

Supervisor Packet for January 10, 2023 General Meeting

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

7:00 p.m., January 10, 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>Time</i>	<i>Item</i>
7:00 – 7:05	1. CALL TO ORDER 2. PLEDGE OF ALLEGIANCE 3. INVOCATION (CHAIR NELSON) 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. December 6, 2022 Meeting Minutes b. Committee Meeting Minutes for December 2022 i. Treasurer's Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. Nov 2022 Financial Statements d. Dec 2022 Facilities Monitor Report (Separate from packet)

7:20-7:40	10. COMMITTEE REPORTS (20 Minutes)
	<ol style="list-style-type: none"> 1. Treasurer’s Review Committee – Committee Chair Peacock <ol style="list-style-type: none"> a. The Treasurer’s Review Committee recommends a Motion to approve Resolution 2023-01 Lake St. Charles District FY 12-23 Budget Amendment. b. The Treasurer’s Review Committee recommends a Motion to approve contacting District Counsel for legal direction on handling residents who encroach upon District property. 2. Grounds/Security Committee – Committee Chair Fannin 3. Management Committee – Committee Chair Nelson 4. Strategic Planning Committee – Committee Chair Brownlee
7:40- 7:50	12. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR NELSON (10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors
7:50-8:10	13. PROPERTY MANAGER (20 Minutes)
	Items for Consideration by Property Manager - Mark Cooper <ol style="list-style-type: none"> 1. Property Management Report
8:10–8:15	14. DISTRICT MANAGER (5 Minutes)
	Items for Consideration by District Manager – Adriana Urbina <ol style="list-style-type: none"> 1. District Manager Report
8:15 –8:25	15. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
8:25	ADJOURN



Date: December 6, 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, Dave Nelson (Via Zoom)
Vice Chair, Virginia Gianakos
Secretary/Treasurer, Sabrina Peacock
Supervisor, Robb Fannin (Absent)
Supervisor, Marlon K. Brownlee

Staff:

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

In attendance:

Lake St. Charles Residents

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

1. On **MOTION** by Supervisor Peacock and second by Supervisor Brownlee, the Board approved the, December 6, 2022 Consent Agenda consisting of the: November 1, 2022 General Meeting Minutes, the November Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the October 2022 Financial Reports, and the Facility Monitor November 2022 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 4 to 0
2. On **MOTION** by Supervisor Peacock and second by Supervisor Gianakos, the Board approved to accept resident Mr. Favaro's \$5,000 donation to fund the boat launch project. The Board will match the donation in the amount of \$5,000. Motion passed 4 to 0.

Meeting adjourned at 7:19PM

Respectfully submitted,

Dave Nelson, Chair

Virginia Gianakos, Vice-Chair

Treasurer's Review Committee Meeting Minutes

Date: *Thursday, December 14, 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 Treasurer reviewed and discussed Resolution 2023-01 Lake St. Charles District FY 12-23 Budget Amendment.

The Treasurer's Review Committee recommends a Motion to approve Resolution 2023-01 Lake St. Charles District FY 12-23 Budget Amendment.

-The committee discussed if any information was available about the additional light fixtures and increase to electric bill. Property Manager will update.

-The committee Chair was made aware that the District's email server was compromised and all emails will be transferred to Microsoft 365.

- The committee discussed possible methods for dealing with residents who encroach upon District property. The Treasurer's Review Committee recommends a Motion to approve contacting District Counsel for legal direction on handling residents who encroach upon District property.

LSC CDD Resolution 2023-01

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

**Approved by the Lake St. Charles BOS of Supervisors per M01-10-2023-xx
01/10/2023**

**RESOLUTION No. 2023-01
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 21-22 Carryover of \$241,036

NOW, THEREFORE, BE IT RESOLVED BY THE LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT IN A GENERAL MEETING THIS JANUARY 10, 2023 AMENDS THE FY 22-23 ADOPTED BUDGET PER THE DESCRIPTIONS BELOW AND REFLECTED IN EXHIBIT A, FY 22-23 AMENDED ADOPTED BUDGET

A. Budget Amendment Revenue:

1. The Budget is amended to reflect a carryover amount of \$241,036.

B. Budget Amendment Carryover Allocation:

1. To fund unassigned CIP projects. \$241,036.

C. Budget Amendment Expense

1. Increase of \$29 to General Insurance (Crime) #44
2. Increase of \$294 to General Insurance (General Liability) #45
3. Increase of \$241 to General Insurance (Public Officials) #46
4. Increase of \$537 to Local/Other Taxes #49
5. Decrease of \$1,101 Future CIP Projects & Reserves Line #129

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

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

Dave Nelson, Chair

EXHIBIT A

AMENDED ADOPTED FY 22-23 BUDGET

Lake St. Charles CDD
Amended Adopted FY 22-23 Budget

	A	B	C	D	E	F	G	M	Q	R
1								FY 22-23 Annual Budget	FY 22-23 Monthly Budget	Comments
2							Revenue/Expense			
3							Revenue			
4							36100 - Interest Earnings			
5							Interest - General Fund	180	15	
6							Total 36100 - Interest Earnings	180	15	
7							General Fund Assessment-O&M			
8							General Fund Assessment Gross	1,283,257	106,938	
9							GF Prop Tax Interest	0	0	
10							GF Tax Collector Commissions	(25,665)	(2,139)	
11							GF Tax Payment Discount	(51,330)	(4,278)	
12							Total General Fund Assessment-O&M	1,206,262	100,522	
13							Total 36310 - Special Assessment	1,206,262	100,522	
14							36311 - Excess Fees			
15							36900 - Miscellaneous Revenues			
16							Other Misc Revenue	1,200	100	
17							Rental	500	42	
18							Pool Snack Vending	475	40	
19							DEP Grant Reimbursements	231,998	19,333	
20							Total 36900 - Miscellaneous Revenues	234,173	19,514	
21							Total Revenue	1,440,615	120,051	
22							Budgeted Carryforward	309,287		General Fund Balance Carryforward per FY21 Audit
23							Total Revenue	1,749,902		
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			
36							District Manager	67,873	5,656	
37							Medical Stipend	2,400	200	

Lake St. Charles CDD
Amended Adopted FY 22-23 Budget

	A	B	C	D	E	F	G	M	Q	R
1								FY 22-23 Annual Budget	FY 22-23 Monthly Budget	Comments
38							Payroll Service Charge	465	39	
39							Payroll Taxes - Employer Taxes	4,400	367	
40							Performance Stipend	0	0	
41							Total District F&A Employees	75,138	6,262	
42							Dues, Licenses & Fees	500	42	
43							General Insurance			
44							Crime	629	52	\$29 increase due to renewed policy
45							General Liability	4,211	351	\$294 increase due to renewed policy
46							Public Officials Liability & EP	3,460	288	\$241 increase due to renewed policy
47							Total General Insurance	8,300	692	
48							Legal Advertising	3,000	250	
49							Local/Other Taxes	3,933	328	\$537 County Tax Increase
50							Office Supplies	1,000	83	
51							Postage	250	21	
52							Printer Supplies	2,000	167	
53							Professional Development	1,000	83	
54							Technology Services/Upgrades	5,000	417	
55							Telephone	3,600	300	
56							Travel Per Diem	200	17	
57							Website Development & Monitor	2,650	221	
58							Total 51300 - Financial & Admin	120,771	10,064	
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	2,000	167	
67							Total 52100 - Law Enforcement	3,000	250	
68							53100 - Electric Utility Svs	50,000	4,167	
69							53200 - Gas Utility Services	5,600	467	
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	
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	

**Lake St. Charles CDD
Amended Adopted FY 22-23 Budget**

	A	B	C	D	E	F	G	M	Q	R
1								FY 22-23 Annual Budget	FY 22-23 Monthly Budget	Comments
78							Irrigation Maintenance	15,800	1,317	
79							Landscape Maintenance Contract	137,400	11,450	
80							Misc. Landscape -Temporary Staff	3,000	250	
81							Misc. Landscape- Maintenance	10,500	875	
82							Mulch	10,500	875	
83							New Plantings	8,000	667	
84							Pond & Stormwater Maint Contract	15,414	1,285	
85							Pond #9,22,23, & 24 Aeration Maintenance	1,429	119	
86							Lake#27 Aeration Maint	2,381	198	
87							Fountain Maint #21	552	46	
88							Property Insurance Contract	15,542	1,295	
89							Sod Replacement	4,000	333	
90							Mitigation Maint Contract	1,012	84	
92							Midge Survey	1,500	125	
93							Total 53900 - Physical Environment	236,230	19,686	
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	47,175	3,931	
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	0	0	
110							Full Time Maintenance Employee	35,360	2,947	
111							Property Maintenance Part-Time	1,625	135	
112							Property Maintenance Team Lead	41,871	3,489	
113							Property Manager	67,872	5,656	
114							Grant Management (Reimbursed)	24,333	2,028	
115							Recreational Assistants	10,000	833	
116							Hills Cnty Off Duty Sheriff	2,900	242	
117							Total District Employees Payroll Exp	265,496	22,125	

**Lake St. Charles CDD
Amended Adopted FY 22-23 Budget**

	A	B	C	D	E	F	G	M	Q	R
1								FY 22-23 Annual Budget	FY 22-23 Monthly Budget	Comments
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	
122							Playground Maintenance	2,000	167	
123							Pool Maintenance Contract	23,500	1,958	
124							Pool Maintenance Repairs	12,000	1,000	
126							Sec System Monitoring Contract	400	33	
127							Security Repairs	5,000	417	
128							Total 57200 - Parks & Recreation	328,551	27,379	
129							58003- Future CIP Projects & Reserves	473,333	39,444	
130							58004- Lake Water Quality Project	187,915	15,660	
131							Total Expense	1,440,615	120,051	
132							Budgeted Carryforward	309,287		General Fund Balance Carryforward per FY21 Audit
133							Total Revenue	1,749,902		
134							Revenue Less Expenses	0	0	
141										
142										
143										
144							OTHER REVENUE - FY 20-21 CARRYOVER (Oct, 20-Sept, 21)	241,036	20,086	
145							Total Unassigned Revenue	241,036		
146							OTHER EXPENSES			
147							Additional funding for unassigned CIP projects	241,036	20,086	\$241,036 needed to fund emerging projects.
148							TOTAL	241,036		

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, December 21, 2021 at 11:00 AM.*

Committee Chairperson: *Supervisor, Rob Fannin*

Operations Manager: *Property Manager, Mark Cooper*

Property Manager will update the Board at the January Meeting.

Management Committee Meeting Minutes

Date: *Wednesday, December 21, 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 upcoming budget amendment along with the carryover amount.
- The committee discussed the ways to prevent residents from using the trail while under construction. The Chair was made aware that we have budgeted \$2,900 for Off Duty Officers and one should be scheduled for the next phase.
- The committee Chair was made aware that the District's email server was compromised and all emails will be transferred to Microsoft 365.

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, December 20, 2022 @ 9:00 am.*

Committee Chairperson: *Supervisor, Marlon K*

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

Property Manager will update the Board at the January Meeting.

Lake St. Charles CDD

Funds Statement

Sep '22 - Nov '22

	Sep '22	Oct '22	Nov '22	Category
Bank/Current Asset Accounts				
SouthState Bank Checking	277,342	208,074	363,661	Cash
SouthState Bank Money Market	254,935	254,967	255,030	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	533,810	464,574	620,224	
Cash (Checking/Savings)				
SouthState Bank Checking	277,342	208,074	363,661	
SouthState Bank Money Market	254,935	254,967	255,030	
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	533,810	464,574	620,224	
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	533,810	464,574	620,224	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
SouthState Bank Money Market	254,935	254,967	255,030	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	254,935	254,967	255,030	

Lake St. Charles CDD
Disbursement Authorization Report
November 2022

	Type	Num	Date	Name	Account	Original Amount
	Bill Pmt -Check	ACH/EFT	11/02/2022	Leaf	10000-SouthState Bank Checking	-161.99
	Bill	Printer Lease & Insu	11/02/2022		Printer Supplies	161.99
TOTAL						161.99
	Bill Pmt -Check	ACH/EFT	11/22/2022	SunTrust Credit Card	10000-SouthState Bank Checking	-6,322.26
	Bill	Nov CC Statement	11/24/2022		13500 - SunTrust Visa Card	6,322.26
TOTAL						6,322.26
	Bill Pmt -Check	Auto/Eft	11/30/2022	Zebra Cleaning Team, Inc.	10000-SouthState Bank Checking	-1,921.26
	Bill	5HP Pool Motor repai	11/16/2022		Pool Maintenance Contract	1,921.26
TOTAL						1,921.26
	Bill Pmt -Check	EFT/Auto	11/01/2022	Persson & Cohen, P.A.	10000-SouthState Bank Checking	-24.60
	Bill	Survey Inquire	10/04/2022		District Counsel	24.60
TOTAL						24.60
	Bill Pmt -Check	EFT/Auto	11/01/2022	Pope's Water Systems, Inc.	10000-SouthState Bank Checking	-855.00
	Bill	71894 Inv #	09/15/2022		58003-Future CIP Projects & Res	855.00
TOTAL						855.00
	Bill Pmt -Check	EFT/Auto	11/01/2022	Solitude Lake Management	10000-SouthState Bank Checking	-1,223.33
	Bill	Aug Pond Mainten	09/26/2022		Pond & Stormwater Maint	1,223.33
TOTAL						1,223.33
	Bill Pmt -Check	EFT/Auto	11/01/2022	Staples	10000-SouthState Bank Checking	-327.34

Lake St. Charles CDD
Disbursement Authorization Report
November 2022

	Type	Num	Date	Name	Account	Original Amount
	Bill	Toilet paper , trash	10/15/2022		Club Facility Maintenance	327.34
TOTAL						327.34
	Bill Pmt -Check	EFT/Auto	11/01/2022	Pope's Water Systems, Inc.	10000-SouthState Bank Checking	-233.00
	Bill	72326 Inv #	09/15/2022		58003-Future CIP Projects & Res	233.00
TOTAL						233.00
	Bill Pmt -Check	EFT/Auto	11/01/2022	Solitude Lake Management	10000-SouthState Bank Checking	-253.00
	Bill	1st Quater Mitigatio	10/06/2022		Mitigation Maint Contract	253.00
TOTAL						253.00
	Bill Pmt -Check	EFT/Auto	11/01/2022	Solitude Lake Management	10000-SouthState Bank Checking	-714.16
	Bill	Small Aerator Mainte	10/11/2022		Pond 9,22,23,&24 Aeration Maint	714.16
TOTAL						714.16
	Bill Pmt -Check	EFT/Auto	11/01/2022	Solitude Lake Management	10000-SouthState Bank Checking	-137.76
	Bill	Fountain Mainten 10-	10/11/2022		Fountain Maint #21	137.76
TOTAL						137.76
	Bill Pmt -Check	EFT/Auto	11/01/2022	Solitude Lake Management	10000-SouthState Bank Checking	-1,190.27
	Bill	Aerator Mainten 10-0	12/02/2022		Lake#27 Aeration Maint	1,190.27
TOTAL						1,190.27
	Check	EFT/Auto	11/03/2022	TECO Electric	10000-SouthState Bank Checking	-3,489.25
					53100 - Electric Utility Svs	25.15
					53100 - Electric Utility Svs	71.61
					53100 - Electric Utility Svs	192.48

Lake St. Charles CDD
Disbursement Authorization Report
November 2022

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	1,102.69
				53100 - Electric Utility Svs	64.86
				53100 - Electric Utility Svs	1,395.37
				53100 - Electric Utility Svs	294.71
				53100 - Electric Utility Svs	43.08
				53100 - Electric Utility Svs	27.42
				53100 - Electric Utility Svs	31.27
				53100 - Electric Utility Svs	23.94
				53100 - Electric Utility Svs	24.55
				53100 - Electric Utility Svs	24.18
				53100 - Electric Utility Svs	23.94
				53100 - Electric Utility Svs	24.06
				53100 - Electric Utility Svs	24.06
				53100 - Electric Utility Svs	23.94
				53100 - Electric Utility Svs	23.94
				53100 - Electric Utility Svs	23.94
				53100 - Electric Utility Svs	24.06
TOTAL					<u>3,489.25</u>
Check	EFT/Auto	11/04/2022	TECO Gas Company	10000-SouthState Bank Checking	-366.28
				53200 - Gas Utility Services	<u>366.28</u>
TOTAL					366.28
Check	EFT/Auto	11/04/2022	TECO Electric	10000-SouthState Bank Checking	-68.15
				53100 - Electric Utility Svs	<u>68.15</u>
TOTAL					68.15
Check	EFT/Auto	11/04/2022	ADP	10000-SouthState Bank Checking	-145.62
				Payroll Service Charge	20.80
				Payroll Service Charge	<u>124.82</u>

Lake St. Charles CDD
Disbursement Authorization Report
November 2022

	Type	Num	Date	Name	Account	Original Amount
TOTAL						145.62
	Check	EFT/Auto	11/08/2022	ADP	10000-SouthState Bank Checking	-12,465.51
					District Manager	2,610.40
					Payroll Taxes - Employer Taxes	214.99
					Facilities Monitor	1,814.40
					Property Maintenance Team Lead	1,610.40
					Property Manager	2,610.40
					Payroll Taxes - Employer Taxes	602.42
					Property Maintenance Part-Time	119.00
					Full Time Maintenance Employee	1,200.00
					Supervisor Fees	1,000.00
					Employer Taxes	83.50
					Medical Stipend	200.00
					Medical Stipends	400.00
TOTAL						12,465.51
	Check	EFT/Auto	11/09/2022	Square Inc	10000-SouthState Bank Checking	-292.10
					Security/Renters Cards Deposits	300.00
					Security/Renters Cards Deposits	-7.90
TOTAL						292.10
	Bill Pmt -Check	EFT/Auto	11/17/2022	Mason Global LLC	10000-SouthState Bank Checking	-6,287.50
	Bill	Self cleaning additi	11/17/2022		58003-Future CIP Projects & Res	6,287.50
TOTAL						6,287.50
	Check	EFT/Auto	11/18/2022	ADP	10000-SouthState Bank Checking	-155.21
					Payroll Service Charge	14.11
					Payroll Service Charge	70.55

Lake St. Charles CDD
Disbursement Authorization Report
November 2022

Type	Num	Date	Name	Account	Original Amount
				Supervisor Payroll Service	70.55
TOTAL					155.21
Check	EFT/Auto	11/23/2022	ADP	10000-SouthState Bank Checking	-10,644.00
				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	564.71
				Property Maintenance Part-Time	34.00
				Full Time Maintenance Employee	1,200.00
TOTAL					10,644.00
Bill Pmt -Check	EFT/Auto	11/28/2022	Brandon Lock & Safe, Inc.	10000-SouthState Bank Checking	-2,715.31
Bill	Lightning Damage Rep	10/31/2022		58003-Future CIP Projects & Res	2,715.31
TOTAL					2,715.31
Bill Pmt -Check	EFT/Auto	11/28/2022	Hardeman Landscape Nursery, Inc	10000-SouthState Bank Checking	-4,919.80
Bill	Nature Trail	09/30/2022		58003-Future CIP Projects & Res	4,919.80
TOTAL					4,919.80
Bill Pmt -Check	EFT/Auto	11/28/2022	Mainscape	10000-SouthState Bank Checking	-340.00
Bill	Irrigation Repair	08/25/2022		Irrigation Maintenance	340.00
TOTAL					340.00
Bill Pmt -Check	EFT/Auto	11/28/2022	Mason Global LLC	10000-SouthState Bank Checking	-6,287.50
Bill	Self cleaning additi	12/03/2022		58003-Future CIP Projects & Res	6,287.50

Lake St. Charles CDD
Disbursement Authorization Report
November 2022

	Type	Num	Date	Name	Account	Original Amount
TOTAL						6,287.50
	Bill Pmt -Check	EFT/Auto	11/28/2022	Persson & Cohen, P.A.	10000-SouthState Bank Checking	-219.30
	Bill	DEO Form, Survey sub	11/02/2022		District Counsel	219.30
TOTAL						219.30
	Bill Pmt -Check	EFT/Auto	11/28/2022	Pete & Ron's Tree Service, Inc.	10000-SouthState Bank Checking	-23,868.00
	Bill	Emergency Debris Cea	10/13/2022		58003-Future CIP Projects & Res	23,868.00
TOTAL						23,868.00
	Bill Pmt -Check	EFT/Auto	11/28/2022	Solitude Lake Management	10000-SouthState Bank Checking	-1,284.00
	Bill	Nov Pond Mainten	11/03/2022		Pond & Stormwater Maint	1,284.00
TOTAL						1,284.00
	Bill Pmt -Check	EFT/Auto	11/28/2022	Tuscan & Company, PA	10000-SouthState Bank Checking	-1,000.00
	Bill	118597 Inv #	10/29/2022		Auditing Services	1,000.00
TOTAL						1,000.00
	Bill Pmt -Check	EFT/Auto	11/28/2022	Verizon Wireless	10000-SouthState Bank Checking	-72.30
	Bill	09-24-22 to 10-23-22	10/23/2022		Telephone	72.30
TOTAL						72.30
	Bill Pmt -Check	EFT/Auto	11/28/2022	Zebra Cleaning Team, Inc.	10000-SouthState Bank Checking	-6,900.00
	Bill	Nov 21, Mar 22, Jul	09/30/2022		Pool Maintenance Contract	6,900.00
TOTAL						6,900.00
	Bill Pmt -Check	EFT/Auto	11/28/2022	Mainscape	10000-SouthState Bank Checking	-440.00

Lake St. Charles CDD
Disbursement Authorization Report
November 2022

	Type	Num	Date	Name	Account	Original Amount
	Bill	Irrigation Repair	09/27/2022		58003-Future CIP Projects & Res	440.00
TOTAL						440.00
	Bill Pmt -Check	EFT/Auto	11/28/2022	Pete & Ron's Tree Service, Inc.	10000-SouthState Bank Checking	-4,096.70
	Bill	Emergency Debris Cea	10/19/2022		58003-Future CIP Projects & Res	4,096.70
TOTAL						4,096.70
	Bill Pmt -Check	EFT/Auto	11/28/2022	Zebra Cleaning Team, Inc.	10000-SouthState Bank Checking	-1,925.00
	Bill	Oct Pool Cleaning	10/10/2022		Pool Maintenance Contract	1,925.00
TOTAL						1,925.00
	Bill Pmt -Check	EFT/Auto	11/28/2022	Mainscape	10000-SouthState Bank Checking	-7,691.42
	Bill	Nov Installment	11/08/2022		Landscape Maintenance Contract	7,691.42
TOTAL						7,691.42
	Bill Pmt -Check	EFT/Auto	11/28/2022	Pete & Ron's Tree Service, Inc.	10000-SouthState Bank Checking	-15,153.50
	Bill	Emergency Debris Cea	11/03/2022		Unassigned CIP Projects	15,153.50
TOTAL						15,153.50
	Bill Pmt -Check	EFT/Auto	11/30/2022	Meryman Environmental, Inc	10000-SouthState Bank Checking	-2,697.00
	Bill	INV# 20220742	07/11/2022		58004-Lake Water Quality & Pond	2,697.00
TOTAL						2,697.00
	Bill Pmt -Check	EFT/Auto	11/30/2022	Meryman Environmental, Inc	10000-SouthState Bank Checking	-1,730.00
	Bill	INV# 20221139	11/07/2022		58004-Lake Water Quality & Pond	1,730.00
TOTAL						1,730.00

Lake St. Charles CDD
Disbursement Authorization Report
November 2022

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	EFT/Auto	11/30/2022	Meryman Environmental, Inc	10000-SouthState Bank Checking	-2,697.00
Bill	INV# 20220910	09/12/2022		58004-Lake Water Quality & Pond	2,697.00
TOTAL					2,697.00
Check	EFT/Auto	11/30/2022	Square Inc	10000-SouthState Bank Checking	-3.06
				Rental	3.06
TOTAL					3.06

Treasurer's Report - SouthState Account
November 2022
11/1/22 - 11/30/22

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						208,074.29
11/01/2022	EFT/Auto	Persson & Cohen, P.A.	Acct # LakStCharles INV#2719	24.60		208,049.69
11/01/2022	EFT/Auto	Pope's Water Systems, Inc.	71894 Inv #	855.00		207,194.69
11/01/2022	EFT/Auto	Solitude Lake Management	INV# PSI-08682	1,223.33		205,971.36
11/01/2022	EFT/Auto	Staples	6011 1000 4086 310	327.34		205,644.02
11/01/2022	EFT/Auto	Pope's Water Systems, Inc.	72326 Inv #	233.00		205,411.02
11/01/2022	EFT/Auto	Solitude Lake Management	INV# PSI-20600	253.00		205,158.02
11/01/2022	EFT/Auto	Solitude Lake Management	INV# PSI=21053	714.16		204,443.86
11/01/2022	EFT/Auto	Solitude Lake Management	INV# PSI-21331	137.76		204,306.10
11/01/2022	EFT/Auto	Solitude Lake Management	INV# PSI=21298	1,190.27		203,115.83
11/02/2022	ACH/EFT	Leaf	Printer Lease & Insurance	161.99		202,953.84
11/03/2022	EFT/Auto	TECO Electric	06980007400 Acct #	3,489.25		199,464.59
11/03/2022			Deposit		13,428.31	212,892.90
11/04/2022	EFT/Auto	TECO Gas Company	221003603224 Acct #	366.28		212,526.62
11/04/2022	EFT/Auto	TECO Electric	221005960721 Acct #	68.15		212,458.47
11/04/2022	EFT/Auto	ADP		145.62		212,312.85
11/08/2022	EFT/Auto	ADP	P.E. 11-05-22	12,465.51		199,847.34
11/09/2022			Deposit		14.51	199,861.85
11/09/2022			Deposit		292.10	200,153.95
11/09/2022	EFT/Auto	Square Inc	CH Rental Deposit Refund	292.10		199,861.85
11/16/2022			Deposit		93,139.20	293,001.05
11/17/2022	EFT/Auto	Mason Global LLC	Self cleaning additive for sidewalks	6,287.50		286,713.55
11/18/2022	EFT/Auto	ADP	Inv # 610778874	155.21		286,558.34
11/21/2022			Deposit		46,569.60	333,127.94
11/22/2022			Deposit		292.10	333,420.04
11/22/2022	ACH/EFT	SunTrust Credit Card	4223071100091531 Acct #	6,322.26		327,097.78
11/23/2022	EFT/Auto	ADP	P.E. 11-19-22	10,644.00		316,453.78
11/28/2022	EFT/Auto	Brandon Lock & Safe, Inc.	54669 Inv #	2,715.31		313,738.47
11/28/2022	EFT/Auto	Hardeman Landscape Nursery, Inc	INV# 38592	4,919.80		308,818.67
11/28/2022	EFT/Auto	Mainscape	INV #1277331	340.00		308,478.67
11/28/2022	EFT/Auto	Mason Global LLC	Self cleaning additive for sidewalks	6,287.50		302,191.17
11/28/2022	EFT/Auto	Persson & Cohen, P.A.	Acct # LakStCharles INV#2797	219.30		301,971.87

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
11/28/2022	EFT/Auto	Pete & Ron's Tree Service, Inc.	Emergency Debris Cean up	23,868.00		278,103.87
11/28/2022	EFT/Auto	Solitude Lake Management	INV# PSI-27215	1,284.00		276,819.87
11/28/2022	EFT/Auto	Tuscan & Company, PA	118597 Inv #	1,000.00		275,819.87
11/28/2022	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	72.30		275,747.57
11/28/2022	EFT/Auto	Zebra Cleaning Team, Inc.	Nov 21, Mar 22, Jul 22, Aug 22 Cleanings	6,900.00		268,847.57
11/28/2022	EFT/Auto	Mainscape	INV #1278626	440.00		268,407.57
11/28/2022	EFT/Auto	Pete & Ron's Tree Service, Inc.	Emergency Debris Cean up	4,096.70		264,310.87
11/28/2022	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 5044	1,925.00		262,385.87
11/28/2022	EFT/Auto	Mainscape	INV# 12780698	7,691.42		254,694.45
11/28/2022	EFT/Auto	Pete & Ron's Tree Service, Inc.	Emergency Debris Cean up	15,153.50		239,540.95
11/28/2022			Deposit		133,047.00	372,587.95
11/30/2022	EFT/Auto	Meryman Environmental, Inc	INV# 20220742	2,697.00		369,890.95
11/30/2022	EFT/Auto	Meryman Environmental, Inc	INV# 20221139	1,730.00		368,160.95
11/30/2022	EFT/Auto	Meryman Environmental, Inc	INV# 20220910	2,697.00		365,463.95
11/30/2022		Clubhouse Rentals			110.00	365,573.95
11/30/2022	EFT/Auto	Square Inc	2.6% + .10 Square processing fees for CH Rentals	3.06		365,570.89
11/30/2022	Auto/Eft	Zebra Cleaning Team, Inc.	INV# 5102	1,921.26		363,649.63
11/30/2022			Interest		10.88	363,660.51
				131,317.48	286,903.70	363,660.51

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

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '22 Nov '22	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
2							Revenue/Expense					
3							Revenue					
4							36100 - Interest Earnings					
5							Interest - General Fund	108	180	(72)		58
6							Total 36100 - Interest Earnings	108	180	(72)		58
7							General Fund Assessment-O&M					
8							General Fund Assessment Gross	304,340	1,283,257	(978,917)		207,030
9							GF Prop Tax Interest	0	0	0		0
10							GF Tax Collector Commissions	(5,840)	25,665	(31,505)		(3,973)
11							GF Tax Payment Discount	(12,316)	51,330	(63,646)		(8,384)
12							Total General Fund Assessment-O&M	286,184	1,360,252	(1,074,068)		194,673
13												
14							Total 36310 - Special Assessment	286,184	1,360,252	(1,074,068)		194,673
15							36311 - Excess Fees	7,226	0	7,226		7,512
16							36900 - Miscellaneous Revenues			0		
17							Other Misc Revenue	15	1,200	(1,185)		87
18							Rental	254	500	(246)		100
19							Pool Snack Vending	0	475	(475)		0
20							Total 36900 - Miscellaneous Revenues	269	2,175	(1,906)		187
21							Total Revenue	293,787	1,362,607	(1,068,820)		202,430
22												
24							Expense					
25							5110 - Legislative					
26							Employer Taxes	150	1,460	(1,310)		167
27							Special District Fees	0	175	(175)		0
28							Supervisor Fees	1,800	12,000	(10,200)		2,000
29							Supervisor Payroll Service	132	900	(768)		180
30							Total 5110 - Legislative	2,082	14,535	(12,453)		2,347

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

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '22 Nov '22	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
31							51300 - Financial & Admin					
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)		56
35							District F&A Employees					
36							District Manager	10,397	67,873	(57,476)		8,378
37							Medical Stipend	400	2,400	(2,000)		400
38							Payroll Service Charge	66	465	(399)		60
39							Payroll Taxes - Employer Taxes	826	4,400	(3,574)		671
40							Performance Stipend	0	0	0		0
41							Total District F&A Employees	11,689	75,138	(63,449)		9,510
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							Total General Insurance	8,300	7,736	564		7,721
48							Legal Advertising	0	3,000	(3,000)		1,704
49							Local/Other Taxes	0	3,396	(3,396)		0
50							Office Supplies	0	1,000	(1,000)		277
51							Postage	0	250	(250)		28
52							Printer Supplies	370	2,000	(1,630)		258
53							Professional Development	0	1,000	(1,000)		0
54							Technology Services/Upgrades	44	5,000	(4,956)		3,638
55							Telephone	279	3,600	(3,321)		312
56							Travel Per Diem	0	200	(200)		0
57							Website Development & Monitor	92	2,650	(2,558)		1,727
58							Total 51300 - Financial & Admin	21,774	119,670	(97,896)		26,427
59							51400 - Legal Counsel					

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

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '22 Nov '22	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
60							District Counsel	244	8,000	(7,756)		0
61							Total 51400 - Legal Counsel	244	8,000	(7,756)		0
62							52100 - Law Enforcement					
63							Car Maintenance & Repairs	0	1,000	(1,000)		0
64							Car Gas	61	2,000	(1,939)		147
65							Total 52100 - Law Enforcement	61	3,000	(2,939)		147
66							53100 - Electric Utility Svs	7,185	50,000	(42,815)		6,392
67							53200 - Gas Utility Services	759	5,600	(4,841)		647
68							53400 - Garbage/Solid Waste Svc	0	2,880	(2,880)		218
69							53600 - Water/Sewer Services	0	9,800	(9,800)		714
70							53900 - Physical Environment					
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)		493
77							Landscape Maintenance Contract	7,691	137,400	(129,709)		14,935
78							Misc. Landscape-Temporary Staff	0	3,000	(3,000)		0
79							Misc. Landscape Maintenance	812	10,500	(9,688)		2,125
80							Mulch	0	10,500	(10,500)		258
81							New Plantings	0	8,000	(8,000)		0
82							Pond & Stormwater Maint Contract	1,284	15,414	(14,130)		2,287
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

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

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '22 Nov '22	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
90							Total 53900 - Physical Environment	28,687	236,230	(207,543)		37,793
91							57200 - Parks & Recreation					
92							Auto Liability	901	755	146		758
93							Club Facility Maintenance					
94							Club Facility Maintenance	1,545	5,000	(3,455)		1,090
95							Clubhouse Supplies	255	2,300	(2,046)		101
96							Locks/Keys	85	100	(15)		10
97							Pool Snack Vending Items	0	300	(300)		0
98							Total Club Facility Maintenance	1,885	7,700	(5,815)		1,201
99							District Employees Payroll Exp					
100							Employer Workman Comp	6,451	9,360	(2,909)		5,313
101							Facilities Monitor	7,164	47,175	(40,011)		5,645
102							Medical Stipends	800	6,000	(5,200)		1,000
103							Payroll Service Charge	398	2,500	(2,102)		464
104							Payroll Taxes - Employer Taxes	2,327	16,500	(14,173)		2,028
105							Performance Stipend	0	0	0		0
106							Full-Time Hybrid Employee	4,633	35,360	(30,728)		3,914
107							Property Maintenance Part-Time	532	1,625	(1,093)		230
108							Property Maintenance Team Lead	6,419	41,871	(35,452)		5,218
109							Property Manager	10,397	67,872	(57,475)		10,086
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							Total District Employees Payroll Exp	39,121	265,496	(226,375)		33,899
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	3,846	23,500	(19,654)		1,725

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

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '22 Nov '22	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
120							Pool Maintenance Repairs	0	12,000	(12,000)		43
121							Sec System Monitoring Contract	0	400	(400)		65
122							Security Repairs	0	5,000	(5,000)		0
123							Total 57200 - Parks & Recreation	47,147	328,551	(281,404)		38,407
124							58003- Future CIP Projects and Reserves	53,607	474,434	(420,827)		984
125							Total Expense	161,546	1,252,700	(1,091,154)		114,074
126							Revenue Less Expenses	132,241	109,907	22,334		88,356
127							Other Revenue/Expense					
128							Other Revenue					
129							FY 21-22 Carryover	0	0	0		
130							DEP Grant Reimbursement	0	231,998	(231,998)		
131							Total Other Revenue	0	231,998	(231,998)		
132												
133							Other Expense					
134							Unassigned CIP Projects	0	0	0		
135							58004-Lake Water Quality & Pond	1,730	187,915	(186,185)		
136							Total Other Expense	1,730	187,915	(186,185)		
137							Net Other Income	(233,728)	44,083	(233,728)		
138							Net Income	(101,487)	153,990	(211,394)		

Lake St. Charles CDD

Property Manager Expense Report

November 2022

	Type	Date	Memo	Account	Amount
Mainscape					
	Bill	11/08/2022	Nov Installment	Landscape Maintenance Contract	7,691.42
Solitude Lake Management					
	Bill	11/03/2022	Nov Pond Mainten	Pond & Stormwater Maint	1,284.00
Staples					
	Bill	11/15/2022	Name tent cards	Club Facility Maintenance	52.61
				Total	9,028