

## **Supervisor Packet for October 3, 2023 General Meeting**

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

**7:00 p.m., October 3, 2023**

*Lake St. Charles Clubhouse, 6801 Colonial Lake Dr., Riverview, Florida 33578*

Board of Supervisors

Dave Nelson, Chair, 293-7979

Virginia Gianakos, Vice Chair, 293-4728

Sabrina Peacock, Secretary/Treasurer 951-8327

Robb Fannin, Supervisor, 785-5423

Marlon K. Brownlee, Supervisor, 813-485-5685

LSC CDD Staff

Adriana Urbina, District Manager,  
741-9768

Mark Cooper, Property Manager, 990-7555

Luis Martinez, Facilities Monitor, 990-7250

<i><b>Time</b></i>	<i><b>Item</b></i>
<b>7:00 – 7:05</b>	<ol style="list-style-type: none"> <li><b>1. CALL TO ORDER</b></li> <li><b>2. PLEDGE OF ALLEGIANCE</b></li> <li><b>3. INVOCATION (CHAIR NELSON)</b></li> <li><b>4. ACKNOWLEDGMENT OF SUPERVISORS AND STAFF PRESENT</b></li> <li><b>5. INTRODUCTION OF HOMEOWNERS, RESIDENTS AND PUBLIC AND IDENTIFICATION OF PARTIES WISHING TO MAKE PUBLIC COMMENTS</b></li> </ol>
<b>7:05 – 7:15</b>	<b>6. PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 10 MINUTES DESIGNATED)</b>
	<b>1. Homeowners Requesting to Speak (Please State Name Prior to Remarks)</b>
<b>7:15 – 7:20</b>	<b>7. CONSENT AGENDA (5 Minutes)</b>
	<ol style="list-style-type: none"> <li><b>1. Approval of additions to the agenda and removal of additional consent agenda items with questions as requested by board members.</b></li> <li><b>2. Approval of Consent Item Agenda</b> <ol style="list-style-type: none"> <li>a. September 12, 2023 Meeting Minutes</li> <li>b. Committee Meeting Minutes for September 2023               <ol style="list-style-type: none"> <li>i. Treasurer's Review Committee</li> <li>ii. Security and Grounds Committee</li> <li>iii. Management Committee</li> <li>iv. Strategic Committee</li> </ol> </li> <li>c. August 2023 Financial Statements</li> <li>d. September 2023 Facilities Monitor Report (Separate from packet)</li> </ol> </li> </ol>

<b>7:20-8:10</b>	<b>8. CANDIDATE SELECTION FOR BOARD OF SUPERVISOR SEATS #2 &amp; #5 APPOINTMENT (50 Minutes)</b>
	<ol style="list-style-type: none"> <li>1. Board review of resumes</li> <li>2. Board discussion with candidates (5 minutes per candidate)</li> <li>3. Board Motion for Appointment</li> <li>4. Oath of Office</li> </ol>
<b>8:10-8:30</b>	<b>9. COMMITTEE REPORTS (20 Minutes)</b>
	<ol style="list-style-type: none"> <li>1. Treasurer's Review Committee – Committee Chair Peacock</li> <li>2. Grounds/Security Committee – Committee Chair Fannin</li> <li>3. Management Committee – Committee Chair Nelson</li> <li>4. Strategic Planning Committee – Committee Chair Brownlee</li> </ol>
<b>8:30- 8:40</b>	<b>10. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR NELSON (10 Minutes)</b>
	<b>GENERAL REMARKS – Chair of The Board of Supervisors</b>
<b>8:40-8:45</b>	<b>11. PROPERTY MANAGER (5 Minutes)</b>
	<b>Items for Consideration by Property Manager - Mark Cooper</b> <ol style="list-style-type: none"> <li>1. Property Management Report</li> </ol>
<b>8:45–8:50</b>	<b>12. DISTRICT MANAGER (5 Minutes)</b>
	<b>Items for Consideration by District Manager – Adriana Urbina</b> <ol style="list-style-type: none"> <li>1. District Manager Report</li> </ol>
<b>8:50 –9:00</b>	<b>13. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)</b>
<b>9:00</b>	<b>ADJOURN</b>



Date: September 12, 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 7:00 p.m. by Chair, Dave Nelson.

Resident asked if the new landscaping company had been on site as there have been missed areas in the community. Mark replied that he will follow up and request that these areas be maintained.

1. On **MOTION** by Supervisor Peacock and second by Supervisor Gianakos, the Board approved the, September 12, 2023 Consent Agenda consisting of the: August 1, 2023 General Meeting Minutes, the August Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the July 2023 Financial Reports and the Facility Monitor August 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 Gianakos, the Board approved to distribute the notice of encroachment letters along with the license agreement offers written by Legal Counsel. Motion passed 5 to 0

New employee discussion was remanded to Treasurer's Review Committee.

3. On **MOTION** by Supervisor Peacock and second by Supervisor Gianakos, the Board approved Resolution 2023-04 Lake St. Charles District Budget and Assessment Roll Adoption. Motion passed 5 to 0

4. On **MOTION** by Supervisor Nelson and Second by Supervisor Fannin, the Board approved to accept Supervisor Peacock's resignation dated October 3, 2023 after the General Meeting. The Board thanked Supervisor Peacock for her hard work and dedication. The Board will never forget and will always be grateful for her return during a hard moment in her life. Motion passed 5 to 0

Property Manager pay increase discussion was remanded to Treasurer's Review Committee.

5. On **MOTION** by Supervisor Brownlee and Second by Supervisor Nelson, the Board approved to rescind Motion #7 found on the approved Meeting Minutes dated August 1, 2023. Per Florida Statute Chapter 112 Part 3, an Elected Official cannot enter into contract within their District. The Board thanked Supervisor Brownlee for the good intention in creating this communication app. Motion passed 5 to 0

Facility Monitor Luis Martinez, provided video and pictures of the dodge charger that was reckless driving in the community. A letter will be sent advising resident that video and pictures will be provided to HCSO.

Meeting adjourned at 8:21PM

Respectfully submitted,

Dave Nelson, Chair

Virginia Gianakos, Vice-Chair

**My name is Yvonne Brown and I am submitting my information for the opportunity to join the CDD board of Lake St Charles. I am a residence of the Villas of Lake St Charles and have been since 2001. I see this as an opportunity to support the community and utilize my knowledge and experience in project management to help any way I can. You all seem like a great team and I would be honored to work with you for the community we all call home. A little about myself, I am presently the HOA president for the Villas of Lake St Charles. I'm energetic, flexible, adaptable, thoughtful, compassionate, and assertive if need be. I also have the sense of humor to laugh at myself. To best sum up who I am would be to say I am a perfectly imperfect person.**

**Thank you,  
Yvonne Brown  
10513 Fire Oak Ct.  
Riverview, Fl 33578**

**Yvonne R Brown**  
10513 Fire Oak Ct  
Riverview, FL 33578  
Home (813) 671-1868 Mobile (813) 503-8469  
Ybrown124@gmail.com

### Summary of Qualifications

An accomplished senior level telecommunications professional with a proven track record successfully performing; Systems and process improvement training, technical writing, course development, process management, system requirements, systems testing, data verification, input and billing and project management. Developed strong relationships with both external and internal customers and students through a complete working knowledge of daily telecommunications operations. A detail oriented and organized individual with excellent written, verbal and platform skills.

### PROFESSIONAL EXPERIENCE

#### **2005 – 2015 Project Manager- Global Services and Project Management Verizon Communications, Inc., Tampa, FL**

- Overall accountability for project implementation, including development and maintenance of project schedules and delivery of complex network and equipment services.
- Responsible for leading a team of engineering, implementation and delivery management to effectively managed tight deadlines.
- Oversee implementation of multi-site data & voice products ensuring unique requirements are met and seamless coordination of resources between all stakeholders.
- Work with multiple account teams and key stakeholders to devise best practices and continuous improvement of project delivery across the enterprise.
- Effectively able to communicate with all internal departments provisioning, delivery management and network engineering to ensure tight deadlines are met allowing for customer Retention.
- Demonstrated strong leadership skills by participating on executive review calls, fielding executive level escalation, project assignment and providing administrative support.
- Mitigate risk by identifying, escalating and resolving issues across multiple delivery groups.
- Effectively project managed the following product portfolio: MPLS, VoIP, Sonet, Internet, Voice T1's, Cloud Services, IP business bundle, Adtran and Cisco equipment.
- Partnered with product line management to identify gaps and streamline implementation for IP business bundle offering.
- Resolves complex problems, which may require adaptation of standardized practices or procedures.

- Trained as an SME for all onboarding offshore Project Managers on internal systems for processes and procedures
- Self-managing / directing.

#### **2002 – 2005                      Sr. Training Specialist**

- Coordinated with the other trainers and end user organizations on needs analysis, curriculum design, course design, course facilitation and evaluation in areas of sales, systems, products, and process training.
- Performed evaluation, selection, negotiation, arrangements and monitoring of externally available course offerings to bring internally in the area of training.
- Coordinated relationships with contract/external training providers and or internal facilitators, ensuring high quality offering to employees and good working relationship with vendors.
- Delivered training courses and classes as appropriate.

#### **1999 – 2002                      Process Manager**

- Successfully participated on program managed led teams to develop high level processes, impact analysis and system requirement gathering for new products and Strategic Partners.
- Ensured processes met all internal and external partner needs with clear hand offs and in-process measurements to communicate early warning of potential issues to allow for process improvements.
- Established open lines of communications with strategic partners for the purpose of establishing, implementing, and tracking combined processes.
- Worked closely with all internal departments and other companies to ensure successful completion of alpha and beta testing of new processes.

#### **1998 - 1999                      Project Manager – Sales**

- Maintained control and responsibility for the entire installation and implementation process of several assigned projects.
- Worked with customer operations, engineering, and field operations to ensure customer satisfaction.
- Maintained constant liaison with customers involved in the implementation process.
- Initiated and followed up with escalations throughout the internal and external vendors.

#### **1997 - 1998                      Account Consultant II**

- Provided review of all orders for accuracy and timely submission
- Provided Project Management support for small/medium sized opportunities.
- Provided the on-going support for account retention, growth, and maintenance.
- Maintained constant liaison with customer contacts via in person, phone and email.

### **EDUCATION**

ITIL® Foundation v3 – 5/10

Certified Manager of Quality Problem Solving and Process Management Tools - 5/09

American Management Association "Train the Trainer" 5/2000



Langevin "Training Needs Analysis Workshop 11/2000  
Langevin "Instructional Design For new Designers Workshop 11/2000  
Kentucky State University, Frankfort, KY – Business Administration (1977-1981)

**PROFESSIONAL ASSOCIATIONS**

Project Management Institute – 5/07  
Sigma Gamma Rho Sorority

**REFERENCES**

Available upon request.

# Jake Miklavic

## Lake St. Charles Resident

### Contact

Jake Miklavic  
6809 Waterton Dr.  
Riverview, FL 33578  
813.323.2501  
Jake@castles2condos.com

Dear Lake St. Charles CDD Board,

I would like to thank Sabrina Peacock and Dave Nelson for their years of dedicated service to Lake St. Charles. Your hard work and dedication to the community is greatly appreciated. Thank you.

I would like to apply for a vacated seat on the CDD board to continue the work of keeping Lake St. Charles one of the nicest neighborhoods in Riverview. I would gladly bring my skills, background and experiences to the board, which include:

- Lake St. Charles Resident for 22 years
- Previously served on the LSC HOA board
- Interacting with residents while using amenities on a daily basis
- Experience negotiating contracts with vendors for services
- Constantly observing other area neighborhood amenities
- Keenly aware of what increases or decreases property values
- A strong commitment to keeping LSC one of the most enjoyable neighborhoods in Riverview

Our family has enjoyed living in Lake St. Charles for over 22 years. Over that time, I've seen what makes our neighborhood great. I am committed to keeping the neighborhood prospering long term and will work hard every day to help make it better.

I have served on the Lake St. Charles HOA board, so I fully understand the demanding nature of the diverse needs and requests of the community.

I have been selling Real Estate in Riverview for over 22 years. During that time, I have been constantly gathering new information, comparing local neighborhoods and amenities, and gaining an in-depth understanding of what qualities in a neighborhood are important to homeowners. Seeing many different neighborhoods around Riverview for decades, I understand it takes dedicated people and hard work to keep our neighborhood desirable for the long term.

I would be honored to join the Lake St. Charles CDD Board and become and ambassador for our community.

Thank you,  
Jake Miklavic

# Benjamin Turinsky

813.449.1560

benjaminturinsky@yahoo.com

9732 Bay Colony Drive

## Objective

To obtain a position on the LSC CDD board serving the long-term specific needs of the community while helping to plan, finance, construct, operate and maintain community wide infrastructure and services specifically for the benefit of our residents

## Education

### University of South Florida

Bachelor's Degree  
Business Management  
Sigma Chi Fraternity

### Everglades University

Pursuing Master's Degree  
Construction Management

### Bell Shoals Baptist Church

Preschool Leader

### Bloomington Youth Sports Association

Coach

### Disabled American Veterans

Lifetime Member

### Senior Construction Manager

Blue Sky Pools | Tampa, FL  
July 2010 - Present

- Conduct safety meetings, SWPPP inspections, and manage RFI systems.
- Review RFI, payment application, change orders and perform budget and cost analysis.
- Provide safety training to all construction personnel, which comply with safety protocols for the job site and OSHA.
- Project Manager/Superintendent for phase construction renovations that consist of plumbing, mechanical and electrical system replacement, and upgrade.
- Coordinate implementation of construction works completely to satisfy approve architectural, structural, electrical, mechanical, and plumbing design plans.
- Inspect and ensure passing of all city and county building code requirements.

### Petroleum Supply Specialist

United States Army | Fort Cavazos, TX  
February 2006 – July 2010

- Combat Veteran
- Iraq Campaign Medal w/ Two Campaign Stars, Army Commendation Medal, Army Achievement Medal, National Defense Service Medal, Global War on Terrorism Service Medal, Non Commissioned Officer Professional Development Ribbon, Army Service Ribbon, and Overseas Service Ribbon

# JOHN MARSHALL

9904 Branford Court Riverview, FL 33578

Cell 813-695-3778

Email- Marshalljm14@gmail.com

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Business Banking professional with more than 30 years of experience serving the financial needs of businesses throughout Hillsborough, Pinellas, and Pasco counties using a team-based approach to client relationship management.

## EXPERIENCE

February 2018 -September 2023

### **Chase Bank**

Vice President, Senior Business Relationship Manager

January 2004 – February 2018

### **Regions Bank**

Vice President, Commercial Relationship Manager

- Develop and manage a current portfolio of approximately 35 clients with annual revenues from \$5 million to \$50 million.
- Meet revenue goals based on the sale of deposits, loans, cash management solutions and other services within the bank.
- Identify opportunities to cross-sell and deepen client relationships through needs- based analysis and introductions to other members of my client team.
- Develop new relationships through networking opportunities and development of external referral sources.
- Refer prospects to Retail, Mortgage, Private Wealth, Insurance and CRE.

## EDUCATION

Bachelor of Arts, Business Administration 1987

Oklahoma School of Banking, Graduate 1993

## ACTIVITIES

Score Volunteer- Inactive

Former CDD Board Member

# Treasurer's Review Committee Meeting Minutes

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**Date:** *Thursday, September 21, 2023, 1:00 pm*

**Chair:** *Supervisor Sabrina Peacock*

**Operations Manager:** *Adriana Urbina*

## Notice of Meetings – Treasurer's Review Committee

- The Treasurer reviewed and signed SouthState payment confirmation pages.
- The Committee discussed the status of the final letters for encroaching properties. It was stated that all encroachments brought to the District's attention will be dealt in the same matter.
- The Committee discussed removing the workout equipment that is laying on the trail and storing it in shed.
- The Committee discussed Red Tress's performance. It was discussed that they should have the opportunity to fix any issues that have developed within their first month of service.

# Security - Grounds Committee Meeting Minutes

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**Date:** *Wednesday, September 20, 2023 at 11:00 AM.*

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

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

Property Manager will update the Board at the October Meeting.

# Management Committee Meeting Minutes

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**Date:** *Wednesday, September 20, 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

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**Date:** *Tuesday , September 19, 2023 @ 9:00 am.*

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

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

Property Manager will update the Board at the October Meeting.



Lake St. Charles CDD

Funds Statement

Jun '23 - Aug '23

	Jun '23	Jul '23	Aug '23	Category
<b>Bank/Current Asset Accounts</b>				
SouthState Bank Checking	345,148	291,162	204,710	Cash
SouthState Bank Money Market	255,724	255,833	255,941	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	1,483	1,588	1,610	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
<b>Total Bank/Current Asset Accounts</b>	<b>602,355</b>	<b>548,583</b>	<b>462,261</b>	
<b>Cash (Checking/Savings)</b>				
SouthState Bank Checking	345,148	291,162	204,710	
SouthState Bank Money Market	255,724	255,833	255,941	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	1,483	1,588	1,610	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
<b>Total Cash Accounts</b>	<b>602,355</b>	<b>548,583</b>	<b>462,261</b>	
<b>Debt Service</b>				
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	
<b>Total Debt Service Fund Balances</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL FUND BALANCES</b>	<b>602,355</b>	<b>548,583</b>	<b>462,261</b>	
<b>District Reserve Fund</b>				
SunTrust Money Market	0	0	0	Committed/Assigned
SouthState Bank Money Market	255,724	255,833	255,941	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	255,724	255,833	255,941	

**Lake St. Charles CDD**  
**Disbursement Authorization Report**  
**August 2023**

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	08/01/2023	ADP	10000-SouthState Bank Checking	-13,565.56
				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	761.47
				Property Maintenance Part-Time	68.00
				Full Time Maintenance Employee	1,330.25
				Recreational Assistants	1,845.25
				Medical Stipend	200.00
				Medical Stipends	500.00
TOTAL					13,565.56
Bill Pmt -Check	EFT/Auto	08/02/2023	Leaf	10000-SouthState Bank Checking	-161.99
Bill	Printer Lease & Insu	08/02/2023		Printer Supplies	161.99
TOTAL					161.99
Check	EFT/Auto	08/04/2023	TECO Electric	10000-SouthState Bank Checking	-4,143.30
				53100 - Electric Utility Svs	118.85
				53100 - Electric Utility Svs	57.81
				53100 - Electric Utility Svs	233.24
				53100 - Electric Utility Svs	1,216.95
				53100 - Electric Utility Svs	83.89
				53100 - Electric Utility Svs	1,594.51
				53100 - Electric Utility Svs	396.63
				53100 - Electric Utility Svs	67.58
				53100 - Electric Utility Svs	35.61
				53100 - Electric Utility Svs	28.51

# Lake St. Charles CDD Disbursement Authorization Report

## August 2023

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	23.23
				53100 - Electric Utility Svs	99.99
				53100 - Electric Utility Svs	23.39
				53100 - Electric Utility Svs	23.39
				53100 - Electric Utility Svs	23.54
				53100 - Electric Utility Svs	23.86
				53100 - Electric Utility Svs	23.39
				53100 - Electric Utility Svs	23.23
				53100 - Electric Utility Svs	22.31
				53100 - Electric Utility Svs	23.39
TOTAL					<u>4,143.30</u>
Check	EFT/Auto	08/07/2023	TECO Gas Company	10000-SouthState Bank Checking	-188.20
				53200 - Gas Utility Services	188.20
TOTAL					<u>188.20</u>
Check	EFT/Auto	08/07/2023	TECO Electric	10000-SouthState Bank Checking	-80.57
				53100 - Electric Utility Svs	80.57
TOTAL					<u>80.57</u>
Bill Pmt -Check	EFT/Auto	08/10/2023	Luis Martinez	10000-SouthState Bank Checking	-8,514.95
Bill	Camera Installation	08/01/2023		Unassigned CIP Projects	8,500.00
				Banking & Investment Mgmt Fees	14.95
TOTAL					<u>8,514.95</u>
Check	EFT/Auto	08/10/2023	Square Inc	10000-SouthState Bank Checking	-300.00
				Security/Renters Cards Deposits	300.00
TOTAL					<u>300.00</u>

**Lake St. Charles CDD**  
**Disbursement Authorization Report**  
**August 2023**

Type	Num	Date	Name	Account	Original Amount
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>08/11/2023</b>	<b>Mark Cooper</b>	<b>10000-SouthState Bank Checking</b>	<b>-12,000.00</b>
Bill	2nd Grant Manager Pa	08/11/2023		Grant Management (Reimbursed)	12,000.00
TOTAL					12,000.00
<b>Check</b>	<b>EFT/Auto</b>	<b>08/11/2023</b>	<b>ADP</b>	<b>10000-SouthState Bank Checking</b>	<b>-152.81</b>
				Payroll Service Charge	15.28
				Payroll Service Charge	137.53
TOTAL					152.81
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>08/14/2023</b>	<b>Verizon Wireless</b>	<b>10000-SouthState Bank Checking</b>	<b>-72.22</b>
Bill	05-24-23 to 06-23-23	06/23/2023		Telephone	72.22
TOTAL					72.22
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>08/15/2023</b>	<b>Verizon Wireless</b>	<b>10000-SouthState Bank Checking</b>	<b>-72.28</b>
Bill	06-24-23 to 07-23-23	07/23/2023		Telephone	72.28
TOTAL					72.28
<b>Check</b>	<b>EFT/Auto</b>	<b>08/15/2023</b>	<b>Square Inc</b>	<b>10000-SouthState Bank Checking</b>	<b>-300.00</b>
				Security/Renters Cards Deposits	300.00
TOTAL					300.00
<b>Check</b>	<b>EFT/Auto</b>	<b>08/15/2023</b>	<b>ADP</b>	<b>10000-SouthState Bank Checking</b>	<b>-13,514.45</b>
				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

# Lake St. Charles CDD Disbursement Authorization Report

## August 2023

Type	Num	Date	Name	Account	Original Amount
				Payroll Taxes - Employer Taxes	693.66
				Property Maintenance Part-Time	102.00
				Full Time Maintenance Employee	1,360.00
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
				Recreational Assistants	1,430.00
TOTAL					<u>13,514.45</u>
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>08/18/2023</b>	<b>Resource Group US LLC</b>	<b>10000-SouthState Bank Checking</b>	<b>-700.00</b>
Bill	INV# 1215	07/29/2023		Misc. Landscape Maintenance	700.00
TOTAL					<u>700.00</u>
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>08/18/2023</b>	<b>Staples</b>	<b>10000-SouthState Bank Checking</b>	<b>-205.26</b>
Bill	trash bags, toilet p	07/14/2023		Club Facility Maintenance	205.26
TOTAL					<u>205.26</u>
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>08/18/2023</b>	<b>Zebra Cleaning Team, Inc.</b>	<b>10000-SouthState Bank Checking</b>	<b>-904.13</b>
Bill	Mother board replace	07/31/2023		Pool Maintenance Repairs	904.13
TOTAL					<u>904.13</u>
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>08/24/2023</b>	<b>SunTrust Credit Card</b>	<b>10000-SouthState Bank Checking</b>	<b>-6,526.83</b>
Bill	Aug CC Statement	08/24/2023		13500 - Truist Visa Card	6,526.83
TOTAL					<u>6,526.83</u>
<b>Check</b>	<b>EFT/Auto</b>	<b>08/25/2023</b>	<b>ADP</b>	<b>10000-SouthState Bank Checking</b>	<b>-164.80</b>
				Payroll Service Charge	10.98
				Payroll Service Charge	98.92
				Supervisor Payroll Service	54.90

# Lake St. Charles CDD Disbursement Authorization Report

## August 2023

	Type	Num	Date	Name	Account	Original Amount
TOTAL						164.80
	Check	EFT/Auto	08/29/2023	ADP	10000-SouthState Bank Checking	-10,826.27
					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	569.98
					Property Maintenance Part-Time	51.00
					Full Time Maintenance Employee	1,360.00
TOTAL						10,826.27
	Bill Pmt -Check	EFT/Auto	08/30/2023	Mainscape	10000-SouthState Bank Checking	-13,437.70
	Bill	Aug Installment	08/01/2023		Landscape Maintenance Contract	13,437.70
TOTAL						13,437.70
	Bill Pmt -Check	EFT/Auto	08/30/2023	Solitude Lake Management	10000-SouthState Bank Checking	-1,284.00
	Bill	Aug Pond Mainten	08/01/2023		Pond & Stormwater Maint	1,284.00
TOTAL						1,284.00
	Bill Pmt -Check	EFT/Auto	08/30/2023	Zebra Cleaning Team, Inc.	10000-SouthState Bank Checking	-1,925.00
	Bill	Aug 23 Pool Cleaning	08/01/2023		Pool Maintenance Contract	1,925.00
TOTAL						1,925.00
	Sales Tax Paymen	EFT/Auto	08/31/2023	Florida Department of Revenue	10000-SouthState Bank Checking	-28.30
				Florida Department of Revenue	Sales Tax Payable	2.73
				Florida Department of Revenue	Sales Tax Payable	10.98

**Lake St. Charles CDD**  
**Disbursement Authorization Report**  
**August 2023**

Type	Num	Date	Name	Account	Original Amount
			Florida Department of Revenue	Sales Tax Payable	10.02
			Florida Department of Revenue	Sales Tax Payable	4.57
TOTAL					<u>28.30</u>
<b>Sales Tax Payment EFT/Auto</b>		<b>08/31/2023</b>	<b>Florida Department of Revenue</b>	<b>10000-SouthState Bank Checking</b>	<b>-41.53</b>
			Florida Department of Revenue	Sales Tax Payable	3.57
			Florida Department of Revenue	Sales Tax Payable	17.54
			Florida Department of Revenue	Sales Tax Payable	13.11
			Florida Department of Revenue	Sales Tax Payable	7.31
TOTAL					<u>41.53</u>
<b>Check</b>	<b>EFT/Auto</b>	<b>08/31/2023</b>	<b>Square Inc</b>	<b>10000-SouthState Bank Checking</b>	<b>-85.00</b>
				Rental	85.00
TOTAL					<u>85.00</u>
<b>Check</b>	<b>EFT/Auto</b>	<b>08/31/2023</b>	<b>Square Inc</b>	<b>10000-SouthState Bank Checking</b>	<b>-1.53</b>
				Rental	1.53
TOTAL					<u>1.53</u>
<b>Check</b>	<b>EFT/Auto</b>	<b>08/31/2023</b>	<b>Square Inc</b>	<b>10000-SouthState Bank Checking</b>	<b>-3.09</b>
				Rental	3.09
TOTAL					<u>3.09</u>

# Treasurer's Report - SouthState Account

August 2023

08/1/23 - 08/31/23

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						<b>286,769.84</b>
08/01/2023	EFT/Auto	ADP	P.E. 07-29-23	13,565.56		273,204.28
08/02/2023	EFT/Auto	Leaf	Printer Lease & Insurance	161.99		273,042.29
08/02/2023			Deposit		14.51	273,056.80
08/04/2023	EFT/Auto	TECO Electric	06980007400 Acct #	4,143.30		268,913.50
08/04/2023			Deposit		29.12	268,942.62
08/07/2023	EFT/Auto	TECO Gas Company	221003603224 Acct #	188.20		268,754.42
08/07/2023	EFT/Auto	TECO Electric	221005960721 Acct #	80.57		268,673.85
08/10/2023	EFT/Auto	Luis Martinez	Camera Installation Project	8,514.95		260,158.90
08/10/2023			Deposit		292.10	260,451.00
08/10/2023	EFT/Auto	Square Inc	CH Rental Deposit Refund	300.00		260,151.00
08/11/2023	EFT/Auto	Mark Cooper	2nd Grant Manager Payment per contract	12,000.00		248,151.00
08/11/2023	EFT/Auto	ADP		152.81		247,998.19
08/14/2023	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	72.22		247,925.97
08/15/2023	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	72.28		247,853.69
08/15/2023			Deposit		292.10	248,145.79
08/15/2023	EFT/Auto	Square Inc	CH Rental Deposit Refund	300.00		247,845.79
08/15/2023	EFT/Auto	ADP	P.E. 08-12-23	13,514.45		234,331.34
08/18/2023	EFT/Auto	Resource Group US LLC	INV# 1215	700.00		233,631.34
08/18/2023	EFT/Auto	Staples	6011 1000 4086 310	205.26		233,426.08
08/18/2023	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 5308	904.13		232,521.95
08/22/2023			Deposit		29.02	232,550.97
08/24/2023			Deposit		6,350.00	238,900.97
08/24/2023	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	6,526.83		232,374.14
08/24/2023			Deposit		14.51	232,388.65
08/25/2023	EFT/Auto	ADP		164.80		232,223.85
08/29/2023	EFT/Auto	ADP	P.E. 08-26-23	10,826.27		221,397.58
08/30/2023	EFT/Auto	Mainscape	INV# 1290784	13,437.70		207,959.88
08/30/2023	EFT/Auto	Solitude Lake Management	INV# PSI-99667	1,284.00		206,675.88
08/30/2023	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 6365	1,925.00		204,750.88
08/31/2023	EFT/Auto	Florida Department of Revenue		28.30		204,722.58
08/31/2023	EFT/Auto	Florida Department of Revenue		41.53		204,681.05



<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
08/31/2023			Deposit		14.51	204,695.56
08/31/2023	EFT/Auto	Square Inc	All Day CH Cancellation	85.00		204,610.56
08/31/2023	EFT/Auto	Square Inc	2.6% + .10 Square processing fees for CH Rentals	1.53		204,609.03
08/31/2023	EFT/Auto	Square Inc	2.6% + .10 Square processing fees for Vending	3.09		204,605.94
08/31/2023		Clubhouse Rentals			55.00	204,660.94
08/31/2023		Vending Sales			31.00	204,691.94
08/31/2023			Interest		17.81	204,709.75
				<b>89,199.77</b>	<b>7,139.68</b>	<b>204,709.75</b>

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '22 Aug '23	Annual Budget	\$ Over Annual Budget	Comments
2							Revenue/Expense				
3							Revenue				
4							36100 - Interest Earnings				
5							Interest - General Fund	1,360	180	1,180	
6							Total 36100 - Interest Earnings	1,360	180	1,180	
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	13,168	8,060	5,108	
18							Rental	1,528	500	1,028	
19							Pool Snack Vending	534	475	59	
20							Total 36900 - Miscellaneous Revenues	15,230	9,035	6,195	
21							Total Revenue	1,236,750	1,222,703	14,047	
22											
24							Expense				
25							5110 - Legislative				
26							Employer Taxes	902	1,460	(558)	
27							Special District Fees	175	175	0	
28							Supervisor Fees	10,800	12,000	(1,200)	
29							Supervisor Payroll Service	764	900	(136)	
30							Total 5110 - Legislative	12,641	14,535	(1,894)	

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '22 Aug '23	Annual Budget	\$ Over Annual Budget	Comments
31							<b>51300 - Financial &amp; Admin</b>				
32							Accounting Services	0	500	(500)	
33							Auditing Services	13,500	13,500	0	
34							Banking & Investment Mgmt Fees	30	200	(170)	
35							District F&A Employees				
36							District Manager	62,605	67,873	(5,268)	
37							Medical Stipend	2,200	2,400	(200)	
38							Payroll Service Charge	440	465	(25)	
39							Payroll Taxes - Employer Taxes	5,006	4,400	606	
40							Performance Stipend	0	0	0	
41							<b>Total District F&amp;A Employees</b>	<b>70,252</b>	<b>75,138</b>	<b>(4,886)</b>	
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							<b>Total General Insurance</b>	<b>8,300</b>	<b>8,300</b>	<b>0</b>	
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	2,011	2,000	11	
53							Professional Development	0	1,000	(1,000)	
54							Technology Services/Upgrades	1,687	5,000	(3,313)	
55							Telephone	2,702	3,600	(898)	
56							Travel Per Diem	0	200	(200)	
57							Website Development & Monitor	2,913	2,650	263	
58							<b>Total 51300 - Financial &amp; Admin</b>	<b>108,671</b>	<b>120,771</b>	<b>(12,100)</b>	
59							<b>51400 - Legal Counsel</b>				

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '22 Aug '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	44,582	50,000	(5,418)	
67							53200 - Gas Utility Services	4,108	5,600	(1,492)	
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	135,086	148,521	(13,435)	
78							Misc. Landscape-Temporary Staff	0	3,000	(3,000)	
79							Misc. Landscape Maintenance	16,960	16,762	198	
80							Mulch	32	10,500	(10,468)	
81							New Plantings	818	2,500	(1,682)	
82							Pond & Stormwater Maint Contract	12,840	15,414	(2,574)	
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 August 2023

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '22 Aug '23	Annual Budget	\$ Over Annual Budget	Comments
90							<b>Total 53900 - Physical Environment</b>	202,155	240,245	(38,090)	
91							<b>57200 - Parks &amp; Recreation</b>				
92							Auto Liability	901	901	0	
93							Club Facility Maintenance				
94							Club Facility Maintenance	4,157	5,000	(843)	
95							Clubhouse Supplies	1,667	2,300	(633)	
96							Locks/Keys	505	100	405	
97							Pool Snack Vending Items	409	300	109	
98							<b>Total Club Facility Maintenance</b>	6,738	7,700	(962)	
99							<b>District Employees Payroll Exp</b>				
100							Employer Workman Comp	6,451	9,360	(2,909)	
101							Facilities Monitor	43,452	47,175	(3,723)	
102							Medical Stipends	4,800	6,000	(1,200)	
103							Payroll Service Charge	2,582	2,500	82	
104							Payroll Taxes - Employer Taxes	14,577	16,500	(1,923)	
105							Performance Stipend	0	0	0	
106							Full-Time Hybrid Employee	25,865	35,360	(9,495)	
107							Property Maintenance Part-Time	2,504	1,625	879	
108							Property Maintenance Team Lead	38,627	41,871	(3,244)	
109							Property Manager	62,605	67,872	(5,267)	
110							Grant Management (Reimbursed)	24,000	24,333	(333)	
111							Recreational Assistants	8,008	10,000	(1,992)	
112							Hills Cnty Off Duty Sheriff	222	2,900	(2,678)	
113							<b>Total District Employees Payroll Exp</b>	233,693	265,496	(31,803)	
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	23,100	23,500	(400)	

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '22 Aug '23	Annual Budget	\$ Over Annual Budget	Comments
120							Pool Maintenance Repairs	9,593	12,000	(2,407)	
121							Sec System Monitoring Contract	310	400	(90)	
122							Security Repairs	2,198	5,000	(2,802)	
123							Total 57200 - Parks & Recreation	289,351	331,122	(41,771)	
124							58003- Future CIP Projects and Reserves	471,129	478,333	(7,204)	
125							Total Expense	1,144,831	1,266,786	(121,955)	
126							Revenue Less Expenses	91,919	(44,083)	136,002	
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	78,993	241,036	(162,043)	
135							58004-Lake Water Quality & Pond	169,538	187,915	(18,377)	
136							Total Other Expense	248,531	428,951	(180,420)	
137							Net Other Income	(358,354)	44,083	(358,354)	
138							Net Income	(266,435)	0	(222,352)	

**Lake St. Charles CDD**  
**Property Manager Expense Report**

August 2023				
Type	Date	Memo	Account	Amount
Mainscape	Bill	08/01/2023	Aug Installment	Landscape Maintenance Contract
				13,437.70
Solitude Lake Management	Bill	08/01/2023	Aug Pond Mainten	Pond & Stormwater Maint
				1,284.00
<b>TOTAL</b>				<b>14,722</b>