

Supervisor Packet for September 12, 2023 General Meeting

Table of Contents	i
Agenda for, September 12, 2023	1
Consent Agenda	
Minutes from August 1, 2023 General Meeting	3
August Committee Minutes	
Treasurer’s Review Committee Minutes	6
Draft of letter for encroaching residents	7
Draft of License agreement for encroaching residents	8
Part-Time Employee Proposal	9
Resolution 2023-04 LSC District Budget & Assessment Roll Adoption	16
Grounds and Security Committee Minutes	29
Management Committee Minutes.....	30
Property Manager Salary Increase	31
Strategic Planning Committee Minutes	40
July Financial Statements	
Funds Statement	41
Disbursement Authorization Report	42
Treasurer’s Report SouthState Bank	46
Budget Performance Report	47
Property Manager Expense Report	52
District Staff Reports	
August Property Manager Report	53

Lake St. Charles Community Development District
Board of Supervisors' General Meeting Agenda
7:00 p.m., September 12, 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. August 1, 2023 Meeting Minutes b. Committee Meeting Minutes for August 2023 <ol style="list-style-type: none"> i. Treasurer's Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. July 2023 Financial Statements d. August 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 <ol style="list-style-type: none"> a. The Treasurer's Review Committee recommends a Motion to approve the letters and agreements as written by the District's Legal Counsel for residents encroaching on District property. b. New employee discussion c. The Treasurer's Review Committee recommends a Motion to approve Resolution 2023-04 Lake St. Charles District Budget and Assessment Roll Adoption. 2. Grounds/Security Committee – Committee Chair Fannin 3. Management Committee – Committee Chair Nelson <ol style="list-style-type: none"> a. Property Manager Pay Increase Discussion 4. Strategic Planning Committee – Committee Chair Brownlee
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: August 1, 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 7:03 p.m. by Chair, Dave Nelson.

The Board discussed the need of an additional trash dumpster near the maintenance shed. Currently, the dumpster in the parking lot of the clubhouse is constantly filled by unauthorized individuals. This prevents staff from disposing of trash collected from the streets and trails.

1. On **MOTION** by Supervisor Peacock and second by Supervisor Gianakos, the Board approved the addition of a 2 yard trash dumpster at a cost of \$149 a month. The dumpster is to be installed in the park near the maintenance shed. Motion passed 5 to 0
2. On **MOTION** by Supervisor Peacock and second by Supervisor Brownlee, the Board approved the, August 1, 2023 Consent Agenda consisting of the: July 11, 2023 General Meeting Minutes, the July Committee Meeting Minutes from the Strategic

Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the June 2023 Financial Reports and the Facility Monitor July 2023 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0

3. On **MOTION** by Supervisor Fannin and Second by Supervisor Gianakos, the Board approved to request the presence of the HCSO Shift Commander for the purpose of answering questions regarding police availability in the community Motion passed 5 to 0
4. On **MOTION** by Supervisor Gianakos and Second by Supervisor Fannin, the Board approved the bid submitted by Red Tree Landscape Systems for the landscaping care of the community's common ground in the amount of \$137,400 per year to commence September 1, 2023. 3 year contract will be supplied with a 3% escalator applied the third year. Motion passed 5 to 0
5. On **MOTION** by Supervisor Nelson and second by Supervisor Gianakos, the Board approved canceling the Mainscape, Inc contract. 30 day notice will be given to the company with their final month of service being August 2023. Motion passed 5 to 0
6. On **MOTION** by Supervisor Nelson and Second by Supervisor Fannin, the Board approved to extend the General Meeting until 9:15PM. Motion passed 5 to 0

Supervisor Fannin exited the meeting at 8:40PM

7. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board approved to contract with Mr. Brownlee for the creation and usage of a maintenance communication app. This app will be used to facilitate communication between Board members and staff. It will allow better reporting of maintenance issues within the community and timely responses upon completion of repairs. The cost of the app will be at \$200 at month. Motion passed 3 to 0 Supervisor Brownlee abstained from voting
8. On **MOTION** by Supervisor Peacock and Second by Supervisor Gianakos, the Board approved a payment of \$8,500 to Facility Monitor, Luis Martinez for the completion of the camera project in the community park. Motion passed 4 to 0
9. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board approved to accept Supervisor Nelson's resignation dated October 3, 2023 after the General Meeting. The Board thanked Supervisor Nelson for his many years of service to the community. Motion passed 3 to 0 Supervisor Nelson abstained from voting

10. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board approved to accept resumes of interested candidates for the upcoming open Board seat until September 15, 2023. The Board will appoint a candidate at the October Board of Supervisor's Meeting. Motion passed 4 to 0

Meeting adjourned at 9:15PM

Respectfully submitted,

Dave Nelson, Chair

Virginia Gianakos, Vice-Chair

Treasurer's Review Committee Meeting Minutes

Date: *Thursday, August 17, 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 and discussed Resolution 2023-04 Lake St. Charles District Budget & Assessment Roll.

The Treasurer's Review Committee recommends a Motion to approve Resolution 2023-04 Lake St. Charles District Budget and Assessment Roll Adoption.

-The Committee discussed creating a monthly mileage log for Facility Monitor.
Adriana will work with Luis to create a log.

-The Committee discussed the possibility of hiring a part time Facility Monitoring. Cost proposal will be included in Supervisor Packet for discussion.

The Committee reviewed the letters and license agreements supplied by Legal Counsel for encroaching residents. Letter and agreement will be included in packet for Board review and approval.

The Treasurer's Review Committee recommends a Motion to approve the letters and agreements as written by the District's Legal Counsel for residents encroaching on District property.

[Lake St. Charles Community Development District Letterhead]

[DATE]

[Homeowner]

[Address]

[Address]

Via Certified and Regular Mail: [certified mail#]

Re.: Encroachment and License Agreement Request

Dear [Homeowner]:

As many members of our community are already aware, the Lake St. Charles Community Development District ("District") has undertaken taken the process of refurbishing and rehabilitating the District amenities including the trail that runs adjacent to your property located at [Address]. While preparing the property surveys to begin construction on the trail, the District has discovered encroachments on District-owned property including at your address. Specifically, the District has discovered the following encroachment: [description and/or picture].

At this time, the District is requesting that property owners avail themselves of one of two actions: 1) Remove the encroaching improvements from District-owned property, or 2) Enter into a License Agreement with the District for use of the District's property. The proposed License Agreement is enclosed for your review if you decide not to remove the existing encroachment.

Please be advised that the District is requesting a response to this correspondence no later than November 1, 2023. If the License Agreement is not executed or the encroachment is not removed by this date, the District will proceed in the manner provided by law.

If you have any questions regarding this matter, please contact District Manager Adriana Urbina at (813)741-9768 or districtmgr@lakestcharles.org.

[Signature Block]

Enclosures: License Agreement and Exhibits (3)

CC: Lake St. Charles Board of Supervisors

Regina A. Kardash, Esq., District Counsel

Recording Return To:
Regina A. Kardash, Esq.
Persson, Cohen, Mooney, Fernandez & Jackson, P.A.
6853 Energy Court
Lakewood Ranch, FL 34240

AGREEMENT

This License Agreement (this “**Agreement**”) is made as of the ____ day of _____, 2023, between LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT, a community development district organized under the laws of the State of Florida (“**Licensor**”), and [homeowner name (indicate married/single)], the owner of real property within the District, generally located at [real property address] are hereinafter referred to as “**Licensee**”).

Recitals

WHEREAS, Licensor is the owner of certain real property described on Exhibit A, attached hereto (the “**Lake St. Charles Property**”).

WHEREAS, Licensee is the home owner of a residential real property described on Exhibit B, located adjacent the Lake St. Charles Property (“**Home**”).

WHEREAS, Licensee has encroached on the Lake St. Charles Property, as depicted on Exhibit C (the “**Encroachment Area**”), by installing the following improvements without the consent of the Licensor: [describe the encroachment].

WHEREAS, Licensor will not require the removal of such improvements pursuant to the terms of this Agreement which include maintenance of the improvements and will only require removal of the improvements pursuant to the terms contained herein.

WHEREAS, Licensor hereby grants Licensee a license for the maintenance, use or removal of the existing improvements only (the “**Approved Use**”) over, on, and through the Encroachment Area for the Approved Use.

NOW, THEREFORE, for and in consideration of the foregoing recitals, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties have agreed as follows:

Agreement

1. Recitals. The Recitals are true and correct and, by this reference, are incorporated into and made a part of this Agreement.

2. License. Licensor hereby grants to Licensee a non-exclusive license to use the Encroachment Area only for the Approved Use (the “**License**”).

3. Term. Unless terminated sooner pursuant to the terms hereof, the term of this Agreement and the License granted herein (the “**Term**”) shall commence on upon the recording

of this Agreement in the Public Records of Lake St. Charles Community Development District, Hillsborough County, Florida, and shall terminate upon the transfer of the Licensee's real property, at which time the encroaching improvements must be removed. This Agreement shall also be terminated where (a) any party is in default of this Agreement and the defaulting party has failed to cure such default during the fifteen (15) day cure period set forth in Section 6 herein, and the non-defaulting party has elected to terminate this Agreement upon written notice to the defaulting party, or (b) applicable laws or governmental regulations have changed such that one or more material provisions of this Agreement are no longer enforceable by Licensors, or (c) the uses in the Encroachment Area have been enhanced or expanded beyond the existing condition at the time of execution of this Agreement. Upon termination of this Agreement, Licensee shall immediately cease utilization of the Lake St. Charles Property and restore it to its original condition at the Licensee's expense.

4. Use and Maintenance. Licensee shall have the right to access and utilize the Encroachment Area for the Approved Use. Licensee shall comply with all applicable laws, ordinances, regulations, and codes related to the Approved Use of the Lake St. Charles Property. Any damage or destruction to Licensors' property in connection with this License shall be promptly repaired at sole cost to the Licensee to its pre-existing condition or better.

5. Indemnification. In exchange for the consideration previously referenced herein, the receipt and sufficiency of which are again acknowledged by Licensee, Licensee ("Indemnitor") hereby agrees to hold harmless and indemnify Licensors ("Indemnitee") from any liability for injury, loss, accident or damage to any person or property, and from any claims, actions, proceedings and expenses and costs in connection therewith (including, without limitation, reasonable counsel fees), (i) arising from (a) the omission, fault, willful act, negligence or other misconduct of Licensee, or Licensee's contractors, licensees, agents, or invitees in or on the Encroachment Area, or (b) any use made, or matter done, or occurring on the Encroachment Area in connection with this License by Licensee, or Licensee's contractors, licensees, agents, or invitees, or (ii) resulting from the failure of Licensee to perform or discharge its covenants and obligations associated with the Encroachment Area under this Agreement.

6. Default. In the event Licensee or Licensors is in default in the performance of any of such parties' respective obligations under this Agreement, and such default is not cured within fifteen (15) calendar days after written notice thereof, then the non-defaulting party (either Licensee or Licensors, as the case may be) shall have all rights available under the law including but not limited to the following remedies: injunctive relief, damages, and termination of this Agreement. As set forth in Section 3 above, upon the termination of this Agreement, all rights of Licensee hereunder shall terminate.

7. Assignment. This Agreement is personal to Licensee and may not be assigned by Licensee without the express written consent of Licensors.

8. Counterpart Execution. This Agreement may be executed in any number of counterparts, each of which shall be an original and all of which taken together shall constitute one and the same instrument. Electronic signatures on this Agreement or any amendment of this Agreement shall be valid and enforceable to the same extent as original signatures.

9. Recording. This Agreement shall be recorded in the Official Records of Lake St. Charles Community Development District, Hillsborough County, Florida and is intended to run with the land governed until terminated as provided herein.

10. Attorney Fees, Governing Law and Venue. In connection with any litigation arising out of or in connection with this Agreement, the prevailing party shall be entitled to recover all of such party's expenses incurred in connection therewith, including reasonable attorney's fees and costs at the trial and appellate levels, at bankruptcy proceedings and proceedings to determine entitlement to and reasonableness of the amount of such fees and costs. The laws of the State of Florida shall govern this Agreement. -Any legal action instituted hereunder shall be brought in Hillsborough County, Florida.

IN WITNESS WHEREOF, Licensors and Licensees have duly executed this Agreement as of the date first set forth above.

Licensors:

Witnesses:

Print Name: _____

Print Name: _____

LAKE ST. CHARLES COMMUNITY
DEVELOPMENT DISTRICT, a community
development district organized under the laws
of the State of Florida

By: _____
Name: _____
Title: _____
Date: _____

Homeowner:

[name and address]

Witnesses:

Print Name: _____

By: _____
Name: _____
Title: _____
Date: _____

Print Name: _____

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

ACKNOWLEDGED before me by means of _____ physical presence or _____ online notarization this _____ day of _____, 2023, by _____, as _____ of Lake St. Charles Community Development District, a community development district organized under the laws of the state of Florida, on behalf of Lake St. Charles Community Development District, who is personally known to me or has produced _____ as identification.

Notary Public
Print Name: _____
My Commission Expires: _____

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

ACKNOWLEDGED before me by means of _____ physical presence or _____ online notarization this _____ day of _____, 2023, by _____, as owner of real property within the District, which is generally located at [address], who is personally known to me or has produced _____ as identification.

Notary Public
Print Name: _____
My Commission Expires: _____

EXHIBIT “A”

LEGAL DESCRIPTION OF LAKE ST. CHARLES PROPERTY

EXHIBIT “B”

LEGAL DESCRIPTION OF HOMEOWNER’S PROPERTY

EXHIBIT “C”

DEPICTION OF EXISTING ENCROACHMENT

New Part- Time Employee Proposal

30 hours at \$12 an hour	\$18,720
Medical Stipend	\$900
Payroll Taxes 7.5%	\$1,663
Total	\$21,283

The hiring of an additional monitor will reduce the need of hiring pool monitors during the summer. Upon Board approval \$11,000 from the pool monitors line will be used to fund the new monitor's line causing an overall increase of \$10,283 to the FY23-24 budget.

LSC CDD Resolution 2023-04

[Lake St. Charles District Budget and Assessment
Roll Adoption]

Approved by the Lake St. Charles BOS of Supervisors per M09-12-2023-0x
9/12/2023

**RESOLUTION No. 2023-04
OF THE
LAKE ST. CHARLES
COMMUNITY DEVELOPMENT DISTRICT**

WHEREAS, the Lake St. Charles Community Development District (the “District”) is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in Hillsborough County, Florida (the “County”); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District’s adopted capital improvement plan and Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors (the “Board”) of the District hereby determines to undertake various operations and maintenance activities described in the District’s budget(s) for Fiscal Year 2023-2024 (“Budget”), attached hereto as **Exhibit “A”** and incorporated by reference herein; and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the District’s Budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, Florida Statutes, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, Chapter 197, Florida Statutes, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“Uniform Method”); and

WHEREAS, the District has previously evidenced its intention to utilize this Uniform Method; and

WHEREAS, the District has approved an Agreement with the Property Appraiser and Tax Collector of the County to provide for the collection of the special assessments under the Uniform Method; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Budget; and

WHEREAS, it is in the best interests of the District to adopt the assessment roll of the Lake St. Charles Community Development District (the “Assessment Roll”) attached to this Resolution as **Exhibit “B”** and incorporated as a material part of this Resolution by this reference, and to certify the portion of the Assessment Roll on platted property to the County Tax Collector pursuant to the Uniform Method and to directly collect the portion of the Assessment Roll relating to unplatted property; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll adopted herein, including that portion certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

WHEREAS, prior to the adoption of the proposed annual budget of the District (the “Proposed Budget”), the District filed a copy of the Proposed budget with Hillsborough County Clerk of the Circuit Court as Clerk to Hillsborough on June 16, 2023; and

WHEREAS, the District ratified Resolution 2023-02 approving the Proposed Budget for FY 23-24 and set September 12, 2023 as the date for a public hearing thereon and caused notice of such public hearing to be published pursuant to section 190.008(2)(b), Florida Statutes; and

NOW, THEREFORE, BE IT RESOLVED BY THE LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT IN A SPECIAL BUDGET HEARING MEETING ASSEMBLED THIS TWELVTH DAY OF SEPTEMBER, 2023 THAT:

1. Budget: The District Manager’s Proposed FY23-24 Budget with revisions and recommended by the Treasurer’s Review Committee, which is Attachment A hereto, is hereby adopted in accordance with the provision of section 190.008(2)(a), Florida Statutes and incorporated herein by reference.

2. Appropriations: There is hereby appropriated out of the revenues of the District for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (the “Fiscal Year”), the sum of one million, two hundred eighty-three thousand, two hundred fifty seven Dollars (\$1,283,257) to be raised by the levy of assessments and otherwise, which sum is deemed by the Board of Supervisors to be necessary to defray all expenditures of the District during said budget year, appropriated in the following fashion:

OPERATION & MAINTANANCE	\$ 783,826
CAPITAL IMPROVEMENT	\$ 422,436
 TOTAL	 \$ 1,206,262

3. Supplemental Appropriations: The Board may authorize by resolution supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the fiscal year as follows:

a. The Board may authorize a transfer of the unexpended balance or portion thereof any appropriation item.

b. The Board may authorize an appropriation from the non-appropriated balance of any fund.

c. The Board may increase any revenue or income budget account to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or non-appropriated balance.

4. BENEFIT. The provision of the services, facilities, and operations as described in **Exhibit “A”** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the costs of the assessments. The allocation of the costs to the specially benefitted lands is shown in **Exhibits “A” and “B,”** and is hereby found to be fair and reasonable.

5. ASSESSMENT IMPOSITION. Pursuant to Chapter 190 of the Florida Statutes, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District and in accordance with **Exhibits “A” and “B.”** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution.

6. COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.

A. Uniform Method Assessments. The collection of the operation and maintenance special assessments on platted lots and developed lands shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in **Exhibits “A” and “B.”**

B. Future Collection Methods. The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

7. ASSESSMENT ROLL. The District's Assessment Roll, attached to this Resolution as **Exhibit “B,”** is hereby certified. That portion of the District’s Assessment Roll which includes developed lands and platted lots is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds there from shall be paid to the Lake St. Charles Community Development District.

8. ASSESSMENT ROLL AMENDMENT.

- A. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the District's Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.
- B. The District adopts its assessment roll for the assessment levy as prepared by the District Manager and will be submitted electronically to the Hillsborough County Property Appraiser and Tax Collector on August 29, 2023 File SD051.xls. The District Manager has received certification for receipt of this levy and said assessment roll by the Hillsborough County Property Appraiser and Tax Collector, in accordance with the applicable provisions of law, as required by Chapters 170, 190, and 197, Florida Statutes,

9. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

10. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board of Supervisors of the Lake St. Charles Community Development District

**LAKE ST. CHARLES COMMUNITY
DEVELOPMENT DISTRICT**

David Nelson, Chairman

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH COUNTY

I, Virginia Gianakos, Vice-Chair of the Lake St. Charles Community Development District, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of Resolution adopted by the Lake St. Charles Community Development District, at its meeting of September 12, 2023, as the same appears of record in the Minute Book of the Lake St. Charles Community Development District.

WITNESS my hand and official seal this _____ day of _____, 2023.

Virginia Gianakos, Vice-Chair

[illegible]

FY 23-24 Proposed Budget

EXHIBIT A

[illegible]

12:26 PM
9/7/2023

Lake St. Charles Community Development District
FY 23-24 Proposed Budget

EXHIBIT A

[illegible]

FY 23-24 Proposed Budget

EXHIBIT A

[illegible]

9/7/2023

FY 23-24 Proposed Budget

EXHIBIT A

[illegible]

Assessment Adjustments and Summary FY 23-24

Exhibit B

No Operating & Maintenance Fees		
Folio Number	Land Use Code	Total
0739885000	7510 RESIDENTIAL HOA	\$0
0739885010	7510 RESIDENTIAL HOA	\$0
0739885020	7510 RESIDENTIAL HOA	\$0
0739913128	7510 RESIDENTIAL HOA	\$0
0739913502	7510 RESIDENTIAL HOA	\$0
0739913504	8900 MUNICIPAL	\$0
0739913506	7510 RESIDENTIAL HOA	\$0
0739914732	8900 MUNICIPAL	\$0
0739914933	7510 RESIDENTIAL HOA	\$0
0739914978	7510 RESIDENTIAL HOA	\$0
0740900550	8600 COUNTY OWNED	\$0
0741246600	7510 RESIDENTIAL HOA	\$0
0741246602	8900 MUNICIPAL	\$0
0741246604	7510 RESIDENTIAL HOA	\$0
0741247182	7510 RESIDENTIAL HOA	\$0
0741247184	8900 MUNICIPAL	\$0
0741247186	8900 MUNICIPAL	\$0
0741247188	8600 COUNTY OWNED	\$0
0761510730	8900 MUNICIPAL	\$0
0761510732	7510 RESIDENTIAL HOA	\$0

		Total	Rev FY 23-24
40	Townhomes (per townhome)	\$1,500	\$60,000
785	Single Family Homes (per home)	\$1,500	\$1,177,500
10.83	Acres Commercial Property (per acre)	\$4,225	\$45,757
		Total	\$1,283,257

0740900500	BRE Mariner LAKE ST CHARLES LLC	\$32,490	7.69
0740900560	Lake St. Charles Medical Center LLP (Strip Center)	\$6,929	1.64
0740900570	NCJ Investment Co. (Conv store/gas)	\$6,338	1.5
Total		\$45,757	10.83

Grounds and Security Committee Meeting Minutes

Date: *Wednesday, August 16, 2023, at 11:00 AM.*

Committee Chairperson: *Supervisor, Rob Fannin*

Operations Manager: *Property Manager, Mark Cooper*

The Security Grounds Committee did not meet.

Management Committee Meeting Minutes

Date: *Wednesday, August 16, 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.

PROPERTY MANAGER - SALARY INCREASE

Date of Request: 9/4/23

Date of Hire: 4/4/2009

14 years & 5 months of Employment

Current Salary: \$70,715

Requested Salary: \$81,322= 15%

SALARY HISTORY

2009 - \$37,159– 9 months

2010 - \$43,025

2011 - \$44,453

2012 - \$46,597

2013 - \$53,273

2014 - \$54,338

2015 - \$58,538

2016 - \$61,872

2017 - \$62,715

2018 - \$64,248

2019 - \$65,236

2020 - \$66,696

2021 - \$67,970

2022 - \$69,329

2023 - \$70,715

TOTAL \$866,074

I began pursuit of this programs grant funding 7 years ago as a way to improve the neighborhood, stretch our budget and develop smaller projects that were consistently postponed as larger, more pressing, and costly improvements consumed our annual budgets.

In 2018, on my own initiative, I applied for CDD Board and Community recognition. Lake St Charles CDD was Selected as the **Winner** of the

Best Communications Award from the *Hillsborough County Board of County Commissioners*.

In 2019, again on my own initiative, I applied for and received the **Most Effective Board Award** for the CDD Boards proactive planning efforts post debt.

These awards recognize:

1) *Excellence in communications by a neighborhood or civic organization and*

2)Boards that demonstrate effective leadership and served to move their neighborhood organization forward.

Lake St Charles CDD was the only recipient of those annual distinctions from among 9,000 + eligible such organizations in Hillsborough County.

Successful award funds from the County's mini grant program contributed to making the following projects possible.

1)2016 -\$2,500. Purchase and plant numerous Live Oak trees along the trail from the clubhouse through the park to provide shade in the areas that previously contained no trees.

2)2017-\$2,500. The purchase of several of the new benches and trash receptacles which are located throughout the neighborhood.

3) 2018- \$ 2,500. To purchase and develop the community information APP. The cost of the APP and its development was completely funded by the grant and was purchased under a special offer of lifetime access and support. There are no fees or operational costs of any kind- ever.

4)2019- \$5,000The purchase and installation of the shade canopy over the toddler wading pool.

5)2020 - \$5,000To build the new picnic area in the park including the grills and picnic tables.

6)2021 - \$5,000To build the 10' by 20' sitting /viewing/ socialization area where the new fountain was installed in the pond on Lake St Charles Blvd.

7) 2021 - \$586,550 from the Florida Department of Environmental Protection to utilize new technology in predicting and treatment of harmful algae blooms. Only the 15 such grant to be awarded by the State. The technology utilized in this grant which should be completed in 2024 will completely reverse the aging process of the lake prevent costly algae treatments potential dredging and potential expensive management of unwanted and nuisance underwater vegetation growth. In other words, it will save the residents of this community untold hundreds of thousands of dollars of future expenditures that in effect have been thwarted. The CDD keeps the technology and everything was paid for by the state of Florida.

This grant was sought out as a solution to our ever-growing problem with midge flies which at the time we were **spending \$70,000 per year** with marginal success and no actual long-term remedy. Also, I was able to include the \$63,000 aeration system that had been approved for purchase and installation by the board to be included in the grant . **That saved the community \$63,000.**

Early on around 2010, I negotiated with SWFWMD to change our required drainage system O & M inspections which require a civil engineer be hired from a 2-year cycle to a 5-year cycle, saving the district money perpetually. I also was able to close out SWFWMD mitigation monitoring and compliance of M-3 and M-4 which should have been closed within 3-5 years of construction or around 2003-2005 at the latest and were still being performed when I arrived in 2009. With every issue I seek out the best, most LONG-TERM, cost-effective, and least maintenance solution that will save the district money and maintenance requirements over the long term. I could go on and on with other similar issues I have remedied over the years, saving this community money. I am more knowledgeable about every physical component and jurisdictional agency that comprise the CDD assets than you will ever find.

To date, I have sought out, received, and implemented \$609,050 worth of funding for community projects. Deducting that amount from the total compensation received to date totals a mere \$257,024 for 15 years of extraordinary dedication, incalculable additional hours, knowledge on every topic and requirement that

arises and even physical labor in my employment with Lake St Charles. That averages to be \$17,135 per year for a professional level job with no benefits. That is half of what the district's lowest compensated maintenance employee earns annually.

Also, to be noted is the fact that in all of my years of employment I have very rarely requested mileage reimbursement for using my vehicle to conduct district business.

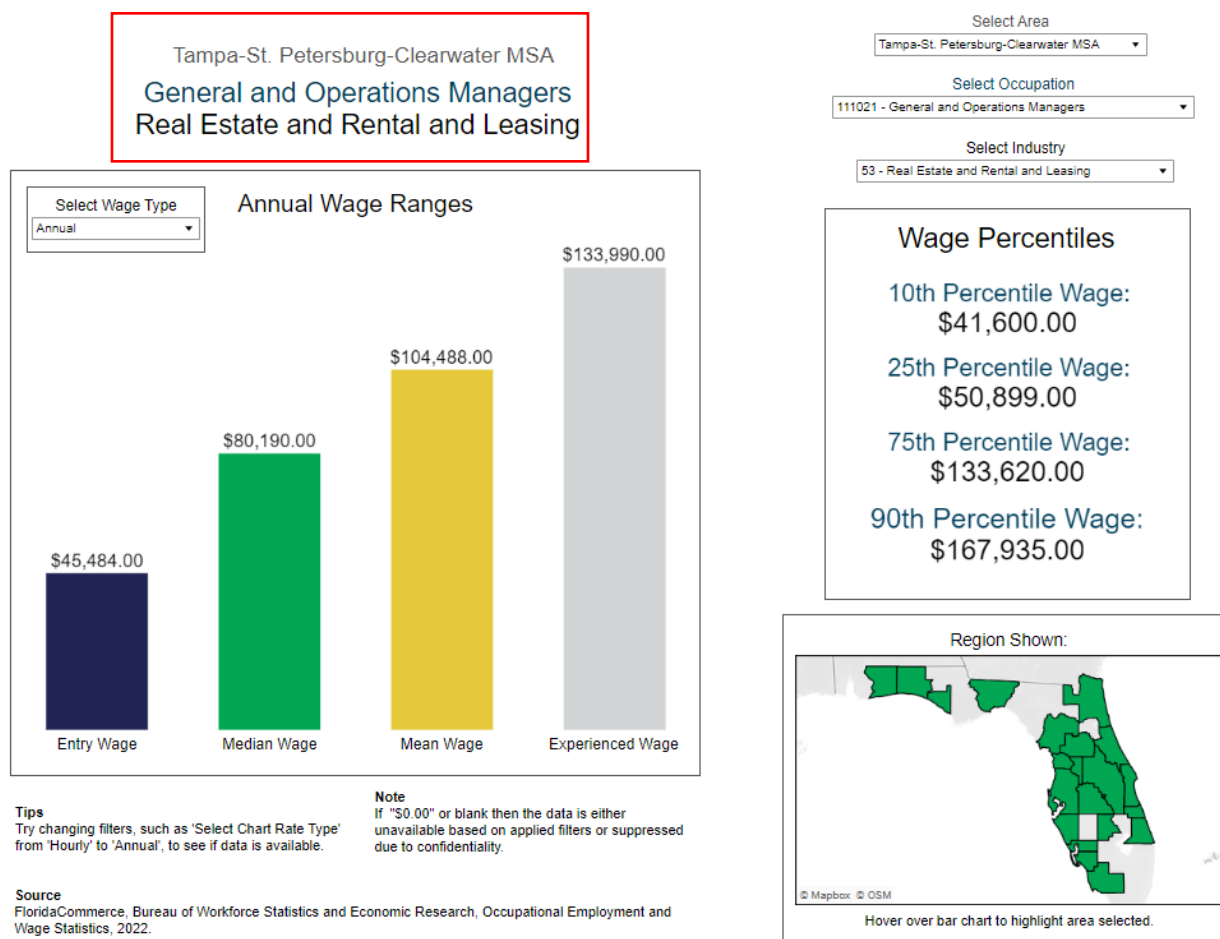
Since 2017 when the district became debt free the job of Property Manager has changed dramatically. The job has actually become two or three jobs as numerous projects are annually budgeted, designed, contracted, and supervised to completion. Including knowledge of horticulture, wholesale procurement of plant material, landscape design, best maintenance practices and construction materials and construction methods for the continuous maintenance, renovation and new construction that is occurring.

It would be difficult to find a replacement that could perform all of these tasks successfully. I have a friend who is a manager of property managers for Rizetta and Company, probably the largest property management firm in the state, who I recently asked if they had anybody in their company that does all that I do. A week later I got a response that they have no such person in the hundreds if not thousands of property managers they employ throughout the state.

The following Occupation / Wage Examples by Region in Florida through 2022 can be found at:
[OES Occupational Employment Statistics and Wages - FloridaJobs.org](https://www.floridajobs.org/OES/Occupational-Employment-Statistics-and-Wages)
[Latest Statistics - FloridaJobs.org](https://www.floridajobs.org/Latest-Statistics)

Occupation & Wage by Area

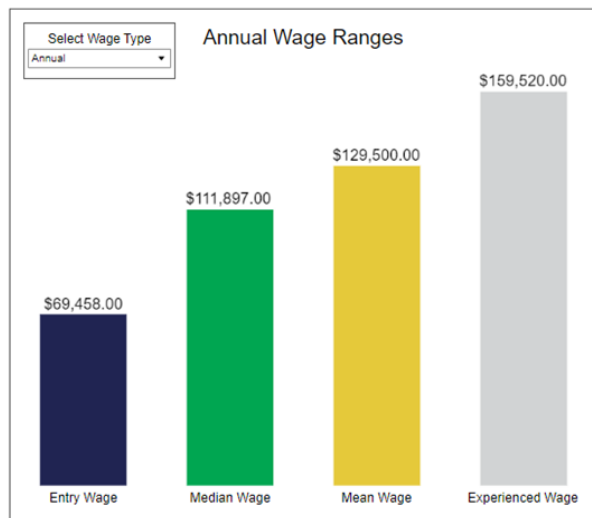
[OEWS Home](#) | [Top 10 by Industries / Occupations](#) | [Occupation & Wage by Industry / Area](#) | [Employment & Wage Comparison by Area](#) | [About the Data](#)



Occupation & Wage by Area

OEWS Home | Top 10 by Industries / Occupations | Occupation & Wage by Industry / Area | Employment & Wage Comparison by Area | About the Data

Tampa-St. Petersburg-Clearwater MSA
Construction Managers
Construction



Tips
Try changing filters, such as 'Select Chart Rate Type' from 'Hourly' to 'Annual', to see if data is available.

Note
If "\$0.00" or blank then the data is either unavailable based on applied filters or suppressed due to confidentiality.

Source
FloridaCommerce, Bureau of Workforce Statistics and Economic Research, Occupational Employment and Wage Statistics, 2022.

Select Area
Tampa-St. Petersburg-Clearwater MSA

Select Occupation
119021 - Construction Managers

Select Industry
23 - Construction

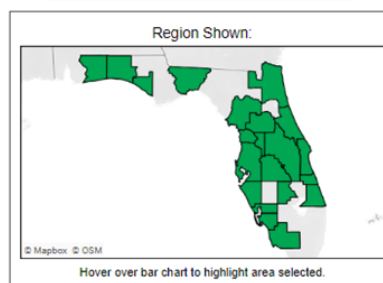
Wage Percentiles

10th Percentile Wage:
\$64,005.00

25th Percentile Wage:
\$79,659.00

75th Percentile Wage:
\$144,830.00

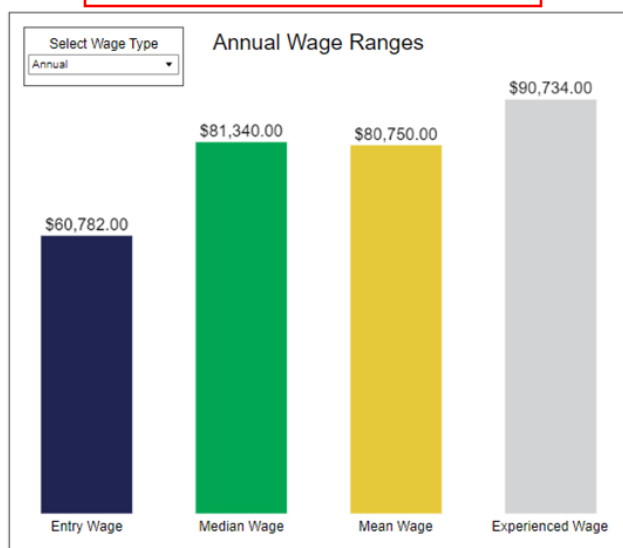
90th Percentile Wage:
\$197,809.00



Occupation & Wage by Area

OEWS Home | Top 10 by Industries / Occupations | Occupation & Wage by Industry / Area | Employment & Wage Comparison by Area | About the Data

Tampa-St. Petersburg-Clearwater MSA
Facilities Managers
Real Estate and Rental and Leasing



Tips
Try changing filters, such as 'Select Chart Rate Type' from 'Hourly' to 'Annual', to see if data is available.

Note
If "\$0.00" or blank then the data is either unavailable based on applied filters or suppressed due to confidentiality.

Source
FloridaCommerce, Bureau of Workforce Statistics and Economic Research, Occupational Employment and Wage Statistics, 2022.

Select Area
Tampa-St. Petersburg-Clearwater MSA

Select Occupation
113013 - Facilities Managers

Select Industry
53 - Real Estate and Rental and Leasing

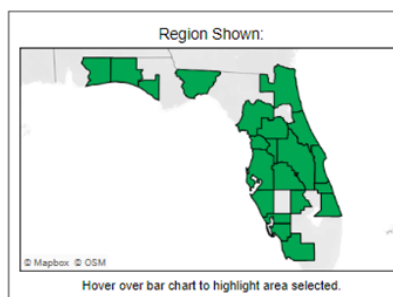
Wage Percentiles

10th Percentile Wage:
\$59,995.00

25th Percentile Wage:
\$66,236.00

75th Percentile Wage:
\$91,498.00

90th Percentile Wage:
\$95,732.00



Occupation & Wage by Area

OEWS Home | Top 10 by Industries / Occupations | Occupation & Wage by Industry / Area | Employment & Wage Comparison by Area | About the Data



Tips
Try changing filters, such as 'Select Chart Rate Type' from 'Hourly' to 'Annual', to see if data is available.

Note
If "\$0.00" or blank then the data is either unavailable based on applied filters or suppressed due to confidentiality.

Source
FloridaCommerce, Bureau of Workforce Statistics and Economic Research, Occupational Employment and Wage Statistics, 2022.

Select Area
Tampa-St. Petersburg-Clearwater MSA

Select Occupation
119141 - Property, Real Estate, and Community Associat...

Select Industry
23 - Construction

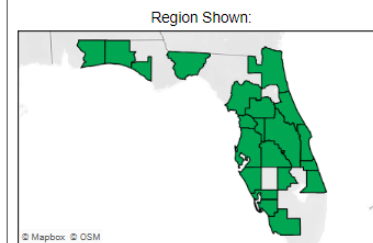
Wage Percentiles

10th Percentile Wage:
\$26,002.00

25th Percentile Wage:
\$61,910.00

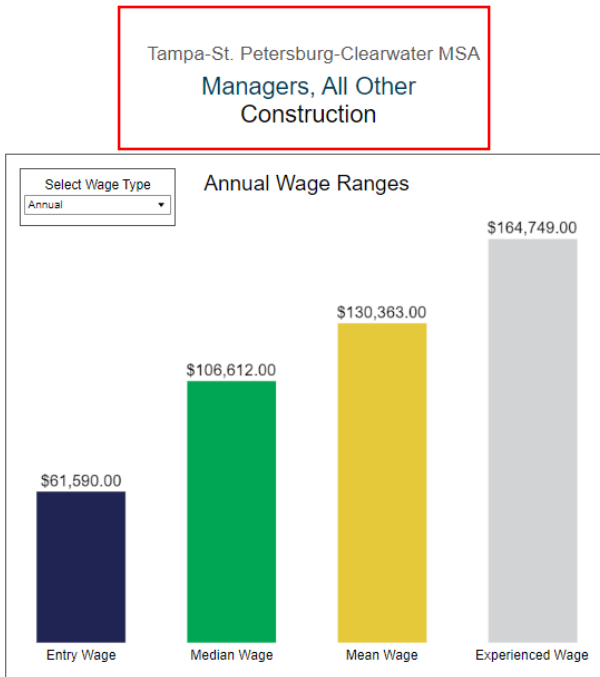
75th Percentile Wage:
\$120,155.00

90th Percentile Wage:
\$178,215.00



Occupation & Wage by Area

OEWS Home | Top 10 by Industries / Occupations | Occupation & Wage by Industry / Area | Employment & Wage Comparison by Area | About the Data



Tips
Try changing filters, such as 'Select Chart Rate Type' from 'Hourly' to 'Annual', to see if data is available.

Note
If "\$0.00" or blank then the data is either unavailable based on applied filters or suppressed due to confidentiality.

Source
FloridaCommerce, Bureau of Workforce Statistics and Economic Research, Occupational Employment and Wage Statistics, 2022.

Select Area
Tampa-St. Petersburg-Clearwater MSA

Select Occupation
119199 - Managers, All Other

Select Industry
23 - Construction

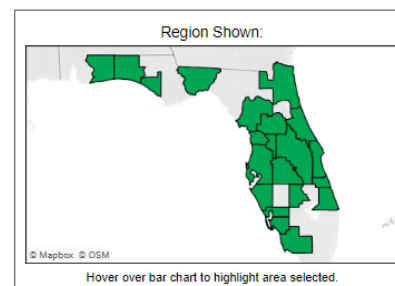
Wage Percentiles

10th Percentile Wage:
\$61,364.00

25th Percentile Wage:
\$68,379.00

75th Percentile Wage:
\$170,014.00

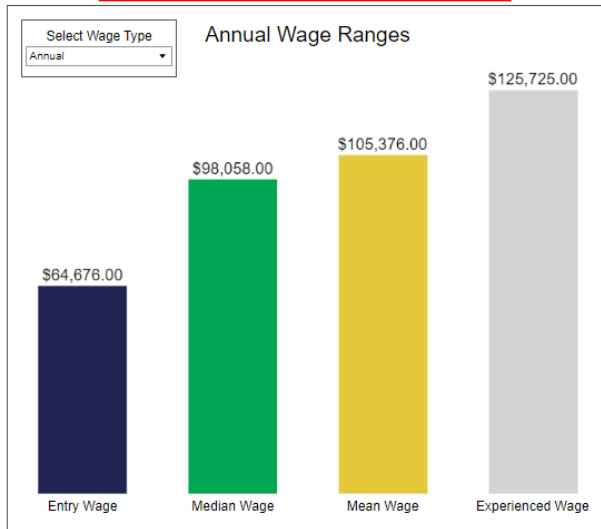
90th Percentile Wage:
\$206,963.00



Occupation & Wage by Area

OEWS Home | Top 10 by Industries / Occupations | Occupation & Wage by Industry / Area | Employment & Wage Comparison by Area | About the Data

Tampa-St. Petersburg-Clearwater MSA
Project Management Specialists
Professional and Technical Services



Tips
Try changing filters, such as 'Select Chart Rate Type' from 'Hourly' to 'Annual', to see if data is available.

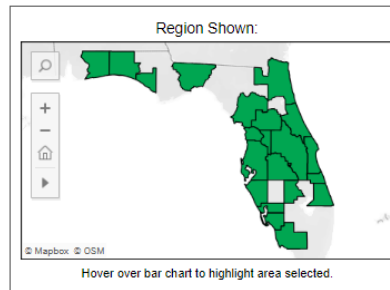
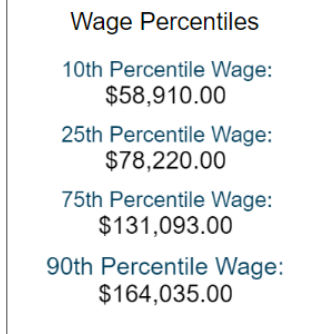
Note
If "\$0.00" or blank then the data is either unavailable based on applied filters or suppressed due to confidentiality.

Source
FloridaCommerce, Bureau of Workforce Statistics and Economic Research, Occupational Employment and Wage Statistics, 2022.

Select Area
Tampa-St. Petersburg-Clearwater MSA

Select Occupation
131082 - Project Management Specialists

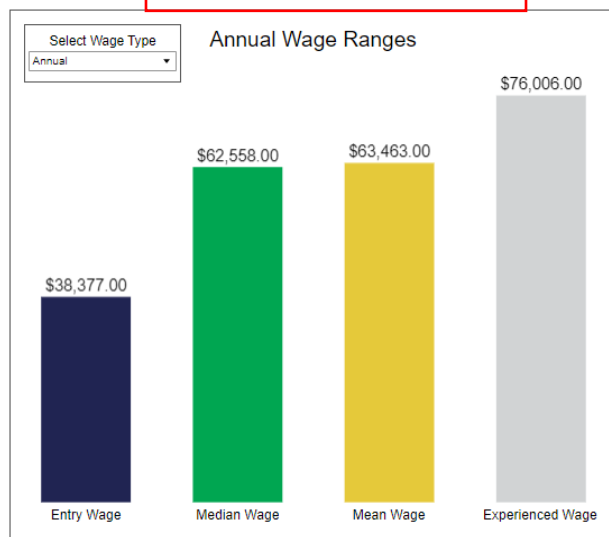
Select Industry
54 - Professional and Technical Services



Occupation & Wage by Area

OEWS Home | Top 10 by Industries / Occupations | Occupation & Wage by Industry / Area | Employment & Wage Comparison by Area | About the Data

Tampa-St. Petersburg-Clearwater MSA
Landscape Architects
Total, All Industries



Tips
Try changing filters, such as 'Select Chart Rate Type' from 'Hourly' to 'Annual', to see if data is available.

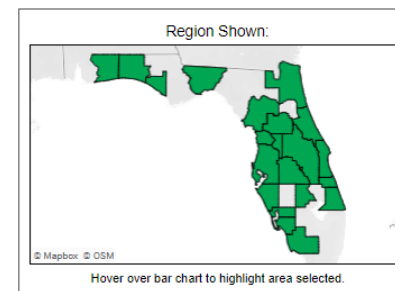
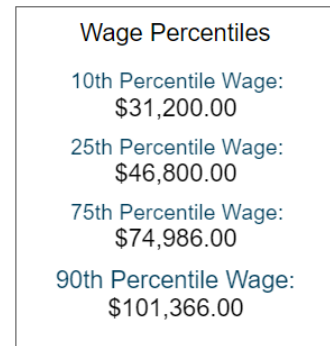
Note
If "\$0.00" or blank then the data is either unavailable based on applied filters or suppressed due to confidentiality.

Source
FloridaCommerce, Bureau of Workforce Statistics and Economic Research, Occupational Employment and Wage Statistics, 2022.

Select Area
Tampa-St. Petersburg-Clearwater MSA

Select Occupation
171012 - Landscape Architects

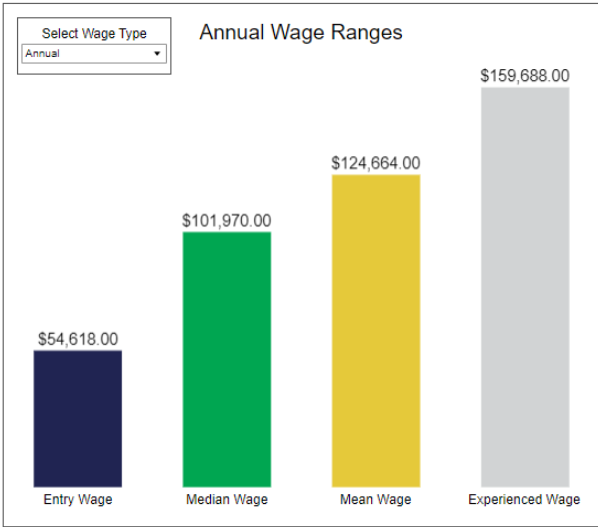
Select Industry
10 - Total, All Industries



Occupation & Wage by Area

OEWS Home | Top 10 by Industries / Occupations | Occupation & Wage by Industry / Area | Employment & Wage Comparison by Area | About the Data

Tampa-St. Petersburg-Clearwater MSA
Management Occupations
Total, All Industries



Tips
Try changing filters, such as 'Select Chart Rate Type' from 'Hourly' to 'Annual', to see if data is available.

Note
If "\$0.00" or blank then the data is either unavailable based on applied filters or suppressed due to confidentiality.

Source
FloridaCommerce, Bureau of Workforce Statistics and Economic Research, Occupational Employment and Wage Statistics, 2022.

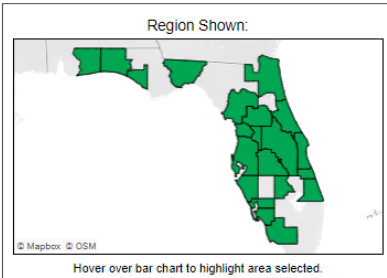
Select Area
Tampa-St. Petersburg-Clearwater MSA

Select Occupation
110000 - Management Occupations

Select Industry
10 - Total, All Industries

Wage Percentiles

10th Percentile Wage:	\$47,757.00
25th Percentile Wage:	\$64,667.00
75th Percentile Wage:	\$153,702.00
90th Percentile Wage:	\$215,380.00

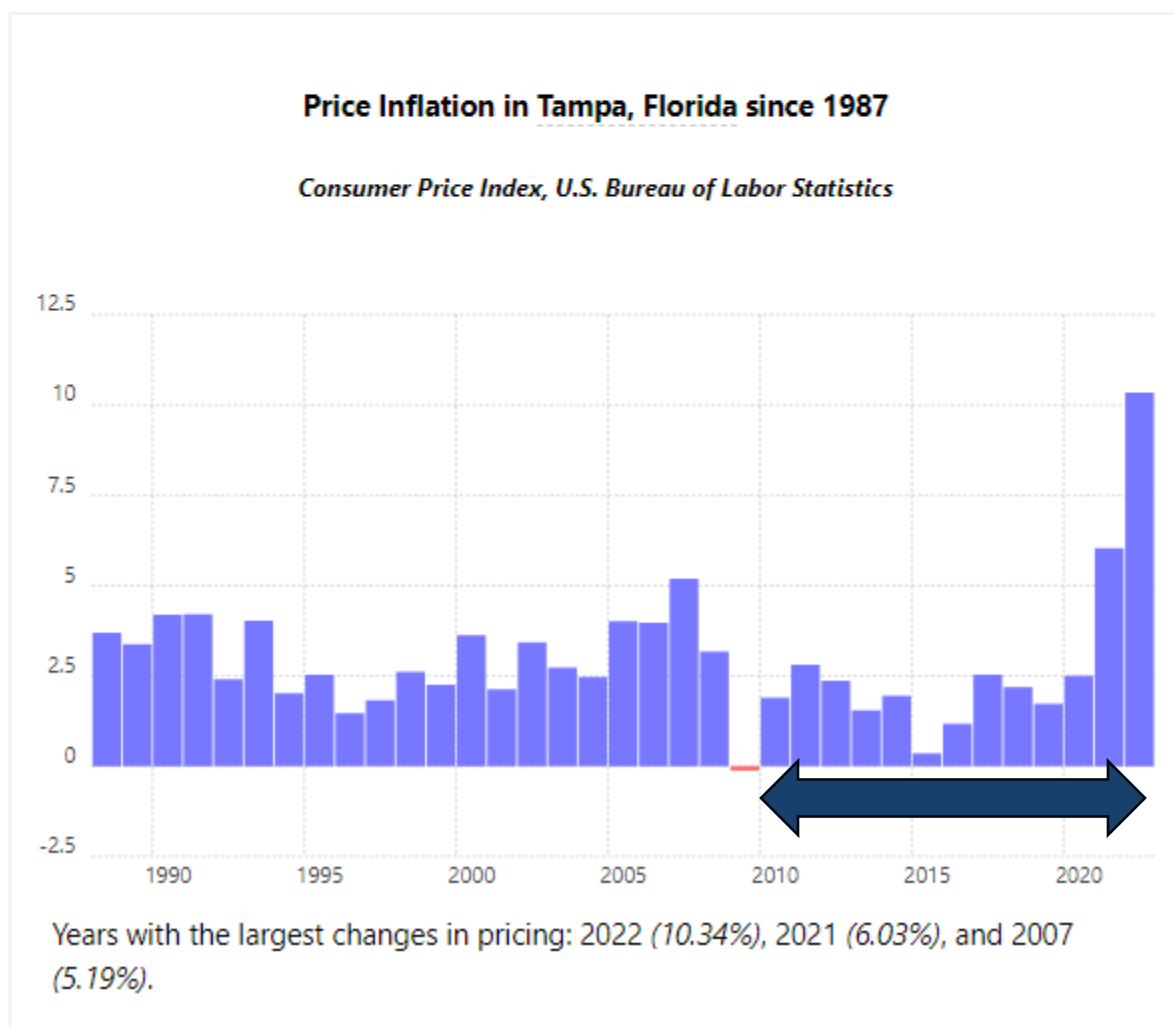


Prices in Tampa, 2009-2022 (\$20)

According to the U.S. Bureau of Labor Statistics, prices in Tampa, Florida are 44.07% higher in 2022 versus 2009 (a \$8.81 difference in value).

Between 2009 and 2022: Tampa experienced an average inflation rate of 2.85% per year. This rate of change indicates significant inflation. In other words, \$20 in Tampa in the year 2009 would cost \$28.81 in 2022 for an equivalent purchase. Compared to the overall inflation rate of 2.42% during this same period, inflation in Tampa was higher.

In the year 2009: Pricing changed by -0.12%, which is below the average yearly change in Tampa during the 2009-2022 time period. Compared to inflation for all items in 2009 (-0.36%), inflation in Tampa was higher.



Buying power of \$100.00 since 2009

Below are calculations of equivalent buying power in Tampa, over time, for \$100 beginning in 2009. Each of the amounts below is equivalent in terms of what it could buy at the time

Year	USD Value	Inflation Rate
2009	\$100.00	-0.12%
2010	\$101.90	1.90%
2011	\$104.76	2.81%
2012	\$107.23	2.36%
2013	\$108.89	1.55%
2014	\$111.01	1.95%
2015	\$111.40	0.35%

2016	\$112.71	1.17%
2017	\$115.56	2.53%
2018	\$118.09	2.19%
2019	\$120.13	1.73%
2020	\$123.14	2.50%
2021	\$130.57	6.03%
2022	\$144.07	10.34%*

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, August 15, 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, and resident Yvonne Brown was in attendance.

The committee met and District Manager, Adriana Urbina stated that Florida Statutes prohibit any Board Supervisor from profiting from any business enterprise pertaining to their District while they are a Board member and for a period of two years after they are no longer on the Board.

The committee discussed different scenarios to be able to move forward and concluded that Supervisor Brownlee would have to give the app to the district at no charge in order to proceed.

The meeting adjourned at 10:00 am.

Lake St. Charles CDD

Funds Statement

May '23 - Jul '23

	May '23	Jun '23	Jul '23	Category
Bank/Current Asset Accounts				
SouthState Bank Checking	416,538	345,148	291,162	Cash
SouthState Bank Money Market	255,619	255,724	255,833	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	1,384	1,483	1,588	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	673,541	602,355	548,583	
Cash (Checking/Savings)				
SouthState Bank Checking	416,538	345,148	291,162	
SouthState Bank Money Market	255,619	255,724	255,833	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	1,384	1,483	1,588	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
Total Cash Accounts	673,541	602,355	548,583	
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	673,541	602,355	548,583	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
SouthState Bank Money Market	255,619	255,724	255,833	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	255,619	255,724	255,833	

Lake St. Charles CDD
Disbursement Authorization Report
July 2023

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	EFT/Auto	07/03/2023	Leaf	10000-SouthState Bank Checking	-161.99
Bill	Printer Lease & Insu	07/03/2023		Printer Supplies	161.99
TOTAL					161.99
Check	EFT/Auto	07/05/2023	ADP	10000-SouthState Bank Checking	-12,980.67
				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	718.83
				Property Maintenance Part-Time	68.00
				Full Time Maintenance Employee	1,360.00
				Recreational Assistants	1,273.25
				Medical Stipend	200.00
				Medical Stipends	500.00
TOTAL					12,980.67
Check	EFT/Auto	07/11/2023	Square Inc	10000-SouthState Bank Checking	-300.00
				Security/Renters Cards Deposits	300.00
TOTAL					300.00
Check	EFT/Auto	07/14/2023	ADP	10000-SouthState Bank Checking	-148.02
				Payroll Service Charge	18.50
				Payroll Service Charge	129.52
TOTAL					148.02
Check	EFT/Auto	07/18/2023	Square Inc	10000-SouthState Bank Checking	-300.00

Lake St. Charles CDD

Disbursement Authorization Report

July 2023

Type	Num	Date	Name	Account	Original Amount
TOTAL				Security/Renters Cards Deposits	300.00
					<u>300.00</u>
Check	EFT/Auto	07/19/2023	ADP	10000-SouthState Bank Checking	-13,715.97
				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	709.18
				Property Maintenance Part-Time	68.00
				Full Time Maintenance Employee	1,360.00
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
				Recreational Assistants	<u>1,650.00</u>
TOTAL					13,715.97
Bill Pmt -Check	EFT/Auto	07/24/2023	SunTrust Credit Card	10000-SouthState Bank Checking	-7,208.66
Bill	Jul CC Statement	07/24/2023		13500 - Truist Visa Card	<u>7,208.66</u>
TOTAL					7,208.66
Bill Pmt -Check	EFT/Auto	07/27/2023	Mainscape	10000-SouthState Bank Checking	-2,000.00
Bill	Irrigation Repair	06/27/2023		Irrigation Maintenance	<u>2,000.00</u>
TOTAL					2,000.00
Bill Pmt -Check	EFT/Auto	07/27/2023	Solitude Lake Management	10000-SouthState Bank Checking	-500.00
Bill	INV #87066	06/27/2023		Misc. Landscape Maintenance	<u>500.00</u>
TOTAL					500.00

Lake St. Charles CDD

Disbursement Authorization Report

July 2023

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	07/28/2023	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
Bill Pmt -Check	EFT/Auto	07/28/2023	Mainscape	10000-SouthState Bank Checking	-510.00
Bill	Irrigation Repair	06/30/2023		Irrigation Maintenance	510.00
TOTAL					510.00
Bill Pmt -Check	EFT/Auto	07/28/2023	Solitude Lake Management	10000-SouthState Bank Checking	-1,284.00
Bill	Jul Pond Mainten	07/01/2023		Pond & Stormwater Maint	1,284.00
TOTAL					1,284.00
Bill Pmt -Check	EFT/Auto	07/28/2023	Zebra Cleaning Team, Inc.	10000-SouthState Bank Checking	-1,925.00
Bill	July 23 Pool Cleanin	07/01/2023		Pool Maintenance Contract	1,925.00
TOTAL					1,925.00
Bill Pmt -Check	EFT/Auto	07/28/2023	Mainscape	10000-SouthState Bank Checking	-127.50
Bill	Irrigation Repair	06/30/2023		Irrigation Maintenance	127.50
TOTAL					127.50
Bill Pmt -Check	EFT/Auto	07/28/2023	Solitude Lake Management	10000-SouthState Bank Checking	-253.00
Bill	3rd Quater Mitigatio	07/01/2023		Mitigation Maint Contract	253.00
TOTAL					253.00

Lake St. Charles CDD
Disbursement Authorization Report
July 2023

	Type	Num	Date	Name	Account	Original Amount
	Bill Pmt -Check	EFT/Auto	07/31/2023	Mainscape	10000-SouthState Bank Checking	-13,437.70
	Bill	July Installment	07/01/2023		Landscape Maintenance Contract	13,437.70
TOTAL						13,437.70
	Bill Pmt -Check	EFT/Auto	07/31/2023	Solitude Lake Management	10000-SouthState Bank Checking	-137.76
	Bill	Fountain Mainten 7-0	07/01/2023		Fountain Maint #21	137.76
TOTAL						137.76
	Check	EFT/Auto	07/31/2023	Square Inc	10000-SouthState Bank Checking	-6.93
					Rental	6.93
TOTAL						6.93
	Check	EFT/Auto	07/31/2023	Square Inc	10000-SouthState Bank Checking	-14.69
					Rental	14.69
TOTAL						14.69

Treasurer's Report - SouthState Account

July 2023

07/1/23 - 07/31/23

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						345,147.53
07/03/2023	EFT/Auto	Leaf	Printer Lease & Insurance	161.99		344,985.54
07/05/2023	EFT/Auto	ADP	P.E. 07-01-23	12,980.67		332,004.87
07/05/2023			Deposit		289.35	332,294.22
07/05/2023			Deposit		14.51	332,308.73
07/06/2023			Deposit		14.32	332,323.05
07/07/2023			Deposit		14.51	332,337.56
07/11/2023	EFT/Auto	Square Inc	CH Rental Deposit Refund	300.00		332,037.56
07/12/2023			Deposit		43.63	332,081.19
07/14/2023	EFT/Auto	ADP		148.02		331,933.17
07/14/2023			Deposit		292.10	332,225.27
07/18/2023	EFT/Auto	Square Inc	CH Rental Deposit Refund	300.00		331,925.27
07/19/2023	EFT/Auto	ADP	P.E. 07-15-23	13,715.97		318,209.30
07/24/2023	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	7,208.66		311,000.64
07/25/2023			Deposit		25.24	311,025.88
07/27/2023	EFT/Auto	Mainscape	INV #1289192	2,000.00		309,025.88
07/27/2023	EFT/Auto	Solitude Lake Management	INV #87066	500.00		308,525.88
07/28/2023	EFT/Auto	ADP		164.80		308,361.08
07/28/2023	EFT/Auto	Mainscape	INV #1289773	510.00		307,851.08
07/28/2023	EFT/Auto	Solitude Lake Management	INV# PSI-89157	1,284.00		306,567.08
07/28/2023	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 6288	1,925.00		304,642.08
07/28/2023	EFT/Auto	Mainscape	INV #1289774	127.50		304,514.58
07/28/2023	EFT/Auto	Solitude Lake Management	INV# PSI-88633	253.00		304,261.58
07/31/2023	EFT/Auto	Mainscape	INV# 1289539	13,437.70		290,823.88
07/31/2023	EFT/Auto	Solitude Lake Management	INV# PSI-88908	137.76		290,686.12
07/31/2023		Vending Sales			219.50	290,905.62
07/31/2023		Clubhouse Rentals			255.00	291,160.62
07/31/2023	EFT/Auto	Square Inc	2.6% + .10 Square processing fees for CH Rentals	6.93		291,153.69
07/31/2023	EFT/Auto	Square Inc	2.6% + .10 Square processing fees for Vending	14.69		291,139.00
07/31/2023			Interest		23.13	291,162.13
				55,176.69	1,191.29	291,162.13

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '22 Jul '23	Annual Budget	\$ Over Annual Budget	Comments
2							Revenue/Expense				
3							Revenue				
4							36100 - Interest Earnings				
5							Interest - General Fund	1,234	180	1,054	
6							Total 36100 - Interest Earnings	1,234	180	1,054	
7							General Fund Assessment-O&M				
8							General Fund Assessment Gross	1,285,030	1,283,257	1,773	
9							GF Prop Tax Interest	1,142	0	1,142	
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	1,212,933	1,206,262	6,671	
13											
14							Total 36310 - Special Assessment	1,212,933	1,206,262	6,671	
15							36311 - Excess Fees	7,226	7,226	0	
16							36900 - Miscellaneous Revenues			0	
17							Other Misc Revenue	6,717	8,060	(1,343)	
18							Rental	1,566	500	1,066	
19							Pool Snack Vending	484	475	9	
20							Total 36900 - Miscellaneous Revenues	8,767	9,035	(268)	
21							Total Revenue	1,230,160	1,222,703	7,457	
22											
24							Expense				
25							5110 - Legislative				
26							Employer Taxes	818	1,460	(642)	
27							Special District Fees	175	175	0	
28							Supervisor Fees	9,800	12,000	(2,200)	
29							Supervisor Payroll Service	709	900	(191)	
30							Total 5110 - Legislative	11,503	14,535	(3,032)	

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '22 Jul '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	54,774	67,873	(13,099)	
37							Medical Stipend	2,000	2,400	(400)	
38							Payroll Service Charge	414	465	(51)	
39							Payroll Taxes - Employer Taxes	4,392	4,400	(8)	
40							Performance Stipend	0	0	0	
41							Total District F&A Employees	61,580	75,138	(13,558)	
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	1,220	1,000	220	
51							Postage	19	250	(231)	
52							Printer Supplies	1,849	2,000	(151)	
53							Professional Development	0	1,000	(1,000)	
54							Technology Services/Upgrades	1,687	5,000	(3,313)	
55							Telephone	2,558	3,600	(1,042)	
56							Travel Per Diem	0	200	(200)	
57							Website Development & Monitor	2,913	2,650	263	
58							Total 51300 - Financial & Admin	99,678	120,771	(21,093)	
59							51400 - Legal Counsel				

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '22 Jul '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	2,355	3,500	(1,145)	
64							Car Gas	639	2,000	(1,361)	
65							Total 52100 - Law Enforcement	2,995	5,500	(2,505)	
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	1,272	2,880	(1,608)	
69							53600 - Water/Sewer Services	7,462	9,800	(2,338)	
70							53900 - Physical Environment				
71							Entry & Walls Maintenance	2,020	2,000	20	
72							Ford F250 Maintenance & Repair	2,979	3,000	(21)	
73							Fountain in Lake	350	3,000	(2,650)	
74							Gas - Equipment	229	400	(171)	
75							Gas - Truck	908	1,800	(892)	
76							Irrigation Maintenance	6,768	4,679	2,089	
77							Landscape Maintenance Contract	121,648	148,521	(26,873)	
78							Misc. Landscape-Temporary Staff	0	3,000	(3,000)	
79							Misc. Landscape Maintenance	16,260	16,762	(502)	
80							Mulch	32	10,500	(10,468)	
81							New Plantings	818	2,500	(1,682)	
82							Pond & Stormwater Maint Contract	11,556	15,414	(3,858)	
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	551	552	(1)	
86							Property Insurance Contract	17,795	17,795	0	
87							Sod Replacement	0	4,000	(4,000)	
88							Mitigation Maint Contract	1,012	1,012	0	
89							Midge Survey	0	1,500	(1,500)	

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '22 Jul '23	Annual Budget	\$ Over Annual Budget	Comments
90							Total 53900 - Physical Environment	186,734	240,245	(53,511)	
91							57200 - Parks & Recreation				
92							Auto Liability	901	901	0	
93							Club Facility Maintenance				
94							Club Facility Maintenance	3,951	5,000	(1,049)	
95							Clubhouse Supplies	1,667	2,300	(633)	
96							Locks/Keys	505	100	405	
97							Pool Snack Vending Items	409	300	109	
98							Total Club Facility Maintenance	6,532	7,700	(1,168)	
99							District Employees Payroll Exp				
100							Employer Workman Comp	6,451	9,360	(2,909)	
101							Facilities Monitor	38,009	47,175	(9,166)	
102							Medical Stipends	4,300	6,000	(1,700)	
103							Payroll Service Charge	2,346	2,500	(154)	
104							Payroll Taxes - Employer Taxes	12,552	16,500	(3,948)	
105							Performance Stipend	0	0	0	
106							Full-Time Hybrid Employee	21,814	35,360	(13,546)	
107							Property Maintenance Part-Time	2,283	1,625	658	
108							Property Maintenance Team Lead	33,796	41,871	(8,075)	
109							Property Manager	54,774	67,872	(13,098)	
110							Grant Management (Reimbursed)	12,000	24,333	(12,333)	
111							Recreational Assistants	4,733	10,000	(5,267)	
112							Hills Cnty Off Duty Sheriff	222	2,900	(2,678)	
113							Total District Employees Payroll Exp	193,279	265,496	(72,217)	
114							Dock Maintenance	0	400	(400)	
115							Drainage/ Nature Path/Trail Maintenance	4,318	4,225	93	
116							Park Facility Maintenance	5,123	7,000	(1,877)	
117							Parks & Rec Cell Phones	1,850	2,500	(650)	
118							Playground Maintenance	1,529	2,000	(471)	
119							Pool Maintenance Contract	21,175	23,500	(2,325)	

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '22 Jul '23	Annual Budget	\$ Over Annual Budget	Comments
120							Pool Maintenance Repairs	8,689	12,000	(3,311)	
121							Sec System Monitoring Contract	310	400	(90)	
122							Security Repairs	2,198	5,000	(2,802)	
123							Total 57200 - Parks & Recreation	245,903	331,122	(85,219)	
124							58003- Future CIP Projects and Reserves	471,129	478,333	(7,204)	
125							Total Expense	1,067,025	1,266,786	(199,761)	
126							Revenue Less Expenses	163,135	(44,083)	207,218	
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	70,493	241,036	(170,543)	
135							58004-Lake Water Quality & Pond	169,538	187,915	(18,377)	
136							Total Other Expense	240,031	428,951	(188,920)	
137							Net Other Income	(349,854)	44,083	(349,854)	
138							Net Income	(186,719)	0	(142,636)	

Lake St. Charles CDD Property Manager Expense Report

July 2023

	Type	Date	Memo	Account	Amount
Ace Hardware					
	Credit Card Charge	07/06/2023	AC gauge & refrigerant	Ford F250 Maintenance & Repair	74.66
	Credit Card Charge	07/17/2023	Bolt cutter	Misc. Landscape Maintenance	40.49
	Credit Card Charge	07/18/2023	Flex seal spray	Misc. Landscape Maintenance	17.09
	Credit Card Charge	07/18/2023	Caulk sealant	Park Facility Maintenance	7.19
	Credit Card Charge	07/20/2023	Flex seal spray & fasten	Misc. Landscape Maintenance	30.09
Amazon.com					
	Credit Card Charge	07/21/2023	case for FM phone	Clubhouse Supplies	17.99
Batteries Plus Bulbs					
	Credit Card Charge	07/17/2023	batteries for golf cart	Misc. Landscape Maintenance	156.45
Grass Pro Shop					
	Credit Card Charge	07/17/2023	Pole saw purchase	Misc. Landscape Maintenance	639.98
Home Depot					
	Credit Card Charge	07/10/2023	Mop, gloves and nifty gr:	Clubhouse Supplies	111.78
	Credit Card Charge	07/14/2023	Tree cutting lift	Park Facility Maintenance	546.64
Lowe's Commerical Services					
	Credit Card Charge	07/15/2023	Plants	New Plantings	10.75
Sunbelt Rentals					
	Credit Card Charge	07/27/2023	Rental for telehandler for	Misc. Landscape Maintenance	679.07
TOTAL					2,332

September 12 , 2023, Property Manager's Report

The new landscape maintenance company (Red Tree) started service the first week of September. Throughout the month of September, I will be working with various personnel to orient them to the site and to convey specifics and expectations of irrigation and maintenance.

Property maintenance will occur weekly thought the month of September and starting October 1, service will be conducted every 2 weeks until April when service will return to a weekly schedule.

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.

I would like to inform the Board that I will be on vacation from Thursday, September 21 through Sunday, October 1 and returning to work on October 2.