

Supervisor Packet for August 1, 2023 General Meeting

Table of Contents	i
Agenda for, August 1 , 2023	1
Consent Agenda	
Minutes from July 11, 2023 General Meeting	3
July Committee Minutes	
Treasurer’s Review Committee Minutes	6
Grounds and Security Committee Minutes	7
Management Committee Minutes.....	8
Strategic Planning Committee Minutes	9
June Financial Statements	
Funds Statement	10
Disbursement Authorization Report	11
Treasurer’s Report SouthState Bank	17
Budget Performance Report	19
Property Manager Expense Report	24
District Staff Reports	
July Property Manager Report.....	25

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

7:00 p.m., August 1, 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	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. July 11, 2023 Meeting Minutes b. Committee Meeting Minutes for July 2023 i. Treasurer's Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. June 2023 Financial Statements d. July 2023 Facilities Monitor Report (Separate from packet)

7:20-8:15	8. COMMITTEE REPORTS (55 Minutes)
	<ol style="list-style-type: none"> 1. Treasurer's Review Committee – Committee Chair Peacock 2. Grounds/Security Committee – Committee Chair Fannin <ol style="list-style-type: none"> a. Landscaping RFP Review 3. Management Committee – Committee Chair Nelson 4. Strategic Planning Committee – Committee Chair Brownlee <ol style="list-style-type: none"> a. App discussion
8:15- 8:25	10. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR NELSON (10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors
8:25-8:30	11. PROPERTY MANAGER (5 Minutes)
	Items for Consideration by Property Manager - Mark Cooper <ol style="list-style-type: none"> 1. Property Management Report
8:30–8:35	12. DISTRICT MANAGER (5 Minutes)
	Items for Consideration by District Manager – Adriana Urbina <ol style="list-style-type: none"> 1. District Manager Report
8:35 –8:45	13. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
8:45	ADJOURN



Date: July 11, 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
Mark Cooper, Property Manager
Luis Martinez, Facility Monitor

In attendance:

Lake St. Charles Residents

Meeting was called to order at 7:04 p.m. by Chair, Dave Nelson.

1. On **MOTION** by Supervisor Gianakos and second by Supervisor Peacock, the Board approved the, July 11, 2023 Consent Agenda consisting of the: June 6, 2023 General Meeting Minutes, the June Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the May 2023 Financial Reports and the Facility Monitor June 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 Nelson, the Board approved to accept and deposit the donations received for the District's butterfly garden in the amount of \$360.00. Funds will be deposited into the District's SouthState Operations account. Motion passed 5 to 0

3. On **MOTION** by Supervisor Peacock and Second by Supervisor Gianakos, the Board approved to deposit the funds received for the sale of the District's golf cart in the amount of \$1,500. Funds will be deposited into the District's SouthState Operations account. Motion passed 5 to 0

4. On **MOTION** by Supervisor Peacock and second by Supervisor Gianakos, the Board approved Resolution 2023-03 Lake St. Charles District FY 22-23 Budget Amendment. Motion passed 5 to 0

The Board reviewed and discussed the pictures of the encroaching properties. This encroachment was discovered when a property line confirmation was conducted prior to the beginning of the trail repair. Members of the Board felt that setting a precedent would prevent other homeowners from adding structures beyond the boundaries of their properties. A consistent approach should be maintained for future Boards.

5. On **MOTION** by Supervisor Nelson and Second by Supervisor Fannin, the Board approved to extend the General Meeting until 8:51PM. Motion passed 5 to 0

6. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board approved Legal Counsel to proceed with drafting letters offering license agreements. While also drafting letters requesting that fences/ structures be moved back to their property. Letters will be created as followed;

Property #1-Offer license for landscaping

Property #2-No license, move fence back to owner's property line.

Property #3- Offer license for landscaping, move fence back to owner's property line.

Property #4-No license, move fence back to owner's property line.

Property #5- Offer license for landscaping

Property #6- Offer license for landscaping

Property #7- Offer license for landscaping

Property #8- Offer license for landscaping, Move swing set back to owner's property line.

Property #9-No license, Move fire pit back to owner's property line.

Property #10-No license, Move fence and bird feeder back to owner's property line

Property #11- Offer license for landscaping

Property #12- Offer license for irrigation

Property #13- Offer license for irrigation

Property #14-No license, Request fence be moved back to property line.

The license agreements shall also state that no further landscape additions will be allowed, the licenses will not be transferable. If Homeowner decides to sell the property they will need to disclose the encroachment and advise the new buyer of actual property line. Motion passed 3 to 2 Supervisor Nelson & Fannin Voted NO

7. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board approved to schedule a rule's workshop within 2 months to review the fines assessed for rule violations. Motion passed 5 to 0
8. On **MOTION** by Supervisor Nelson and Second by Supervisor Fannin, the Board approved to extend the General Meeting until 9:12PM. Motion passed 5 to 0

Meeting adjourned at 9:12PM

Respectfully submitted,

Dave Nelson, Chair

Virginia Gianakos, Vice-Chair

Treasurer's Review Committee Meeting Minutes

Date: *Thursday, July 20, 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's Review Committee Meeting was canceled.

Grounds and Security Committee Meeting Minutes

Date: *Wednesday, July 19, 2023, at 11:00 AM.*

Committee Chairperson: *Supervisor, Rob Fannin*

Operations Manager: *Property Manager, Mark Cooper*

The Security Grounds Committee did not formerly meet but reviewed the bids received from the landscape maintenance RFP.

In summary, the 3 bids received are as follows:

COMPANY	BID AMOUNT	NOTES
Ted Tree Landscape Systems	\$137,400	Irrigation repairs \$65 / hour Material mark up 50%
LMP	\$189,120	Irrigation repairs \$70 / hour Material mark up 50%
Mainscape	\$151,821.50 \$155,621.50 with shrub fertilization	Includes irrigation repairs beyond valve

The bids are attached for Supervisor review.

If it is desired to bring any or all of the contractors in for questioning please inform the District Manager for allocation in the agenda and the Property Manager to make arrangements with the individual companies.

Management Committee Meeting Minutes

Date: *Wednesday, July 19, 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, July 18, 2023 @ 9:00 am.*

Committee Chairperson: *Supervisor, Marlon K Brownlee*

Operations Manager: *Property Manager, Mark Cooper*

The Strategic Planning Committee met and the District Manager, Adriana Urbina, was in attendance.

The committee chairperson stated that he could build an app to accommodate the Property Manager's request to have a means of communication and tracking for maintenance issues and tasks.

The meeting consisted of discussing how it might function and elements to be included. Supervisor Brownlee will present details to the Board at the August meeting.

The meeting adjourned at 12:00 pm.

Lake St. Charles CDD

Funds Statement

Apr '23 - Jun '23

	Apr '23	May '23	Jun '23	Category
Bank/Current Asset Accounts				
SouthState Bank Checking	509,330	416,538	345,148	Cash
SouthState Bank Money Market	255,504	255,619	255,724	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	1,533	1,384	1,483	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	766,367	673,541	602,355	
Cash (Checking/Savings)				
SouthState Bank Checking	509,330	416,538	345,148	
SouthState Bank Money Market	255,504	255,619	255,724	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	1,533	1,384	1,483	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
Total Cash Accounts	766,367	673,541	602,355	
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	766,367	673,541	602,355	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
SouthState Bank Money Market	255,504	255,619	255,724	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	255,504	255,619	255,724	

Lake St. Charles CDD Disbursement Authorization Report

June 2023

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check		06/09/2023	Solitude Lake Management	10000-SouthState Bank Checking	0.00
General Journal		09/30/2021	Solitude Lake Management	Accounts Payable	-28,162.80
TOTAL					-28,162.80
Check	Cash	06/13/2023	Mark Cooper	10200 - Petty Cash	-50.00
				Park Facility Maintenance	50.00
TOTAL					50.00
Check	EFT/Auto	06/02/2023	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	06/02/2023	Architectural Fountains, Inc.	10000-SouthState Bank Checking	-350.00
Bill	6 inch screen on fou	05/04/2023		Fountain in Lake	350.00
TOTAL					350.00
Bill Pmt -Check	EFT/Auto	06/02/2023	Persson & Cohen, P.A.	10000-SouthState Bank Checking	-193.50
Bill	Resident Inquiry	05/03/2023		District Counsel	193.50
TOTAL					193.50
Bill Pmt -Check	EFT/Auto	06/02/2023	Leaf	10000-SouthState Bank Checking	-161.99
Bill	Printer Lease & Insu	06/02/2023		Printer Supplies	161.99
TOTAL					161.99
Check	EFT/Auto	06/06/2023	TECO Electric	10000-SouthState Bank Checking	-4,603.74

Lake St. Charles CDD Disbursement Authorization Report

June 2023

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	104.37
				53100 - Electric Utility Svs	92.61
				53100 - Electric Utility Svs	248.20
				53100 - Electric Utility Svs	1,216.95
				53100 - Electric Utility Svs	89.07
				53100 - Electric Utility Svs	1,676.77
				53100 - Electric Utility Svs	525.41
				53100 - Electric Utility Svs	65.21
				53100 - Electric Utility Svs	207.45
				53100 - Electric Utility Svs	30.19
				53100 - Electric Utility Svs	25.70
				53100 - Electric Utility Svs	116.55
				53100 - Electric Utility Svs	25.85
				53100 - Electric Utility Svs	25.70
				53100 - Electric Utility Svs	25.85
				53100 - Electric Utility Svs	26.48
				53100 - Electric Utility Svs	25.85
				53100 - Electric Utility Svs	25.85
				53100 - Electric Utility Svs	25.85
				53100 - Electric Utility Svs	25.85
				53100 - Electric Utility Svs	25.85
				53100 - Electric Utility Svs	-2.02
TOTAL					4,603.74
Check	EFT/Auto	06/06/2023	Square Inc	10000-SouthState Bank Checking	-300.00
				Security/Renters Cards Deposits	300.00
TOTAL					300.00
Check	EFT/Auto	06/07/2023	TECO Electric	10000-SouthState Bank Checking	-75.02
				53100 - Electric Utility Svs	75.02
TOTAL					75.02

Lake St. Charles CDD Disbursement Authorization Report

June 2023

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	06/07/2023	TECO Gas Company	10000-SouthState Bank Checking	-79.37
TOTAL				53200 - Gas Utility Services	79.37
					79.37
Check	EFT/Auto	06/07/2023	ADP	10000-SouthState Bank Checking	-11,936.77
TOTAL				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	645.18
				Property Maintenance Part-Time	136.00
				Full Time Maintenance Employee	1,200.00
				Recreational Assistants	495.00
				Medical Stipend	200.00
				Medical Stipends	400.00
TOTAL					11,936.77
Sales Tax Payment	EFT/Auto	06/12/2023	Florida Department of Revenue	10000-SouthState Bank Checking	-22.25
TOTAL			Florida Department of Revenue	Sales Tax Payable	17.48
				Sales Tax Payable	4.77
				Sales Tax Payable	-0.05
				Sales Tax Payable	-0.11
				Sales Tax Payable	0.16
TOTAL					22.25
Check	EFT/Auto	06/16/2023	ADP	10000-SouthState Bank Checking	-148.02
TOTAL				Payroll Service Charge	18.50

Lake St. Charles CDD Disbursement Authorization Report

June 2023

Type	Num	Date	Name	Account	Original Amount
				Payroll Service Charge	129.52
TOTAL					148.02
Bill Pmt -Check	EFT/Auto	06/21/2023	Florida Department of Health	10000-SouthState Bank Checking	-575.35
Bill	29-60-02055,56,57	06/21/2023		Pool Maintenance Repairs	150.00
				Pool Maintenance Repairs	150.00
				Pool Maintenance Repairs	275.00
				Pool Maintenance Repairs	0.35
TOTAL					575.35
Check	EFT/Auto	06/21/2023	ADP	10000-SouthState Bank Checking	-13,225.44
				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	680.15
				Property Maintenance Part-Time	102.00
				Full Time Maintenance Employee	1,200.00
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
				Recreational Assistants	1,314.50
TOTAL					13,225.44
Bill Pmt -Check	EFT/Auto	06/22/2023	Tampa Bay Times	10000-SouthState Bank Checking	-248.50
Bill	Landscaping RFP noti	06/07/2023		Legal Advertising	248.50
TOTAL					248.50
Bill Pmt -Check	EFT/Auto	06/22/2023	Verizon Wireless	10000-SouthState Bank Checking	-72.22

Lake St. Charles CDD Disbursement Authorization Report

June 2023

	Type	Num	Date	Name	Account	Original Amount
	Bill	04-24-23 to 05-23-23	05/23/2023		Telephone	72.22
TOTAL						72.22
	Check	EFT/Auto	06/23/2023	Square Inc	10000-SouthState Bank Checking	-55.00
					Rental	55.00
TOTAL						55.00
	Bill Pmt -Check	EFT/Auto	06/24/2023	SunTrust Credit Card	10000-SouthState Bank Checking	-13,129.32
	Bill	Jun CC Statement	06/24/2023		13500 - Truist Visa Card	13,129.32
TOTAL						13,129.32
	Bill Pmt -Check	EFT/Auto	06/28/2023	Hardeman Landscape Nursery, Inc	10000-SouthState Bank Checking	-27,336.60
	Bill	Nature Trail	06/01/2023		58003-Future CIP Projects & Res	27,336.60
TOTAL						27,336.60
	Bill Pmt -Check	EFT/Auto	06/28/2023	Mainscape	10000-SouthState Bank Checking	-340.00
	Bill	Irrigation Repair	05/31/2023		Irrigation Maintenance	340.00
TOTAL						340.00
	Bill Pmt -Check	EFT/Auto	06/28/2023	Meryman Environmental, Inc	10000-SouthState Bank Checking	-2,697.00
	Bill	INV# 20230602	06/01/2023		58004-Lake Water Quality & Pond	2,697.00
TOTAL						2,697.00
	Bill Pmt -Check	EFT/Auto	06/28/2023	Resource Group US LLC	10000-SouthState Bank Checking	-700.00
	Bill	INV# 1134	06/10/2023		Misc. Landscape Maintenance	700.00
TOTAL						700.00

Lake St. Charles CDD Disbursement Authorization Report

June 2023

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	EFT/Auto	06/28/2023	Zebra Cleaning Team, Inc.	10000-SouthState Bank Checking	-1,925.00
Bill	June 23 Pool Cleanin	06/01/2023		Pool Maintenance Contract	1,925.00
TOTAL					1,925.00
Bill Pmt -Check	EFT/Auto	06/28/2023	Zebra Cleaning Team, Inc.	10000-SouthState Bank Checking	-4,971.00
Bill	Spa heater repair	06/05/2023		Pool Maintenance Repairs	4,971.00
TOTAL					4,971.00
Check	EFT/Auto	06/30/2023	Square Inc	10000-SouthState Bank Checking	-9.30
				Rental	9.30
TOTAL					9.30
Check	EFT/Auto	06/30/2023	Square Inc	10000-SouthState Bank Checking	-5.37
				Rental	5.37
TOTAL					5.37
Check	EFT/Auto	06/30/2023	ADP	10000-SouthState Bank Checking	-164.80
				Payroll Service Charge	10.98
				Payroll Service Charge	98.92
				Supervisor Payroll Service	54.90
TOTAL					164.80

Treasurer's Report - SouthState Account

June 2023

06/1/23 - 06/30/23

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						416,552.66
06/01/2023			Deposit		43.73	416,596.39
06/02/2023	EFT/Auto	ADP		143.22		416,453.17
06/02/2023	EFT/Auto	Architectural Fountains, Inc.	05042303E Inv #	350.00		416,103.17
06/02/2023	EFT/Auto	Persson & Cohen, P.A.	Acct # LakStCharles INV#3584	193.50		415,909.67
06/02/2023			Deposit		58.24	415,967.91
06/02/2023	EFT/Auto	Leaf	Printer Lease & Insurance	161.99		415,805.92
06/06/2023			Deposit		1,514.10	417,320.02
06/06/2023	EFT/Auto	TECO Electric	06980007400 Acct #	4,603.74		412,716.28
06/06/2023			Deposit		29.02	412,745.30
06/06/2023	EFT/Auto	Square Inc	CH Rental Deposit Refund	300.00		412,445.30
06/07/2023	EFT/Auto	TECO Electric	221005960721 Acct #	75.02		412,370.28
06/07/2023	EFT/Auto	TECO Gas Company	221003603224 Acct #	79.37		412,290.91
06/07/2023	EFT/Auto	ADP	P.E. 06-03-23	11,936.77		400,354.14
06/08/2023			Deposit		14.51	400,368.65
06/09/2023		Solitude Lake Management	QuickBooks generated zero amount transaction for bill payment stub		0.00	400,368.65
06/09/2023			Deposit		29.12	400,397.77
06/12/2023	EFT/Auto	Florida Department of Revenue		22.25		400,375.52
06/14/2023			Deposit		43.63	400,419.15
06/15/2023			Deposit		43.63	400,462.78
06/16/2023			Deposit		9,935.27	410,398.05
06/16/2023	EFT/Auto	ADP		148.02		410,250.03
06/21/2023	EFT/Auto	Florida Department of Health	29-60-02055, 29-60-02056, 29-60-02057 permit numbers	575.35		409,674.68
06/21/2023	EFT/Auto	ADP	P.E. 06-17-23	13,225.44		396,449.24
06/22/2023	EFT/Auto	Tampa Bay Times	Acct# 105743	248.50		396,200.74
06/22/2023	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	72.22		396,128.52
06/23/2023	EFT/Auto	Square Inc	Evening CH Cancellation	55.00		396,073.52
06/24/2023	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	13,129.32		382,944.20
06/27/2023			Deposit		29.12	382,973.32
06/28/2023	EFT/Auto	Hardeman Landscape Nursery, Inc	INV# 39549	27,336.60		355,636.72
06/28/2023	EFT/Auto	Mainscape	INV #1288833	340.00		355,296.72
06/28/2023	EFT/Auto	Meryman Environmental, Inc	INV# 20230602	2,697.00		352,599.72

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
06/28/2023	EFT/Auto	Resource Group US LLC	INV# 1134	700.00		351,899.72
06/28/2023	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 0036	1,925.00		349,974.72
06/28/2023	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 5254	4,971.00		345,003.72
06/30/2023		Vending Sales			100.75	345,104.47
06/30/2023	EFT/Auto	Square Inc	2.6% + .10 Square processing fees for Vending	9.30		345,095.17
06/30/2023	EFT/Auto	Square Inc	2.6% + .10 Square processing fees for CH Rentals	5.37		345,089.80
06/30/2023		Clubhouse Rentals			195.00	345,284.80
06/30/2023	EFT/Auto	ADP		164.80		345,120.00
06/30/2023		Interest			27.53	345,147.53
				83,468.78	12,063.65	345,147.53

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '22 Jun '23	Annual Budget	\$ Over Annual Budget	Comments
2							Revenue/Expense				
3							Revenue				
4							36100 - Interest Earnings				
5							Interest - General Fund	1,102	180	922	
6							Total 36100 - Interest Earnings	1,102	180	922	
7							General Fund Assessment-O&M				
8							General Fund Assessment Gross	1,285,030	1,283,257	1,773	
9							GF Prop Tax Interest	1,117	0	1,117	
10							GF Tax Collector Commissions	(24,742)	(25,665)	923	
11							GF Tax Payment Discount	(48,498)	(51,330)	2,832	
12							Total General Fund Assessment-O&M	1,212,908	1,206,262	6,646	
13											
14							Total 36310 - Special Assessment	1,212,908	1,206,262	6,646	
15							36311 - Excess Fees	7,226	0	7,226	
16							36900 - Miscellaneous Revenues			0	
17							Other Misc Revenue	6,630	1,200	5,430	
18							Rental	1,349	500	849	
19							Pool Snack Vending	184	475	(291)	
20							Total 36900 - Miscellaneous Revenues	8,163	2,175	5,988	
21							Total Revenue	1,229,399	1,208,617	20,782	
22											
24							Expense				
25							5110 - Legislative				
26							Employer Taxes	735	1,460	(725)	
27							Special District Fees	175	175	0	
28							Supervisor Fees	8,800	12,000	(3,200)	
29							Supervisor Payroll Service	654	900	(246)	
30							Total 5110 - Legislative	10,364	14,535	(4,171)	

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '22 Jun '23	Annual Budget	\$ Over Annual Budget	Comments
31							51300 - Financial & Admin				
32							Accounting Services	0	500	(500)	
33							Auditing Services	13,500	13,500	0	
34							Banking & Investment Mgmt Fees	15	200	(185)	
35							District F&A Employees				
36							District Manager	49,553	67,873	(18,320)	
37							Medical Stipend	1,800	2,400	(600)	
38							Payroll Service Charge	384	465	(81)	
39							Payroll Taxes - Employer Taxes	3,977	4,400	(423)	
40							Performance Stipend	0	0	0	
41							Total District F&A Employees	55,715	75,138	(19,423)	
42							Dues, Licenses & Fees	173	500	(327)	
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	1,931	3,000	(1,070)	
49							Local/Other Taxes	3,934	3,933	1	
50							Office Supplies	1,114	1,000	114	
51							Postage	19	250	(231)	
52							Printer Supplies	1,584	2,000	(416)	
53							Professional Development	0	1,000	(1,000)	
54							Technology Services/Upgrades	1,643	5,000	(3,357)	
55							Telephone	2,337	3,600	(1,263)	
56							Travel Per Diem	0	200	(200)	
57							Website Development & Monitor	2,748	2,650	98	
58							Total 51300 - Financial & Admin	93,013	120,771	(27,758)	
59							51400 - Legal Counsel				

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '22 Jun '23	Annual Budget	\$ Over Annual Budget	Comments
60							District Counsel	463	8,000	(7,537)	
61							Total 51400 - Legal Counsel	463	8,000	(7,537)	
62							52100 - Law Enforcement				
63							Car Maintenance & Repairs	2,041	1,000	1,041	
64							Car Gas	607	2,000	(1,393)	
65							Total 52100 - Law Enforcement	2,649	3,000	(351)	
66							53100 - Electric Utility Svs	36,206	50,000	(13,795)	
67							53200 - Gas Utility Services	3,680	5,600	(1,920)	
68							53400 - Garbage/Solid Waste Svc	1,113	2,880	(1,767)	
69							53600 - Water/Sewer Services	6,872	9,800	(2,928)	
70							53900 - Physical Environment				
71							Entry & Walls Maintenance	2,020	2,000	20	
72							Ford F250 Maintenance & Repair	2,904	2,000	904	
73							Fountain in Lake	350	3,000	(2,650)	
74							Gas - Equipment	113	400	(287)	
75							Gas - Truck	824	1,800	(976)	
76							Irrigation Maintenance	4,130	15,800	(11,670)	
77							Landscape Maintenance Contract	108,211	137,400	(29,189)	
78							Misc. Landscape-Temporary Staff	0	3,000	(3,000)	
79							Misc. Landscape Maintenance	14,106	10,500	3,606	
80							Mulch	32	10,500	(10,468)	
81							New Plantings	807	8,000	(7,193)	
82							Pond & Stormwater Maint Contract	10,272	15,414	(5,142)	
83							Pond 9,22,23,&24 Aeration Maint	1,428	1,429	(1)	
84							Lake#27 Aeration Maint	2,381	2,381	(0)	
85							Fountain Maint #21	413	552	(139)	
86							Property Insurance Contract	17,795	15,542	2,253	
87							Sod Replacement	0	4,000	(4,000)	
88							Mitigation Maint Contract	759	1,012	(253)	
89							Midge Survey	0	1,500	(1,500)	

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '22 Jun '23	Annual Budget	\$ Over Annual Budget	Comments
90							Total 53900 - Physical Environment	166,545	236,230	(69,685)	
91							57200 - Parks & Recreation				
92							Auto Liability	901	755	146	
93							Club Facility Maintenance				
94							Club Facility Maintenance	3,951	5,000	(1,049)	
95							Clubhouse Supplies	1,537	2,300	(763)	
96							Locks/Keys	505	100	405	
97							Pool Snack Vending Items	216	300	(84)	
98							Total Club Facility Maintenance	6,210	7,700	(1,490)	
99							District Employees Payroll Exp				
100							Employer Workman Comp	6,451	9,360	(2,909)	
101							Facilities Monitor	34,380	47,175	(12,795)	
102							Medical Stipends	3,800	6,000	(2,200)	
103							Payroll Service Charge	2,117	2,500	(383)	
104							Payroll Taxes - Employer Taxes	11,124	16,500	(5,376)	
105							Performance Stipend	0	0	0	
106							Full-Time Hybrid Employee	19,094	35,360	(16,266)	
107							Property Maintenance Part-Time	2,147	1,625	522	
108							Property Maintenance Team Lead	30,575	41,871	(11,296)	
109							Property Manager	49,553	67,872	(18,319)	
110							Grant Management (Reimbursed)	12,000	24,333	(12,333)	
111							Recreational Assistants	1,810	10,000	(8,191)	
112							Hills Cnty Off Duty Sheriff	222	2,900	(2,678)	
113							Total District Employees Payroll Exp	173,273	265,496	(92,223)	
114							Dock Maintenance	0	400	(400)	
115							Drainage/ Nature Path/Trail Maintenance	4,264	1,800	2,464	
116							Park Facility Maintenance	4,426	7,000	(2,574)	
117							Parks & Rec Cell Phones	1,542	2,500	(958)	
118							Playground Maintenance	1,529	2,000	(471)	
119							Pool Maintenance Contract	19,250	23,500	(4,250)	

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '22 Jun '23	Annual Budget	\$ Over Annual Budget	Comments
120							Pool Maintenance Repairs	7,858	12,000	(4,142)	
121							Sec System Monitoring Contract	310	400	(90)	
122							Security Repairs	1,968	5,000	(3,032)	
123							Total 57200 - Parks & Recreation	221,530	328,551	(107,021)	
124							58003- Future CIP Projects and Reserves	471,129	473,333	(2,204)	
125							Total Expense	1,013,564	1,252,700	(239,136)	
126							Revenue Less Expenses	215,835	(44,083)	259,918	
127							Other Revenue/Expense				
128							Other Revenue				
129							FY 21-22 Carryover	241,036	241,036	0	
130							DEP Grant Reimbursement	122,175	231,998	(109,823)	
131							Total Other Revenue	241,036	473,034	(109,823)	
132											
133							Other Expense				
134							Unassigned CIP Projects	68,887	241,036	(172,149)	
135							58004-Lake Water Quality & Pond	169,538	187,915	(18,377)	
136							Total Other Expense	238,425	428,951	(190,526)	
137							Net Other Income	(348,248)	44,083	(348,248)	
138							Net Income	(132,413)	0	(88,330)	

Lake St. Charles CDD

Property Manager Expense Report

June 2023

	Type	Date	Memo	Account	Amount
Ace Hardware					
	Credit Card Charge	06/13/2023	Irrigation Items	Irrigation Maintenance	41.85
	Credit Card Charge	06/13/2023	Irrigation Items	Irrigation Maintenance	9.85
	Credit Card Charge	06/13/2023	Hat	Clubhouse Supplies	12.59
	Credit Card Charge	06/13/2023	Coupling, sprinkler & mc	Misc. Landscape Maintenance	53.68
	Credit Card Charge	06/15/2023	Irrigation Items	Irrigation Maintenance	79.68
	Credit Card Charge	06/16/2023	Irrigation Items	Irrigation Maintenance	11.27
	Credit Card Charge	06/16/2023	Irrigation Items	Irrigation Maintenance	31.47
	Credit Card Charge	06/20/2023	Chain oil & safety glasse	Misc. Landscape Maintenance	35.98
	Credit Card Charge	06/20/2023	straps	Misc. Landscape Maintenance	23.69
	Credit Card Charge	06/20/2023	cable ties & tie downs	Misc. Landscape Maintenance	52.50
	Credit Card Charge	06/21/2023	Irrigation Items	Irrigation Maintenance	3.58
Amazon.com					
	Credit Card Charge	06/02/2023	Shirts for Maint	Clubhouse Supplies	45.96
	Credit Card Charge	06/02/2023	Shirts for Maint	Clubhouse Supplies	46.32
	Credit Card Charge	06/15/2023	lanyards	Clubhouse Supplies	15.99
Home Depot					
	Credit Card Charge	06/02/2023	Paint, glue, sprayers	Park Facility Maintenance	249.81
	Credit Card Charge	06/06/2023	Concrete & Gfl	Park Facility Maintenance	106.72
	Credit Card Charge	06/12/2023	water line to park pvc pi	Park Facility Maintenance	247.92
	Credit Card Charge	06/15/2023	water line to park pvc pi	Park Facility Maintenance	212.29
	Credit Card Charge	06/21/2023	Marble chips	Park Facility Maintenance	19.41
Lowe's Commerical Services					
	Credit Card Charge	06/13/2023	PVC pipe for waterline	NaturePath/Trail/Drainage Maint	39.00
Resource Group US LLC					
	Bill	06/10/2023	Grapple truck service	Misc. Landscape Maintenance	700.00
Sam's Club					
	Credit Card Charge	06/14/2023	Water	Clubhouse Supplies	40.87
SiteOne Landscape Supply					
	Credit Card Charge	06/22/2023	Valve Box	NaturePath/Trail/Drainage Maint	31.90
Wysiwash					
	Credit Card Charge	06/20/2023	Mat cleaner	Club Facility Maintenance	296.75
TOTAL					2,409

August 1 , 2023, Property Manager's Report

The landscape RFP bids were received and a summary is included in the Security Grounds Committee Report. Additionally, I sent each supervisor all 3 complete bid packages.

I would like to make a request to the Board that a 2-yard dumpster be placed by the maintenance garage. As it is not an immediate need I recommend. Yes, you start at the commencement of our new physical year, October 1, and be included in next year's budget. Our current clubhouse dumpster is a 4-yard dumpster. The cost of the additional dumpster would be \$150 per month with a once-a-week pick-up. This additional dumpster. Will add efficiency. To staff for cleaning up the property. So that they don't have too continually. Run everything to one location, particularly when they are doing dog stations and trash. once their collection capacity is met, No matter where on the property. That occurs, they have to. Run to the clubhouse dumpster to empty their containers. Additionally, about half of our maintenance trash is generated at the garage.

The replacement of the awnings at the clubhouse is scheduled to be included in next year's CIP. expenditures. Recently. I sent all board members a link to the available fabric colors. Please weigh in on your preferences so that I may obtain samples prior to ordering. The cost to replace all three awnings is \$20,000.

I am working with Miller recreation. to secure the Hillsborough County permit for the playground.

It is my intention to present a master plan for the park area and itemize my recommendations of projects for the upcoming year at the October Board meeting.

FDEP Grant Update.

The first of three required reports was submitted and approved.

The data from the second phase of the project was sent to the consultant to analyze and produce the second required report.

The fourth and final technology to remove phosphorus from the lake water was installed July 25, 2023, which commenced the third and final phase. The testing and operation of the grant should conclude January 25th, 2024, pending no further delays. The final report should be approved by April 2024 successfully marking the conclusion of the grant.