

## **Supervisor Packet for December 6, 2022 General Meeting**

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

**7:00 p.m., December 6, 2022**

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

Board of Supervisors

Dave Nelson, Chair, 293-7979

Virginia Gianakos, Vice Chair, 293-4728

Sabrina Peacock, Secretary/Treasurer 951-8327

Robb Fannin, Supervisor, 785-5423

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

<b>7:20-7:40</b>	<b>10. COMMITTEE REPORTS (20 Minutes)</b>
	<ol style="list-style-type: none"> <li><b>1. Treasurer's Review Committee</b> – Committee Chair Peacock <ol style="list-style-type: none"> <li><b>a.</b> The Treasure's Committee recommends a Motion to accept and match the \$5,000 contribution from Mr. Thomas Favaro for the continuation of the boat launch project.</li> </ol> </li> <li><b>2. Grounds/Security Committee</b> – Committee Chair Fannin</li> <li><b>3. Management Committee</b> – Committee Chair Nelson</li> <li><b>4. Strategic Planning Committee</b> – Committee Chair Brownlee</li> </ol>
<b>7:40- 7:50</b>	<b>12. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR NELSON (10 Minutes)</b>
	<b>GENERAL REMARKS</b> – Chair of The Board of Supervisors
<b>7:50-8:10</b>	<b>13. PROPERTY MANAGER (20 Minutes)</b>
	<b>Items for Consideration by Property Manager - Mark Cooper</b> <ol style="list-style-type: none"> <li><b>1.</b> Property Management Report</li> </ol>
<b>8:10–8:15</b>	<b>14. DISTRICT MANAGER (5 Minutes)</b>
	<b>Items for Consideration by District Manager – Adriana Urbina</b> <ol style="list-style-type: none"> <li><b>1.</b> District Manager Report</li> </ol>
<b>8:15 –8:25</b>	<b>15. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)</b>
<b>8:25</b>	<b>ADJOURN</b>



Date: November 1, 2022

Time: 7:00 p.m.

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

**Supervisors:**

Chair, Robb Fannin  
Vice Chair, Dave Nelson  
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 Chair, Robb Fannin.

1. On **MOTION** by Supervisor Fannin and second by Supervisor Nelson, the Board approved to reinstate Sabrina Peacock to Supervisor Seat #5. Motion passed 4 to 0

Sabrina Peacock, Dave Nelson & Virginia Gianakos were administered the Florida Oath of Office by Notary Adriana Urbina.

2. On **MOTION** by Supervisor Nelson and second by Supervisor Peacock, the Board approved the, November 1, 2022 Consent Agenda consisting of the: October 4, 2022 General Meeting Minutes, the October Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the September 2022 Financial Reports, and the Facility Monitor October 2022 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0

3. On **MOTION** by Supervisor Fannin and second by Supervisor Peacock, the Board approved the FY 22-23 Board Officers to be Dave Nelson Chair; Virginia Gianakos, Vice-Chair and Sabrina Peacock, Secretary/Treasurer. Motion passed 5 to 0.

4. On **MOTION** by Supervisor Fannin and second by Supervisor Nelson, the Board appointed Supervisor Fannin as Grounds and Security Committee Chair, Supervisor Dave Nelson as Management Committee Chair, Supervisor Sabrina Peacock as Treasurer Review Committee Chair, and Supervisor Marlon Brownlee as Strategic Planning Committee Chair. Motion passed 5 to 0.

Chair Fannin turned over the meeting to the newly elected chair, Chair Nelson.

Resident Trish Oliver requested the Board approve the installation of a fence about 7 feet past her property line into District property. The Board informed her that a request had been made by a different resident to purchase District land adjoined to their property. After careful consideration this was not feasible and the request was denied. The Board did not proceed with approving this request.

Resident Thomas Favaro, presented to the Board a petition requesting consideration of approving the boat launch project. He volunteered to research cost of materials and necessary permits cost. Discussion was remanded to the Grounds/Security Committee.

5. On **MOTION** by Supervisor Nelson and second by Supervisor Gianakos the Board approved Hardeman's proposal in the amount of \$273,366 for the bridge to bridge trail repair. Motion passed 5 to 0

6. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board approved Mason Global's proposal in the amount of \$12,575 for the cleaning additive that will be added to the trail. Motion passed 5 to 0

7. On **MOTION** by Supervisor Nelson and Second by Supervisor Peacock, the Board approved to repair the park bridge railing with wood material and composite rods, not to exceed \$8,000. Motion passed 5 to 0.

8. On **MOTION** by Supervisor Peacock and second by Supervisor Gianakos, the Board approved Red Stripe's proposal to install pavers on the District's park bridge. Not to exceed \$14,000. Motion passed 5 to 0

9. On **MOTION** by Supervisor Gianakos and Second by Supervisor Nelson, the Board approved additional funding in the amount of \$15,153.50 for tree removal and cleanup from Hurricane Ian. Motion passed 5 to 0

10. On **MOTION** by Supervisor Gianakos and Second by Supervisor Fannin the Board approved submission of the grant application in the amount of \$5,000 for enhancement of the District's boat ramp. The Board will match the grant funds; project is not to exceed \$10,000. Included in the discussion was the reminder that volunteers will be needed if the grant is awarded to the District. Motion passed 5 to 0

Meeting adjourned at 8:13PM

Respectfully submitted,

Dave Nelson, Chair

Virginia Gianakos, Vice-Chair

# Treasurer's Review Committee Meeting Minutes

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**Date:** *Thursday, November 17, 2022, 1:00 pm*

**Chair:** *Supervisor Sabrina Peacock*

**Operations Manager:** *Adriana Urbina*

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

## Notice of Meetings – Treasurer's Review Committee

The Committee discussed the boat launch project; unfortunately the grant application was not submitted due to technical difficulties. In lieu of the grant, resident Thomas Favaro is willing to contribute \$5,000 for the continuation of this project.

The Treasurer's Committee recommends a Motion to accept and match the \$5,000 contribution from Mr. Thomas Favaro for the continuation of the boat launch project.

It was discussed by the Committee that phase 2 of trail repair had begun and completions is estimated by December 20.

The Committee discussed the upcoming budget amendment, Adriana is finalizing the end of year financials and will be ready for next month's meeting.

# Security - Grounds Committee Meeting Minutes

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**Date:** *Wednesday, November 16, 2021 at 11:00 AM.*

**Committee Chairperson:** *Supervisor, Rob Fannin*

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

Property Manager will update the Board at the December Meeting.



# Management Committee Meeting Minutes

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

**Chairperson:** *Chairman Dave Nelson*

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

**In Attendance:**

## Notice of Meetings – Management Committee

The Committee discussed the boat launch project; unfortunately the grant application was not submitted due to technical difficulties. In lieu of the grant, resident Thomas Favaro is willing to contribute \$5,000 for the continuation of this project.

It was discussed by the Committee that phase 2 of trail repair had begun and completions is estimated by December 20.

# Strategic Planning Committee Meeting Minutes

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**Date:** *Tuesday, November 15, 2022 @ 9:00 am.*

**Committee Chairperson:** *Supervisor, Marlon K Brownlee*

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

Property Manager will update the Board at the December Meeting.

Lake St. Charles CDD

Funds Statement

Aug '22 - Oct '22

	Aug '22	Sep '22	Oct '22	Category
<b>Bank/Current Asset Accounts</b>				
SouthState Bank Checking	343,771	277,342	208,074	Cash
SouthState Bank Money Market	254,903	254,935	254,967	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>600,207</b>	<b>533,810</b>	<b>464,574</b>	
<b>Cash (Checking/Savings)</b>				
SouthState Bank Checking	343,771	277,342	208,074	
SouthState Bank Money Market	254,903	254,935	254,967	
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>600,207</b>	<b>533,810</b>	<b>464,574</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>600,207</b>	<b>533,810</b>	<b>464,574</b>	
<b>District Reserve Fund</b>				
SunTrust Money Market	0	0	0	Committed/Assigned
SouthState Bank Money Market	254,903	254,935	254,967	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	254,903	254,935	254,967	

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

Type	Num	Date	Name	Account	Original Amount
Sales Tax Payment	EFT/Auto	10/27/2022	Florida Department of Revenue	10000-SouthState Bank Checking	-14.72
			Florida Department of Revenue	Sales Tax Payable	3.15
			Florida Department of Revenue	Sales Tax Payable	11.57
TOTAL					14.72
Bill Payment	EFT/Auto	10/02/2022	Leaf	10000-SouthState Bank Checking	-161.99
Bill	Printer Lease & Insu	10/02/2022		Printer Supplies	161.99
TOTAL					161.99
Check	EFT/Auto	10/05/2022	TECO Electric	10000-SouthState Bank Checking	-3,564.66
				53100 - Electric Utility Svs	32.07
				53100 - Electric Utility Svs	75.08
				53100 - Electric Utility Svs	203.88
				53100 - Electric Utility Svs	1,102.69
				53100 - Electric Utility Svs	69.09
				53100 - Electric Utility Svs	1,335.41
				53100 - Electric Utility Svs	347.80
				53100 - Electric Utility Svs	45.86
				53100 - Electric Utility Svs	82.50
				53100 - Electric Utility Svs	27.98
				53100 - Electric Utility Svs	23.94
				53100 - Electric Utility Svs	25.41
				53100 - Electric Utility Svs	24.18
				53100 - Electric Utility Svs	24.06
				53100 - Electric Utility Svs	24.06
				53100 - Electric Utility Svs	24.41
				53100 - Electric Utility Svs	23.94
				53100 - Electric Utility Svs	24.06
				53100 - Electric Utility Svs	24.06
				53100 - Electric Utility Svs	24.18

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

	Type	Num	Date	Name	Account	Original Amount
TOTAL						3,564.66
	Check	EFT/Auto	10/05/2022	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	10/06/2022	TECO Gas Company	10000-SouthState Bank Checking	-393.00
					53200 - Gas Utility Services	393.00
TOTAL						393.00
	Check	EFT/Auto	10/06/2022	TECO Electric	10000-SouthState Bank Checking	-62.85
					53100 - Electric Utility Svs	62.85
TOTAL						62.85
	Check	EFT/Auto	10/07/2022	ADP	10000-SouthState Bank Checking	-141.92
					Payroll Service Charge	15.76
					Payroll Service Charge	126.16
TOTAL						141.92
	Check	EFT/Auto	10/12/2022	ADP	10000-SouthState Bank Checking	-11,236.27
					District Manager	2,566.00
					Payroll Taxes - Employer Taxes	211.60
					Facilities Monitor	1,720.60
					Property Maintenance Team Lead	1,587.57
					Property Manager	2,566.00
					Payroll Taxes - Employer Taxes	529.13
					Property Maintenance Part-Time	175.07
					Full Time Maintenance Employee	413.50

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

Type	Num	Date	Name	Account	Original Amount
				Supervisor Fees	800.00
				Employer Taxes	66.80
				Medical Stipend	200.00
				Medical Stipends	400.00
TOTAL					11,236.27
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>10/17/2022</b>	<b>Egis Insurance &amp; Risk Advisors, LLC</b>	<b>10000-SouthState Bank Checking</b>	<b>-33,447.43</b>
Bill	Policy#100121567	10/01/2022		Crime	629.00
				General Liability	4,211.00
				Public Officials Liability & EP	3,460.00
				Property Insurance Contract	17,795.00
				Auto Liability	901.00
Bill	WC Policy#100121567	10/01/2022		Employer Workman Comp	6,451.43
TOTAL					33,447.43
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>10/17/2022</b>	<b>Verizon Wireless</b>	<b>10000-SouthState Bank Checking</b>	<b>-72.63</b>
Bill	08-24-22 to 09-23-22	09/23/2022		Telephone	72.63
TOTAL					72.63
<b>Check</b>	<b>EFT/Auto</b>	<b>10/21/2022</b>	<b>ADP</b>	<b>10000-SouthState Bank Checking</b>	<b>-152.81</b>
				Payroll Service Charge	15.28
				Payroll Service Charge	76.41
				Supervisor Payroll Service	61.12
TOTAL					152.81
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>10/21/2022</b>	<b>SunTrust Credit Card</b>	<b>10000-SouthState Bank Checking</b>	<b>-11,159.37</b>
Bill	Oct CC Statement	10/24/2022		13500 - SunTrust Visa Card	11,159.37
TOTAL					11,159.37
<b>Check</b>	<b>EFT/Auto</b>	<b>10/26/2022</b>	<b>ADP</b>	<b>10000-SouthState Bank Checking</b>	<b>-11,498.90</b>

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

Type	Num	Date	Name	Account	Original Amount
				District Manager	2,610.40
				Payroll Taxes - Employer Taxes	199.69
				Facilities Monitor	1,814.40
				Property Maintenance Team Lead	1,610.40
				Property Manager	2,610.40
				Payroll Taxes - Employer Taxes	630.61
				Property Maintenance Part-Time	204.00
				Full Time Maintenance Employee	1,819.00
TOTAL					11,498.90
<b>Check</b>	<b>EFT/Auto</b>	<b>10/26/2022</b>	<b>Square Inc</b>	<b>10000-SouthState Bank Checking</b>	<b>-292.10</b>
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-7.90
TOTAL					292.10
	<b>Sales Tax Paymen</b>	<b>10/27/2022</b>	<b>Florida Department of Revenue</b>	<b>10000-SouthState Bank Checking</b>	<b>-11.12</b>
			Florida Department of Revenue	Sales Tax Payable	2.38
			Florida Department of Revenue	Sales Tax Payable	8.74
TOTAL					11.12
	<b>Sales Tax Paymen</b>	<b>10/27/2022</b>	<b>Florida Department of Revenue</b>	<b>10000-SouthState Bank Checking</b>	<b>-7.19</b>
			Florida Department of Revenue	Sales Tax Payable	1.54
			Florida Department of Revenue	Sales Tax Payable	5.65
TOTAL					7.19
<b>Check</b>	<b>EFT/Auto</b>	<b>10/31/2022</b>	<b>Square Inc</b>	<b>10000-SouthState Bank Checking</b>	<b>-4.62</b>
				Rental	4.62
TOTAL					4.62

**Treasurer's Report - SouthState Account**  
**August 2022**  
**10/1/22 - 10/31/22**

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						<b>273,067.31</b>
10/02/2022	EFT/Auto	Leaf	Printer Lease & Insurance	161.99		272,905.32
10/05/2022	EFT/Auto	TECO Electric	06980007400 Acct #	3,564.66		269,340.66
10/05/2022	EFT/Auto	Square Inc	CH Rental Deposit Refund	292.10		269,048.56
10/06/2022	EFT/Auto	TECO Gas Company	221003603224 Acct #	393.00		268,655.56
10/06/2022	EFT/Auto	TECO Electric	221005960721 Acct #	62.85		268,592.71
10/07/2022	EFT/Auto	ADP		141.92		268,450.79
10/12/2022	EFT/Auto	ADP	P.E. 10-08-22	11,236.27		257,214.52
10/17/2022	EFT/Auto	Egis Insurance & Risk Advisors, LLC		33,447.43		223,767.09
10/17/2022	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	72.63		223,694.46
10/18/2022			Deposit		292.10	223,986.56
10/21/2022	EFT/Auto	ADP	Inv # 610778874	152.81		223,833.75
10/21/2022	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	11,159.37		212,674.38
10/26/2022	EFT/Auto	ADP	P.E. 10-22-22	11,498.90		201,175.48
10/26/2022	EFT/Auto	Square Inc	CH Rental Deposit Refund	292.10		200,883.38
10/27/2022	EFT/Auto	Florida Department of Revenue		11.12		200,872.26
10/27/2022	EFT/Auto	Florida Department of Revenue		7.19		200,865.07
10/27/2022	EFT/Auto	Florida Department of Revenue		14.72		200,850.35
10/27/2022			Deposit		7,226.44	208,076.79
10/31/2022	EFT/Auto	Square Inc	2.6% + .10 Square processing fees for CH Rentals	4.62		208,072.17
10/31/2022			Interest		2.12	208,074.29
				<b>72,513.68</b>	<b>7,520.66</b>	<b>208,074.29</b>



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

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '22	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
2							Revenue/Expense					
3							Revenue					
4							36100 - Interest Earnings					
5							Interest - General Fund	35	180	(145)		28
6							Total 36100 - Interest Earnings	35	180	(145)		28
7							General Fund Assessment-O&M					
8							General Fund Assessment Gross	0	1,283,257	(1,283,257)		0
9							GF Prop Tax Interest	0	0	0		0
10							GF Tax Collector Commissions	0	25,665	(25,665)		0
11							GF Tax Payment Discount	0	51,330	(51,330)		0
12							Total General Fund Assessment-O&M	0	1,360,252	(1,360,252)		0
13												
14							Total 36310 - Special Assessment	0	1,360,252	(1,360,252)		0
15							36311 - Excess Fees	7,226	0	7,226		7,512
16							36900 - Miscellaneous Revenues			0		
17							Other Misc Revenue	0	1,200	(1,200)		44
18							Rental	154	500	(346)		100
19							Pool Snack Vending	0	475	(475)		0
20							Total 36900 - Miscellaneous Revenues	154	2,175	(2,021)		144
21							Total Revenue	7,415	1,362,607	(1,355,192)		7,684
22												
24							Expense					
25							5110 - Legislative					
26							Employer Taxes	67	1,460	(1,393)		84
27							Special District Fees	0	175	(175)		0
28							Supervisor Fees	800	12,000	(11,200)		1,000
29							Supervisor Payroll Service	61	900	(839)		113
30							Total 5110 - Legislative	928	14,535	(13,607)		1,197

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

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '22	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
31							<b>51300 - Financial &amp; Admin</b>					
32							Accounting Services	0	500	(500)		0
33							Auditing Services	1,000	13,500	(12,500)		1,000
34							Banking & Investment Mgmt Fees	0	200	(200)		0
35							District F&A Employees					
36							District Manager	5,176	67,873	(62,697)		4,189
37							Medical Stipend	200	2,400	(2,200)		200
38							Payroll Service Charge	31	465	(434)		32
39							Payroll Taxes - Employer Taxes	411	4,400	(3,989)		336
40							Performance Stipend	0	0	0		0
41							<b>Total District F&amp;A Employees</b>	<b>5,819</b>	<b>75,138</b>	<b>(69,319)</b>		<b>4,757</b>
42							Dues, Licenses & Fees	0	500	(500)		194
43							General Insurance					
44							Crime	629	600	29		585
45							General Liability	4,211	3,917	294		3,917
46							Public Officials Liability & EP	3,460	3,219	241		3,219
47							<b>Total General Insurance</b>	<b>8,300</b>	<b>7,736</b>	<b>564</b>		<b>7,721</b>
48							Legal Advertising	0	3,000	(3,000)		0
49							Local/Other Taxes	0	3,396	(3,396)		0
50							Office Supplies	0	1,000	(1,000)		0
51							Postage	0	250	(250)		20
52							Printer Supplies	208	2,000	(1,792)		206
53							Professional Development	0	1,000	(1,000)		0
54							Technology Services/Upgrades	44	5,000	(4,956)		360
55							Telephone	279	3,600	(3,321)		44
56							Travel Per Diem	0	200	(200)		0
57							Website Development & Monitor	92	2,650	(2,558)		86
58							<b>Total 51300 - Financial &amp; Admin</b>	<b>15,742</b>	<b>119,670</b>	<b>(103,928)</b>		<b>14,388</b>
59							<b>51400 - Legal Counsel</b>					
60							District Counsel	25	8,000	(7,975)		0

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

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '22	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
61							<b>Total 51400 - Legal Counsel</b>	25	8,000	(7,975)		0
62							<b>52100 - Law Enforcement</b>					
63							Car Maintenance & Repairs	0	1,000	(1,000)		0
64							Car Gas	61	2,000	(1,939)		58
65							<b>Total 52100 - Law Enforcement</b>	61	3,000	(2,939)		58
66							<b>53100 - Electric Utility Svs</b>	3,628	50,000	(46,372)		3,213
67							<b>53200 - Gas Utility Services</b>	393	5,600	(5,207)		312
68							<b>53400 - Garbage/Solid Waste Svc</b>	0	2,880	(2,880)		0
69							<b>53600 - Water/Sewer Services</b>	0	9,800	(9,800)		345
70							<b>53900 - Physical Environment</b>					
71							Entry & Walls Maintenance	0	2,000	(2,000)		0
72							Ford F250 Maintenance & Repair	0	2,000	(2,000)		0
73							Fountain in Lake	0	3,000	(3,000)		0
74							Gas - Equipment	0	400	(400)		0
75							Gas - Truck	0	1,800	(1,800)		75
76							Irrigation Maintenance	0	15,800	(15,800)		0
77							Landscape Maintenance Contract	0	137,400	(137,400)		7,468
78							Misc. Landscape-Temporary Staff	0	3,000	(3,000)		0
79							Misc. Landscape Maintenance	812	10,500	(9,688)		1,376
80							Mulch	0	10,500	(10,500)		258
81							New Plantings	0	8,000	(8,000)		0
82							Pond & Stormwater Maint Contract	0	15,414	(15,414)		1,143
83							Pond 9,22,23,&24 Aeration Maint	714	1,429	(715)		648
84							Lake#27 Aeration Maint	0	2,381	(2,381)		1,080
85							Fountain Maint #21	138	552	(414)		125
86							Property Insurance Contract	17,795	15,542	2,253		15,542
87							Sod Replacement	0	4,000	(4,000)		0
88							Mitigation Maint Contract	253	1,012	(759)		225
89							Midge Survey	0	1,500	(1,500)		0
90							<b>Total 53900 - Physical Environment</b>	19,712	236,230	(216,518)		27,940

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

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '22	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
91							<b>57200 - Parks &amp; Recreation</b>					
92							Auto Liability	901	755	146		758
93							Club Facility Maintenance					
94							Club Facility Maintenance	1,492	5,000	(3,508)		369
95							Clubhouse Supplies	255	2,300	(2,046)		68
96							Locks/Keys	85	100	(15)		0
97							Pool Snack Vending Items	0	300	(300)		0
98							<b>Total Club Facility Maintenance</b>	<b>1,832</b>	<b>7,700</b>	<b>(5,868)</b>		<b>437</b>
99							<b>District Employees Payroll Exp</b>					
100							Employer Workman Comp	6,451	9,360	(2,909)		5,313
101							Facilities Monitor	3,535	47,175	(43,640)		2,822
102							Medical Stipends	400	6,000	(5,600)		500
103							Payroll Service Charge	203	2,500	(2,297)		277
104							Payroll Taxes - Employer Taxes	1,160	16,500	(15,340)		1,029
105							Performance Stipend	0	0	0		0
106							Full-Time Hybrid Employee	2,233	35,360	(33,128)		1,955
107							Property Maintenance Part-Time	379	1,625	(1,246)		115
108							Property Maintenance Team Lead	3,198	41,871	(38,673)		2,607
109							Property Manager	5,176	67,872	(62,696)		5,043
110							Grant Management (Reimbursed)	0	24,333	(24,333)		0
111							Recreational Assistants	0	10,000	(10,000)		0
112							Hills Cnty Off Duty Sheriff	0	2,900	(2,900)		0
113							<b>Total District Employees Payroll Exp</b>	<b>22,735</b>	<b>265,496</b>	<b>(242,761)</b>		<b>19,663</b>
114							Dock Maintenance	0	400	(400)		0
115							Drainage/ Nature Path/Trail Maintenance	0	1,800	(1,800)		0
116							Park Facility Maintenance	185	7,000	(6,815)		610
117							Parks & Rec Cell Phones	1,210	2,500	(1,290)		107
118							Playground Maintenance	0	2,000	(2,000)		0
119							Pool Maintenance Contract	1,925	23,500	(21,575)		1,725
120							Pool Maintenance Repairs	0	12,000	(12,000)		43
121							Sec System Monitoring Contract	0	400	(400)		0

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

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '22	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
122							Security Repairs	0	5,000	(5,000)		0
123							Total 57200 - Parks & Recreation	28,787	328,551	(299,764)		23,342
124							58003- Future CIP Projects and Reserves	32,167	474,434	(442,267)		0
125							Total Expense	101,441	1,252,700	(1,151,259)		70,795
126							Revenue Less Expenses	(94,027)	109,907	(203,934)		(63,111)
127							Other Revenue/Expense					
128							Other Revenue					
129							FY 21-22 Carryover	0	0	0		
130							DEP Grant Reimbursement	122,175	231,998	(109,823)		
131							Total Other Revenue	0	231,998	(109,823)		
132												
133							Other Expense					
134							Unassigned CIP Projects	0	0	0		
135							58004-Lake Water Quality & Pond	106,806	187,915	(81,110)		
136							Total Other Expense	106,806	187,915	(81,110)		
137							Net Other Income	(216,629)	44,083	(216,629)		
138							Net Income	(310,655)	153,990	(420,562)		

# Lake St. Charles CDD Property Manager Expense Report

	October 2022				
	Type	Date	Memo	Account	Amount
<b>Ace Hardware</b>					
	Credit Card Charge	10/03/2022	nylon Rope	Misc. Landscape Maintenance	29.69
	Credit Card Charge	10/04/2022	Fastners	Misc. Landscape Maintenance	4.60
	Credit Card Charge	10/11/2022	Batteries	Misc. Landscape Maintenance	24.13
	Credit Card Charge	10/11/2022	Safety glasses, utility kn	Misc. Landscape Maintenance	44.06
	Credit Card Charge	10/14/2022	Fastners	Misc. Landscape Maintenance	1.80
	Credit Card Charge	10/18/2022	chain oil, batteries and d	Misc. Landscape Maintenance	39.98
	Credit Card Charge	10/18/2022	Wasp killer	Misc. Landscape Maintenance	12.09
	Credit Card Charge	10/19/2022	Chain for chainsaw	Misc. Landscape Maintenance	25.79
<b>Amazon.com</b>					
	Credit Card Charge	10/03/2022	color ribbon for card mal	Clubhouse Supplies	111.00
	Credit Card Charge	10/08/2022	Phone supplies for PM	Clubhouse Supplies	80.65
<b>Brandon Lock &amp; Safe, Inc.</b>					
	Credit Card Charge	10/19/2022	Padlocks & key tags	Locks/Keys	85.18
<b>GFS</b>					
	Credit Card Charge	10/18/2022	Water & Gatorades	Clubhouse Supplies	62.85
<b>Home Depot</b>					
	Credit Card Charge	10/03/2022	Spring links	Misc. Landscape Maintenance	79.80
	Credit Card Charge	10/05/2022	2-stroke cycle chainsaw	Misc. Landscape Maintenance	419.00
	Credit Card Charge	10/06/2022	garage lubricant, glue &	Misc. Landscape Maintenance	34.98
	Credit Card Charge	10/13/2022	gloves, sprinkler & 3x4	Misc. Landscape Maintenance	58.26
	Credit Card Charge	10/20/2022	Broom gripper, windex, t	Club Facility Maintenance	106.91
<b>Lowe's Commerical Services</b>					
	Credit Card Charge	10/03/2022	mending brace	Misc. Landscape Maintenance	37.41
<b>Marvel Air Solutions LLC</b>					
	Credit Card Charge	10/14/2022	Servicing of CH AC and	Club Facility Maintenance	1,058.00
<b>Paypal / Ebay</b>					
	Credit Card Charge	10/06/2022	Engenious router	Park Facility Maintenance	184.52
<b>Staples</b>					
	Bill	10/15/2022	Trash bags, time cards	Club Facility Maintenance	327.34
<b>Total</b>					<b>2,828</b>