

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

**7:00 p.m., October 4, 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

Vacant Seat, Secretary/Treasurer

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 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</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 – 7:25</b>	<b>7. CANDIDATE SELECTION FOR BOARD OF SUPERVISOR SEAT #5 APPOINTMENT (10 Minutes)(Continuation from previous meeting)</b>
	<b>1. Board Motion for Appointment 2. Oath of Office</b>
<b>7:25 – 7:30</b>	<b>8. 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. 2. Approval of Consent Item Agenda a. September 13, 2022 Meeting Minutes b. Committee Meeting Minutes for September 2022 i. Treasurer's Review Committee ii. Security and Grounds Committee</b>

	<ul style="list-style-type: none"> <li>iii. Management Committee</li> <li>iv. Strategic Committee</li> <li>c. Aug 2022 Financial Statements</li> <li>d. Sept 2022 Property Manager Report (Separate from packet)</li> <li>e. Sept 2022 Facilities Monitor Report (Separate from packet)</li> </ul>
<b>7:30-7:50</b>	<b>8. COMMITTEE REPORTS (20 Minutes)</b>
	<ul style="list-style-type: none"> <li>1. Treasurer's Review Committee – Vacant</li> <li>2. Grounds/Security Committee – Committee Chair Nelson</li> <li>3. Management Committee – Committee Chair Fannin</li> <li>4. Strategic Planning Committee – Committee Chair Brownlee</li> </ul>
<b>7:50- 8:00</b>	<b>11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR (10 Minutes)</b>
	<b>GENERAL REMARKS</b> – Chair of The Board of Supervisors
<b>8:00-8:10</b>	<b>12. PROPERTY MANAGER (10 Minutes)</b>
	<b>Items for Consideration by Property Manager - Mark Cooper</b> <ul style="list-style-type: none"> <li>1. Property Management Report</li> </ul>
<b>8:10–8:15</b>	<b>13. DISTRICT MANAGER (5 Minutes)</b>
	<b>Items for Consideration by District Manager – Adriana Urbina</b> <ul style="list-style-type: none"> <li>1. District Manager Report</li> </ul>
<b>8:15 –8:25</b>	<b>14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)</b>
<b>8:25</b>	<b>ADJOURN</b>



Date: September 13, 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  
Secretary/Treasurer, Vacant  
Supervisor, Virginia Gianakos  
Supervisor, Marlon K. Brownlee

**Staff:**

Adriana Urbina, District Manager  
Mark Cooper, Property Manager  
Luis Martinez, Facility Monitor (Absent)

**In attendance:**

Lake St. Charles Residents

Meeting was called to order at 7:00 p.m. by Vice Chair, Dave Nelson

1. On **MOTION** by Supervisor Nelson and second by Supervisor Gianakos the Board approved to waive the clubhouse rental & deposit fee for residents Kim Aguilar & Amy Soto. The clubhouse will be rented all day on October 23, 2022 for a wreath making event. Only LSC residents will be invited to RSVP. Mrs. Soto & Mrs. Aguilar will also be providing a donation container for Toys for Tots. Motion passed 4 to 0
2. On **MOTION** by Supervisor Nelson and second by Supervisor Gianakos the Board approved to waive the clubhouse rental & deposit fee for residents Luanne Tremblay & Alice Gray. The clubhouse will be used once a month for a LSC Ladies Club. Further details will be provided once the Club coordinates events. Motion passed 4 to 0

3. On **MOTION** by Supervisor Gianakos and Second by Supervisor Fannin, the Board approved the, September 13 , 2022 Consent Agenda consisting of the: July 12, 2022 General Meeting Minutes, August 23, 2022 Public Hearing Minutes, the August Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the June 2022 Financial Reports, July 2022 Financial Reports the Property Manager Report and the Facility Monitor August 2022 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 4 to 0
2. On **MOTION** by Supervisor Nelson and second by Supervisor Fannin the Board discussed appointing Mr. Anthony Cropper to Seat #5. Motion failed 2 to 2
3. On **MOTION** by Supervisor Nelson and second by Supervisor Fannin the Board discussed researching Robert's Rules of Order Voting. Motion was rescinded
4. On **MOTION** by Supervisor Gianakos and second by Supervisor Brownlee the Board discussed appointing Mrs. Yvonne Brown to Seat #5. Motion failed 2 to 2
5. On **MOTION** by Supervisor Nelson and second by Supervisor Gianakos the Board discussed researching Robert's Rules of Order Voting to figure out the legal way to conduct the seat appointment at next month's meeting. Motion passed 4 to 0
6. On **MOTION** by Supervisor Fannin and Second by Supervisor Gianakos, the Board approved Resolution 2022-04 LSC District Annual Meeting Schedule FY22-23. Motion passed 4 to 0
7. On **MOTION** by Supervisor Fannin and Second by Supervisor Nelson, the Board approved the annual performance bonus for all staff. Funding has been approved on the FY 21-22 Budget. Motion passed 3 to 0. Supervisor Gianakos abstained from voting. Form 8B will be filed.
8. On **MOTION** by Supervisor Nelson and second by Supervisor Fannin, the Board approved to waive the District's Purchasing Policy #3150; 3150.9 Bidding Procedures for Construction Projects and Extraordinary Repairs for the trail project. Motion passed 4 to 0
9. On **MOTION** by Supervisor Gianakos and Second by Supervisor Nelson, the Board approved to dispose all of the bike racks stored in the District's storage shed. Motion passed 4 to 0
10. On **MOTION** by Supervisor Nelson and Second by Supervisor Fannin, the Board approved the purchase of a boat trailer not to exceed \$1,043.45. Motion passed 4 to 0

11. On **MOTION** by Supervisor Gianakos and Second by Supervisor Fannin, the Board approved the purchase of 21 wood bollards not to exceed \$1,558.00. Motion passed 4 to 0

12. On **MOTION** by Supervisor Nelson and Second by Supervisor Fannin, the Board approved to extend the General Meeting until 8:50PM. Motion passed 4 to 0

13. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board approved to begin ordering the necessary materials for the park security camera project. Motion passed 4 to 0

14. On **MOTION** by Supervisor Gianakos and Second by Supervisor Nelson, the Board approved the purchase of Aquatic floor mats for the pool bathroom entrances, not to exceed \$755.00. Motion passed 4 to 0

Meeting adjourned at 8:50PM

Respectfully submitted,

Robb Fannin, Chair

Dave Nelson, Vice-Chair

# Treasurer's Review Committee Meeting Minutes

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**Date:** *Tuesday, September 20, 2022, 11:00 am*

**Chair:**

**Operations Manager:** *Adriana Urbina*

**Committee Members:** *District Manager, Adriana Urbina*

## Notice of Meetings – Treasurer's Review Committee

The Treasurer's Review Committee Meeting was canceled.

# Security - Grounds Committee Meeting Minutes

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**Date:** *Thursday, September 22, 2021 at 4:00 PM.*

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

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

The Grounds and Security Committee did not meet in September.

# Management Committee Meeting Minutes

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**Date:** *Wednesday, September 21, 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, September 21, 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 September.

Lake St. Charles CDD

Funds Statement

Jun '22 - Aug '22

	Jun '22	Jul '22	Aug '22	Category
<b>Bank/Current Asset Accounts</b>				
SouthState Bank Checking	348,624	299,911	221,596	Cash
SouthState Bank Money Market	254,859	254,869	254,903	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>605,016</b>	<b>556,313</b>	<b>478,032</b>	
<b>Cash (Checking/Savings)</b>				
SouthState Bank Checking	348,624	299,911	221,596	
SouthState Bank Money Market	254,859	254,869	254,903	
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>605,016</b>	<b>556,313</b>	<b>478,032</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>605,016</b>	<b>556,313</b>	<b>478,032</b>	
<b>District Reserve Fund</b>				
SunTrust Money Market	0	0	0	Committed/Assigned
SouthState Bank Money Market	254,859	254,869	254,903	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	254,859	254,869	254,903	

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

	Type	Num	Date	Name	Account	Original Amount
	Bill Pmt -Check	EFT/Auto	08/02/2022	Mainscape	10000-SouthState Bank Checking	-7,691.42
	Bill	July Installment	07/07/2022		Landscape Maintenance Contract	7,691.42
TOTAL						7,691.42
	Bill Pmt -Check	EFT/Auto	08/02/2022	Meryman Environmental, Inc	10000-SouthState Bank Checking	-1,730.00
	Bill	INV# 20220807	08/03/2022		58004-Lake Water Quality & Pond	1,730.00
TOTAL						1,730.00
	Bill Pmt -Check	EFT/Auto	08/02/2022	Persson & Cohen, P.A.	10000-SouthState Bank Checking	-774.90
	Bill	Emails in regards to	07/06/2022		District Counsel	774.90
TOTAL						774.90
	Bill Pmt -Check	EFT/Auto	08/02/2022	Solitude Lake Management	10000-SouthState Bank Checking	-240.75
	Bill	4th Quater Mitigatio	08/01/2022		Mitigation Maint Contract	240.75
TOTAL						240.75
	Bill Pmt -Check	EFT/Auto	08/02/2022	Tampa Bay Times	10000-SouthState Bank Checking	-44.00
	Bill	AD#230705	08/01/2022		Legal Advertising	44.00
TOTAL						44.00
	Bill Pmt -Check	EFT/Auto	08/02/2022	Verizon Wireless	10000-SouthState Bank Checking	-72.07
	Bill	05-24-22 to 06-23-22	06/23/2022		Telephone	72.07
TOTAL						72.07
	Bill Pmt -Check	EFT/Auto	08/02/2022	Zebra Cleaning Team, Inc.	10000-SouthState Bank Checking	-1,400.00

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

	Type	Num	Date	Name	Account	Original Amount
	Bill	Spa chlorine & acid	07/21/2022		Pool Maintenance Repairs	1,400.00
TOTAL						1,400.00
	Bill Pmt -Check	EFT/Auto	08/02/2022	Mainscape	10000-SouthState Bank Checking	-7,691.42
	Bill		08/02/2022		Landscape Maintenance Contract	7,691.42
TOTAL						7,691.42
	Bill Pmt -Check	EFT/Auto	08/02/2022	Persson & Cohen, P.A.	10000-SouthState Bank Checking	-246.00
	Bill	assessment Increase	08/02/2022		District Counsel	246.00
TOTAL						246.00
	Bill Pmt -Check	EFT/Auto	08/02/2022	Solitude Lake Management	10000-SouthState Bank Checking	-133.75
	Bill	Fountain Mainten 07-	08/01/2022		Fountain Maint #21	133.75
TOTAL						133.75
	Bill Pmt -Check	EFT/Auto	08/02/2022	Tampa Bay Times	10000-SouthState Bank Checking	-1,845.00
	Bill	AD#239416	08/10/2022		Legal Advertising	1,845.00
TOTAL						1,845.00
	Bill Pmt -Check	EFT/Auto	08/02/2022	Verizon Wireless	10000-SouthState Bank Checking	-72.77
	Bill	06-24-22 to 07-23-22	07/23/2022		Telephone	72.77
TOTAL						72.77
	Bill Pmt -Check	EFT/Auto	08/02/2022	Zebra Cleaning Team, Inc.	10000-SouthState Bank Checking	-579.28
	Bill	Spa motor & spa fitt	07/21/2022		Pool Maintenance Repairs	579.28
TOTAL						579.28

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

	Type	Num	Date	Name	Account	Original Amount
	Bill Pmt -Check	EFT/Auto	08/02/2022	Solitude Lake Management	10000-SouthState Bank Checking	-3,669.99
	Bill	May, June & July Pon	08/02/2022		Pond & Stormwater Maint	3,669.99
TOTAL						3,669.99
	Bill Pmt -Check	EFT/Auto	08/02/2022	Leaf	10000-SouthState Bank Checking	-161.99
	Bill	Printer Lease & Insu	08/02/2022		Printer Supplies	161.99
TOTAL						161.99
	Check	EFT/Auto	08/03/2022	ADP	10000-SouthState Bank Checking	-10,297.37
					District Manager	2,521.60
					Payroll Taxes - Employer Taxes	208.20
					Facilities Monitor	1,600.00
					Property Maintenance Team Lead	1,560.00
					Property Manager	2,521.60
					Payroll Taxes - Employer Taxes	528.49
					Property Maintenance Part-Time	57.48
					Medical Stipend	200.00
					Medical Stipends	400.00
					Recreational Assistants	700.00
TOTAL						10,297.37
	Check	EFT/Auto	08/04/2022	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	08/04/2022	Square Inc	10000-SouthState Bank Checking	-53.47
					Rental	55.00

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

Type	Num	Date	Name	Account	Original Amount
				Rental	-1.53
TOTAL					53.47
Check	EFT/Auto	08/04/2022	TECO Electric	10000-SouthState Bank Checking	-3,555.93
				53100 - Electric Utility Svs	68.00
				53100 - Electric Utility Svs	72.22
				53100 - Electric Utility Svs	198.84
				53100 - Electric Utility Svs	1,102.43
				53100 - Electric Utility Svs	67.74
				53100 - Electric Utility Svs	1,367.26
				53100 - Electric Utility Svs	329.32
				53100 - Electric Utility Svs	47.38
				53100 - Electric Utility Svs	47.12
				53100 - Electric Utility Svs	25.91
				53100 - Electric Utility Svs	22.86
				53100 - Electric Utility Svs	23.96
				53100 - Electric Utility Svs	22.74
				53100 - Electric Utility Svs	22.86
				53100 - Electric Utility Svs	22.86
				53100 - Electric Utility Svs	23.11
				53100 - Electric Utility Svs	22.74
				53100 - Electric Utility Svs	22.86
				53100 - Electric Utility Svs	22.86
				53100 - Electric Utility Svs	22.86
TOTAL					3,555.93
Check	EFT/Auto	08/05/2022	TECO Gas Company	10000-SouthState Bank Checking	-299.85
				53200 - Gas Utility Services	299.85
TOTAL					299.85
Check	EFT/Auto	08/05/2022	TECO Electric	10000-SouthState Bank Checking	-69.23

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

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	69.23
TOTAL					<u>69.23</u>
Check	EFT/Auto	08/05/2022	ADP	10000-SouthState Bank Checking	-137.39
				Payroll Service Charge	19.62
				Payroll Service Charge	<u>117.77</u>
TOTAL					137.39
Check	EFT/Auto	08/16/2022	ADP	10000-SouthState Bank Checking	-10,409.92
				District Manager	2,521.60
				Payroll Taxes - Employer Taxes	192.90
				Facilities Monitor	1,600.00
				Property Maintenance Team Lead	1,560.00
				Property Manager	2,521.60
				Payroll Taxes - Employer Taxes	489.54
				Property Maintenance Part-Time	57.48
				Supervisor Fees	800.00
				Employer Taxes	66.80
				Recreational Assistants	<u>600.00</u>
TOTAL					10,409.92
Check	EFT/Auto	08/19/2022	ADP	10000-SouthState Bank Checking	-148.70
				Payroll Service Charge	12.39
				Payroll Service Charge	74.36
				Supervisor Payroll Service	<u>61.95</u>
TOTAL					148.70
Bill Pmt -Check	EFT/Auto	08/24/2022	Mainscape	10000-SouthState Bank Checking	-7,691.42

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

	Type	Num	Date	Name	Account	Original Amount
	Bill	Aug Installment	08/09/2022		Landscape Maintenance Contract	7,691.42
TOTAL						7,691.42
	Bill Pmt -Check	EFT/Auto	08/24/2022	Solitude Lake Management	10000-SouthState Bank Checking	-1,223.33
	Bill	Aug Pond Mainten	08/01/2022		Pond & Stormwater Maint	1,223.33
TOTAL						1,223.33
	Bill Pmt -Check	EFT/Auto	08/24/2022	Tampa Bay Times	10000-SouthState Bank Checking	-1,849.00
	Bill	AD#239416	08/10/2022		Legal Advertising	1,849.00
TOTAL						1,849.00
	Bill Pmt -Check	EFT/Auto	08/24/2022	SunTrust Credit Card	10000-SouthState Bank Checking	-7,191.98
	Bill	Aug CC Statement	08/24/2022		13500 - SunTrust Visa Card	7,191.98
TOTAL						7,191.98
	Check	EFT/Auto	08/30/2022	ADP	10000-SouthState Bank Checking	-8,939.74
					District Manager	2,521.60
					Payroll Taxes - Employer Taxes	192.90
					Facilities Monitor	1,600.00
					Property Maintenance Team Lead	1,560.01
					Property Manager	2,521.60
					Payroll Taxes - Employer Taxes	443.04
					Property Maintenance Part-Time	100.59
TOTAL						8,939.74
	Check	EFT/Auto	08/31/2022	Square Inc	10000-SouthState Bank Checking	-3.06
					Rental	3.06
TOTAL						3.06



# Treasurer's Report - SouthState Account

August 2022

08/1/22 - 08/31/22

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						<b>299,911.48</b>
08/02/2022	EFT/Auto	Mainscape	INV# 1275648	7,691.42		292,220.06
08/02/2022	EFT/Auto	Meryman Environmental, Inc	INV# 20220807	1,730.00		290,490.06
08/02/2022	EFT/Auto	Persson & Cohen, P.A.	Acct # LakStCharles INV#2339	774.90		289,715.16
08/02/2022	EFT/Auto	Solitude Lake Management	INV# PI-A00849044	240.75		289,474.41
08/02/2022	EFT/Auto	Tampa Bay Times	Acct# 105743 AD#230705	44.00		289,430.41
08/02/2022	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	72.07		289,358.34
08/02/2022	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4961	1,400.00		287,958.34
08/02/2022	EFT/Auto	Mainscape		7,691.42		280,266.92
08/02/2022	EFT/Auto	Persson & Cohen, P.A.	Acct # LakStCharles INV#2453	246.00		280,020.92
08/02/2022	EFT/Auto	Solitude Lake Management	INV# PI-A00849045	133.75		279,887.17
08/02/2022	EFT/Auto	Tampa Bay Times	Acct# 105743 AD#239416	1,845.00		278,042.17
08/02/2022	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	72.77		277,969.40
08/02/2022	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4962	579.28		277,390.12
08/02/2022	EFT/Auto	Solitude Lake Management	INV# PI-A00807655, INV# PI-A00826402, INV# PI-A0084904	3,669.99		273,720.13
08/02/2022	EFT/Auto	Leaf	Printer Lease & Insurance	161.99		273,558.14
08/03/2022	EFT/Auto	ADP	P.E. 07-30-22	10,297.37		263,260.77
08/04/2022	EFT/Auto	Square Inc	P. Roberts CH Rental Deposit Refund	292.10		262,968.67
08/04/2022	EFT/Auto	Square Inc	P. Roberts Evening CH Cancellation	53.47		262,915.20
08/04/2022	EFT/Auto	TECO Electric	06980007400 Acct #	3,555.93		259,359.27
08/05/2022			Deposit		43.63	259,402.90
08/05/2022	EFT/Auto	TECO Gas Company	221003603224 Acct #	299.85		259,103.05
08/05/2022	EFT/Auto	TECO Electric	221005960721 Acct #	69.23		259,033.82
08/05/2022	EFT/Auto	ADP		137.39		258,896.43
08/12/2022			Deposit		14.51	258,910.94
08/16/2022	EFT/Auto	ADP	P.E. 08-13-22	10,409.92		248,501.02
08/18/2022			Deposit		29.12	248,530.14
08/19/2022	EFT/Auto	ADP		148.70		248,381.44
08/24/2022	EFT/Auto	Mainscape	INV# 1276985	7,691.42		240,690.02
08/24/2022	EFT/Auto	Solitude Lake Management	INV# PI-A00866115	1,223.33		239,466.69
08/24/2022	EFT/Auto	Tampa Bay Times	Acct# 105743 AD#239416	1,849.00		237,617.69
08/24/2022	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	7,191.98		230,425.71

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
08/30/2022	EFT/Auto	ADP	P.E. 08-27-22	8,939.74		221,485.97
08/31/2022		Clubhouse Rentals			110.00	221,595.97
08/31/2022	EFT/Auto	Square Inc	2.6% + .10 Square processing fees for CH Rentals	3.06		221,592.91
08/31/2022		Interest			3.09	221,596.00
				<b>78,515.83</b>	<b>200.35</b>	<b>221,596.00</b>

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

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21 Aug' 22	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
2							Revenue/Expense					
3							Revenue					
4							36100 - Interest Earnings					
5							Interest - General Fund	213	180	33		1,500
6							Total 36100 - Interest Earnings	213	180	33		1,500
7							General Fund Assessment-O&M					
8							General Fund Assessment Gross	958,354	958,146	208		957,026
9							GF Prop Tax Interest	337	0	337		366
10							GF Tax Collector Commissions	(18,438)	(19,163)	725		(18,412)
11							GF Tax Payment Discount	(36,781)	(38,326)	1,545		(36,765)
12							Total General Fund Assessment-O&M	903,473	900,657	2,816		902,215
13												
14							Total 36310 - Special Assessment	903,473	900,657	2,816		902,215
15							36311 - Excess Fees	7,512	7,512	0		7,307
16							36900 - Miscellaneous Revenues			0		
17							Other Misc Revenue	8,089	3,305	4,784		7,971
18							Rental	666	500	166		273
19							Pool Snack Vending	0	475	(475)		0
20							Total 36900 - Miscellaneous Revenues	8,754	4,280	4,474		8,244
21							Total Revenue	919,952	912,629	7,323		919,266
22												
24							Expense					
25							5110 - Legislative					
26							Employer Taxes	885	1,460	(575)		922
27							Special District Fees	175	175	0		175
28							Supervisor Fees	10,415	12,000	(1,585)		11,000
29							Supervisor Payroll Service	785	900	(115)		835
30							Total 5110 - Legislative	12,261	14,535	(2,274)		12,932

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

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21 Aug' 22	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
31							<b>51300 - Financial &amp; Admin</b>					
32							Accounting Services	787	500	287		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	54,110	58,734	(4,624)		49,286
37							Medical Stipend	2,200	2,400	(200)		2,400
38							Payroll Service Charge	363	465	(102)		415
39							Payroll Taxes - Employer Taxes	4,357	4,400	(43)		4,003
40							Performance Stipend	0	1,000	(1,000)		0
41							<b>Total District F&amp;A Employees</b>	<b>61,030</b>	<b>66,999</b>	<b>(5,969)</b>		<b>56,105</b>
42							Dues, Licenses & Fees	588	500	88		256
43							General Insurance					
44							Crime	585	600	(15)		565
45							General Liability	3,917	3,917	0		3,785
46							Public Officials Liability & EP	3,219	3,219	0		3,110
47							<b>Total General Insurance</b>	<b>7,721</b>	<b>7,736</b>	<b>(15)</b>		<b>7,460</b>
48							Legal Advertising	5,952	3,000	2,952		937
49							Local/Other Taxes	3,329	3,396	(67)		3,229
50							Office Supplies	1,202	1,000	202		835
51							Postage	796	750	46		67
52							Printer Supplies	1,571	2,000	(429)		551
53							Professional Development	30	1,000	(970)		79
54							Technology Services/Upgrades	5,021	5,000	21		1,252
55							Telephone	3,497	3,600	(103)		3,130
56							Travel Per Diem	0	200	(200)		0
57							Website Development & Monitor	2,462	2,650	(188)		2,522
58							<b>Total 51300 - Financial &amp; Admin</b>	<b>107,670</b>	<b>112,031</b>	<b>(4,361)</b>		<b>89,923</b>
59							<b>51400 - Legal Counsel</b>					

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

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21 Aug' 22	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
60							District Counsel	2,176	8,000	(5,824)		1,326
61							Total 51400 - Legal Counsel	2,176	8,000	(5,824)		1,326
62							52100 - Law Enforcement					
63							Car Maintenance & Repairs	453	1,000	(547)		401
64							Car Gas	734	1,500	(766)		525
65							Total 52100 - Law Enforcement	1,187	2,500	(1,313)		926
66							53100 - Electric Utility Svs	37,209	46,500	(9,291)		31,006
67							53200 - Gas Utility Services	4,782	4,000	782		4,293
68							53400 - Garbage/Solid Waste Svc	1,821	2,880	(1,059)		2,438
69							53600 - Water/Sewer Services	4,241	9,800	(5,559)		5,225
70							53900 - Physical Environment					
71							Entry & Walls Maintenance	0	2,000	(2,000)		0
72							Ford F250 Maintenance & Repair	350	2,000	(1,650)		1,155
73							Fountain in Lake	550	3,000	(2,450)		1,350
74							Gas - Equipment	78	400	(322)		182
75							Gas - Truck	1,141	1,800	(659)		705
76							Irrigation Maintenance	12,373	15,800	(3,427)		12,049
77							Landscape Maintenance Contract	84,158	92,299	(8,141)		82,143
78							Misc. Landscape-Temporary Staff	0	0	0		0
79							Misc. Landscape Maintenance	14,402	10,500	3,902		8,396
80							Mulch	10,784	10,500	284		10,063
81							New Plantings	2,531	8,000	(5,469)		3,022
82							Pond & Stormwater Maint Contract	13,056	14,280	(1,224)		17,325
83							Pond 9,22,23,&24 Aeration Maint	1,341	1,341	0		486
84							Lake#27 Aeration Maint	2,236	2,236	(0)		0
85							Fountain Maint #21	518	518	(1)		0
86							Property Insurance Contract	15,542	15,542	0		13,744
87							Sod Replacement	225	4,000	(3,775)		2,293
88							Mitigation Maint Contract	932	900	32		900
89							Midge Survey	0	1,500	(1,500)		0

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

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21 Aug' 22	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
90							<b>Total 53900 - Physical Environment</b>	160,217	186,616	(26,399)		153,813
91							<b>57200 - Parks &amp; Recreation</b>					
92							Auto Liability	758	755	3		733
93							Club Facility Maintenance					
94							Club Facility Maintenance	2,679	5,000	(2,321)		3,539
95							Clubhouse Supplies	1,697	2,300	(603)		2,857
96							Locks/Keys	25	100	(75)		71
97							Pool Snack Vending Items	0	300	(300)		0
98							<b>Total Club Facility Maintenance</b>	4,401	7,700	(3,299)		6,467
99							<b>District Employees Payroll Exp</b>					
100							Employer Workman Comp	5,313	9,360	(4,047)		5,421
101							Facilities Monitor	36,314	38,032	(1,718)		33,197
102							Medical Stipends	5,400	6,000	(600)		5,700
103							Payroll Service Charge	2,570	2,500	70		2,144
104							Payroll Taxes - Employer Taxes	12,604	16,500	(3,896)		12,050
105							Performance Stipend	0	2,600	(2,600)		0
106							Full-Time Hybrid Employee	19,627	25,460	(5,833)		21,922
107							Property Maintenance Part-Time	1,796	1,510	286		1,677
108							Property Maintenance Team Lead	32,348	33,946	(1,598)		32,329
109							Property Manager	60,518	65,558	(5,040)		59,328
110							Grant Management (Reimbursed)	0	0			0
111							Recreational Assistants	5,162	9,500	(4,338)		4,945
112							Hills Cnty Off Duty Sheriff	0	2,900			0
113							<b>Total District Employees Payroll Exp</b>	181,653	213,866	(32,213)		178,712
114							Dock Maintenance	169	400	(231)		185
115							Drainage/ Nature Path/Trail Maintenance	0	1,800	(1,800)		0
116							Park Facility Maintenance	1,408	7,000	(5,592)		1,809
117							Parks & Rec Cell Phones	3,911	2,500	1,411		1,446
118							Playground Maintenance	93	2,000	(1,907)		405
119							Pool Maintenance Contract	12,075	21,100	(9,025)		16,420

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

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21 Aug' 22	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
120							Pool Maintenance Repairs	11,996	12,000	(4)		9,393
121							Sec System Monitoring Contract	258	240	18		260
122							Security Repairs	1,116	5,000	(3,885)		100
123							Total 57200 - Parks & Recreation	217,837	274,361	(56,524)		215,931
124							58003- Future CIP Projects and Reserves	126,580	323,369	(196,789)		289,687
125							Total Expense	675,981	984,592	(308,611)		807,501
126							Revenue Less Expenses	243,971	(71,963)	315,934		111,765
127							Other Revenue/Expense					
128							Other Revenue					
129							FY 20-21 Carryover	0	83,080	(83,080)		
130							DEP Grant Reimbursement	122,175	276,542	(154,367)		
131							Total Other Revenue	0	359,622	(237,447)		
132												
133							Other Expense					
134							Unassigned CIP Projects	0	83,080	(83,080)		
135							58004-Lake Water Quality & Pond	106,806	204,579	(97,774)		
136							Total Other Expense	106,806	287,659	(180,854)		
137							Net Other Income	(344,253)	71,963	(344,253)		
138							Net Income	(100,282)	0	(28,319)		

# Lake St. Charles CDD

## Property Manager Expense Report

	Type	Date	August 2022 Memo	Account	Amount
Mainscape	Bill	08/02/2022		Landscape Maintenance Contract	7,691.42
	Bill	08/09/2022	Aug Installment	Landscape Maintenance Contract	7,691.42
Solitude Lake Management	Bill	08/01/2022	Aug Pond Mainten	Pond & Stormwater Maint	1,223.33
	Bill	08/02/2022	May, June & July Pon	Pond & Stormwater Maint	3,669.99
<b>TOTAL</b>					<b>20,276</b>