

Supervisor Packet for November 7, 2023 General Meeting

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

7:00 p.m., November 7, 2023

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

Board of Supervisors

Virginia Gianakos, Vice Chair, 293-4728

Robb Fannin, Supervisor, 785-5423

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

Yvonne Brown, Supervisor, 813-503-8469

Benjamin Turinsky, Supervisor, 813-449-1560

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 (VICE-CHAIR GIANAKOS) 4. ROBERT'S RULES OF ORDER 5. ACKNOWLEDGMENT OF SUPERVISORS AND STAFF PRESENT 6. INTRODUCTION OF HOMEOWNERS, RESIDENTS AND PUBLIC AND IDENTIFICATION OF PARTIES WISHING TO MAKE PUBLIC COMMENTS
7:05 – 7:20	7. LMP INTRODUCTION (Q/A)15 MINUTES
7:20 – 8:05	8. STAFF/SUPERVISOR INTRODUCTION, JOD DESCRIPTION DISCUSSION (45 MINUTES)
8:05 – 8:35	9. PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 30 MINUTES DESIGNATED)
	1. Homeowners Requesting to Speak (Please State Name Prior to Remarks)
8:35 – 8:40	10. 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. October 3, 2023 Meeting Minutes b. Committee Meeting Minutes for October 2023 <ol style="list-style-type: none"> i. Treasurer's Review Committee ii. Security and Grounds Committee

	<ul style="list-style-type: none"> iii. Management Committee iv. Strategic Committee c. September 2023 Financial Statements d. October 2023 Facilities Monitor Report (Separate from packet)
8:40-8:50	11. APPOINTMENT OF BOARD OFFICE POSITIONS & SUB-COMMITTEE APPOINTMENTS (10 Minutes)
8:50-9:10	12. COMMITTEE REPORTS (20 Minutes)
	<ul style="list-style-type: none"> 1. Treasurer's Review Committee – Committee Chair 2. Grounds/Security Committee – Committee Chair Fannin 3. Management Committee – Committee Chair 4. Strategic Planning Committee – Committee Chair Brownlee <ul style="list-style-type: none"> a. Review of FY23-24 CIP Expense Chart b. Review of Proposed Community Master Plan
9:10- 9:20	13. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR NELSON (10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors
9:20-9:25	14. PROPERTY MANAGER (5 Minutes)
	Items for Consideration by Property Manager - Mark Cooper <ul style="list-style-type: none"> 1. Property Management Report
9:25–9:30	15. DISTRICT MANAGER (5 Minutes)
	Items for Consideration by District Manager – Adriana Urbina <ul style="list-style-type: none"> 1. District Manager Report 2. Resolution 2023-05 LSC District Annual Meeting Schedule FY23-24
9:30 –9:40	16. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
9:40	ADJOURN

Board Meeting Policy

M-02-06-2007-03

Florida statute provides that “In providing an opportunity for public participation, the Attorney General’s Office has advised that reasonable rules and policies, which ensure the orderly conduct of a public meeting and which require orderly behavior on the part of those persons attending may be adopted by a public board.” As cited in the 2006 Edition of Florida’s Government-in-the-Sunshine Manual, in the case of Jones v. Heyman, “to deny the presiding officer the authority to regulate irrelevant debate and disruptive behavior at a public meeting—would cause such meetings to drag on interminably and deny others the opportunity to voice their opinions.”

Public Comment

The Board has set aside a 30 minute period at the beginning of each meeting for Public Comment. Homeowners wishing to address the Board should identify themselves and the topic they wish to speak to during the *“Introduction of Homeowners and Identification of Homeowners Wishing To Make Public Comments”* portion of the agenda. Homeowners speaking on scheduled agenda items will be heard before homeowners speaking on non-scheduled agenda items. In addition, homeowner comments may be solicited during agenda item discussion, if the schedule allows. When addressing the board, please state your name and neighborhood. Please speak loudly so all meeting attendees can hear remarks. Three (3) minutes are allowed for each speaker.

Courtesy Rules

The Board welcomes comments from citizens about any issue or concern. Your opinions are valued in terms of providing input to the Board members. However, it is requested at the same time when you address the Board that comments are not directed personally against a Supervisor, staff member, or other homeowners, but rather directed at the issues. This provides a mutual respect between the Board members and the public.

Similarly, the Board welcomes productive dialogue between Board members and with LSC staff. Therefore, it is requested that Board members remarks are not directed personally against a Supervisor, staff member or homeowner, but rather directed at the issues. Board members should maintain sensitivity to the need to effectively manage time during meetings by speaking efficiently to their point to ensure the business of the community is accomplished.

Persons who direct personal attacks on the integrity, competence, or character of any meeting attendees or who interrupt speakers may lose their right to address the Board.



Date: October 3, 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 (Absent)
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 Vice-Chair, Virginia Gianakos.

Residents inquired about the services being provided by the current landscaping company. Many residents had concerns about overgrown areas and overall disappointed in the negative state the property is in. Mark informed the Board and residents that he has made Redtree aware of their incomplete services. The Board discussed terminating the contract that commenced September 2023; Mark informed the Board that the contract was not signed so the Board has the option to terminate services immediately.

Action Item: Property Manager, Mark Cooper to contact LMP and discuss negotiating the previously submitted bid.

Resident requested to have a clock placed outside in pool area. Different clock options will be looked at for placement.

Resident inquired about encroachment letters being prepared for the properties located on Bucks Ford Drive. Currently the letters have not been completed and have not been mailed out to property owners.

Resident inquired about workout equipment left on the trail and if it will be reinstalled. Mark responded that the plan is to paint the equipment before it can be reinstalled.

Resident asked if a second Facility Monitor had been approved for hire. The Board responded that this decision had not been made and it was remanded to Management for review.

1. On **MOTION** by Supervisor Peacock and second by Supervisor Brownlee, the Board approved the, October 3, 2023 Consent Agenda consisting of the: September 12, 2023 General Meeting Minutes, the September Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the August 2023 Financial Reports and the Facility Monitor September 2023 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 4 to 0
2. On **MOTION** by Supervisor Peacock and second by Supervisor Fannin, the Board approved to appoint Ms. Yvonne Brown to Supervisor Seat #2. Motion passed to 0
3. On **MOTION** by Supervisor Fannin and second by Supervisor Peacock, the Board approved to appoint Mr. Benjamin Turinsky to Supervisor Seat #5. Motion passed 4 to 0

Meeting adjourned at 8:50PM

Respectfully submitted,

Dave Nelson, Chair

Virginia Gianakos, Vice-Chair

Treasurer's Review Committee Meeting Minutes

Date: *Thursday, October 19, 2023, 1:00 pm*

Chair:

Operations Manager: *Adriana Urbina*

Committee Members: *District Manager, Adriana Urbina*

Notice of Meetings – Treasurer's Review Committee

The Treasurer's Review Committee Meeting was canceled.

Grounds and Security Committee Meeting Minutes

Date: *Wednesday, October 18, 2023, at 11:00 AM.*

Committee Chairperson: *Supervisor, Rob Fannin*

Operations Manager: *Property Manager, Mark Cooper*

The Security Grounds Committee did not meet. Supervisors were polled as to termination of our current landscape vendor and entering into agreement with LMP.

Management Committee Meeting Minutes

Date: *Wednesday, October 18, 2023 @ 12:00 pm*

Chairperson:

Operations Manager: *District Manager, Adriana Urbina*

In Attendance:

Notice of Meetings – Management Committee

The Management Committee Meeting was canceled.

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, October 17, 2023 @ 9:00 am.*

Committee Chairperson: *Supervisor, Marlon K Brownlee*

Operations Manager: *Property Manager, Mark Cooper*

The Strategic Planning Committee did not formally meet. This year's preliminary FY 24 CIP chart was created and is ready for input and review.

The Proposed Park Master Plan was distributed and is awaiting review and input. Large format prints are in each supervisor's clubhouse mailbox.

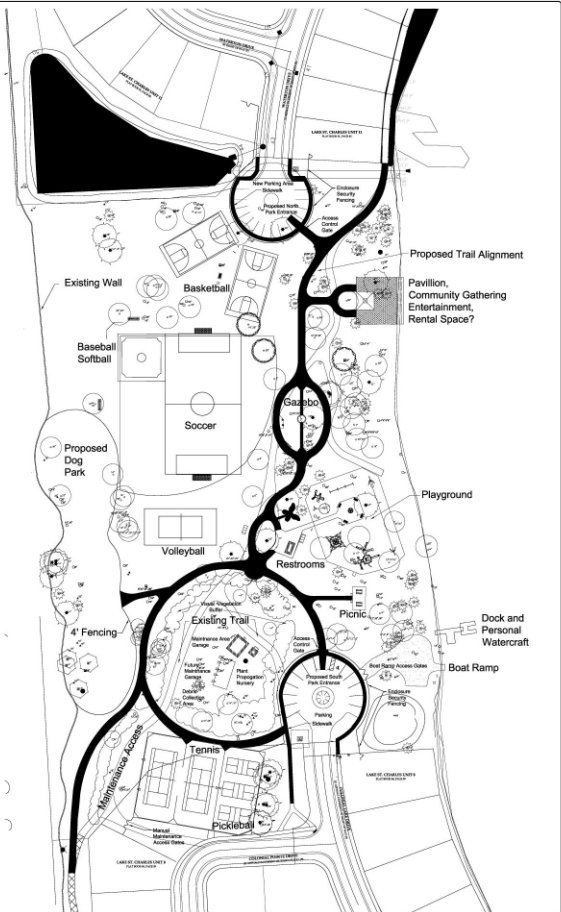
	A	B	C	D	E	F	G
1	Fiscal Year 23 - October 1 , 2023- September 30, 2024 - Version: 10/13/23						
2	FY 23 CIP Projects	Estimated Cost	Proposal Cost	Valid Proposal Cost	escalation 10% for unexpected	Budget cost	Actual Cost
3	COMPLETED PROJECTS						
4							
5	PROJECTS APPROVED AND IN PROGRESS						
6	payment to Miller Recreation upon receipt of Playground Permit						\$1,000
7						TOTAL	\$1,000
8							
9	PROJECTS for Funding Consideration						
10	Pool Awnings			\$19,750		\$20,000	\$20,000
11	Sealcoat Clubhouse Parking Lot			\$5,750		\$5,750	\$5,750
12	Phase 4 trail			\$120,000		\$120,000	\$120,000
13	Phase 4 Trail vegetation removal			\$6,100		\$6,100	\$6,100
14	Phase 4 trail self clean concrete additive			\$4,200		\$4,200	\$4,200
15	Park Dock -Remove Wooden Dock -New Floating 10 x 20 dock and attach water craft dock			\$47,657		\$47,657	\$47,657
16	Clubhouse Dock New Foating 10 x 20 Dock and 5' x 20' gangway removal of wooden dock			\$47,657		\$47,657	\$47,657
17	New Sidewalks - entrance into Park		\$40,000			\$50,000	
18	Park Security fencing at South end of park		\$46,260			\$60,000	
19	Park Security Access Control at all 4 South end gates		\$13,000			\$15,000	
20	Weatermatic irrigation controller 20 zone @ \$5,000	\$5,000				\$5,000	
21	Pond 20 and 21 aeration	\$4,631				\$4,631	
22	Metal security gate with mechanical pin code access at wall breach in Jamestown.	\$2,552					
23	Replace white PVC fence double gate in wall breach between Hampton and Jamestown.	\$4,682					
24	Bike racks for park	\$3,300					
25	Pond 2 Dredging and shoreline enforcement	\$16,033					
26	Pond 21 LSC Blvd sitting area fountain replacement programable color lights	\$13,349					
27	Pond 18 - Aeration- Cambridge	\$2,460					
28	Additional misc pond dredging #4, #5, #11, #13,	\$12,000					
29					TOTAL	\$385,995	\$251,364
30						TOTAL	
31	RESERVE FUNDING						

	A	B	C	D	E	F	G
32	Additional Funding of Reserve Account - Current Reserve Fund balance: \$256,043						
33	TOTAL EXPENDITURE						\$251,364
34	CIP Funds Available						\$422,436
35	Add Miscellaneous Revenue of: Verified Carryover of \$0						\$0
36	Completed projects	TOTAL Funds Available					\$422,436
37	Pending Projects	Unassigned Funds					\$171,072
38	Projects underway						
39	New Project	Available for CIP					\$171,072

Trail Repair or Replacement Estimates 4-1-2020

PRIORITY	AREA	DISCRIPTION- Concrete	4/1/2020	10/18/2023
			COST	Actual Cost
1	I-75 wall to Western Bridge	4" of new concrete 9' wide formed on top of existing asphalt	\$44,364	\$51,772.00
2	Western Bridge to east Bridge	4" of new concrete 9' wide formed on top of existing asphalt	\$58,470	\$285,941.00
2	East and West Bridge Railings and Pavers	4" of new concrete 9' wide formed on top of existing asphalt	\$46,199	\$24,692.00
3	Eastern Bridge to CLD Lift Station	4" of new concrete 9' wide formed on top of existing asphalt	\$28,320	\$72,625.00
4	Tennis court to end of I-75 wall	4" of new concrete 9' wide formed on top of existing asphalt	\$40,782	\$130,300.00
	Lift Station at CLD to LSC Blvd.	4" of new concrete 9' wide formed on top of existing asphalt	\$45,532	
	LSC Blvd to clubhouse	4" of new concrete 9' wide formed on top of existing asphalt	\$31,518	
	Clubhouse to Park	4" of new concrete 9' wide formed on top of existing asphalt	\$97,950	
	Park to Tennis Courts	4" of new concrete 9' wide formed on top of existing asphalt	\$60,150	
7	LSC Blvd - Krycul Ave to CLD	4" of new concrete 9' wide formed on top of existing asphalt	\$84,354	
TOTAL			\$537,639	\$565,330.00





PARK

DATE: 9/1/13

DESIGNED BY: [Signature]

CHECKED BY: [Signature]

APPROVED BY: [Signature]

COMM SUPERVISOR PACKET 16 PLAN

Lake St. Charles, CDD

6801 Colonial Lake Drive

Riverview, FL 33578

Tel: 813-741-9768

DATE	REVISION	BY

Lake St. Charles CDD

Funds Statement

Jul '23 - Sept '23

	Jul '23	Aug '23	Sept '23	Category
Bank/Current Asset Accounts				
SouthState Bank Checking	291,162	204,710	160,343	Cash
SouthState Bank Money Market	255,833	255,941	256,043	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	1,588	1,610	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
Total Bank/Current Asset Accounts	548,583	462,261	417,996	
Cash (Checking/Savings)				
SouthState Bank Checking	291,162	204,710	160,343	
SouthState Bank Money Market	255,833	255,941	256,043	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	1,588	1,610	1,610	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
Total Cash Accounts	548,583	462,261	417,996	
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	548,583	462,261	417,996	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
SouthState Bank Money Market	255,833	255,941	256,043	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	255,833	255,941	256,043	

Lake St. Charles CDD
Disbursement Authorization Report
September 2023

	Type	Num	Date	Name	Account	Original Amount
	Bill Pmt -Check	EFT/Auto	09/01/2023	A&L Property Solutions LLC	10000-SouthState Bank Checking	-3,960.00
	Bill	INV# 31	09/01/2023		Sod Replacement	3,960.00
TOTAL						3,960.00
	Check	EFT/Auto	09/05/2023	TECO Electric	10000-SouthState Bank Checking	-4,445.81
					53100 - Electric Utility Svs	103.54
					53100 - Electric Utility Svs	104.88
					53100 - Electric Utility Svs	219.60
					53100 - Electric Utility Svs	1,216.95
					53100 - Electric Utility Svs	91.10
					53100 - Electric Utility Svs	1,702.05
					53100 - Electric Utility Svs	437.48
					53100 - Electric Utility Svs	181.56
					53100 - Electric Utility Svs	41.16
					53100 - Electric Utility Svs	32.05
					53100 - Electric Utility Svs	25.54
					53100 - Electric Utility Svs	84.15
					53100 - Electric Utility Svs	25.85
					53100 - Electric Utility Svs	25.70
					53100 - Electric Utility Svs	26.33
					53100 - Electric Utility Svs	25.70
					53100 - Electric Utility Svs	25.85
					53100 - Electric Utility Svs	24.62
					53100 - Electric Utility Svs	25.85
					53100 - Electric Utility Svs	25.85
TOTAL						4,445.81
	Bill Pmt -Check	EFT/Auto	09/05/2023	Leaf	10000-SouthState Bank Checking	-161.99
	Bill	Printer Lease & Insu	09/05/2023		Printer Supplies	161.99

Lake St. Charles CDD
Disbursement Authorization Report
September 2023

	Type	Num	Date	Name	Account	Original Amount
TOTAL						161.99
	Check	EFT/Auto	09/06/2023	Square Inc	10000-SouthState Bank Checking	-300.00
					Security/Renters Cards Deposits	300.00
TOTAL						300.00
	Check	EFT/Auto	09/07/2023	TECO Gas Company	10000-SouthState Bank Checking	-197.77
					53200 - Gas Utility Services	197.77
TOTAL						197.77
	Check	EFT/Auto	09/07/2023	TECO Electric	10000-SouthState Bank Checking	-75.16
					53100 - Electric Utility Svs	75.16
TOTAL						75.16
	Check	EFT/Auto	09/08/2023	ADP	10000-SouthState Bank Checking	-143.22
					Payroll Service Charge	23.84
					Payroll Service Charge	119.38
TOTAL						143.22
	Check	EFT/Auto	09/12/2023	ADP	10000-SouthState Bank Checking	-12,718.57
					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	612.48
					Property Maintenance Part-Time	102.00
					Full Time Maintenance Employee	1,360.00

Lake St. Charles CDD
Disbursement Authorization Report
September 2023

Type	Num	Date	Name	Account	Original Amount
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
				Medical Stipend	200.00
				Medical Stipends	500.00
TOTAL					12,718.57
Bill Pmt -Check	EFT/Auto	09/15/2023	Verizon Wireless	10000-SouthState Bank Checking	-72.28
Bill	07-24-23 to 08-23-23	08/23/2023		Telephone	72.28
TOTAL					72.28
Bill Pmt -Check	EFT/Auto	09/18/2023	LG Sonic	10000-SouthState Bank Checking	-124,000.00
Bill	Phos-Out	09/06/2023		58004-Lake Water Quality & Pond	124,000.00
TOTAL					124,000.00
Bill Pmt -Check	EFT/Auto	09/22/2023	Meryman Environmental, Inc	10000-SouthState Bank Checking	-4,062.00
Bill	INV# 20230902	09/08/2023		58004-Lake Water Quality & Pond	4,062.00
TOTAL					4,062.00
Bill Pmt -Check	EFT/Auto	09/22/2023	Meryman Environmental, Inc	10000-SouthState Bank Checking	-3,130.00
Bill	INV# 20230904	09/11/2023		58004-Lake Water Quality & Pond	3,130.00
TOTAL					3,130.00
Bill Pmt -Check	EFT/Auto	09/24/2023	SunTrust Credit Card	10000-SouthState Bank Checking	-7,800.60
Bill	Sept CC Statement	09/24/2023		13500 - Truist Visa Card	7,800.60
TOTAL					7,800.60
Check	EFT/Auto	09/26/2023	ADP	10000-SouthState Bank Checking	-10,849.39

Lake St. Charles CDD
Disbursement Authorization Report
September 2023

Type	Num	Date	Name	Account	Original Amount
				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	571.85
				Property Maintenance Part-Time	85.00
				Full Time Maintenance Employee	1,347.25
TOTAL					10,849.39
Check	EFT/Auto	09/27/2023	ADP	10000-SouthState Bank Checking	-162.99
				Payroll Service Charge	14.82
				Payroll Service Charge	74.07
				Supervisor Payroll Service	74.10
TOTAL					162.99
Bill Pmt -Check	EFT/Auto	09/27/2023	Luis Martinez	10000-SouthState Bank Checking	-14.95
Bill	Camera Installation	08/01/2023		Unassigned CIP Projects	8,500.00
				Banking & Investment Mgmt Fees	14.95
TOTAL					8,514.95
Bill Pmt -Check	EFT/Auto	09/27/2023	Tampa Bay Times	10000-SouthState Bank Checking	-552.00
Bill	AD# 302571	08/31/2023		Legal Advertising	552.00
TOTAL					552.00
Check	EFT/Auto	09/30/2023	Square Inc	10000-SouthState Bank Checking	-7.52
				Rental	7.52
TOTAL					7.52

Treasurer's Report - SouthState Account
September 2023
09/1/23 - 09/30/23

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						204,709.75
09/01/2023			Deposit		292.10	205,001.85
09/01/2023	EFT/Auto	A&L Property Solutions LLC	INV# 31	3,960.00		201,041.85
09/05/2023			Deposit		14.51	201,056.36
09/05/2023	EFT/Auto	TECO Electric	06980007400 Acct #	4,445.81		196,610.55
09/05/2023	EFT/Auto	Leaf	Printer Lease & Insurance	161.99		196,448.56
09/06/2023	EFT/Auto	Square Inc	CH Rental Deposit Refund	300.00		196,148.56
09/07/2023	EFT/Auto	TECO Gas Company	221003603224 Acct #	197.77		195,950.79
09/07/2023	EFT/Auto	TECO Electric	221005960721 Acct #	75.16		195,875.63
09/08/2023	EFT/Auto	ADP		143.22		195,732.41
09/12/2023	EFT/Auto	ADP	P.E. 09-09-23	12,718.57		183,013.84
09/12/2023			Deposit		24.25	183,038.09
09/13/2023			Deposit		14.51	183,052.60
09/15/2023	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	72.28		182,980.32
09/18/2023	EFT/Auto	LG Sonic	Phos-Out	124,000.00		58,980.32
09/19/2023			Deposit		14.51	58,994.83
09/22/2023			Deposit		29.12	59,023.95
09/22/2023	EFT/Auto	Meryman Environmental, Inc	INV# 20230902	4,062.00		54,961.95
09/22/2023	EFT/Auto	Meryman Environmental, Inc	INV# 20230904	3,130.00		51,831.95
09/24/2023	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	7,800.60		44,031.35
09/26/2023			Deposit		3,648.00	47,679.35
09/26/2023	EFT/Auto	ADP	P.E. 09-23-23	10,849.39		36,829.96
09/27/2023	EFT/Auto	ADP		162.99		36,666.97
09/27/2023	EFT/Auto	Luis Martinez	Camera Installation Project	14.95		36,652.02
09/27/2023	EFT/Auto	Tampa Bay Times	Acct# 302571 AD# 302571	552.00		36,100.02
09/27/2023			Deposit		124,000.00	160,100.02
09/28/2023			Deposit		14.51	160,114.53
09/30/2023		Clubhouse Rentals			225.00	160,339.53
09/30/2023	EFT/Auto	Square Inc	2.6% + .10 Square processing fees for CH Rentals	7.52		160,332.01
09/30/2023			Interest		10.81	160,342.82
				172,654.25	128,287.32	160,342.82

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '22 Sept '23	Annual Budget	\$ Over Annual Budget	Comments
2							Revenue/Expense				
3							Revenue				
4							36100 - Interest Earnings				
5							Interest - General Fund	1,473	180	1,293	
6							Total 36100 - Interest Earnings	1,473	180	1,293	
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	16,884	8,060	8,824	
18							Rental	1,731	500	1,231	
19							Pool Snack Vending	534	475	59	
20							Total 36900 - Miscellaneous Revenues	19,149	9,035	10,114	
21							Total Revenue	1,240,781	1,222,703	18,078	
22											
24							Expense				
25							5110 - Legislative				
26							Employer Taxes	985	1,460	(475)	
27							Special District Fees	175	175	0	
28							Supervisor Fees	11,800	12,000	(200)	
29							Supervisor Payroll Service	838	900	(62)	
30							Total 5110 - Legislative	13,799	14,535	(736)	

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '22 Sept '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	30	200	(170)	
35							District F&A Employees				
36							District Manager	67,826	67,873	(47)	
37							Medical Stipend	2,400	2,400	0	
38							Payroll Service Charge	479	465	14	
39							Payroll Taxes - Employer Taxes	5,421	4,400	1,021	
40							Performance Stipend	0	0	0	
41							Total District F&A Employees	76,126	75,138	988	
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	2,483	3,000	(518)	
49							Local/Other Taxes	3,934	3,933	1	
50							Office Supplies	1,376	1,000	376	
51							Postage	19	250	(231)	
52							Printer Supplies	2,207	2,000	207	
53							Professional Development	156	1,000	(844)	
54							Technology Services/Upgrades	1,775	5,000	(3,225)	
55							Telephone	3,527	3,600	(73)	
56							Travel Per Diem	0	200	(200)	
57							Website Development & Monitor	3,243	2,650	593	
58							Total 51300 - Financial & Admin	116,849	120,771	(3,922)	
59							51400 - Legal Counsel				

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '22 Sept '23	Annual Budget	\$ Over Annual Budget	Comments
60							District Counsel	1,508	8,000	(6,492)	
61							Total 51400 - Legal Counsel	1,508	8,000	(6,492)	
62							52100 - Law Enforcement				
63							Car Maintenance & Repairs	2,378	3,500	(1,122)	
64							Car Gas	775	2,000	(1,225)	
65							Total 52100 - Law Enforcement	3,153	5,500	(2,347)	
66							53100 - Electric Utility Svs	49,103	50,000	(897)	
67							53200 - Gas Utility Services	4,306	5,600	(1,294)	
68							53400 - Garbage/Solid Waste Svc	1,749	2,880	(1,131)	
69							53600 - Water/Sewer Services	8,462	9,800	(1,338)	
70							53900 - Physical Environment				
71							Entry & Walls Maintenance	2,020	2,000	20	
72							Ford F250 Maintenance & Repair	3,336	3,000	336	
73							Fountain in Lake	350	3,000	(2,650)	
74							Gas - Equipment	236	400	(164)	
75							Gas - Truck	1,354	1,800	(446)	
76							Irrigation Maintenance	8,292	4,679	3,613	
77							Landscape Maintenance Contract	146,536	148,521	(1,985)	
78							Misc. Landscape-Temporary Staff	0	3,000	(3,000)	
79							Misc. Landscape Maintenance	18,932	16,762	2,170	
80							Mulch	32	10,500	(10,468)	
81							New Plantings	818	2,500	(1,682)	
82							Pond & Stormwater Maint Contract	14,124	15,414	(1,290)	
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	3,960	4,000	(40)	
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 September 2023

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '22 Sept '23	Annual Budget	\$ Over Annual Budget	Comments
90							Total 53900 - Physical Environment	223,157	240,245	(17,088)	
91							57200 - Parks & Recreation				
92							Auto Liability	901	901	0	
93							Club Facility Maintenance				
94							Club Facility Maintenance	4,991	5,000	(9)	
95							Clubhouse Supplies	2,070	2,300	(230)	
96							Locks/Keys	505	100	405	
97							Pool Snack Vending Items	531	300	231	
98							Total Club Facility Maintenance	8,097	7,700	397	
99							District Employees Payroll Exp				
100							Employer Workman Comp	6,451	9,360	(2,909)	
101							Facilities Monitor	47,081	47,175	(94)	
102							Medical Stipends	5,300	6,000	(700)	
103							Payroll Service Charge	2,776	2,500	276	
104							Payroll Taxes - Employer Taxes	15,761	16,500	(739)	
105							Performance Stipend	0	0	0	
106							Full-Time Hybrid Employee	28,572	35,360	(6,788)	
107							Property Maintenance Part-Time	2,691	1,625	1,066	
108							Property Maintenance Team Lead	41,848	41,871	(23)	
109							Property Manager	67,826	67,872	(46)	
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							Total District Employees Payroll Exp	250,535	265,496	(14,961)	
114							Dock Maintenance	0	400	(400)	
115							Drainage/ Nature Path/Trail Maintenance	4,318	4,225	93	
116							Park Facility Maintenance	6,033	7,000	(967)	
117							Parks & Rec Cell Phones	2,158	2,500	(342)	
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 September 2023

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '22 Sept '23	Annual Budget	\$ Over Annual Budget	Comments
120							Pool Maintenance Repairs	9,593	12,000	(2,407)	
121							Sec System Monitoring Contract	413	400	13	
122							Security Repairs	3,628	5,000	(1,372)	
123							Total 57200 - Parks & Recreation	310,305	331,122	(20,817)	
124							58003- Future CIP Projects and Reserves	472,354	478,333	(5,979)	
125							Total Expense	1,204,745	1,266,786	(62,041)	
126							Revenue Less Expenses	36,037	(44,083)	80,120	
127							Other Revenue/Expense				
128							Other Revenue				
129							FY 21-22 Carryover	241,036	241,036	0	
130							DEP Grant Reimbursement	246,175	231,998	14,177	
131							Total Other Revenue	241,036	473,034	14,177	
132											
133							Other Expense				
134							Unassigned CIP Projects	78,993	241,036	(162,043)	
135							58004-Lake Water Quality & Pond	300,730	187,915	112,815	
136							Total Other Expense	379,723	428,951	(49,228)	
137							Net Other Income	(365,546)	44,083	(365,546)	
138							Net Income	(329,510)	0	(285,427)	

Lake St. Charles CDD Property Manager Expense Report

September 2023

	Type	Date	Memo	Account	Amount
A&L Property Solutions LLC					
	Bill	09/01/2023	SOD Installation	Sod Replacement	3,960.00
Ace Hardware					
	Credit Card Charge	09/01/2023	Bathroom cleaning supp	Club Facility Maintenance	25.51
	Credit Card Charge	09/22/2023	CH cleaning supplies	Club Facility Maintenance	20.84
Amazon.com					
	Credit Card Charge	09/05/2023	2 Irrigation sprinkler kit	Irrigation Maintenance	453.52
Home Depot					
	Credit Card Charge	09/05/2023	Morton salt	Club Facility Maintenance	39.85
	Credit Card Charge	09/07/2023	Chain Saw	Park Facility Maintenance	50.94
	Credit Card Charge	09/11/2023	Cord & cord tightner	Club Facility Maintenance	16.73
Mainscape					
	Credit Card Charge	09/14/2023	Irrigation Services	Irrigation Maintenance	340.00
Marvel Air Solutions LLC					
	Credit Card Charge	09/20/2023	Servicing of CH AC and	Club Facility Maintenance	198.00
RedTree Landscape Systems					
	Bill	09/25/2023	Irrigation repairs	Irrigation Maintenance	320.00
	Bill	09/25/2023	Irrigation repairs	Irrigation Maintenance	184.25
Security Concepts of Tampa					
	Credit Card Charge	09/15/2023	Monitoring Oct-Dec	Sec System Monitoring Contract	103.20
Stanley Steemer					
	Credit Card Charge	09/21/2023	Carpet Cleaning	Club Facility Maintenance	125.00
Wal-Mart					
	Credit Card Charge	09/18/2023	Water	Clubhouse Supplies	40.08
Winn Dixie					
	Credit Card Charge	09/12/2023	Water & Gatorade	Clubhouse Supplies	66.53
TOTAL					5,944.45

November 7 , 2023, Property Manager's Report

The Property Manager and a Board Supervisor met with LMP to negotiate contract terms a pricing. Supervisors were polled and based on a majority response to me favorable towards landscape vendor replacement, a contract was entered into with LMP and termination notice was given to Red Tree.

I would like the Board to solidify the FY 24 CIP projects and adopt the Park Master Plan as the roadmap for development if there are no suggested revisions.

LSC CDD Resolution 2023-05

[Lake St. Charles District Annual Meeting Schedule FY 23-24]

Approved by the Lake St. Charles BOS of Supervisors per M11-07-2023-xx

11/07/23

RESOLUTION 2023-05
RESOLUTION DESIGNATING DATE, TIME AND LOCATION FOR
REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE
LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT
FY 23-24

WHEREAS, the Lake St. Charles Community Development District is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Hillsborough County, Florida (hereinafter the “District”);

WHEREAS, the District’s Board of Supervisors (hereinafter the “Board”), is statutorily authorized to exercise the powers granted to the District, but has not heretofore met;

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes;

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Community Affairs, a schedule of its regular meetings;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT;

1. Regular meetings of the Board of Supervisors of the Lake St. Charles Community Development District shall be held as provided on the schedule, which is attached hereto and made part heretofore as Exhibit A.
2. In accordance with Section 189.015, Florida Statutes, the District’s District Manager is hereby directed to file annually with Hillsborough County a schedule of the District’s regular meetings.

PASSED AND ADOPTED THIS 7th DAY OF NOVEMBER, 2023.

**LAKE ST. CHARLES COMMUNITY
DEVELOPMENT DISTRICT**

Chair of the Board

EXHIBIT A

MEETINGS NOTICE Lake St. Charles Community Development District

The Lake St. Charles Community Development District's ("District") Board of Supervisors' fiscal year 2023-2024 regular meetings will be held at 7:00 p.m. at 6801 Colonial Lake Dr., Riverview, FL 33578 (the "Community Clubhouse") on the following dates: Oct. 2, 2023; Nov. 7, 2023; Dec. 5, 2023; Jan. 9, 2024; Feb. 6, 2024; Mar. 5, 2024; Apr. 2, 2024; May 7, 2024; Jun. 4, 2024; Jul. 2, 2024; Aug. 6, 2024; and Sep. 10, 2024. The District's Board of Supervisors may attend the Lake St. Charles Homeowners Association meetings at 6:30 p.m. via Zoom on the following dates: Oct. 23, 2023; Nov. 13, 2023; Dec. 11, 2023; Jan. 8, 2024; Feb. 12, 2024; Mar. 11, 2024; Apr. 8, 2024; May 13, 2024; Jun. 10, 2024; Jul. 8, 2024; Aug. 12, 2024; and Sep. 9, 2024.

Persons with disabilities needing special accommodations to participate in any District meeting may call the District Manager, Adriana Urbina, at 813-741-9768 at least 48 hours before the meeting.

If a person decides to appeal any decision made by the District with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.