

Supervisor Packet for June 7, 2022 General Meeting

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

7:00 p.m., June 7, 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	1. CALL TO ORDER 2. PLEDGE OF ALLEGIANCE 3. INVOCATION (CHAIR FANNIN) 4. ACKNOWLEDGMENT OF SUPERVISORS AND STAFF PRESENT 5. INTRODUCTION OF HOMEOWNERS, RESIDENTS AND PUBLIC AND IDENTIFICATION OF PARTIES WISHING TO MAKE PUBLIC COMMENTS
7:05 – 7:15	6. PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 10 MINUTES DESIGNATED)
	1. Homeowners Requesting to Speak (Please State Name Prior to Remarks)
7:15 – 7:20	7. CONSENT AGENDA (5 Minutes)
	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 a. May 3, 2022 Meeting Minutes b. Committee Meeting Minutes for May 2022 i. Treasurer's Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. April 2022 Financial Statements d. May 2022 Facilities Monitor Report (Separate from packet)
7:20-8:00	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 approve Resolution 2022-01 Lake St. Charles District FY21-22 Budget Amendment. b. The Treasurer’s Review Committee recommends a Motion to approve Resolution 2022-02 Lake St. Charles District Proposed Budget FY 22-23. 2. Grounds/Security Committee – Committee Chair Nelson 3. Management Committee – Committee Chair Fannin 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 2. Treasurer Peacock Resignation
8:25 –8:35	14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
8:35	ADJOURN



Date: May 3, 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 (Via Zoom)
Supervisor, Marlon K. Brownlee (Via Zoom)

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 Peacock and Second by Supervisor Fannin the Board approved the, May 3, 2022 Consent Agenda consisting of the: April 5, 2022 General Meeting Minutes, the April 19, 2022 Special Strategic Planning Meeting Minutes, the April Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the March 2022 Financial Reports, the Property Manager Report and the Facility Monitor April 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 Gianakos, the Board approved to accept the grant issued by DEP in the amount of \$586,550. \$307,834 will be paid and reimbursed this fiscal year 21/22. Motion passed 5 to 0

3. On **MOTION** by Supervisor Peacock and Second by Supervisor Gianakos, the Board approved the DEP Grant (vendors/consultant) contracts provided by LG Sonic, Solitude, Kleindfelder, NovaWa, Mark Cooper, Vertex Aeration, and Meryman Environmental. Motion Passed 5 to 0
4. On **MOTION** by Supervisor Fannin and Second by Supervisor Nelson, the Board approved to change the clubhouse resident service hours to Monday through Friday 9AM to 3PM and open only the first Saturday of the month 9AM to 3 pm. Motion was amended to say the clubhouse resident service hours will be changed to Tuesday through Friday 9am to 3pm. There will be no changes to Saturdays. Motion passed 5 to 0
5. On **MOTION** by Supervisor Fannin and Second by Supervisor Nelson, the Board discussed increasing District Manager, Adriana Urbina salary to match Property Manager's Mark Cooper. Motion was rescinded
6. On **MOTION** by Supervisor Peacock and Second by Supervisor Fannin, the Board approved increasing District Manager, Adriana Urbina hourly rate to \$31.52. \$3,000 will be deducted from Misc. Landscape-Temporary staff and \$1,272 will be deducted from CIP line. Budget will be amended to reflect this change. Motion passed 5 to 0
7. On **MOTION** by Supervisor Peacock and Second by Supervisor Fannin, the Board approved to delete the staff performance bonus line. The funds are to be added to each individual line as an addition to their hourly rate. This change will be reflected in the proposed budget for fiscal year 22/23 Motion passed 5 to 0
8. On **MOTION** by Supervisor Nelson and Second by Supervisor Fannin, the Board approved to waive the 21 and over age requirement for the pool monitor position. The Board will allow Luis Martinez to use his best judgment when interviewing candidates that are under the age of 21 but not younger than 18. Motion passed 5 to 0

Meeting adjourned at 8:17PM

Respectfully submitted,

Sabrina Peacock, Treasurer/Secretary

Robb Fannin, Chair

Treasurer's Review Committee Meeting Minutes

Date: *Tuesday, May 17, 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 Resolution 2022-01 Lake St. Charles District FY 21-22 Budget Amendment.

The Treasurer's Review Committee recommends a Motion to approve Resolution 2022-01 Lake St. Charles District FY 21-22 Budget Amendment.

-The Committee reviewed Resolution 2022-02 Lake St. Charles District Proposed Budget FY 22-23.

The Treasurer's Review Committee recommends a Motion to approve Resolution 2022-02 Lake St. Charles District Proposed Budget FY 22-23.

LSC CDD Resolution 2022-01

[Lake St. Charles District FY 21-22 Budget
Amendment]

**Approved by the Lake St. Charles BOS of Supervisors per M06-07-2022-xx
06/07/2022**

**RESOLUTION No. 2022-01
OF THE
LAKE ST. CHARLES
COMMUNITY DEVELOPMENT DISTRICT**

WHEREAS, the Lake St. Charles Community Development District (the “District;”) is a local unit of special-purpose government of the State of Florida created in accordance with the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes (the “Act”); and

WHEREAS, pursuant to 189.016(6)(c), Florida Statutes, a budget amendment is required if total appropriations increase; and

WHEREAS, the District approved FY 20-21 Carryover of \$83,080; and

WHEREAS, the District approved FY 21 General Fund Carryforward amount of \$309,287, per the final FY 21 District Audit; and

WHEREAS, the District approved a decrease to Interest-General Fund Revenue in the amount of \$1,270 due to decrease in bank interest rates; and

WHEREAS, the District approved an increase to Excess Fees Revenue in the amount of \$7,512 received from Hillsborough County Community Tax Collector; and

WHEREAS, the District approved an increase to Miscellaneous Revenue in the amount of \$2,105 received from Suntrust Credit Card Rewards; and

WHEREAS, the District approved a decrease to DEP Grant Reimbursements in the amount of \$157,027 due to change in reimbursement grant schedule.

NOW, THEREFORE, BE IT RESOLVED BY THE LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT IN A GENERAL MEETING THIS JUNE 7, 2022 AMENDS THE FY 21-22 ADOPTED BUDGET PER THE DESCRIPTIONS BELOW AND REFLECTED IN EXHIBIT A, FY 21-22 AMENDED ADOPTED BUDGET

A. Budget Amendment Revenue:

1. The Budget is amended to reflect a carryover amount of \$83,080.
2. The Budget is amended to reflect a carryforward amount of \$309,287.
3. The Budget is amended to reflect a decrease of \$1,270 Interest- General Fund.
4. The Budget is amended to reflect an increase of \$7,512 Excess Fees.
5. The Budget is amended to reflect an increase of \$2,105 Miscellaneous Revenue.
6. The Budget is amended to reflect a decrease of \$157,027 DEP Grant Reimbursement.

B. Budget Amendment Carryover Allocation:

1. To fund unassigned CIP projects. \$83,080

C. Budget Amendment Revenue Allocation:

1. Increase of \$4,272 to District Manager. (Line #36)
2. Increase of \$49 to General Liability. (Line #45)
3. Increase of \$40 to Public Official Liability. (Line #46)
4. Increase of \$400 to Legal Advertising. (Line #48)
5. Increase of \$500 to Postage. (Line #51)
6. Increase of \$3,000 to Technology Services/Upgrades. (Line #54)
7. Increase of \$5,800 to Irrigation Maintenance. (Line #78)
8. Increase of \$45 to Pond #9, 22, 23, & 24 Aeration Maintenance. (Line #85)
9. Increase of \$76 to Lake #27 Aeration Maint. (Line #86)
10. Increase of \$18 to Fountain Maint #21. (Line #87)
11. Increase of \$800 to Parks 7 Rec Cell Phones. (Line #121)
12. Increase of \$1,750 to Technology/Services Upgrades. (Line #55)
13. Decrease of \$3,000 to Misc-Landscape-Temporary Staff. (Line #81)
14. Increase of \$560 to Pond & Stormwater Maint Contract. (Line #85)
15. Increase of \$1,042 to Property Insurance Contract. (Line #89)
16. Increase of \$1,350 to Facilities Monitor. (Line #106)
17. Decrease of \$36,500 to Grant Management Reimbursement. (Line #115)
18. Increase of \$83,029 to Future CIP Projects & Reserves. (Line #130)
19. Decrease of \$192,490 to Lake Water Quality Project. (Line #131)

D. Effective Date. This Resolution shall become effective upon its adoption.

**LAKE ST. CHARLES COMMUNITY
DEVELOPMENT DISTRICT
STATE OF FLORIDA
COUNTY OF HILLSBOROUGH COUNTY**

Robert Fannin, Chairman

EXHIBIT A

AMENDED ADOPTED FY 21-22 BUDGET

Lake St. Charles CDD Amended Adopted FY 20-21 Budget

	A	B	C	D	E	F	G	M	Q	R
								FY 20-21 Annual Budget	FY 20-21 Monthly Budget	Comments
1										
2							Revenue/Expense			
3							Revenue			
4							36100 - Interest Earnings			
5							Interest - General Fund	180	15	\$1,270 decrease due loss of earned interest
6							Total 36100 - Interest Earnings	180	15	
7							General Fund Assessment-O&M			
8							General Fund Assessment Gross	958,146	79,846	
9							GF Prop Tax Interest	0	0	
10							GF Tax Collector Commissions	(19,163)	(1,597)	
11							GF Tax Payment Discount	(38,326)	(3,194)	
12							Total General Fund Assessment-O&M	900,657	75,055	
13							Total 36310 - Special Assessment	900,657	75,055	
14							36311 - Excess Fees	7,512	626	\$7,512 Increase due to excess fees received from County
15							36900 - Miscellaneous Revenues			
16							Other Misc Revenue	3,305	275	\$2,105 Increase due to rewards received from District Credit Card
17							Rental	500	42	
18							Pool Snack Vending	475	40	
19							DEP Grant Reimbursements	276,542	23,045	\$157,027 decrease due to actual timeline comparison
20							Total 36900 - Miscellaneous Revenues	288,334	24,028	
21							Total Revenue	1,196,683	99,724	
22							Budgeted Carryforward	309,287		General Fund Balance Carryforward per FY21 Audit
23							Total Revenue	1,505,970		
24							Expense			
25							5110 - Legislative			
26							Employer Taxes	1,460	122	
27							Special District Fees	175	15	
28							Supervisor Fees	12,000	1,000	
29							Supervisor Payroll Service	900	75	
30							Total 5110 - Legislative	14,535	1,211	
31							51300 - Financial & Admin			
32							Accounting Services	500	42	
33							Auditing Services	13,500	1,125	
34							Banking & Investment Mgmt Fees	200	17	
35							District F&A Employees			

Lake St. Charles CDD Amended Adopted FY 20-21 Budget

	A	B	C	D	E	F	G	M	Q	R
								FY 20-21 Annual Budget	FY 20-21 Monthly Budget	Comments
1										
36							District Manager	58,734	4,895	\$4,272 increase due to approved salary increase
37							Medical Stipend	2,400	200	
38							Payroll Service Charge	465	39	
39							Payroll Taxes - Employer Taxes	4,400	367	
40							Performance Stipend	1,000	83	
41							Total District F&A Employees	66,999	5,583	
42							Dues, Licenses & Fees	500	42	
43							General Insurance			
44							Crime	600	50	
45							General Liability	3,917	326	\$49 increase due to renewed policy
46							Public Officials Liability & EP	3,219	268	\$40 increase due to renewed policy
47							Total General Insurance	7,736	645	
48							Legal Advertising	3,000	250	\$400 Increase due to legal advertisements for assessment increase
49							Local/Other Taxes	3,396	283	
50							Office Supplies	1,000	83	
51							Postage	750	63	\$500 increase due to postage for mailed notice
52							Printer Supplies	2,000	167	
53							Professional Development	1,000	83	
54							Technology Services/Upgrades	5,000	417	\$3,000 Increase due to laptop and phone purchases
55							Telephone	3,600	300	
56							Travel Per Diem	200	17	
57							Website Development & Monitor	2,650	221	
58							Total 51300 - Financial & Admin	112,031	9,336	
59							51400 - Legal Counsel			
61							Total 51400 - Legal Counsel	8,000	667	
62							52100 - Law Enforcement			
63							Car Maintenance & Repairs	1,000	83	
64							Car Gas	1,500	125	
67							Total 52100 - Law Enforcement	2,500	208	
68							53100 - Electric Utility Svs	46,500	3,875	
69							53200 - Gas Utility Services	4,000	333	
70							53400 - Garbage/Solid Waste Svc	2,880	240	
71							53600 - Water/Sewer Services	9,800	817	
72							53900 - Physical Environment			
73							Entry & Walls Maintenance	2,000	167	

Lake St. Charles CDD Amended Adopted FY 20-21 Budget

	A	B	C	D	E	F	G	M	Q	R
								FY 20-21 Annual Budget	FY 20-21 Monthly Budget	Comments
1										
74							Ford F250 Maintenance & Repair	2,000	167	
75							Fountain in Lake	3,000	250	
76							Gas - Equipment	400	33	
77							Gas - Truck	1,800	150	
78							Irrigation Maintenance	15,800	1,317	\$5,800 increase due to irrigation repairs
79							Landscape Maintenance Contract	92,299	7,692	
80							Misc. Landscape -Temporary Staff	0	0	\$3,000 decrease due to funding for District Manager Salary
81							Misc. Landscape- Maintenance	10,500	875	
82							Mulch	10,500	875	
83							New Plantings	8,000	667	
84							Pond & Stormwater Maint Contract	14,280	1,190	\$560 Increase due to contract change
85							Pond #9,22,23, & 24 Aeration Maintenance	1,341	112	\$45 Increase due to contract change
86							Lake#27 Aeration Maint	2,236	186	\$ 76 Increase due to contract change
87							Fountain Maint #21	518	43	\$18 Increase due to contract change
88							Property Insurance Contract	15,542	1,295	\$1,042 increase due to renewed policy
89							Sod Replacement	4,000	333	
90							Mitigation Maint Contract	900	75	
92							Midge Survey	1,500	125	
93							Total 53900 - Physical Environment	186,616	15,551	
94							57200 - Parks & Recreation			
95							Auto Liability	755	63	
96							Club Facility Maintenance			
97							Club Facility Maintenance	5,000	417	
98							Clubhouse Supplies	2,300	192	
99							Locks/Keys	100	8	
100							Pool Snack Vending Items	300	25	
101							Total Club Facility Maintenance	7,700	642	
102							District Employees Payroll Exp			
104							Employer Workman Comp	9,360	780	
105							Facilities Monitor	38,032	3,169	\$1,350 increase due to approved salary change
106							Medical Stipends	6,000	500	
107							Payroll Service Charge	2,500	208	
108							Payroll Taxes - Employer Taxes	16,500	1,375	
109							Performance Stipend	2,600	217	
110							Full Time Maintenance Employee	25,460	2,122	
111							Property Maintenance Part-Time	1,510	126	
112							Property Maintenance Team Lead	33,946	2,829	
113							Property Manager	65,558	5,463	

Lake St. Charles CDD Amended Adopted FY 20-21 Budget

	A	B	C	D	E	F	G	M	Q	R
								FY 20-21 Annual Budget	FY 20-21 Monthly Budget	Comments
1										
114							Grant Management (Reimbursed)	0	0	\$36,500 Decrease due to GM actual grant payout timeline
115							Recreational Assistants	9,500	792	
116							Hills Cnty Off Duty Sheriff	2,900	242	
117							Total District Employees Payroll Exp	213,866	17,822	
118							Dock Maintenance	400	33	
119							Drainage/ Nature Path/Trail Maintenance	1,800	150	
120							Park Facility Maintenance	7,000	583	
121							Parks & Rec Cell Phones	2,500	208	\$800 increase due to additional phone lines
122							Playground Maintenance	2,000	167	
123							Pool Maintenance Contract	21,100	1,758	
124							Pool Maintenance Repairs	12,000	1,000	
126							Sec System Monitoring Contract	240	20	
127							Security Repairs	5,000	417	
128							Total 57200 - Parks & Recreation	274,361	22,863	
129							58003- Future CIP Projects & Reserves	330,881	27,573	\$72,870 Increase due to DEP reimbursements
130							58004- Lake Water Quality Project	204,579	17,048	\$192,490 Decrease due to grant payout timeline
131							Total Expense	1,196,683	99,724	
132							Budgeted Carryforward	309,287		General Fund Balance Carryforward per FY21 Audit
133							Total Revenue	1,505,970		
134							Revenue Less Expenses	0	0	
141										
142										
143										
144							OTHER REVENUE - FY 20-21 CARRYOVER (Oct, 20-Sept, 21)	83,080	6,923	
145							Total Unassigned Revenue	83,080		
146							OTHER EXPENSES			

Lake St. Charles CDD Amended Adopted FY 20-21 Budget

	A	B	C	D	E	F	G	M	Q	R
								FY 20-21 Annual Budget	FY 20-21 Monthly Budget	Comments
1										
147							Additional funding for unassigned CIP projects	83,080	6,923	\$83,080 needed to fund emerging projects.
148							TOTAL	83,080		

LSC CDD Resolution 2022-02

[Lake St. Charles District Proposed Budget FY 22-23]

Adopted by the Lake St. Charles Board of Supervisors per M06-07-2022-XX

6/7/2022

RESOLUTION 2022-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR THE DISTRICT FOR FISCAL YEAR 2022/2023 AND SCHEDULING A HEARING DATE FOR PUBLIC CONSIDERATION OF THE SAME; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Lake St. Charles Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Hillsborough County Florida; and

WHEREAS, pursuant to Section 190.008(2)(a), Florida Statutes, the District Manager shall prepare a proposed budget for the ensuing fiscal year to be submitted to the Board of Supervisors for board approval; and

WHEREAS, the proposed budget includes at the direction of the Board of Supervisors an estimate of all necessary expenditures of the district for the ensuing fiscal year and an estimated of income to the district from taxes, assessments, and other revenues; and

WHEREAS, the District Manager has prepared and submitted to the District's Treasurer's Committee and to the Board of Supervisors a proposed operating budget for Fiscal Year 2022/2023; and

WHEREAS, the Board has considered the proposed budget and now desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT IN A MEETING ASSEMBLED THIS SEVENTH DAY OF JUNE, 2022 THAT:

Section 1. The proposed budget for the District for the 2022/2023 fiscal year attached as Exhibit "A" is hereby approved as the basis for conducting a public hearing to adopt the same.

Section 2. A Public Hearing on the proposed budget as approved by the District's Board of Supervisors is hereby declared and set for a Special Meeting on AUGUST 23, 2022 at 7:00 pm, at 6801 Colonial Lake Drive Riverview, FL 33578.

Section 3. In accordance with Section 189.016, Florida Statutes, the District Manager is directed to post the tentatively approved budget on the District's website at least two (2) days before the budget hearing date provided for in Section 2.

Section 4. Notice of the public hearing provided for in Section 2 shall be published in

accordance with Section 190.008(2)(a), Florida Statutes, and other applicable law.

Section 5. The District's District Manager is directed to submit the proposed budget to Hillsborough County not less than sixty (60) days prior to its adoption.

Section 6. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 7TH DAY OF JUNE, 2022.

**LAKE ST. CHARLES COMMUNITY
DEVELOPMENT DISTRICT**

ROBERT FANNIN, CHAIR

ATTEST:

DAVID NELSON, VICE-CHAIRMAN

Exhibit A

[illegible]

[illegible]

[illegible]

5/26/2022

FY 22-23 Proposed Budget

Exhibit A

[illegible]

[illegible]

8:27 PM
5/26/2022

Lake St. Charles Community Development District
FY 22-23 Proposed Budget

Exhibit A

[illegible]

Security - Grounds Committee Meeting Minutes

Date: *Thursday, May 19, 2022 at 4:00 PM.*

Committee Chairperson: *Supervisor, Dave Nelson*

Operations Manager: *Property Manager, Mark Cooper*

The Security and Grounds Committee did not meet in the month of May.

Management Committee Meeting Minutes

Date: *Wednesday, May 18, 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

Date: *Tuesday, May 17, 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 May.

The Strategic Planning Committee would like Board input regarding any desire to continue the forecasting effort to ascertain when the next assessment might occur and how much the increase might be.

Lake St. Charles CDD

Funds Statement

Feb '21 - Apr '22

	Feb '22	Mar '22	Apr '22	Category
Bank/Current Asset Accounts				
SouthState Bank Checking	739,664	649,218	532,247	Cash
SouthState Bank Money Market	219,819	219,828	254,837	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	961,016	870,579	788,617	
Cash (Checking/Savings)				
SouthState Bank Checking	739,664	649,218	532,247	
SouthState Bank Money Market	219,819	219,828	254,837	
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	961,016	870,579	788,617	
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	961,016	870,579	788,617	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
SouthState Bank Money Market	219,819	219,828	254,837	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	219,819	219,828	254,837	

Lake St. Charles CDD Disbursement Authorization Report

April 2022

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	04/05/2022	TECO Electric	10000-SouthState Bank Checking	-3,237.23
			53100 - Electric Utility Svs		60.10
			53100 - Electric Utility Svs		65.15
			53100 - Electric Utility Svs		193.36
			53100 - Electric Utility Svs		1,090.61
			53100 - Electric Utility Svs		62.88
			53100 - Electric Utility Svs		1,127.91
			53100 - Electric Utility Svs		296.26
			53100 - Electric Utility Svs		52.44
			53100 - Electric Utility Svs		30.46
			53100 - Electric Utility Svs		25.11
			53100 - Electric Utility Svs		23.67
			53100 - Electric Utility Svs		23.89
			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		22.89
			53100 - Electric Utility Svs		23.02
TOTAL					3,237.23
Check	EFT/Auto	04/06/2022	TECO Electric	10000-SouthState Bank Checking	-63.79
			53100 - Electric Utility Svs		63.79
TOTAL					63.79
Bill Pmt -Check	EFT/Auto	04/06/2022	Mainscape	10000-SouthState Bank Checking	-4,550.88
Bill	Irrigation Repair	03/24/2022		Irrigation Maintenance	4,550.88
TOTAL					4,550.88

Lake St. Charles CDD Disbursement Authorization Report

April 2022

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	EFT/Auto	04/06/2022	Doug Beldon Tax Collector	10000-SouthState Bank Checking	-3,328.95
Bill	FY 21-22 Tax Bill	03/30/2022		Local/Other Taxes	419.04
				Local/Other Taxes	665.48
				Local/Other Taxes	1,162.98
				Local/Other Taxes	139.99
				Local/Other Taxes	941.46
TOTAL					<u>3,328.95</u>
Bill Pmt -Check	EFT/Auto	04/06/2022	Hardeman Landscape Nursery, Inc	10000-SouthState Bank Checking	-44,278.20
Bill	Nature Trail	03/21/2022		58003-Future CIP Projects & Res	44,278.20
TOTAL					<u>44,278.20</u>
Bill Pmt -Check	EFT/Auto	04/06/2022	Hernandez Landscaping II Inc	10000-SouthState Bank Checking	-900.00
Bill	Tree Removal by tenn	03/17/2022		Misc. Landscape Maintenance	900.00
TOTAL					<u>900.00</u>
Bill Pmt -Check	EFT/Auto	04/06/2022	Mainscape	10000-SouthState Bank Checking	-1,400.00
Bill	Irrigation Repair	03/07/2022		Irrigation Maintenance	1,400.00
TOTAL					<u>1,400.00</u>
Bill Pmt -Check	EFT/Auto	04/06/2022	Outland Surveying LLC	10000-SouthState Bank Checking	-7,000.00
Bill	Park Survey	05/23/2022		58003-Future CIP Projects & Res	7,000.00
TOTAL					<u>7,000.00</u>
Bill Pmt -Check	EFT/Auto	04/06/2022	Tuscan & Company, PA	10000-SouthState Bank Checking	-10,000.00
Bill	117804 Inv #	02/25/2022		Auditing Services	10,000.00
TOTAL					<u>10,000.00</u>

Lake St. Charles CDD Disbursement Authorization Report

April 2022

	Type	Num	Date	Name	Account	Original Amount
	Bill Pmt -Check	EFT/Auto	04/06/2022	Staples	10000-SouthState Bank Checking	-151.17
	Bill		03/15/2022	Clubhouse Supplies		151.17
TOTAL						151.17
	Bill Pmt -Check	EFT/Auto	04/06/2022	Zebra Cleaning Team, Inc.	10000-SouthState Bank Checking	-1,477.50
	Bill	Pool lights board	03/07/2022	Pool Maintenance Repairs		1,477.50
TOTAL						1,477.50
	Bill Pmt -Check	EFT/Auto	04/06/2022	Solitude Lake Management	10000-SouthState Bank Checking	-1,223.33
	Bill	Apr Pond Mainten	04/01/2022	Pond & Stormwater Maint		1,223.33
TOTAL						1,223.33
	Check	EFT/Auto	04/08/2022	ADP	10000-SouthState Bank Checking	-135.13
				Payroll Service Charge		15.01
				Payroll Service Charge		120.12
TOTAL						135.13
	Check	EFT/Auto	04/13/2022	ADP	10000-SouthState Bank Checking	-11,050.43
				District Manager		2,094.40
				Payroll Taxes - Employer Taxes		175.52
				Facilities Monitor		1,600.00
				Property Maintenance Team Lead		1,305.60
				Property Manager		2,521.60
				Payroll Taxes - Employer Taxes		533.13
				Property Maintenance Part-Time		57.48
				Full Time Maintenance Employee		979.20
				Supervisor Fees		1,000.00
				Employer Taxes		83.50

Lake St. Charles CDD Disbursement Authorization Report

April 2022

Type	Num	Date	Name	Account	Original Amount
				Medical Stipend	200.00
				Medical Stipends	500.00
TOTAL					<u>11,050.43</u>
Check	EFT/Auto	04/22/2022	ADP	10000-SouthState Bank Checking	-146.44
				Payroll Service Charge	13.34
				Payroll Service Charge	66.55
				Supervisor Payroll Service	66.55
TOTAL					<u>146.44</u>
Check	EFT/Auto	04/27/2022	TECO Gas Company	10000-SouthState Bank Checking	-537.78
				53200 - Gas Utility Services	537.78
TOTAL					<u>537.78</u>
Check	EFT/Auto	04/27/2022	ADP	10000-SouthState Bank Checking	-9,213.38
				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	494.88
				Property Maintenance Part-Time	57.48
				Full Time Maintenance Employee	979.20
TOTAL					<u>9,213.38</u>
Sales Tax Payment	EFT/Auto	04/28/2022	Florida Department of Revenue	10000-SouthState Bank Checking	-18.31
			Florida Department of Revenue	Sales Tax Payable	3.92
			Florida Department of Revenue	Sales Tax Payable	14.39
TOTAL					<u>18.31</u>

Treasurer's Report - SouthState Account

April 2022

04/1/22 - 04/30/22

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						649,217.71
04/01/2022			Deposit		306.61	649,524.32
04/02/2022			Deposit		29.12	649,553.44
04/05/2022			Deposit		15,964.00	665,517.44
04/05/2022	EFT/Auto	TECO Electric	06980007400 Acct #	3,237.23		662,280.21
04/06/2022	EFT/Auto	TECO Electric	221005960721 Acct #	63.79		662,216.42
04/06/2022	EFT/Auto	Mainscape	INV #1271297	4,550.88		657,665.54
04/06/2022	EFT/Auto	Doug Beldon Tax Collector	Tax Year 2021-22 Community Dev Street Lights Taxes	3,328.95		654,336.59
04/06/2022	EFT/Auto	Hardeman Landscape Nursery, Inc	INV# 38380	44,278.20		610,058.39
04/06/2022	EFT/Auto	Hernandez Landscaping II Inc	Tree Removal by tennis court	900.00		609,158.39
04/06/2022	EFT/Auto	Mainscape	INV #1270985	1,400.00		607,758.39
04/06/2022	EFT/Auto	Outland Surveying LLC	INV# 10	7,000.00		600,758.39
04/06/2022	EFT/Auto	Tuscan & Company, PA	117804 Inv #	10,000.00		590,758.39
04/06/2022	EFT/Auto	Staples	6011 1000 4086 310	151.17		590,607.22
04/06/2022	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4757	1,477.50		589,129.72
04/06/2022	EFT/Auto	Solitude Lake Management	INV# PI-A00788135	1,223.33		587,906.39
04/08/2022	EFT/Auto	ADP		135.13		587,771.26
04/08/2022			Deposit		14.51	587,785.77
04/13/2022	EFT/Auto	ADP	P.E. 04-09-22	11,050.43		576,735.34
04/15/2022			Deposit		221.25	576,956.59
04/16/2022			Deposit		29.12	576,985.71
04/22/2022	EFT/Auto	ADP	Inv # 603684842	146.44		576,839.27
04/23/2022			Deposit		14.51	576,853.78
04/26/2022			Deposit		72.75	576,926.53
04/27/2022	EFT/Auto	TECO Gas Company	221003603224 Acct #	537.78		576,388.75
04/27/2022	EFT/Auto	ADP	P.E. 04-23-22	9,213.38		567,175.37
04/28/2022		Clubhouse Rentals			85.00	567,260.37
04/28/2022	EFT/Auto	Florida Department of Revenue		18.31		567,242.06
04/28/2022			Funds transfer approved by Board	35,000.00		532,242.06
04/30/2022			Interest		4.68	532,246.74
				133,712.52	16,741.55	532,246.74

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

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21 Apr' 22	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
2							Revenue/Expense					
3							Revenue					
4							36100 - Interest Earnings					
5							Interest - General Fund	133	1,450	(1,317)		1,213
6							Total 36100 - Interest Earnings	133	1,450	(1,317)		1,213
7							General Fund Assessment-O&M					
8							General Fund Assessment Gross	949,107	958,146	(9,039)		945,826
9							GF Prop Tax Interest	60	0	60		30
10							GF Tax Collector Commissions	(18,248)	(19,163)	915		(18,181)
11							GF Tax Payment Discount	(36,781)	(38,326)	1,545		(36,765)
12							Total General Fund Assessment-O&M	894,139	900,657	(6,518)		890,910
13												
14							Total 36310 - Special Assessment	894,139	900,657	(6,518)		890,910
15							36311 - Excess Fees	7,512	0	7,512		7,307
16							36900 - Miscellaneous Revenues			0		
17							Other Misc Revenue	684	1,200	(516)		7,535
18							Rental	303	500	(197)		0
19							Pool Snack Vending	0	475	(475)		0
20							Total 36900 - Miscellaneous Revenues	987	2,175	(1,188)		7,535
21							Total Revenue	902,770	904,282	(1,512)		906,964
22												
24							Expense					
25							5110 - Legislative					
26							Employer Taxes	601	1,460	(859)		588
27							Special District Fees	175	175	0		175
28							Supervisor Fees	7,015	12,000	(4,985)		7,000
29							Supervisor Payroll Service	567	900	(333)		482
30							Total 5110 - Legislative	8,358	14,535	(6,177)		8,245

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

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21 Apr' 22	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
31							51300 - Financial & Admin					
32							Accounting Services	452	500	(48)		0
33							Auditing Services	13,500	13,500	0		13,500
34							Banking & Investment Mgmt Fees	185	200	(15)		0
35							District F&A Employees					
36							District Manager	31,416	54,462	(23,046)		30,804
37							Medical Stipend	1,400	2,400	(1,000)		1,400
38							Payroll Service Charge	228	465	(237)		265
39							Payroll Taxes - Employer Taxes	2,559	4,400	(1,841)		2,513
40							Performance Stipend	0	1,000	(1,000)		0
41							Total District F&A Employees	35,603	62,727	(27,124)		34,982
42							Dues, Licenses & Fees	483	500	(17)		88
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	1,959	2,600	(641)		223
49							Local/Other Taxes	3,329	3,396	(67)		3,229
50							Office Supplies	692	1,000	(308)		193
51							Postage	271	250	21		16
52							Printer Supplies	926	2,000	(1,074)		551
53							Professional Development	30	1,000	(970)		79
54							Technology Services/Upgrades	4,855	2,000	2,855		1,076
55							Telephone	1,828	3,600	(1,772)		1,445
56							Travel Per Diem	0	200	(200)		0
57							Website Development & Monitor	2,186	2,650	(464)		2,023
58							Total 51300 - Financial & Admin	74,019	103,770	(29,751)		64,866
59							51400 - Legal Counsel					
60							District Counsel	1,155	8,000	(6,845)		1,326

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

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21 Apr' 22	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
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	498	1,500	(1,002)		266
65							Total 52100 - Law Enforcement	752	2,500	(1,748)		344
66							53100 - Electric Utility Svs	22,798	46,500	(23,702)		19,493
67							53200 - Gas Utility Services	3,415	4,000	(585)		2,995
68							53400 - Garbage/Solid Waste Svc	1,335	2,880	(1,545)		836
69							53600 - Water/Sewer Services	2,893	9,800	(6,907)		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	730	1,800	(1,070)		385
76							Irrigation Maintenance	11,690	10,000	1,690		2,725
77							Landscape Maintenance Contract	45,701	92,299	(46,598)		52,273
78							Misc. Landscape-Temporary Staff	0	3,000	(3,000)		0
79							Misc. Landscape Maintenance	10,923	10,500	423		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	8,163	13,720	(5,557)		11,025
83							Pond 9,22,23,&24 Aeration Maint	1,341	1,296	45		243
84							Lake#27 Aeration Maint	2,236	2,160	76		0
85							Fountain Maint #21	384	500	(116)		0
86							Property Insurance Contract	15,542	14,500	1,042		13,672
87							Sod Replacement	225	4,000	(3,775)		33
88							Mitigation Maint Contract	691	900	(209)		675
89							Midge Survey	0	1,500	(1,500)		0
90							Total 53900 - Physical Environment	109,300	182,075	(72,775)		90,063

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

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21 Apr' 22	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
91							57200 - Parks & Recreation					
92							Auto Liability	758	755	3		733
93							Club Facility Maintenance					
94							Club Facility Maintenance	1,533	5,000	(3,467)		2,645
95							Clubhouse Supplies	832	2,300	(1,468)		1,089
96							Locks/Keys	25	100	(75)		0
97							Pool Snack Vending Items	0	300	(300)		0
98							Total Club Facility Maintenance	2,389	7,700	(5,311)		3,734
99							District Employees Payroll Exp					
100							Employer Workman Comp	5,313	9,360	(4,047)		5,221
101							Facilities Monitor	21,914	36,682	(14,768)		20,748
102							Medical Stipends	3,500	6,000	(2,500)		3,500
103							Payroll Service Charge	1,632	2,500	(868)		1,425
104							Payroll Taxes - Employer Taxes	7,763	16,500	(8,737)		7,356
105							Performance Stipend	0	2,600	(2,600)		0
106							Full-Time Hybrid Employee	14,544	25,460	(10,916)		14,861
107							Property Maintenance Part-Time	1,063	1,510	(447)		662
108							Property Maintenance Team Lead	19,580	33,946	(14,366)		21,153
109							Property Manager	37,824	65,558	(27,734)		37,080
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	113,134	249,016	(135,882)		112,006
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)		1,329
117							Parks & Rec Cell Phones	1,875	1,700	175		906
118							Playground Maintenance	93	2,000	(1,907)		333
119							Pool Maintenance Contract	8,625	21,100	(12,475)		9,600
120							Pool Maintenance Repairs	4,932	12,000	(7,068)		7,656
121							Sec System Monitoring Contract	129	240	(111)		195

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

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21 Apr' 22	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
122							Security Repairs	100	5,000	(4,900)		100
123							Total 57200 - Parks & Recreation	133,220	308,711	(175,491)		136,778
124							58003- Future CIP Projects and Reserves	97,073	258,011	(160,938)		260,032
125							Total Expense	454,317	940,782	(486,465)		588,269
126							Revenue Less Expenses	448,453	(36,500)	484,953		318,695
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	417,261	(73,000)	453,761		

Lake St. Charles CDD Property Manager Expense Report

	Type	Date	April 2022 Memo	Account	Amount
Ace Hardware					
	Credit Card Charge	04/05/2022	Rope and garden sprayer	Misc. Landscape Maintenance	47.38
	Credit Card Charge	04/12/2022	Hose, freshner, lysol,	Misc. Landscape Maintenance	46.00
	Credit Card Charge	04/12/2022	Tape	Clubhouse Supplies	7.19
	Credit Card Charge	04/13/2022	Safety glasses	Misc. Landscape Maintenance	32.38
Alley Cat Pest Control					
	Credit Card Charge	04/19/2022	Pest Control	Club Facility Maintenance	85.00
Amazon.com					
	Credit Card Charge	04/08/2022	Masks	Clubhouse Supplies	26.96
	Credit Card Charge	04/11/2022	Raindrip connectors	Misc. Landscape Maintenance	5.88
Home Depot					
	Credit Card Charge	04/07/2022	wasp spray, clock & misc	Clubhouse Supplies	38.87
	Credit Card Charge	04/15/2022	Orange safety fence tape, bolts, stakes	Misc. Landscape Maintenance	38.55
	Credit Card Charge	04/18/2022	& paint	Misc. Landscape Maintenance	144.42
	Credit Card Charge	04/19/2022	paint, roundup, & misc cleaners	Misc. Landscape Maintenance	204.03
Mainscape					
	Bill	04/19/2022	Irrigation Repair	Irrigation Maintenance	900.00
Pinch-A-Penny Pool-Patio-Spa					
	Credit Card Charge	04/05/2022	Chlorine	Club Facility Maintenance	18.56
Sod X					
	Credit Card Charge	04/21/2022	Sod	Sod Replacement	225.00
Winn Dixie					
	Credit Card Charge	04/19/2022	Water	Clubhouse Supplies	28.95
TOTAL					1,849