

Supervisor Packet for February 7, 2023 General Meeting

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

7:00 p.m., February 7, 2023

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	<ol style="list-style-type: none"> 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)
	<ol style="list-style-type: none"> 1. Approval of additions to the agenda and removal of additional consent agenda items with questions as requested by board members. 2. Approval of Consent Item Agenda <ol style="list-style-type: none"> a. January 10, 2023 Meeting Minutes b. Committee Meeting Minutes for January 2023 <ol style="list-style-type: none"> i. Treasurer's Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. Dec 2022 Financial Statements d. Jan 2023 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 funding for the park camera project (Phase 1) not to exceed \$20,000. b. The Treasurer's Review Committee recommends a Motion to retro-actively approve the purchase of thermal frost covers for the District's landscaping in the amount of \$4,286. To be funded from CIP. 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: January 10, 2023

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 (Via Zoom)
Supervisor, Marlon K. Brownlee

Staff:

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

In attendance:

Lake St. Charles Residents

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

1. On **MOTION** by Supervisor Peacock and second by Supervisor Brownlee, the Board approved the, January 10, 2023 Consent Agenda consisting of the: December 6, 2022 General Meeting Minutes, the December Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the November 2022 Financial Reports, and the Facility Monitor December 2022 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0
2. On **MOTION** by Supervisor Peacock and second by Supervisor Brownlee, the Board approved Resolution 2023-01 Lake St. Charles District FY 12-23 Budget Amendment. Motion passed 5 to 0.

3. On **MOTION** by Supervisor Peacock and second by Supervisor Fannin, the Board approved to contact Legal Counsel for further direction on how to handle the issue with residents encroaching on District property. Motion passed 5 to 0.

Supervisor Nelson exited the meeting at 7:34PM.

4. On **MOTION** by Supervisor Peacock and second by Supervisor Brownlee, the Board approved the additional funding needed for the boat launch project, not to exceed \$11,370. A \$5,000 donation was accepted from resident Thomas Favaro. Total cost of the project is not to exceed \$16,370. Motion passed 4 to 0.

5. On **MOTION** by Supervisor Peacock and second by Supervisor Brownlee, the Board approved the 1st LSC Chili Cook Off to be held in the District Park on February 6, 2023, signage will be placed on District grounds to advertise event. Motion passed 4 to 0

AI: District Manager, Adriana to prepare and schedule a rule amendment public hearing on March 7, 2023.

6. On **MOTION** by Supervisor Brownlee and second by Supervisor Peacock, the Board approved the bid received from Red Stripe in the amount of \$63,125 for phase 3 of the trail project. Motion was amended to remove Red Stripe as the accepted bid and only approve the amount of \$63,125, additional bids are underway. Motion passed 4 to 0

7. On **MOTION** by Supervisor Peacock and second by Supervisor Fannin, the Board approved the bid received from Mason Global in the amount of \$3,075 for the concrete self cleaning additive. Motion passed 4 to 0

AI: Review of the thermal frost cloth purchase was remanded to the Treasurer's Review Committee. Mark was informed that all financial expenses are to be brought to the Committee prior to Board discussion.

Meeting adjourned at 8:25PM

Respectfully submitted,

Dave Nelson, Chair

Virginia Gianakos, Vice-Chair

Treasurer's Review Committee Meeting Minutes

Date: *Thursday, January 19, 2023, 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 signed SouthState payment confirmation pages.

-The Treasurer reviewed the color options for the dock deck.

-The Treasurer was informed the surveys had been reviewed for the encroaching properties. After discussion DM Adriana, suggested a letter be mailed to the property owners prior to involving legal counsel.

-The Committee was updated on the received trail repair bids. (Phase 3). Currently PM, Mark is waiting on Red Stripes proposal.

-The Committee reviewed the park camera project. Facility Monitor will be installing and programming the camera system. He will provide an agreement for services, before the project commences.

The Treasurer's Review Committee recommends a Motion to approve funding for the park camera project (Phase 1) not to exceed \$20,000.

-The Treasurer was informed that the CIP expense chart is being prepared by PM, Mark and will be supplied for review by the next Board Meeting.

The Committee reviewed the purchase of the thermal frost cover as previously discussed during the January Board Meeting.

The Treasurer's Review Committee recommends a Motion to retro-actively approve the purchase of thermal frost covers for the District's landscaping in the amount of \$4,286. To be funded from CIP.

The Treasurer was informed that the donation check had been received and deposited for the boat launch project. DM, Adriana will issue the 50% deposit check for the purchase of materials.

Resident Yvonne Brown was present at this month's meeting and she inquired about the purchase of a fountain to be installed at the entrance of the Villas's Community. PM, Mark is to supply the previous proposal received for this project.

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, January 18, 2023 at 11:00 AM.*

Committee Chairperson: *Supervisor, Rob Fannin*

Operations Manager: *Property Manager, Mark Cooper*

Property Manager will update the Board at the February Meeting.

Management Committee Meeting Minutes

Date: *Wednesday, January 18, 2023 @ 12:00 pm*

Chairperson: *Chairman Dave Nelson*

Operations Manager: *District Manager, Adriana Urbina*

In Attendance:

Notice of Meetings – Management Committee

The Management Committee Meeting was canceled.

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, January 17, 2023 @ 9:00 am.*

Committee Chairperson: *Supervisor, Marlon K Brownlee*

Operations Manager: *Property Manager, Mark Cooper*

Property Manager will update the Board at the February Meeting.

Lake St. Charles CDD

Funds Statement

Oct '22 - Dec '22

	Oct '22	Nov '22	Dec '22	Category
Bank/Current Asset Accounts				
SouthState Bank Checking	208,074	363,661	942,262	Cash
SouthState Bank Money Market	254,967	255,030	255,093	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	464,574	620,224	1,198,888	

Cash (Checking/Savings)

SouthState Bank Checking	208,074	363,661	942,262
SouthState Bank Money Market	254,967	255,030	255,093
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

464,574	620,224	1,198,888
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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
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TOTAL FUND BALANCES

464,574	620,224	1,198,888
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District Reserve Fund

SunTrust Money Market	0	0	0	Committed/Assigned
SouthState Bank Money Market	254,967	255,030	255,093	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	254,967	255,030	255,093	

Lake St. Charles CDD
Disbursement Authorization Report
December 2022

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	EFT/Auto	12/01/2022	Resource Group US LLC	10000-SouthState Bank Checking	-1,200.00
Bill	INV# 714	12/01/2022		Misc. Landscape Maintenance	1,200.00
TOTAL					1,200.00
Bill Pmt -Check	EFT/Auto	12/01/2022	Staples	10000-SouthState Bank Checking	-52.61
Bill	Name tent cards	11/15/2022		Club Facility Maintenance	52.61
TOTAL					52.61
Check	EFT/Auto	12/02/2022	ADP	10000-SouthState Bank Checking	-143.22
				Payroll Service Charge	23.87
				Payroll Service Charge	119.35
TOTAL					143.22
Check	EFT/Auto	12/02/2022	Square Inc	10000-SouthState Bank Checking	-53.47
				Rental	55.00
				Rental	-1.53
TOTAL					53.47
Check	EFT/Auto	12/06/2022	ADP	10000-SouthState Bank Checking	-11,308.33
				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	596.74
				Property Maintenance Part-Time	51.00
				Full Time Maintenance Employee	1,200.00
				Medical Stipend	200.00

Lake St. Charles CDD
Disbursement Authorization Report
December 2022

Type	Num	Date	Name	Account	Original Amount
				Medical Stipends	400.00
TOTAL					11,308.33
Check	EFT/Auto	12/06/2022	Square Inc	10000-SouthState Bank Checking	-289.35
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-10.65
TOTAL					289.35
Check	EFT/Auto	12/06/2022	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	12/07/2022	TECO Electric	10000-SouthState Bank Checking	-68.51
				53100 - Electric Utility Svs	68.51
TOTAL					68.51
Check	EFT/Auto	12/07/2022	TECO Gas Company	10000-SouthState Bank Checking	-511.02
				53200 - Gas Utility Services	511.02
TOTAL					511.02
Bill Pmt -Check	EFT/Auto	12/08/2022	Doug Beldon Tax Collector	10000-SouthState Bank Checking	-3,933.89
Bill	FY 22-23 Tax Bill	02/03/2023		Local/Other Taxes	419.04
				Local/Other Taxes	665.48
				Local/Other Taxes	1,162.98
				Local/Other Taxes	139.99
				Local/Other Taxes	941.46
				Local/Other Taxes	604.94
TOTAL					3,933.89

Lake St. Charles CDD
Disbursement Authorization Report
December 2022

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	12/13/2022	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	12/14/2022	Square Inc	10000-SouthState Bank Checking	-14.61
				Security/Renters Cards Deposits	15.00
				Security/Renters Cards Deposits	-0.39
TOTAL					14.61
Check	EFT/Auto	12/16/2022	ADP	10000-SouthState Bank Checking	-143.22
				Payroll Service Charge	23.87
				Payroll Service Charge	119.35
TOTAL					143.22
Bill Pmt -Check	EFT/Auto	12/19/2022	SunTrust Credit Card	10000-SouthState Bank Checking	-14,053.22
Bill	Dec CC Statement	12/24/2022		13500 - SunTrust Visa Card	14,053.22
TOTAL					14,053.22
Check	EFT/Auto	12/21/2022	ADP	10000-SouthState Bank Checking	-11,782.77
				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	568.98
				Property Maintenance Part-Time	85.00
				Full Time Maintenance Employee	1,200.00

Lake St. Charles CDD
Disbursement Authorization Report
December 2022

Type	Num	Date	Name	Account	Original Amount
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
TOTAL					<u>11,782.77</u>
Check	EFT/Auto	12/29/2022	Square Inc	10000-SouthState Bank Checking	-292.10
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-7.90
TOTAL					<u>292.10</u>
Check	EFT/Auto	12/30/2022	ADP	10000-SouthState Bank Checking	-155.21
				Payroll Service Charge	14.11
				Payroll Service Charge	70.55
				Supervisor Payroll Service	70.55
TOTAL					<u>155.21</u>
Bill Pmt -Check	EFT/Auto	12/31/2022	Hardeman Landscape Nursery, Inc	10000-SouthState Bank Checking	-54,673.20
Bill	Nature Trail	11/28/2022		58003-Future CIP Projects & Res	54,673.20
TOTAL					<u>54,673.20</u>
Bill Pmt -Check	EFT/Auto	12/31/2022	Mainscape	10000-SouthState Bank Checking	-4,550.88
Bill	Irrigation Repair	12/01/2022		Irrigation Maintenance	4,550.88
TOTAL					<u>4,550.88</u>
Bill Pmt -Check	EFT/Auto	12/31/2022	Mark Cooper	10000-SouthState Bank Checking	-12,000.00
Bill	Grant Manager Paymen	12/14/2022		Grant Management (Reimbursed)	12,000.00
TOTAL					<u>12,000.00</u>
Bill Pmt -Check	EFT/Auto	12/31/2022	Pete & Ron's Tree Service, Inc.	10000-SouthState Bank Checking	-2,887.50

Lake St. Charles CDD
Disbursement Authorization Report
December 2022

	Type	Num	Date	Name	Account	Original Amount
	Bill	Stump Removal	12/14/2022		58003-Future CIP Projects & Res	2,887.50
TOTAL						2,887.50
	Bill Pmt -Check	EFT/Auto	12/31/2022	Resource Group US LLC	10000-SouthState Bank Checking	-600.00
	Bill	INV# 847	12/03/2022		Misc. Landscape Maintenance	600.00
TOTAL						600.00
	Bill Pmt -Check	EFT/Auto	12/31/2022	Tampa Bay Times	10000-SouthState Bank Checking	-1,682.00
	Bill		12/15/2022		Legal Advertising	332.00
					Legal Advertising	332.00
					Legal Advertising	354.00
					Legal Advertising	343.00
					Legal Advertising	321.00
TOTAL						1,682.00
	Bill Pmt -Check	EFT/Auto	12/31/2022	Verizon Wireless	10000-SouthState Bank Checking	-72.30
	Bill	10-24-22 to 11-23-22	11/23/2022		Telephone	72.30
TOTAL						72.30
	Bill Pmt -Check	EFT/Auto	12/31/2022	Hardeman Landscape Nursery, Inc	10000-SouthState Bank Checking	-12,346.00
	Bill	Nature Trail	11/29/2022		58003-Future CIP Projects & Res	12,346.00
TOTAL						12,346.00
	Bill Pmt -Check	EFT/Auto	12/31/2022	Hardeman Landscape Nursery, Inc	10000-SouthState Bank Checking	-82,009.80
	Bill	Nature Trail	12/14/2022		58003-Future CIP Projects & Res	82,009.80
TOTAL						82,009.80
	Bill Pmt -Check	EFT/Auto	12/31/2022	Leaf	10000-SouthState Bank Checking	-161.99

Lake St. Charles CDD
Disbursement Authorization Report
December 2022

	Type	Num	Date	Name	Account	Original Amount
	Bill	Printer Lease & Insu	12/02/2022		Printer Supplies	161.99
TOTAL						161.99
	Check	EFT/Auto	12/31/2022	Square Inc	10000-SouthState Bank Checking	-2.31
					Rental	2.31
TOTAL						2.31
	Bill Pmt -Check	8529	12/06/2022	Department of State - Bureau of Election	10000-SouthState Bank Checking	-30.00
	Bill	Oath of Office	12/06/2022		Dues, Licenses & Fees	30.00
TOTAL						30.00

Treasurer's Report - SouthState Account
December 2022
12/1/22 - 12/31/22

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						363,660.51
12/01/2022	EFT/Auto	Resource Group US LLC	INV# 714	1,200.00		362,460.51
12/01/2022	EFT/Auto	Staples	6011 1000 4086 310	52.61		362,407.90
12/02/2022		Clubhouse Rentals			170.00	362,577.90
12/02/2022	EFT/Auto	ADP		143.22		362,434.68
12/02/2022			Deposit		289.35	362,724.03
12/02/2022	EFT/Auto	Square Inc	M. Garbett Evening CH Cancellation	53.47		362,670.56
12/06/2022	8529	Department of State - Bureau of Election	Oath of Office Filing	30.00		362,640.56
12/06/2022			Deposit		771,944.55	1,134,585.11
12/06/2022	EFT/Auto	ADP	P.E. 12-03-22	11,308.33		1,123,276.78
12/06/2022	EFT/Auto	Square Inc	CH Rental Deposit Refund	289.35		1,122,987.43
12/06/2022	EFT/Auto	Square Inc	M. Perdomo CH Rental Deposit Refund	292.10		1,122,695.33
12/07/2022	EFT/Auto	TECO Electric	221005960721 Acct #	68.51		1,122,626.82
12/07/2022	EFT/Auto	TECO Gas Company	221003603224 Acct #	511.02		1,122,115.80
12/08/2022			Deposit		292.10	1,122,407.90
12/08/2022	EFT/Auto	Doug Beldon Tax Collector	Tax Year 2022-23 Community Dev Street Lights Taxes	3,933.89		1,118,474.01
12/13/2022	EFT/Auto	Square Inc	D. Morone CH Rental Deposit Refund	292.10		1,118,181.91
12/14/2022	EFT/Auto	Square Inc	R. Lewis Guest Pass Deposit Refund	14.61		1,118,167.30
12/14/2022			Deposit		21,062.64	1,139,229.94
12/16/2022	EFT/Auto	ADP		143.22		1,139,086.72
12/19/2022	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	14,053.22		1,125,033.50
12/21/2022	EFT/Auto	ADP	P.E. 12-17-22	11,782.77		1,113,250.73
12/21/2022			Deposit		29.12	1,113,279.85
12/21/2022			Deposit		292.10	1,113,571.95
12/29/2022	EFT/Auto	Square Inc	R. Welch CH Rental Deposit Refund	292.10		1,113,279.85
12/30/2022	EFT/Auto	ADP	Inv # 610778874	155.21		1,113,124.64
12/31/2022		Clubhouse Rentals			85.00	1,113,209.64
12/31/2022	EFT/Auto	Hardeman Landscape Nursery, Inc	INV# 39147	54,673.20		1,058,536.44
12/31/2022	EFT/Auto	Mainscape	INV #1281661	4,550.88		1,053,985.56
12/31/2022	EFT/Auto	Mark Cooper	Grant Manager Payment per contract	12,000.00		1,041,985.56
12/31/2022	EFT/Auto	Pete & Ron's Tree Service, Inc.	Stump Removal	2,887.50		1,039,098.06
12/31/2022	EFT/Auto	Resource Group US LLC	INV# 847	600.00		1,038,498.06
12/31/2022	EFT/Auto	Tampa Bay Times	Acct# 105743	1,682.00		1,036,816.06

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
12/31/2022	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	72.30		1,036,743.76
12/31/2022	EFT/Auto	Hardeman Landscape Nursery, Inc	INV# 39148	12,346.00		1,024,397.76
12/31/2022	EFT/Auto	Hardeman Landscape Nursery, Inc	INV# 39220	82,009.80		942,387.96
12/31/2022	EFT/Auto	Leaf	Printer Lease & Insurance	161.99		942,225.97
12/31/2022	EFT/Auto	Square Inc	2.6% + .10 Square processing fees for CH Rentals	2.31		942,223.66
12/31/2022			Interest		38.28	942,261.94
				215,601.71	794,203.14	942,261.94

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '22 Dec '22	Annual Budget	\$ Over Annual Budget	Comments
2							Revenue/Expense				
3							Revenue				
4							36100 - Interest Earnings				
5							Interest - General Fund	210	180	30	
6							Total 36100 - Interest Earnings	210	180	30	
7							General Fund Assessment-O&M				
8							General Fund Assessment Gross	1,147,093	1,283,257	(136,164)	
9							GF Prop Tax Interest	14	0	14	
10							GF Tax Collector Commissions	(22,024)	25,665	(47,689)	
11							GF Tax Payment Discount	(45,891)	51,330	(97,221)	
12							Total General Fund Assessment-O&M	1,079,191	1,360,252	(281,061)	
13											
14							Total 36310 - Special Assessment	1,079,191	1,360,252	(281,061)	
15							36311 - Excess Fees	7,226	0	7,226	
16							36900 - Miscellaneous Revenues			0	
17							Other Misc Revenue	44	1,200	(1,156)	
18							Rental	278	500	(222)	
19							Pool Snack Vending	0	475	(475)	
20							Total 36900 - Miscellaneous Revenues	321	2,175	(1,854)	
21							Total Revenue	1,086,949	1,362,607	(275,658)	
22											
24							Expense				
25							5110 - Legislative				
26							Employer Taxes	234	1,460	(1,226)	
27							Special District Fees	175	175	0	
28							Supervisor Fees	2,800	12,000	(9,200)	
29							Supervisor Payroll Service	202	900	(698)	
30							Total 5110 - Legislative	3,411	14,535	(11,124)	

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '22 Dec '22	Annual Budget	\$ Over Annual Budget	Comments
31							51300 - Financial & Admin				
32							Accounting Services	0	500	(500)	
33							Auditing Services	1,000	13,500	(12,500)	
34							Banking & Investment Mgmt Fees	0	200	(200)	
35							District F&A Employees				
36							District Manager	15,618	67,873	(52,255)	
37							Medical Stipend	600	2,400	(1,800)	
38							Payroll Service Charge	128	465	(337)	
39							Payroll Taxes - Employer Taxes	1,241	4,400	(3,159)	
40							Performance Stipend	0	0	0	
41							Total District F&A Employees	17,586	75,138	(57,552)	
42							Dues, Licenses & Fees	123	500	(377)	
43							General Insurance				
44							Crime	629	600	29	
45							General Liability	4,211	3,917	294	
46							Public Officials Liability & EP	3,460	3,219	241	
47							Total General Insurance	8,300	7,736	564	
48							Legal Advertising	1,682	3,000	(1,318)	
49							Local/Other Taxes	0	3,396	(3,396)	
50							Office Supplies	270	1,000	(730)	
51							Postage	0	250	(250)	
52							Printer Supplies	556	2,000	(1,444)	
53							Professional Development	0	1,000	(1,000)	
54							Technology Services/Upgrades	202	5,000	(4,798)	
55							Telephone	559	3,600	(3,041)	
56							Travel Per Diem	0	200	(200)	
57							Website Development & Monitor	265	2,650	(2,385)	
58							Total 51300 - Financial & Admin	30,543	119,670	(89,127)	
59							51400 - Legal Counsel				
60							District Counsel	244	8,000	(7,756)	

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '22 Dec '22	Annual Budget	\$ Over Annual Budget	Comments
61							Total 51400 - Legal Counsel	244	8,000	(7,756)	
62							52100 - Law Enforcement				
63							Car Maintenance & Repairs	0	1,000	(1,000)	
64							Car Gas	211	2,000	(1,789)	
65							Total 52100 - Law Enforcement	211	3,000	(2,789)	
66							53100 - Electric Utility Svs	7,253	50,000	(42,747)	
67							53200 - Gas Utility Services	1,270	5,600	(4,330)	
68							53400 - Garbage/Solid Waste Svc	318	2,880	(2,562)	
69							53600 - Water/Sewer Services	751	9,800	(9,049)	
70							53900 - Physical Environment				
71							Entry & Walls Maintenance	1,420	2,000	(580)	
72							Ford F250 Maintenance & Repair	0	2,000	(2,000)	
73							Fountain in Lake	0	3,000	(3,000)	
74							Gas - Equipment	0	400	(400)	
75							Gas - Truck	208	1,800	(1,592)	
76							Irrigation Maintenance	4,695	15,800	(11,105)	
77							Landscape Maintenance Contract	7,691	137,400	(129,709)	
78							Misc. Landscape-Temporary Staff	0	3,000	(3,000)	
79							Misc. Landscape Maintenance	5,578	10,500	(4,922)	
80							Mulch	0	10,500	(10,500)	
81							New Plantings	72	8,000	(7,928)	
82							Pond & Stormwater Maint Contract	1,284	15,414	(14,130)	
83							Pond 9,22,23,&24 Aeration Maint	714	1,429	(715)	
84							Lake#27 Aeration Maint	1,190	2,381	(1,191)	
85							Fountain Maint #21	138	552	(414)	
86							Property Insurance Contract	17,795	15,542	2,253	
87							Sod Replacement	0	4,000	(4,000)	
88							Mitigation Maint Contract	253	1,012	(759)	
89							Midge Survey	0	1,500	(1,500)	
90							Total 53900 - Physical Environment	41,039	236,230	(195,191)	

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '22 Dec '22	Annual Budget	\$ Over Annual Budget	Comments
91							57200 - Parks & Recreation				
92							Auto Liability	901	755	146	
93							Club Facility Maintenance				
94							Club Facility Maintenance	2,068	5,000	(2,932)	
95							Clubhouse Supplies	370	2,300	(1,930)	
96							Locks/Keys	85	100	(15)	
97							Pool Snack Vending Items	0	300	(300)	
98							Total Club Facility Maintenance	2,523	7,700	(5,177)	
99							District Employees Payroll Exp				
100							Employer Workman Comp	6,451	9,360	(2,909)	
101							Facilities Monitor	10,793	47,175	(36,382)	
102							Medical Stipends	1,200	6,000	(4,800)	
103							Payroll Service Charge	707	2,500	(1,793)	
104							Payroll Taxes - Employer Taxes	3,493	16,500	(13,007)	
105							Performance Stipend		0		
106							Full-Time Hybrid Employee	7,033	35,360	(28,328)	
107							Property Maintenance Part-Time	668	1,625	(957)	
108							Property Maintenance Team Lead	9,640	41,871	(32,231)	
109							Property Manager	15,618	67,872	(52,254)	
110							Grant Management (Reimbursed)	12,000	24,333	(12,333)	
111							Recreational Assistants	0	10,000	(10,000)	
112							Hills Cnty Off Duty Sheriff	0	2,900	(2,900)	
113							Total District Employees Payroll Exp	67,602	265,496	(197,894)	
114							Dock Maintenance	0	400	(400)	
115							Drainage/ Nature Path/Trail Maintenance	0	1,800	(1,800)	
116							Park Facility Maintenance	599	7,000	(6,401)	
117							Parks & Rec Cell Phones	1,518	2,500	(982)	
118							Playground Maintenance	1,529	2,000	(471)	
119							Pool Maintenance Contract	3,846	23,500	(19,654)	
120							Pool Maintenance Repairs	210	12,000	(11,790)	
121							Sec System Monitoring Contract	0	400	(400)	

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '22 Dec '22	Annual Budget	\$ Over Annual Budget	Comments
122							Security Repairs	17	5,000	(4,983)	
123							Total 57200 - Parks & Recreation	78,746	328,551	(249,805)	
124							58003- Future CIP Projects and Reserves	227,989	474,434	(246,445)	
125							Total Expense	391,775	1,252,700	(860,925)	
126							Revenue Less Expenses	695,174	109,907	585,267	
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	461,446	153,990	351,539	

Lake St. Charles CDD

Property Manager Expense Report

	December 2022				
	Type	Date	Memo	Account	Amount
Ace Hardware					
	Credit Card Charge	12/02/2022	Batteries & hooks	Misc. Landscape Maintenance	32.19
	Credit Card Credit	12/03/2022	Fastners	Misc. Landscape Maintenance	-1.08
	Credit Card Charge	12/08/2022	conduit pvc, & adapters	Misc. Landscape Maintenance	18.68
	Credit Card Charge	12/15/2022	Wasp killer	Misc. Landscape Maintenance	24.48
	Credit Card Charge	12/15/2022	Spring snap	Misc. Landscape Maintenance	6.00
Alley Cat Pest Control					
	Credit Card Charge	12/08/2022	Pest Control	Club Facility Maintenance	85.00
Amazon.com					
	Credit Card Charge	12/07/2022	Basketball net replacem	Club Facility Maintenance	39.96
BubbaQue's Real Pit Grilling					
	Credit Card Charge	12/13/2022	PM lunch purchase for v	Misc. Landscape Maintenance	19.60
	Credit Card Charge	12/13/2022	PM lunch purchase for v	Misc. Landscape Maintenance	257.00
	Credit Card Charge	12/13/2022	PM lunch purchase for v	Misc. Landscape Maintenance	145.00
Danielle Fence					
	Credit Card Charge	12/16/2022	Villa Fence Repair will b	Entry & Walls Maintenance	820.00
	Credit Card Charge	12/16/2022	Fence repair due to ston	Entry & Walls Maintenance	600.00
Dog Waste Depot					
	Credit Card Charge	12/02/2022	Doggie Bags	Park Facility Maintenance	414.94
Home Depot					
	Credit Card Charge	12/01/2022	Christmas lights	Misc. Landscape Maintenance	305.54
	Credit Card Charge	12/02/2022	Missing receipt	Misc. Landscape Maintenance	113.58
	Credit Card Charge	12/03/2022	Hose & tarp	Misc. Landscape Maintenance	54.26
	Credit Card Charge	12/07/2022	Irrigation Items	Irrigation Maintenance	17.54
	Credit Card Charge	12/13/2022	Epoxy putty, nozze, tote	Misc. Landscape Maintenance	40.90
	Credit Card Charge	12/13/2022	Missing receipt	Misc. Landscape Maintenance	64.98
	Credit Card Charge	12/22/2022	Irrigation Items	Irrigation Maintenance	127.06
Mainscape					
	Bill	12/01/2022	Irrigation Repair	Irrigation Maintenance	4,550.88
Resource Group US LLC					
	Bill	12/01/2022	Grapple truck service	Misc. Landscape Maintenance	1,200.00
	Bill	12/03/2022	Grapple truck service	Misc. Landscape Maintenance	600.00
Target					
	Credit Card Charge	12/01/2022	Christmas lights	Club Facility Maintenance	51.57

	Type	Date	Memo	Account	Amount
White Cap	Credit Card Charge	12/09/2022		Misc. Landscape Maintenance	513.16
Winn Dixie	Credit Card Charge	12/22/2022	Water & Gatorade	Clubhouse Supplies	34.20
				TOTAL	10,135