

Supervisor Packet for April 4, 2023 General Meeting

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

7:00 p.m., April 4, 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. March 7, 2023 Meeting Minutes b. Committee Meeting Minutes for March 2023 <ol style="list-style-type: none"> i. Treasurer's Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. Jan 2023 Financial Statements d. Mar 2023 Facilities Monitor Report (Separate from packet)

7:20-7:50	8. COMMITTEE REPORTS (30 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 the proposal received from Above Water Installs in the amount of \$5,618 for the delivery and installation of a floating dock. 2. Grounds/Security Committee – Committee Chair Fannin 3. Management Committee – Committee Chair Nelson 4. Strategic Planning Committee – Committee Chair Brownlee
7:50- 8:00	10. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR NELSON (10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors
8:00-8:05	11. PROPERTY MANAGER (5 Minutes)
	Items for Consideration by Property Manager - Mark Cooper <ol style="list-style-type: none"> 1. Property Management Report
8:05–8:10	12. DISTRICT MANAGER (5 Minutes)
	Items for Consideration by District Manager – Adriana Urbina <ol style="list-style-type: none"> 1. District Manager Report
8:10 –8:20	13. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
8:20	ADJOURN



Date: March 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 (Via Zoom)
Supervisor, Marlon K. Brownlee

Staff:

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

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, March 7, 2023 Consent Agenda consisting of the: February 7, 2023 General Meeting Minutes, the February Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, and the Facility Monitor February 2023 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0

At 7:20PM, Chair Nelson closed the General Meeting and opened the Public Hearing for the Rule Amendments of District Amenities Usage Policy.

2. On **MOTION** by Supervisor Peacock and second by Supervisor Nelson, the Board approved an amendment to Policy 6000 General District Rules for LSC Amenity

Usage:

6000.6: #7

No unauthorized electric or gas operated motorized vehicles/ transport allowed in the park or on the asphalt trail. With an exemption to ADA compliant transports, CDD staff and/or District vendors.

6000.6: #11 (Removed) No parking at the cul-de-sac on Waterton.

Motion passed 3 to 2. Supervisor Nelson & Supervisor Fannin Voted NO

3. On **MOTION** by Supervisor Peacock and second by Supervisor Gianakos, the Board approved an amendment to Policy 6000 General District Rules for LSC Amenity

Usage:

6000.2: #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, Colonial Lake Drive cul-de-sac at the park and the Waterton cul-de-sac.

6000.2: #2

Parking is only allowed on designated parking spaces, located at the Clubhouse, Colonial Lake Drive cul-de-sac at the park and the Waterton cul-de-sac.

6000.2: #3 (Removed) No parking at the cul-de-sac on Waterton.

Motion passed 5 to 0.

4. On **MOTION** by Supervisor Peacock and second by Supervisor Gianakos, the Board approved Policy #2105 Unauthorized Vehicle Towing Policy as revised in the draft attached in the Supervisor Packet dated 03-07-2023. Motion passed 5 to 0.

At 7:45PM, Chair Nelson closed the Public Hearing for Rule Amendments of the District Amenities Usage Policy and opened the General Meeting.

5. On **MOTION** by Supervisor Peacock and second by Supervisor Gianakos, the Board approved to have staff research various options to sell the District vehicle, since the Facility Monitor position will soon be mostly video monitoring. Motion passed 5 to 0.
6. On **MOTION** by Supervisor Peacock and second by Supervisor Gianakos, the Board approved Hardeman's proposal not to exceed \$1,200 for the asphalt removal located at the end of the trail's phase 3 section (sidewalk and right of way meets) Motion passed 5 to 0.
7. On **MOTION** by Supervisor Nelson and second by Supervisor Gianakos, the Board approved to fund the re-pour of the last section of the trail's phase 1 at the bridge due to it needing to be leveled evenly. Not to exceed \$4,000. Motion passed 5 to 0.

Meeting adjourned at 8:10PM

Respectfully submitted,

Dave Nelson, Chair

Virginia Gianakos, Vice-Chair

Treasurer's Review Committee Meeting Minutes

Date: *Thursday, March 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 Committee reviewed and updated the 2023 CIP chart.

-The Committee reviewed the proposal in the amount of \$5618 received from Above Water Installs for the delivery and installation of the floating dock.

The Treasurer's Review Committee recommends a Motion to approve the proposal received from Above Water Installs in the amount of \$5,618 for the delivery and installation of a floating dock.

-The Committee reviewed and discussed the upcoming grant water quality testing and payments that will need to be scheduled.

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, March 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 April Meeting.

Management Committee Meeting Minutes

Date: *Wednesday, March 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 , March 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 April Meeting.

Lake St. Charles CDD

Funds Statement

Nov '22 - Jan '23

	Nov '22	Dec '22	Jan '23	Category
Bank/Current Asset Accounts				
SouthState Bank Checking	363,661	942,262	935,758	Cash
SouthState Bank Money Market	255,030	255,093	255,199	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	620,224	1,198,888	1,192,490	
Cash (Checking/Savings)				
SouthState Bank Checking	363,661	942,262	935,758	
SouthState Bank Money Market	255,030	255,093	255,199	
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	620,224	1,198,888	1,192,490	
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	620,224	1,198,888	1,192,490	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
SouthState Bank Money Market	255,030	255,093	255,199	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	255,030	255,093	255,199	

Lake St. Charles CDD Disbursement Authorization Report

January 2023

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	EFT/Auto	01/03/2023	Leaf	10000-SouthState Bank Checking	-161.99
Bill	Printer Lease & Insu	01/03/2023		Printer Supplies	161.99
TOTAL					161.99
Check	EFT/Auto	01/04/2023	ADP	10000-SouthState Bank Checking	-11,499.84
				District Manager	2,610.40
				Payroll Taxes - Employer Taxes	234.66
				Facilities Monitor	1,814.40
				Property Maintenance Team Lead	1,610.41
				Property Manager	2,610.40
				Payroll Taxes - Employer Taxes	651.57
				Property Maintenance Part-Time	68.00
				Full Time Maintenance Employee	1,200.00
				Medical Stipend	300.00
				Medical Stipends	400.00
TOTAL					11,499.84
Check	EFT/Auto	01/06/2023	TECO Electric	10000-SouthState Bank Checking	-3,571.79
				53100 - Electric Utility Svs	38.74
				53100 - Electric Utility Svs	86.52
				53100 - Electric Utility Svs	203.92
				53100 - Electric Utility Svs	1,102.69
				53100 - Electric Utility Svs	72.31
				53100 - Electric Utility Svs	1,390.81
				53100 - Electric Utility Svs	342.67
				53100 - Electric Utility Svs	59.71
				53100 - Electric Utility Svs	115.45
				53100 - Electric Utility Svs	33.27
				53100 - Electric Utility Svs	24.95
				53100 - Electric Utility Svs	25.07

Lake St. Charles CDD Disbursement Authorization Report

January 2023

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	25.07
				53100 - Electric Utility Svs	24.46
				53100 - Electric Utility Svs	24.95
				53100 - Electric Utility Svs	24.95
				53100 - Electric Utility Svs	24.95
				53100 - Electric Utility Svs	24.95
				53100 - Electric Utility Svs	25.07
				53100 - Electric Utility Svs	24.34
				53100 - Electric Utility Svs	-123.06
TOTAL					3,571.79
Check	EFT/Auto	01/09/2023	TECO Electric	10000-SouthState Bank Checking	-75.81
				53100 - Electric Utility Svs	75.81
TOTAL					75.81
Check	EFT/Auto	01/09/2023	TECO Gas Company	10000-SouthState Bank Checking	-597.76
				53200 - Gas Utility Services	597.76
TOTAL					597.76
Check	EFT/Auto	01/10/2023	Square Inc	10000-SouthState Bank Checking	-292.20
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-7.80
TOTAL					292.20
Check	EFT/Auto	01/13/2023	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	01/13/2023	Verizon Wireless	10000-SouthState Bank Checking	-49.66

Lake St. Charles CDD
Disbursement Authorization Report
January 2023

	Type	Num	Date	Name	Account	Original Amount
	Bill	11-24-22 to 12-23-22	12/23/2022		Telephone	49.66
TOTAL						49.66
	Check	EFT/Auto	01/18/2023 ADP		10000-SouthState Bank Checking	-11,824.87
					District Manager	2,610.40
					Payroll Taxes - Employer Taxes	217.96
					Facilities Monitor	1,814.40
					Property Maintenance Team Lead	1,610.40
					Property Manager	2,610.40
					Payroll Taxes - Employer Taxes	609.81
					Property Maintenance Part-Time	68.00
					Full Time Maintenance Employee	1,200.00
					Supervisor Fees	1,000.00
					Employer Taxes	83.50
TOTAL						11,824.87
	Bill Pmt -Check	EFT/Auto	01/19/2023 SunTrust Credit Card		10000-SouthState Bank Checking	-12,287.90
	Bill	Jan CC Statement	01/24/2023		13500 - SunTrust Visa Card	12,287.90
TOTAL						12,287.90
	Bill Pmt -Check	EFT/Auto	01/20/2023 Mainscape		10000-SouthState Bank Checking	-19,893.12
	Bill	Oct Installment	10/04/2022		Landscape Maintenance Contract	7,691.42
	Bill	Dec Installment	12/19/2022		Landscape Maintenance Contract	12,201.70
TOTAL						19,893.12
	Bill Pmt -Check	EFT/Auto	01/20/2023 Mark Cooper		10000-SouthState Bank Checking	-658.30
	Bill	Reimbursement for Fr	01/12/2023		New Plantings	658.30
TOTAL						658.30

Lake St. Charles CDD
Disbursement Authorization Report
January 2023

	Type	Num	Date	Name	Account	Original Amount
	Bill Pmt -Check	EFT/Auto	01/20/2023	Meryman Environmental, Inc	10000-SouthState Bank Checking	-3,562.00
	Bill	INV# 20221259	12/09/2022		58004-Lake Water Quality & Pond	3,562.00
TOTAL						3,562.00
	Bill Pmt -Check	EFT/Auto	01/20/2023	Pope's Water Systems, Inc.	10000-SouthState Bank Checking	-6,261.75
	Bill	71864 Inv #	01/21/2023		58003-Future CIP Projects & Res	6,261.75
TOTAL						6,261.75
	Check	EFT/Auto	01/26/2023	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	01/27/2023	ADP	10000-SouthState Bank Checking	-155.21
					Payroll Service Charge	14.11
					Payroll Service Charge	70.55
					Supervisor Payroll Service	70.55
TOTAL						155.21
	Check	EFT/Auto	01/31/2023	Square Inc	10000-SouthState Bank Checking	-4.62
					Rental	4.62
TOTAL						4.62
	Bill Pmt -Check	8530	01/18/2023	Cushion Solutions, Inc.	10000-SouthState Bank Checking	-210.00
	Bill	33997 Inv #	12/15/2022		Pool Maintenance Repairs	210.00
TOTAL						210.00

Treasurer's Report - SouthState Account
January 2023
01/1/23 - 01/31/23

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						942,261.94
01/03/2023			Deposit		292.20	942,554.14
01/03/2023	EFT/Auto	Leaf	Printer Lease & Insurance	161.99		942,392.15
01/04/2023			Deposit		57,896.66	1,000,288.81
01/04/2023	EFT/Auto	ADP	P.E. 12-31-22	11,499.84		988,788.97
01/06/2023	EFT/Auto	TECO Electric	06980007400 Acct #	3,571.79		985,217.18
01/09/2023	EFT/Auto	TECO Electric	221005960721 Acct #	75.81		985,141.37
01/09/2023	EFT/Auto	TECO Gas Company	221003603224 Acct #	597.76		984,543.61
01/10/2023	EFT/Auto	Square Inc	J. Rivas CH Rental Deposit Refund	292.20		984,251.41
01/12/2023			Deposit		5,000.00	989,251.41
01/13/2023	EFT/Auto	ADP		143.22		989,108.19
01/13/2023	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	49.66		989,058.53
01/17/2023			Deposit		292.10	989,350.63
01/18/2023	8530	Cushion Solutions, Inc.	33997 Inv #	210.00		989,140.63
01/18/2023	EFT/Auto	ADP	P.E. 01-14-23	11,824.87		977,315.76
01/19/2023	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	12,287.90		965,027.86
01/20/2023	EFT/Auto	Mainscape		19,893.12		945,134.74
01/20/2023	EFT/Auto	Mark Cooper	Reimbursement for Freeze protection purchase on personal c	658.30		944,476.44
01/20/2023	EFT/Auto	Meryman Environmental, Inc	INV# 20221259	3,562.00		940,914.44
01/20/2023	EFT/Auto	Pope's Water Systems, Inc.	71864 Inv #	6,261.75		934,652.69
01/23/2023			Deposit		503.14	935,155.83
01/25/2023			Deposit		820.00	935,975.83
01/26/2023	EFT/Auto	Square Inc	M. Lovejoy CH Rental Deposit Refund	292.10		935,683.73
01/27/2023	EFT/Auto	ADP	Inv # 623809684	155.21		935,528.52
01/31/2023		Clubhouse Rentals			170.00	935,698.52
01/31/2023	EFT/Auto	Square Inc	2.6% + .10 Square processing fees for CH Rentals	4.62		935,693.90
01/31/2023			Interest		64.46	935,758.36
				71,542.14	65,038.56	935,758.36

Lake St. Charles CDD
Profit & Loss Budget Performance
October 2022 through January 2023

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '22 Jan '23	Annual Budget	\$ Over Annual Budget	Comments
2							Revenue/Expense				
3							Revenue				
4							36100 - Interest Earnings				
5							Interest - General Fund	380	180	200	
6							Total 36100 - Interest Earnings	380	180	200	
7							General Fund Assessment-O&M				
8							General Fund Assessment Gross	1,208,223	1,283,257	(75,034)	
9							GF Prop Tax Interest	532	0	532	
10							GF Tax Collector Commissions	(23,206)	(25,665)	2,459	
11							GF Tax Payment Discount	(47,958)	(51,330)	3,372	
12							Total General Fund Assessment-O&M	1,137,591	1,206,262	(68,671)	
13											
14							Total 36310 - Special Assessment	1,137,591	1,206,262	(68,671)	
15							36311 - Excess Fees	7,226	0	7,226	
16							36900 - Miscellaneous Revenues			0	
17							Other Misc Revenue	5,864	1,200	4,664	
18							Rental	432	500	(68)	
19							Pool Snack Vending	0	475	(475)	
20							Total 36900 - Miscellaneous Revenues	6,296	2,175	4,121	
21							Total Revenue	1,151,493	1,208,617	(57,124)	
22											
24							Expense				
25							5110 - Legislative				
26							Employer Taxes	317	1,460	(1,143)	
27							Special District Fees	175	175	0	
28							Supervisor Fees	3,800	12,000	(8,200)	
29							Supervisor Payroll Service	273	900	(627)	
30							Total 5110 - Legislative	4,565	14,535	(9,970)	

Lake St. Charles CDD
Profit & Loss Budget Performance
October 2022 through January 2023

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '22 Jan '23	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	20,839	67,873	(47,034)	
37							Medical Stipend	900	2,400	(1,500)	
38							Payroll Service Charge	166	465	(299)	
39							Payroll Taxes - Employer Taxes	1,693	4,400	(2,707)	
40							Performance Stipend	0	0	0	
41							Total District F&A Employees	23,598	75,138	(51,540)	
42							Dues, Licenses & Fees	123	500	(377)	
43							General Insurance				
44							Crime	629	629	0	
45							General Liability	4,211	4,211	0	
46							Public Officials Liability & EP	3,460	3,460	0	
47							Total General Insurance	8,300	8,300	0	
48							Legal Advertising	1,682	3,000	(1,318)	
49							Local/Other Taxes	0	3,933	(3,933)	
50							Office Supplies	270	1,000	(730)	
51							Postage	0	250	(250)	
52							Printer Supplies	718	2,000	(1,282)	
53							Professional Development	0	1,000	(1,000)	
54							Technology Services/Upgrades	246	5,000	(4,754)	
55							Telephone	1,003	3,600	(2,597)	
56							Travel Per Diem	0	200	(200)	
57							Website Development & Monitor	346	2,650	(2,304)	
58							Total 51300 - Financial & Admin	37,285	120,771	(83,486)	
59							51400 - Legal Counsel				
60							District Counsel	244	8,000	(7,756)	

Lake St. Charles CDD
Profit & Loss Budget Performance
October 2022 through January 2023

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '22 Jan '23	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	267	2,000	(1,733)	
65							Total 52100 - Law Enforcement	267	3,000	(2,733)	
66							53100 - Electric Utility Svs	10,901	50,000	(39,099)	
67							53200 - Gas Utility Services	1,868	5,600	(3,732)	
68							53400 - Garbage/Solid Waste Svc	318	2,880	(2,562)	
69							53600 - Water/Sewer Services	4,641	9,800	(5,159)	
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	15	400	(385)	
75							Gas - Truck	315	1,800	(1,485)	
76							Irrigation Maintenance	1,943	15,800	(13,857)	
77							Landscape Maintenance Contract	41,022	137,400	(96,378)	
78							Misc. Landscape-Temporary Staff	0	3,000	(3,000)	
79							Misc. Landscape Maintenance	7,824	10,500	(2,676)	
80							Mulch	0	10,500	(10,500)	
81							New Plantings	730	8,000	(7,270)	
82							Pond & Stormwater Maint Contract	3,852	15,414	(11,562)	
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	77,212	236,230	(159,018)	

Lake St. Charles CDD
Profit & Loss Budget Performance
October 2022 through January 2023

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '22 Jan '23	Annual Budget	\$ Over Annual Budget	Comments
91							57200 - Parks & Recreation				
92							Auto Liability	901	755	146	
93							Club Facility Maintenance				
94							Club Facility Maintenance	2,248	5,000	(2,752)	
95							Clubhouse Supplies	437	2,300	(1,863)	
96							Locks/Keys	85	100	(15)	
97							Pool Snack Vending Items	0	300	(300)	
98							Total Club Facility Maintenance	2,770	7,700	(4,930)	
99							District Employees Payroll Exp				
100							Employer Workman Comp	6,451	9,360	(2,909)	
101							Facilities Monitor	14,421	47,175	(32,754)	
102							Medical Stipends	1,600	6,000	(4,400)	
103							Payroll Service Charge	897	2,500	(1,603)	
104							Payroll Taxes - Employer Taxes	4,754	16,500	(11,746)	
105							Performance Stipend		0		
106							Full-Time Hybrid Employee	9,433	35,360	(25,928)	
107							Property Maintenance Part-Time	804	1,625	(821)	
108							Property Maintenance Team Lead	12,860	41,871	(29,011)	
109							Property Manager	20,839	67,872	(47,033)	
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	84,060	265,496	(181,436)	
114							Dock Maintenance	0	400	(400)	
115							Drainage/ Nature Path/Trail Maintenance	0	1,800	(1,800)	
116							Park Facility Maintenance	1,058	7,000	(5,942)	
117							Parks & Rec Cell Phones	1,518	2,500	(982)	
118							Playground Maintenance	1,529	2,000	(471)	
119							Pool Maintenance Contract	5,771	23,500	(17,729)	
120							Pool Maintenance Repairs	210	12,000	(11,790)	
121							Sec System Monitoring Contract	103	400	(297)	

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122							Security Repairs	17	5,000	(4,983)	
123							Total 57200 - Parks & Recreation	97,937	328,551	(230,614)	
124							58003- Future CIP Projects and Reserves	241,874	473,333	(231,459)	
125							Total Expense	477,113	1,252,700	(775,587)	
126							Revenue Less Expenses	674,380	(44,083)	718,463	
127							Other Revenue/Expense				
128							Other Revenue				
129							FY 21-22 Carryover	241,036	241,036	0	
130							DEP Grant Reimbursement	0	231,998	(231,998)	
131							Total Other Revenue	241,036	473,034	(231,998)	
132											
133							Other Expense				
134							Unassigned CIP Projects	0	0	0	
135							58004-Lake Water Quality & Pond	5,292	187,915	(182,623)	
136							Total Other Expense	5,292	187,915	(182,623)	
137							Net Other Income	(237,290)	285,119	(237,290)	
138							Net Income	437,090	241,036	481,173	

Lake St. Charles CDD

Property Manager Expense Report

		January 2023			
	Type	Date	Memo	Account	Amount
Ace Hardware					
	Credit Card Charge	01/09/2023	Irrigation supplies	Irrigation Maintenance	31.37
	Credit Card Charge	01/10/2023	Bushing & tee	Misc. Landscape Maintenance	8.08
	Credit Card Charge	01/11/2023	Irrigation supplies	Irrigation Maintenance	16.94
	Credit Card Charge	01/13/2023	Spring snap	Misc. Landscape Maintenance	2.51
	Credit Card Charge	01/13/2023		Misc. Landscape Maintenance	45.72
Amazon.com					
	Credit Card Charge	01/06/2023	Camera Replacement	Club Facility Maintenance	89.99
	Credit Card Charge	01/06/2023	Volleyball net replaceme	Park Facility Maintenance	140.38
	Credit Card Charge	01/19/2023	Tool Holder	Misc. Landscape Maintenance	81.16
	Credit Card Charge	01/20/2023	Battery organizer case	Clubhouse Supplies	30.84
Batteries Plus Bulbs					
	Credit Card Charge	01/06/2023	batteries for golf cart	Misc. Landscape Maintenance	788.70
Bubbakoo's Burritos					
	Credit Card Charge	01/10/2023	Lunch for concrete crew	Misc. Landscape Maintenance	227.90
Hillsborough County Sheriff's Office					
	Bill	01/31/2023	1-10-23 admin charge	Park Facility Maintenance	32.00
	Bill	01/31/2023	1-10-23 mileage charge	Park Facility Maintenance	8.00
Home Depot					
	Credit Card Charge	01/06/2023	Irrigation Items	Irrigation Maintenance	41.50
	Credit Card Charge	01/09/2023	Irrigation Items	Irrigation Maintenance	35.08
	Credit Card Charge	01/10/2023	Irrigation Items	Irrigation Maintenance	108.81
	Credit Card Charge	01/12/2023	orange safety fence & pr	Misc. Landscape Maintenance	235.84
	Credit Card Charge	01/18/2023	Paint & brushes & angle	Misc. Landscape Maintenance	243.36
	Credit Card Credit	01/18/2023	Refund for paint	Misc. Landscape Maintenance	-91.96
	Credit Card Charge	01/19/2023	Paint & brushes	Misc. Landscape Maintenance	54.85
	Credit Card Charge	01/19/2023	Paint & brushes	Misc. Landscape Maintenance	107.90
Mainscape					
	Credit Card Charge	01/12/2023	Irrigation Services	Irrigation Maintenance	440.00
	Credit Card Charge	01/12/2023	Irrigation Services	Irrigation Maintenance	425.00
	Bill	01/31/2023	Irrigation Repair	Irrigation Maintenance	700.00
Mark Cooper					
	Bill	01/12/2023	Reimbursement for Free New Plantings		658.30
Security Concepts of Tampa					

	Type	Date	Memo	Account	Amount
Volleyball USA	Credit Card Charge	01/10/2023	Monitoring Jan-Mar	Sec System Monitoring Contract	103.20
	Credit Card Charge	01/20/2023	Volleyball net	Park Facility Maintenance	278.64
Winn Dixie	Credit Card Charge	01/03/2023	Water	Clubhouse Supplies	29.16
	Credit Card Charge	01/23/2023	Bleach	Clubhouse Supplies	6.44
	TOTAL				4,880