

## **Supervisor Packet for March 7, 2023 General Meeting**

|  |           |
|--|-----------|
| <b>Table of Contents .....</b>                               | <b>i</b>  |
| <b>Agenda for, March 7, 2023 .....</b>                       | <b>1</b>  |
| <b>Consent Agenda</b>  |           |
| <b>Minutes from February 7, 2023 General Meeting .....</b>   | <b>3</b>  |
| <b>Policy #6000 Amenity Usage Rules.....</b>                 | <b>5</b>  |
| <b>Policy #2105 Unauthorized Vehicle Towing Policy .....</b> | <b>12</b> |
| <b>February Committee Minutes</b>                            |           |
| <b>Treasurer’s Review Committee Minutes .....</b>            | <b>13</b> |
| <b>Grounds and Security Committee Minutes .....</b>          | <b>14</b> |
| <b>Management Committee Minutes.....</b>                     | <b>15</b> |
| <b>Strategic Planning Committee Minutes .....</b>            | <b>16</b> |

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

**7:00 p.m., March 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><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. February 7, 2023 Meeting Minutes</li> <li>b. Committee Meeting Minutes for February 2023               <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. Feb 2023 Facilities Monitor Report (Separate from packet)</li> </ol> </li> </ol> |

|                   |  |
|-------------------|--|
| <b>7:20-7:40</b>  | <b>8. PUBLIC HEARING ON RULE AMENDMENTS OF THE DISTRICT AMENITIES USAGE POLICY &amp; UNAUTHORIZED VEHICLE TOWING POLICY – CHAIR NELSON (20 Minutes)</b>  |
|                   | <ol style="list-style-type: none"> <li><b>1. Board Discussion–</b> Chair Nelson<br/>Discussion of changes to District’s Amenity Usage Policy # 6000.<br/>Discussion of changes to Policy #2105 Unauthorized Vehicle Towing Policy</li> <li><b>2. Resident comments regarding revisions.</b></li> <li><b>3. The Management Committee recommends a Motion to approve the District’s Amenity Usage Rules Policy #6000 as revised per the attached draft.</b></li> <li><b>4. The Management Committee recommends a Motion to approve Unauthorized Vehicle Towing Policy #2105 as revised per the attached draft.</b></li> </ol> <p><b>Close Rule Amendment Hearing and Reopen the General Meeting.</b></p> |
| <b>7:40-7:50</b>  | <b>9. COMMITTEE REPORTS (10 Minutes)</b>   |
|                   | <ol style="list-style-type: none"> <li><b>1. Treasurer’s Review Committee –</b> Committee Chair Peacock</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>7:50- 8:00</b> | <b>10. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR NELSON (10 Minutes)</b>   |
|                   | <b>GENERAL REMARKS –</b> Chair of The Board of Supervisors   |
| <b>8:00-8:05</b>  | <b>11. PROPERTY MANAGER (5 Minutes)</b>  |
|                   | <p><b>Items for Consideration by Property Manager - Mark Cooper</b></p> <ol style="list-style-type: none"> <li>1. Property Management Report</li> </ol>  |
| <b>8:05–8:10</b>  | <b>12. DISTRICT MANAGER (5 Minutes)</b>  |
|                   | <p><b>Items for Consideration by District Manager – Adriana Urbina</b></p> <ol style="list-style-type: none"> <li>1. District Manager Report</li> </ol>  |
| <b>8:10 –8:20</b> | <b>13. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)</b>   |
| <b>8:20</b>       | <b>ADJOURN</b>   |



Date: February 7, 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  
Vice Chair, Virginia Gianakos  
Secretary/Treasurer, Sabrina Peacock  
Supervisor, Robb Fannin  
Supervisor, Marlon K. Brownlee

**Staff:**

Adriana Urbina, District Manager (Via Zoom)  
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 Gianakos and second by Supervisor Fannin, the Board approved the, February 7, 2023 Consent Agenda consisting of the: January 10, 2023 General Meeting Minutes, the January Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the December 2022 Financial Reports, and the Facility Monitor January 2023 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0
2. On **MOTION** by Supervisor Peacock and second by Supervisor Fannin, the Board approved funding up to \$10,000 for the purchase and installation of a fountain for the Villa's pond. Motion passed 5 to 0.

3. On **MOTION** by Supervisor Peacock and second by Supervisor Gianakos, the Board approved funding up to \$20,000 for the 1<sup>st</sup> phase installation of security cameras in the park. Motion passed 5 to 0.

4. On **MOTION** by Supervisor Peacock and second by Supervisor Gianakos, the Board approved the purchase of thermal frost cloths for the District's landscaping, not to exceed \$1,423 Motion passed 5 to 0.

Supervisor Nelson exited the meeting at 7:56PM.

5. On **MOTION** by Supervisor Peacock and second by Supervisor Fannin, the Board approved the final bid received from Red Stripe in the amount of \$69,250 for phase 3 of the trail project. Bid also includes removal of a tree. Motion passed 4 to 0

6. On **MOTION** by Supervisor Peacock and second by Supervisor Fannin, the Board approved to send a letter to residents encroaching on District property. Letter is to request removal of fences, landscaping, irrigation, and playsets. Motion passed 4 to 0

Meeting adjourned at 8:25PM

Respectfully submitted,

Dave Nelson, Chair

Virginia Gianakos, Vice-Chair

---

# Lake St. Charles Community Development District

## POLICY HANDBOOK

POLICY TITLE: Amenities Usage Rules

POLICY NUMBER: 6000

APPROVED: Motion ~~04-05-2021-xx~~ 03-07-23.xx

### 6000.1 General District Rules for Lake St. Charles Amenity Usage

1. These rules are intended to ensure the continued operation and maintenance of the District's facilities and protect the health, safety and welfare of the District's residents, guests and authorized users of District facilities. Residents issued an access card must comply with all District rules.  
"Resident" shall be defined as a homeowner, lessee, tenant or roommate who resides in a home within the District.
2. "Household" shall be defined as all residents and authorized occupants (including but not limited to family members, children, and roommates) residing within a home within the District.
3. "Guest" shall be defined as person's visiting a resident. Who must be accompanied by the resident at all times when using District facilities or having a valid District guest pass.
4. Applicants for Access Cards must provide proof that they are a resident within Lake St. Charles. The access card issued will have a photo id of the cardholder for identification.
5. Each application will be checked against the District's roster for residency.
6. Residents and their minor children over the age of twelve (12) are eligible to receive an access card.
7. Resident minors ages twelve (12) through eighteen (18), must have their own access cards if using facilities without being accompanied by a resident adult.
8. Resident minors ages twelve (12) through eighteen (18), must be accompanied by an adult resident in order to be issued an access key card.
9. If a resident is a lessee or tenant, the homeowner must sign the Lake St. Charles Community Development District Landlord/Tenant Agreement before access cards can be issued and upon renewal.
10. Lessee or tenant will need to provide \$15 per access card issued. During registration and for every renewal thereafter.
11. Copy of signed lease is required for new access card issuance and for renewals.
12. Access cards will only be issued to lessee or tenants named on the lease.
13. Lessee's or tenant's access card will be deactivated at the end of the rental lease agreement.
14. Roommates of residents will be issued access cards if accompanied by the resident.
15. Residents may have a maximum of two (2) cards issued to roommates at any one time.
16. Replacement Cards for lost and/or damaged cards will cost \$15.00 each
17. Residents are requested to visibly wear the District's access cards when using park, nature path and docks, and to have access cards readily available in the pool deck area, tennis courts and basketball courts or other community facilities. Residents using facilities without visible access cards may be asked for alternate verification of residency by District staff, pool area staff in uniform, private security officer and/or local law enforcement officer.
18. Non-residents using District facilities who are not guests will be considered trespassers.
19. Each household is permitted to have up to five (5) guests at the tennis court and pool.
20. Each household is permitted to have up to five (5) guests in the District's common areas.

21. Resident minors ages twelve (12) through eighteen (18), are permitted two (2) guests per household when using the tennis court and pool and five (5) guests when using the District's common areas.
22. Guests who have not been issued an active guest pass must be accompanied by a resident at all times when using District facilities.
23. Guests can be issued their own access card if they qualify for a guest pass. A \$15.00 deposit for each guest pass card will be required. The deposit will be forfeited for all guest cards not returned within 10 days of the guest's expiration date.
24. Security camera recordings of vandalism, property destruction or rule-breaking will automatically result in disabling card access to the District's facilities including the pool and may result in criminal prosecution.
25. Trespassers will be issued a trespass warning for the first offense and prosecuted as allowable under the law for subsequent offenses.
26. No illegal activity may be conducted within any District properties or facilities. Violators will be prosecuted.
27. All deactivated cards are the property of the LSC CDD.
28. No dumping of yard waste and / or trash on any District property.
29. Lending your access card to any other person will result in immediate deactivation. A \$25 reactivation fee will apply.
30. Access card fees, rental fees and deposits are to be made by certified funds, such as cash, credit/debit cards, cashier's check or money order. The District does not accept personal checks.
31. Failure to follow the District rules may result in the revocation of District facility privileges and the deactivation of the resident's and household's access cards.
32. Offense schedule is as followed:
  - 1st Offense:** Written notice to offending resident's household with a 7 days suspension on offending resident's access card and a \$25 reactivation fee.
  - 2nd Offense:** Written notice to offending resident's household with 14 days suspension on offending resident's access card and \$50 reactivation fee.
  - 3rd Offense:** Written notice to offending resident's household with suspension until Board of Supervisors reinstatement (on all household access cards) and \$75 reactivation fee per card. With an amount not to exceed \$150.
33. Offending residents shall not be allowed to use any District amenities while access is suspended.
34. All written notices for rule non-compliance will be permanently on file.

**12. Resident Waiver:**

I understand that the Lake St. Charles Community Development District, and its agents, supervisors, officers, directors, employees and staff assume no responsibility for injuries or illness that I or my guests may sustain as a result of my physical condition or resulting from my participation in any activities: sports, use of the pool, use of the playground or use of any District amenity. I expressly acknowledge on behalf of myself, my heirs and my guests that I assume the risk for any and all injuries and illness that may result from my participation in these activities. I hereby release and discharge Lake St. Charles Community Development District, its agents, supervisors, officers, directors, employees, and staff from any claims for injury, illness, death, loss or damage that I may suffer as a result of my participation in these activities. I understand that Lake St. Charles Community Development District is not responsible for personal property lost or stolen from the amenity facilities.

**13. Guest Waiver:**

All guests using the District facilities assume the risk the risk for any and all injuries and illness that may result from my participation in these activities. I hereby release and discharge Lake St. Charles Community Development District, its agents, supervisors, officers, directors, employees, and staff from any claims for injury, illness, death, loss or damage that I may suffer as a result of my participation in these activities. I understand that Lake St. Charles Community Development District is not responsible for personal property lost or stolen from the amenity facilities.

## 6000.2 Parking Rules

1. Per Board Motion M03-06-2012-05, parking stickers are required to park in all Lake St. Charles CDD parking areas including, Clubhouse parking lot, ~~and~~ Colonial Lake Drive cul-de-sac, ~~at the park~~ and Waterton cul-de-sac.
2. Parking is only allowed on designated parking spaces, located at the Clubhouse, ~~and~~ Colonial Lake Drive cul-de-sac at the park and Waterton cul-de-sac.
- ~~3. No parking is allowed in the Waterton Drive cul-de-sac.~~
- ~~4.~~3. Guests of residents who park in the Lake St. Charles CDD parking areas are required to obtain a temporary parking permit from the clubhouse during posted office hours or from a pool monitor, if on duty.
- ~~5.~~4. Violators will be towed, according to Lake St. Charles CDD towing policy.
- ~~6.~~5. The District assumes no liability to vehicles and/or property parked or abandoned on District property.

## 6000.3 Pool Rules

1. The pool and hot tub are open from 6:00 am until 10:00 pm.
2. Showering is mandatory before use of the pool facilities.
3. Use of towels is mandatory while using pool furniture.
4. No glass or animals in the fenced pool area.
5. No food or beverages allowed in the pool or on the wet deck
6. Food and beverages must remain behind the painted line on the pool deck.
7. No trespassing. Use of pool is limited to Lake St. Charles residents or authorized user with proper identification. Proof of residency is required.
8. Pool users may be asked to provide access card for picture ID verification. If the picture ID does not match, the access card will be confiscated and access will be disabled from the card.
9. Management, Facility Monitor, and/or Pool Monitors reserve the right to refuse admittance, to eject from the pool premises, or suspend pool privileges of any person or family.
10. Each household is permitted to have up to five (5) guests at the pool, but must accompany their guest at all times.
11. Resident minors ages twelve (12) through eighteen (18) are permitted two (2) guests per household when using the pool.
12. Children under the age of 12 must be accompanied by an adult at all times while using the pool facilities.
13. Toddlers and babies not toilet trained must wear a swim diaper. Parents are responsible for ensuring that their children do not urinate or defecate in the pool. Any parent or person found to allow pool contamination will be charged \$100 for the pool fecal cleanup service call to treat the pool.
14. Proper swimming attire must be worn while using the pool facilities (T-shirt allowed over swimming attire). No T Back swimwear allowed.
15. No alcohol or smoking is allowed in the pool facilities.
16. Alcohol consumption on any District grounds by resident and/or guest will result in an immediate 3- month deactivation of access card and a \$25 reactivation fee.
17. Smoking in the pool area will result in immediate 7 day deactivation of access card and a \$25 reactivation fee.
18. Do not swallow the water or spit or spout into the pool.
19. Person's ill with diarrhea cannot enter the pool, spa or wade pool per the Florida Department of Health.
20. No running, rough housing, chicken fighting, boisterous or rough play, or excessive noise allowed.



21. Radios brought to the pool shall be kept at reasonable volumes in consideration of others using the pool facilities.
22. No bicycles, skateboards, or other wheeled items deemed inappropriate by the clubhouse staff are allowed on the pool deck.
23. No throwing any type of toys, balls, or water balloons in pool facility.
24. No flotation devices that interfere with the use or enjoyment of the facilities by others are allowed in the pool at the judgment of the staff
25. Persons having open blisters, cuts, or infectious disease are prohibited from using the pool.
26. Pool furniture shall not be removed from the pool deck area or placed into the swimming pool.
27. Belongings left in the pool facilities after dusk shall be placed in the clubhouse "Lost & Found" for a period of one week. If the items are not claimed they will be discarded.
28. Use of the pool and spa when closed is considered trespassing
29. Be able to provide proof of residency to District staff when using the pool facilities.
30. Do not give anyone unknown to you access to the pool area.
31. Lifeguards will not be present at the pool facilities. All persons using the pool and other clubhouse facilities do so at their own risk.
32. All persons using the pool facilities shall obey the pool capacity requirements as defined by Hillsborough County Health Department.
33. No charcoal/gas grills allowed in or around the clubhouse or pool facility except for community sponsored events approved by the Board of Supervisors
34. Appropriate physical and verbal behavior must be maintained as this is a family friendly environment. Any inappropriate conduct as determined by management and/or staff may result in immediate expulsion from the facilities and the suspension of access privileges.
35. No hanging/holding onto lap lanes. Damages to lap lanes will incur a fee.

#### **6000.4 Spa Rules**

1. Shower before entering spa
2. Children under 12 must have adult supervision.
3. No food, drink, glass or animals in spa or pool.
4. Pregnant women, small children, people with health problems, and people using alcohol, narcotics, or other drugs that cause drowsiness should not use the spa without first consulting a physician.
5. Do not drink the spa or pool water.

#### **6000.5 Kid Pool Rules**

1. Children must be supervised by an adult at all times.
2. Kid pool is for use of children under the age of 10.
3. Toddlers and babies not toilet trained must wear a swim diaper. Parents are responsible for ensuring that their children do not urinate or defecate in the pool. Any parent or person found to allow pool contamination will be charged \$100 for the pool fecal cleanup service call to treat the pool

#### **6000.6 Park and Nature Path Rules**

1. Use of the park, lake, docks and nature path is limited to Lake St. Charles residents or authorized users. Unauthorized users will be considered trespassers and may be prosecuted for such offense.
2. Use of the park, lake, docks and nature path is at your own risk.
3. Maximum of (5) five guests per household in district common areas.
4. Pets must be on a leash at all times except in Dog Park.
5. All pet waste must be picked up and properly disposed of by owner.
6. No alcoholic beverages permitted.

7. No ~~unauthorized electric, gas operated~~ -motorized ~~vehicles transport~~ -allowed in the park or on the ~~asphalt~~ trail. With an exemption to CDD staff or District vendors.
8. No fires are permitted.
9. No weapons of any kind as permitted by law.
10. Plant or animal removal, destruction or harassment is prohibited.
- ~~11. No parking at the cul-de-sac on Waterton.~~
- ~~12.~~ 11. Overnight camping and large inflatable devices are prohibited, unless approved by the LSC CDD Board of Supervisors.
- ~~13.~~ 12. No dumping of yard waste and / or trash on any District property.

#### **6000.7 Dog Park Rules**

1. Use of Dog Parks is at your own risk and your dogs; liability waivers apply.
2. Dog Parks is limited to resident and resident guest pets only.
3. Dog waste cleanup stations are provided for your convenience. Please pick up after your pets. All applicable conditions of the Hillsborough County Animal Ordinance 00-26 as amended by Ordinance 03-8 apply.

#### **6000.8 Tennis Court Rules**

1. Tennis Courts are open from 7:00 AM to 9:30 PM.
2. Per Article VI, Section 30 of the Lake St. Charles HOA Master Declarations, "Lighting of the tennis courts is prohibited after 9:30 PM on any evening until the following sunrise."
3. Each household is permitted to have up to five (5) guests at the tennis courts, but must accompany their guest at all times.
4. Resident minors ages twelve (12) through eighteen (18), are permitted two (2) guests per household when using the tennis court
5. No rollerblades, skateboards or bicycles on tennis courts. Courts are to be used for tennis and pickle ball only.

#### **6000.9 Basketball Court Rules**

1. Each household is permitted to have up to (5) five guests at the basketball courts, but must accompany their guest at all times.
2. Resident minors ages twelve (12) through eighteen (18), are permitted two (2) guests per household when using the basketball court
3. No rollerblades, skateboards or bicycles on basketball courts. Courts are to be used for basketball only.

#### **6000.10 District Dock and Boat Launch Rules**

1. Use of lake, docks, nature path and park is limited to Lake St. Charles residents or authorized users.
2. Unauthorized users will be considered trespassers and may be prosecuted for such offense.
3. Use of the park, lake, docks and nature path is at your own risk.
4. No alcoholic beverages permitted on any CDD property.
5. No weapons of any kind on CDD property as permitted by law.
6. No unauthorized motorized vehicles allowed in the park or on the paved trail.
7. Only electric "trolling" motor boats or devices allowed on the lakes and ponds. Gasoline-powered boats or devices are prohibited on all lakes and ponds
8. There shall be no use of the lake area and lake, except natural recreational uses which do not injure or scar the lake area or lake, increase the cost of maintenance thereof, or cause

unreasonable embarrassment, disturbance or annoyance to owners in their enjoyment of their private areas, or in their enjoyment of the lake area.

9. No swimming or wading in the lake or ponds
10. No diving or jumping off of the dock
11. Pets must be on a leash at all times except in Dog Park.
12. All pet waste must be removed by owner.
13. No fires are permitted.
14. Maximum of (5) five guests per household in District common areas.

#### **6000.11 Clubhouse Rental Rules**

1. Only District Residents can rent the Clubhouse unless approved by the Board of Supervisors.
  2. Alcohol on premise during a clubhouse rental is strictly prohibited and will result in forfeiture of the entire \$300 deposit.
  3. Clubhouse reservations are taken on a first come first serve basis. Payment of \$55 for half day rentals or \$85 for full day rentals and a \$300 deposit must be collected before scheduling of clubhouse rental.
  4. Rental fee and deposit are to be made by certified funds, such as cash, credit/debit cards, cashier's check or money order. The District does not accept personal checks.
  5. Non-payment of any fines assessed due to clubhouse rental rule non-compliance will result in the deactivation of the resident's personal access card. A \$25 reactivation fee will apply.
  6. Resident renting clubhouse will need to be present for the entire rented timeframe and supervise all guests and minors at all times.
  7. The use of the pool facilities/furniture is NOT included in the rental of the clubhouse.
  8. Clubhouse furniture shall not be removed from clubhouse at any time.
  9. No Fog/Smoke machines allowed in or around clubhouse or pool facility.
  10. No charcoal/gas grills allowed in or around the clubhouse or pool facility except for community sponsored events approved by the Board of Supervisors.
  11. Your reserved rental time includes both set up and cleans up times.
  12. Renters may arrive anytime after specified starting time and must leave by end of reserve time. Note your access card will not work outside of the rental time.
  13. The facility shall be left in the same condition it was found prior to the event. See clubhouse rental check out form for non-compliance fees.
  14. No animals allowed in Clubhouse except for service animals.
  15. Renter must supply all kitchen and cleaning supplies.
  16. No glitter or confetti is allowed in the clubhouse facility. If tape is used, it must be removed completely from all surfaces. No nails or holes in the walls permitted.
  17. If helium balloons are used they must be weighted down.
  18. Renter shall agree to give notice of cancellation at least 15 days in advance or resident's rental check for \$55.00/\$85.00 will be forfeited.
  19. Clubhouse rentals are for private parties. We ask the renter to not allow non-invitees access through the clubhouse into the pool deck area. All non-invitees should access the pool deck through the pool gates on either side of the clubhouse.
  20. No wet bathing suits are permitted inside the clubhouse.
  21. If the in-house smoke alarm is set off during a rental, any and all charges will be the responsibility of the resident renting the clubhouse.
  22. If the security alarm is set off during a rental, there will be an automatic \$50 deduction from the renters deposit.
  23. Failure to uphold any portion of the Clubhouse Agreement Form may result in forfeiture of \$300 deposit plus any cost incurred in excess of the deposit amount.
  24. Lake St. Charles CDD has a NO SOLICITATION policy. Any clubhouse rental for the purpose of selling merchandise EXCLUDES solicitation of residents using District facilities.
  25. General Liability insurance will need to be provided for third party vendors. Ex: bounce houses
- 6000.Amenitiesusagerules.2023Draft Page 6 of 7

#### **6000.12 Clubhouse Rental Checklist with Associated Fees**

1. All damages incurred to clubhouse walls, paint, flooring, tables, chairs, fans, appliances, window treatments etc. will result in deduction of replacement or repair cost from deposit. Resident renter will be billed and responsible for any additional cost in excess of deposit amount.
2. Tables to be wiped down and chairs set up in the correct configuration.  
\$25.00 fee applied if not in compliance
3. All items placed in the refrigerator, microwave and oven must be removed. Counters wiped down and were clean, water completely turned off.  
\$15.00 fee applied if not in compliance.
4. Floors are to be vacuumed and mopped  
\$25.00 fee applied if not in compliance
5. Garbage to be taken to dumpster.  
\$15.00 fee applied if not in compliance.
6. All lights and fans are to be turned off.  
\$15.00 fee applied if not in compliance.
7. Walls are not to be damaged; paint not to be marred  
\*\*Dollar amount based on repair cost\*\*
8. No tape to be left on walls, doors or ceilings  
\$15.00 fee applied if not in compliance.
9. Access Card to be returned by placing under clubhouse door.  
\$15.00 fee applied if not in compliance.
10. If door is left unlocked a \$75 fee will apply. The renter will also be held liable for any theft and any damage done to clubhouse as a result of door being left unlocked.
11. If Alarm Not Set by designated Rental End Time: \_\_\_\_\_  
\$75 fee applied. Renter will also be held liable for any and all damages done to clubhouse if not in compliance.
12. Fire/Security alarm set off at any time during rental  
\$50 fee applied
13. No usage of pool and/or pool deck  
\$300.00 fee applied if not in compliance.
14. Renting resident is to be present at all times.  
\$75.00 fee applied if not in compliance.
15. If there is failure to provide General Liability Insurance for third party vendors.  
\$300 fee applied if not in compliance.

#### **6000.13 Guest Pass Rules**

1. Guest Access key cards are only issued to guest that meet one of the following criteria:  
Guest that will be residing overnight within the resident's home or guest who provides a service to the residents such as babysitting, pet-sitting or a function that lends itself to amenity usage.
2. Guest cards will only be issued for a maximum of 14 days. One extension can be requested for up to 7 days. Additional extensions must be approved by management-
3. Guest cards will require a \$15 deposit, refundable upon return. Deposit will be forfeited if card is not returned within 10 days of expiration.
4. Extended guest passes can be issued to anyone providing a service such as babysitters, nannies or pet-sitters to a resident for a \$15 fee. Extended guest pass will be issued for a maximum of 6 months.
5. There will be a limit of two (2) guest passes issued at any one time to a household.
6. Guests of residents are not permitted to bring other guest into District facilities.
7. Resident is responsible for his/her guest conduct and their compliance to Lake St. Charles CDD amenity rules.
8. Guest non-compliance of amenity rules may result in guest card deactivation and resident forfeiture of future guest pass privileges.

---

# Lake St. Charles Community Development District

## POLICY HANDBOOK

POLICY TITLE: Unauthorized Vehicle Towing Policy  
POLICY NUMBER: 2105

**2105.1** The purpose of this policy is to remove unauthorized vehicles that are in violation of this Towing Policy from CDD common property. Specifically the clubhouse parking lot, the cul-de-sac on Colonial Lake Drive, the cul-de-sac on Waterton Drive and the recreation park.

**2105.2** "Unauthorized" means any vehicle which does not display the free resident Parking Sticker, Temporary Parking Permit or Temporary RV Parking Permit.

**2105.3** "Vehicle" means any mobile item which normally uses wheels, whether motorized or not.

**2105.4** Vehicles parked on CDD common property in violation of this Towing Policy may be towed under the following circumstances:

**0.4.1** The request to tow an unauthorized vehicle originated from an Authorized Agent of the District.

Authorized Agents of the District are defined as:

**0.4.1(a):** Property Manager or Facility Monitor

**0.4.1(b):** Contracted private security officer; or, Off Duty HCSO Officer

**0.4.1(c):** Any current member of the Lake St Charles CDD Board of Supervisors;

**0.4.2** Signage has been posted at all entrances warning the public that the CDD tows unauthorized vehicles;

~~**0.4.3** The vehicle has been issued at least one (1) notice regarding violation of this Policy and at least 24 hours have passed since the issuance of the first notice;~~

**0.4.4** The vehicle is parked on CDD common property and lacks an engine, transmission, wheels, tires, doors, windshield or another major part or equipment necessary to operate safely;

~~**0.4.5** Vehicles may be automatically towed if they are parked on any CDD property and who does not display the free resident Parking Sticker, Temporary Parking Permit or Temporary RV Parking Permit between the hours of 10:30PM and 5:30AM.~~

**2105.5** Authorized Agents of the District may have any unauthorized vehicle parked on CDD common property removed by a person regularly engaged in the business of towing vehicles, without liability for the costs of removal, transportation, or storage or damages caused by such removal, transportation, or storage.

# Treasurer's Review Committee Meeting Minutes

---

**Date:** *Thursday, February 16, 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 engineer drawings for the boat launch project.

-The Committee reviewed Policy #2105 Unauthorized Vehicle Towing Policy. Suggestions were made to allow automatic removal of vehicles that do not have a parking sticker displayed.

The Committee reviewed Policy #6000 Amenity Usage Rules. Changes were recommended to the unauthorized vehicle on the trail section.

The Committee discussed the posting a now hiring ad for a full time maintenance position with a pay rate ranging from \$15 to \$17 an hour.

# Security - Grounds Committee Meeting Minutes

---

**Date:** *Wednesday, February 15, 2023 at 11:00 AM.*

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

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

Property Manager will update the Board at the March Meeting.

# Management Committee Meeting Minutes

---

**Date:** *Wednesday, February 15, 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, February 21, 2023 @ 9:00 am.*

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

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

Property Manager will update the Board at the March Meeting.