	2.31
TOTAL					<u>2.31</u>
Bill Pmt -Check	8524	03/01/2022	Elite Roofing Services, Inc	10000-SouthState Bank Checking	-20,627.50
Bill	Cluhouse Roof Repair	02/22/2022		58003-Future CIP Projects & Res	20,627.50
TOTAL					<u>20,627.50</u>
Bill Pmt -Check	8527	03/01/2022	iMulchFL	10000-SouthState Bank Checking	-3,990.00
Bill	Playground Mulch	02/24/2022		58003-Future CIP Projects & Res	3,990.00
TOTAL					<u>3,990.00</u>

Treasurer's Report - SouthState Account

March 2022

03/1/22 - 03/31/22

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						739,663.69
03/01/2022	8524	Elite Roofing Services, Inc	INV# 9459	20,627.50		719,036.19
03/01/2022	8527	iMulchFL	INV# 3084	3,990.00		715,046.19
03/01/2022	EFT/Auto	ADP	P.E. 02-26-22	9,636.64		705,409.55
03/01/2022			Deposit		29.02	705,438.57
03/01/2022	EFT/Auto	Mainscape		7,691.42		697,747.15
03/02/2022			Deposit		14.51	697,761.66
03/04/2022			Deposit		4,346.49	702,108.15
03/07/2022	EFT/Auto	TECO Electric	06980007400 Acct #	3,253.03		698,855.12
03/08/2022	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4754	788.45		698,066.67
03/08/2022	EFT/Auto	Hernandez Landscaping II Inc	Tree Removal for Trail	2,800.00		695,266.67
03/08/2022	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4742	1,725.00		693,541.67
03/08/2022	EFT/Auto	TECO Electric	221005960721 Acct #	60.19		693,481.48
03/08/2022	EFT/Auto	TECO Gas Company	221003603224 Acct #	576.60		692,904.88
03/11/2022	EFT/Auto	ADP		135.13		692,769.75
03/11/2022			Deposit		14.51	692,784.26
03/15/2022	EFT/Auto	ADP	P.E. 03-12-22	10,511.47		682,272.79
03/16/2022			Deposit		43.73	682,316.52
03/24/2022	EFT/Auto	Mainscape	INV #1270113	1,000.50		681,316.02
03/24/2022	EFT/Auto	Mainscape	INV #1270112	5,760.00		675,556.02
03/24/2022	EFT/Auto	Mainscape	INV #1270614	600.00		674,956.02
03/25/2022			Deposit		14.51	674,970.53
03/29/2022	EFT/Auto	ADP	P.E. 03-26-22	9,220.12		665,750.41
03/30/2022	EFT/Auto	Leaf	INV# 12982496	243.32		665,507.09
03/30/2022	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	16,057.41		649,449.68
03/31/2022	EFT/Auto	ADP	Inv # 599689128	148.70		649,300.98
03/31/2022	EFT/Auto	Verizon Wireless		86.88		649,214.10
03/31/2022	EFT/Auto	Square Inc	2.6% + .10 Square processing fees for CH Rentals	2.31		649,211.79
03/31/2022			Interest		5.92	649,217.71
				94,914.67	4,468.69	649,217.71

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

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21 Mar' 22	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
2							Revenue/Expense					
3							Revenue					
4							36100 - Interest Earnings					
5							Interest - General Fund	120	1,450	(1,331)		1,033
6							Total 36100 - Interest Earnings	120	1,450	(1,331)		1,033
7							General Fund Assessment-O&M					
8							General Fund Assessment Gross	932,877	958,146	(25,269)		928,556
9							GF Prop Tax Interest	0	0	0		30
10							GF Tax Collector Commissions	(17,922)	(19,163)	1,241		(17,836)
11							GF Tax Payment Discount	(36,781)	(38,326)	1,545		(36,732)
12							Total General Fund Assessment-O&M	878,175	900,657	(22,482)		874,017
13												
14							Total 36310 - Special Assessment	878,175	900,657	(22,482)		874,017
15							36311 - Excess Fees	7,512	0	7,512		7,307
16							36900 - Miscellaneous Revenues			0		
17							Other Misc Revenue	317	1,200	(883)		7,404
18							Rental	303	500	(197)		0
19							Pool Snack Vending	0	475	(475)		0
20							Total 36900 - Miscellaneous Revenues	620	2,175	(1,555)		7,404
21							Total Revenue	886,426	904,282	(17,856)		889,761
22												
24							Expense					
25							5110 - Legislative					
26							Employer Taxes	518	1,460	(942)		503
27							Special District Fees	175	175	0		175
28							Supervisor Fees	6,015	12,000	(5,985)		6,000
29							Supervisor Payroll Service	500	900	(400)		423
30							Total 5110 - Legislative	7,208	14,535	(7,327)		7,100

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

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21 Mar' 22	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
31							51300 - Financial & Admin					
32							Accounting Services	360	500	(140)		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	27,227	54,462	(27,235)		26,697
37							Medical Stipend	1,200	2,400	(1,200)		1,200
38							Payroll Service Charge	199	465	(266)		232
39							Payroll Taxes - Employer Taxes	2,224	4,400	(2,176)		2,183
40							Performance Stipend	0	1,000	(1,000)		0
41							Total District F&A Employees	30,850	62,727	(31,877)		30,312
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							Total General Insurance	7,721	7,647	74		7,460
48							Legal Advertising	1,704	2,600	(896)		223
49							Local/Other Taxes	0	3,396	(3,396)		3,229
50							Office Supplies	692	1,000	(308)		193
51							Postage	28	250	(222)		16
52							Printer Supplies	910	2,000	(1,090)		551
53							Professional Development	30	1,000	(970)		79
54							Technology Services/Upgrades	3,402	2,000	1,402		1,076
55							Telephone	1,560	3,600	(2,040)		1,400
56							Travel Per Diem	0	200	(200)		0
57							Website Development & Monitor	2,095	2,650	(555)		2,023
58							Total 51300 - Financial & Admin	51,020	103,770	(52,750)		59,593
59							51400 - Legal Counsel					

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

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21 Mar' 22	Annual Budget	\$ Over Annual 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	254	1,000	(746)		79
64							Car Gas	423	1,500	(1,077)		266
65							Total 52100 - Law Enforcement	677	2,500	(1,823)		344
66							53100 - Electric Utility Svs	19,497	46,500	(27,003)		16,655
67							53200 - Gas Utility Services	2,877	4,000	(1,123)		2,804
68							53400 - Garbage/Solid Waste Svc	1,097	2,880	(1,783)		836
69							53600 - Water/Sewer Services	2,483	9,800	(7,317)		3,291
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)		1,350
74							Gas - Equipment	26	400	(374)		86
75							Gas - Truck	550	1,800	(1,250)		385
76							Irrigation Maintenance	4,839	10,000	(5,161)		2,283
77							Landscape Maintenance Contract	38,009	92,299	(54,290)		44,805
78							Misc. Landscape-Temporary Staff	0	3,000	(3,000)		0
79							Misc. Landscape Maintenance	9,431	10,500	(1,069)		5,324
80							Mulch	10,765	10,500	265		0
81							New Plantings	0	8,000	(8,000)		1,199
82							Pond & Stormwater Maint Contract	5,717	13,720	(8,004)		9,450
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)		33
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 March 2022

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21 Mar' 22	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
90							Total 53900 - Physical Environment	88,190	182,075	(93,885)		80,353
91							57200 - Parks & Recreation					
92							Auto Liability	758	755	3		733
93							Club Facility Maintenance					
94							Club Facility Maintenance	1,429	5,000	(3,571)		2,462
95							Clubhouse Supplies	579	2,300	(1,721)		1,089
96							Locks/Keys	25	100	(75)		0
97							Pool Snack Vending Items	0	300	(300)		0
98							Total Club Facility Maintenance	2,033	7,700	(5,667)		3,552
99							District Employees Payroll Exp					
100							Employer Workman Comp	5,313	9,360	(4,047)		5,221
101							Facilities Monitor	18,714	36,682	(17,968)		17,982
102							Medical Stipends	3,000	6,000	(3,000)		3,000
103							Payroll Service Charge	1,445	2,500	(1,055)		1,247
104							Payroll Taxes - Employer Taxes	6,735	16,500	(9,765)		6,362
105							Performance Stipend	0	2,600	(2,600)		0
106							Full-Time Hybrid Employee	12,586	25,460	(12,874)		12,959
107							Property Maintenance Part-Time	948	1,510	(562)		592
108							Property Maintenance Team Lead	16,969	33,946	(16,977)		18,590
109							Property Manager	32,781	65,558	(32,777)		32,136
110							Grant Management (Reimbursed)	0	36,500			0
111							Recreational Assistants	0	9,500	(9,500)		0
112							Hills Cnty Off Duty Sheriff	0	2,900			0
113							Total District Employees Payroll Exp	98,491	249,016	(150,525)		98,089
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	1,875	1,700	175		906
118							Playground Maintenance	93	2,000	(1,907)		333
119							Pool Maintenance Contract	6,900	21,100	(14,200)		8,000

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

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21 Mar' 22	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
120							Pool Maintenance Repairs	2,444	12,000	(9,556)		7,143
121							Sec System Monitoring Contract	129	240	(111)		195
122							Security Repairs	100	5,000	(4,900)		100
123							Total 57200 - Parks & Recreation	114,007	308,711	(194,704)		120,415
124							58003- Future CIP Projects and Reserves	41,322	258,011	(216,689)		211,561
125							Total Expense	329,533	940,782	(611,249)		504,280
126							Revenue Less Expenses	556,893	(36,500)	593,393		385,481
127							Other Revenue/Expense					
128							Other Revenue					
129							SunTrust Credit Card Rewards	0				
130							FY 20-21 Carryover	0		0		
131							DEP Grant Reimbursement	0	397,069	(397,069)		
132							Total Other Revenue	0	397,069	0		
133												
134							Other Expense					
135							Unassigned CIP Projects	0	0	0		
136							58004-Lake Water Quality & Pond	31,192	433,569	(402,377)		
137							Total Other Expense	31,192	433,569	(402,377)		
138							Net Other Income	(31,192)	(36,500)	(31,192)		
139							Net Income	525,701	(73,000)	562,201		

Lake St. Charles CDD
Property Manager Expense Report

March 2022

	Type	Date	Memo	Account	Amount
Ace Hardware					
	Credit Card Charge	03/01/2022	cable ties, glue and oil	Misc. Landscape Maintenance	27.63
Amazon.com					
	Credit Card Charge	03/12/2022	Pump and strainer	Misc. Landscape Maintenance	139.90
DEW Drafting Supplies					
	Credit Card Charge	03/22/2022	Board cover for PM desk	Clubhouse Supplies	105.65
Home Depot					
	Credit Card Charge	03/01/2022	Measuring wheel & osm	Misc. Landscape Maintenance	95.94
	Credit Card Charge	03/10/2022	4x4 & Pvc	Misc. Landscape Maintenance	54.87
	Credit Card Charge	03/15/2022	rat traps & insecticides	Misc. Landscape Maintenance	78.26
	Credit Card Charge	03/15/2022	lumber, screws, yellow j	Misc. Landscape Maintenance	170.44
	Credit Card Credit	03/31/2022	Misc items	Misc. Landscape Maintenance	-74.98
Winn Dixie					
	Credit Card Charge	03/22/2022	Water	Clubhouse Supplies	34.74
TOTAL					632