

Supervisor Packet for January 9, 2024 General Meeting

Table of Contents	i
Agenda for January 9, 2024	1
Consent Agenda	
Minutes from December 5, 2023 General Meeting	4
December Committee Minutes	
Treasurer’s Review Committee Minutes	7
FY23-24 CIP Expense Chart	8
Grounds and Security Committee Minutes	11
Management Committee Minutes.....	12
District Admin Proposal.....	13
Strategic Planning Committee Minutes	17
November Financial Statements	
Funds Statement	18
Disbursement Authorization Report	19
Treasurer’s Report SouthState Bank	25
Budget Performance Report	27
Property Manager Expense Report	32

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

7:00 p.m., January 9, 2024

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

Board of Supervisors

Marlon K, Brownlee, Chair, 813-485-5685
Yvonne Brown, Vice-Chair, 813-503-8469
Virginia Gianakos, Treasurer, 293-4728
Robb Fannin, Supervisor, 785-5423
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 (CHAIR BROWNLEE) 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 – 7:35	<ol style="list-style-type: none"> 6. PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 30 MINUTES DESIGNATED)
	<ol style="list-style-type: none"> 1. Homeowners Requesting to Speak (Please State Name Prior to Remarks)
7:35 – 7:50	<ol style="list-style-type: none"> 10. LMP UPDATES (15 Minutes)
7:50 – 7:55	<ol style="list-style-type: none"> 11. 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. December 5, 2023 Meeting Minutes b. Committee Meeting Minutes for December 2023 <ol style="list-style-type: none"> i. Treasurer's Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. November 2023 Financial Statements d. December 2023 Facilities Monitor Report (Separate from

	packet)
7:55-8:55	11. COMMITTEE REPORTS (60 Minutes)
	<p>1. Treasurer's Review Committee – Committee Chair Gianakos</p> <ul style="list-style-type: none"> a. The Treasurer's Review Committee recommends a Motion to retro-actively approve \$1,188 for the community landscape improvements (line 15). b. The Treasurer's Review Committee recommends a Motion to retro-actively approve the District's irrigation system repairs listed on the CIP list (line 25 through line 29) in the amount of \$9,129. c. The Treasurer's Review Committee recommends a Motion to retro-actively approve \$1,622 for the vegetation and tree clearing needed for phase 4 & 5 of the trail repair (line 30). d. The Treasurer's Review Committee recommends a Motion to approve the quote received from Pete & Ron's Tree Service for the removal of 17 holly tree located at various neighborhood entrances (line 33). Not to exceed \$2,293. e. The Treasurer's Review Committee recommends a Motion to approve the quote received from Rose's Paving for the clubhouse parking lot sealcoat and restriping (line 35). Not to exceed \$6,729. f. The Treasurer's Review Committee recommends a Motion to approve the quote received from Danielle Fence for the reconfiguration of the white PVC fence surrounding the District's pool equipment (line 36). Not to exceed \$2,151. g. The Treasurer's Review Committee recommends a Motion to approve the quote received from Don's Bay Area Painting for the painting of the District's clubhouse, roof, guard house roof, maintenance garage, shed, pool fencing, 3 pool awning frames, 8 bicycle racks, park fitness equipment and 2 zip line back center posts (line 37). Not to exceed \$34,372. h. The Treasurer's Review Committee recommends a Motion to approve the quote received from ST6 Security for the software and reader upgrade to the existing access control system (line 41). Not to exceed \$17,000. <p>2. Grounds/Security Committee – Committee Chair Turinsky</p> <p>3. Management Committee – Committee Chair Brown</p> <ul style="list-style-type: none"> a. The Management Committee recommends a Motion to approve the addition of a District Administrator to staff. b. The Management Committee recommends approving a 2% salary increase for all staff per the Approved Resolution 2023-04 Lake St. Charles District Budget and Assessment Roll Adoption. This increase will take effect retroactively to October 1, 2023.

	4. Strategic Planning Committee – Committee Chair Brownlee
8:55- 9:05	13. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR BROWNLEE (10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors
9:05-9:10	14. PROPERTY MANAGER (5 Minutes)
	Items for Consideration by Property Manager - Mark Cooper 1. Property Management Report
9:10–9:15	15. DISTRICT MANAGER (5 Minutes)
	Items for Consideration by District Manager – Adriana Urbina 1. District Manager Report
9:15 –9:25	16. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
9:25	ADJOURN



Date: December 5, 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:

Chairman, Marlon K. Brownlee
Vice Chair, Yvonne Brown
Treasurer/Secretary, Virginia Gianakos
Supervisor, Benjamin Turinsky
Supervisor, Robb Fannin

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 Chairman, Marlon K. Brownlee

1. On **MOTION** by Supervisor Gianakos and second by Supervisor Fannin, the Board approved the, December 5, 2023 Consent Agenda consisting of the: November 7, 2023 General Meeting Minutes, the November Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the October 2023 Financial Reports and the Facility Monitor November 2023 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0

2. On **MOTION** by Supervisor Gianakos and second by Supervisor Fannin, the Board approved Resolution 2023-06 LSC District FY23-24 Budget Amendment. Motion passed 5 to 0.
3. On **MOTION** by Supervisor Gianakos and second by Supervisor Turinsky, the Board retro-actively approved the purchase and installation of 3 pool awnings from Custom Canvas Awnings not to exceed \$20,000. Motion passed 5 to 0.
4. On **MOTION** by Supervisor Gianakos and second by Supervisor Fannin, the Board approved the immediate repair of the District's irrigation system to be completed by LMP. Not to exceed \$11,703. Motion passed 5 to 0
5. On **MOTION** by Supervisor Gianakos and second by Supervisor Brown, the Board retro-actively approved the removal of trees and vegetation needed for the Phase 4 trail repair. To be completed by Pete & Ron's Tree Services not to exceed \$6,000. Motion passed 5 to 0
6. On **MOTION** by Supervisor Gianakos and second by Supervisor Fannin, the Board approved LMP to complete community landscape improvements along the brick walls between the entrances. Not to exceed \$11,000. Motion passed 5 to 0
7. On **MOTION** by Supervisor Gianakos and second by Supervisor Fannin, the Board approved Phase 4 & 5 trail repairs to be completed by Hardeman Landscape Nursery. Not to exceed \$271,400. Motion passed 5 to 0

Action Item: Property Manager, Mark Cooper was instructed to request bids to repaint the clubhouse.

8. On **MOTION** by Supervisor Gianakos and second by Supervisor Fannin, the Board approved the Park's master Plan as a working document to assist in decision making as we move forward with property improvements. The items outlined are subject to review and may change at any time. Motion passed 5 to 0
9. On **MOTION** by Supervisor Brown and second by Supervisor Fannin, the Board approved to waive Policy 3500.5 District Paid Time Off for Managers Adriana Urbina & Mark Cooper. Managers will be required to take their PTO or risk losing the accrued hours. Motion passed 5 to 0

Supervisor Fannin exited the meeting at 8:30PM

10. On **MOTION** by Supervisor Gianakos and Second by Supervisor Turinsky, the Board approved to extend the General Meeting 10 minutes until 8:50PM. Motion passed 4 to 0

11. On **MOTION** by Supervisor Gianakos and Second by Supervisor Turinsky, the Board approved to extend the General Meeting 10 minutes until 9:00PM. Motion passed 4 to 0

12. On **MOTION** by Supervisor Gianakos and Second by Supervisor Turinsky, the Board approved to extend the General Meeting 15 minutes until 9:15PM. Motion passed 4 to 0

13. On **MOTION** by Supervisor Gianakos and Second by Supervisor Turinsky, the Board approved to mail out the encroachment letters with an expected response of 60 days. Motion passed 3 to 1 Supervisor Brown Voted NO

14. On **MOTION** by Supervisor Gianakos and second by Supervisor Brown, the Board approved the use of the District's parking lot and surrounding areas for a Snow Party on December 21st 6:30PM. Advertised to residents only. Motion passed 4 to 0

Meeting adjourned at 9:10PM

Respectfully submitted,

Marlon Brownlee, Chair

Yvonne Brown, Vice-Chair

Treasurer's Review Committee Meeting Minutes

Date: *Thursday, December 21, 2023, 10:00 am*

Chair: *Virginia Gianakos*

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's Review Committee reviewed the CIP expense chart and recommends the following Motions;

The Treasurer's Review Committee recommends a Motion to retro-actively approve \$1,188 for the community landscape improvements (line 15). Community landscaping was previously approved not to exceed \$11,000 which did not include a delivery fee and the plants were not priced correctly.

The Treasurer's Review Committee recommends a Motion to retro-actively approve the District's irrigation system repairs listed on the CIP list (line 25 through line 29) in the amount of \$9,129.

The Treasurer's Review Committee recommends a Motion to retro-actively approve \$1,622 for the vegetation and tree clearing needed for phase 4 & 5 of the trail repair (line 30).

The Treasurer's Review Committee recommends a Motion to approve the quote received from Pete & Ron's Tree Service for the removal of 17 holly tree located at various neighborhood entrances (line 33). Not to exceed \$2,293.

The Treasurer's Review Committee recommends a Motion to approve the quote received from Rose's Paving for the clubhouse parking lot sealcoat and restriping (line 35). Not to exceed \$6,729.

The Treasurer's Review Committee recommends a Motion to approve the quote received from Danielle Fence for the reconfiguration of the white PVC fence surrounding the District's pool equipment (line 36). Not to exceed \$2,151.

The Treasurer's Review Committee recommends a Motion to approve the quote received from Don's Bay Area Painting for the painting of the District's clubhouse, roof, guard house roof, maintenance garage, shed, pool fencing, 3 pool awning frames, 8 bicycle racks, park fitness equipment and 2 zip line back center posts (line 37). Not to exceed \$34,372.

The Treasurer's Review Committee recommends a Motion to approve the quote received from ST6 Security for the software and reader upgrade to the existing access control system (line 41). Not to exceed \$17,000.

	A	B	C	D	E	F	G	H	I
1	Fiscal Year 24 - October 1 , 2023- September 30, 2024 - Version: 1/8/24								
2	Approved	FY 24 CIP Projects	Budget cost	Valid Proposal Cost	Actual Cost				
3	COMPLETED PROJECTS								
4									
5	PROJECTS APPROVED AND IN PROGRESS								
6		Playground Permit Final payment to Miller Recreation upon receipt.		\$1,000	\$1,000				
7	11/7/23	Park Lake Dock -Remove Wood Dock, Install new floating dock and relocate water craft dock \$22,000. New Floating 10 x 20 Dock and 5 x 20 gangway - \$25,300 - 15% sale = \$22,000 - \$3,900 savings		\$44,000	\$44,000				
8	11/7/23	Clubhouse Lake Dock- Remove Wood Dock, Install new floating dock - \$22,000. New Floating 10 x 20 Dock and 5 x 20 gangway - \$25,300 - 15% sale = \$22,00 \$3,900 savings		\$44,000	\$44,000				
9	12/5/23	Pool Awnings		\$19,750	\$19,750				
10	12/5/23	Phase 4 Trail vegetation, tree removal and site preparation		\$5,424	\$5,424				
11	12/5/23	Phase 4 trail @ 163 C.Y. + \$1,500 per day for 3 days - \$4,500 for pumping if needed.		\$144,025	\$144,025				
12	12/5/23	Phase 4 trail self clean concrete additive - 16 gallons Phase 4 32 gal - Phase 4,5 and 6		\$4,235	\$4,235				
13	12/5/23	Phase 5 Trail = 138 C.Y. New park entrance connecting to restrooms and phase 4 trail at South park property line per the Masterplan.		\$119,500	\$119,500				
14	12/5/23	Phase 5 Trail self clean concrete additive -		\$3,640	\$3,640				
15	12/5/23	Community Landscape Improvements Along Common Area Brick Walls Between Entrances. Emerald Goddess Liriope https://www.onlineplantguide.com/Plant-Details/3125/ along brick walls between entrances replacing sections that contain plants other than Liriope that require trimming. 75 panels (column to column) @ 30 plants per panel = 2,250 plants x \$2.15 each LMP - plant removal and replanting of 2,500 1 gal. Liriope labor only = \$5,375 - 2,500 - 1 gal. liriope plants @ \$2.15 each = \$5,375 actual \$2.50 each = \$6,250 + Delivery Fee \$562.50 Plants & Delivery = \$6,812.50		\$11,000	\$12,188				
16	1/8/24	Trail Phase 4 and 5 - Vegetation clearing, tree removal and stump grinding \$5,424.25 + 425		\$6,000	\$5,850				
17	12/5/23	Irrigation System Repairs - Controller #3 - Directory system		\$2,750	\$2,750				
18	12/5/23	Irrigation System Repairs - Controller #4- Remington System		\$267	\$267				
19	12/5/23	Irrigation System Repairs - Controller #5 - Park, Tennis Court area System		\$114	\$114				
20	12/5/23	Irrigation System Repairs - Controller #6 - Cambridge, Charleston System		\$571	\$571				
21	12/5/23	Irrigation System Repairs - Controller #7- Clubhouse System		\$3,000	\$3,000				
22	12/5/23	Irrigation System Repairs - Controller #7- Clubhouse System wire and valve tracking		\$200	\$200				
23		SECTION SUBTOTAL		\$409,476	\$410,514	Approved in progress			
24	PROJECTS REQUIRING APPROVAL								
25	1/8/24	Irrigation System Repairs - Controller #1- 301 Entrance Islands Repairs		\$573	\$573	Motion to be requested at upcoming meeting			
26	1/8/24	Irrigation System Repairs - Controller #1- 301 Entrance Islands Upgrades		\$534	\$534	Motion to be requested at upcoming meeting			

	A	B	C	D	E	F	G	H	I
2	Approved	FY 24 CIP Projects	Budget cost	Valid Proposal Cost	Actual Cost				
27	1/8/24	Irrigation System Repairs - Controller #2- Main Entrance		\$6,781	\$6,781	Motion to be requested at upcoming meeting			
28	1/8/24	Irrigation System Repairs - Controller #2- Main Entrance zone 4 wire tracing and valve locate		\$200	\$200	Motion to be requested at upcoming meeting			
29	1/8/24	Irrigation System Repairs - Controller #3- Kensington Entrance Irrigation		\$1,041	\$1,041	Motion to be requested at upcoming meeting			
30	1/8/24	Trail Phase 4 and 5 - Vegetation clearing, tree removal \$1,622			\$1,622	Motion to be requested at upcoming meeting			
31		SECTION SUBTOTAL		\$9,128	\$10,750				
32		PROJECTS FOR CIP FUNDING CONSIDERATION THIS YEAR							
33		Remove 17 Holly trees at various neighborhood entrances, stump grind in preparation for landscape		\$2,293	\$2,293	Motion to be requested at upcoming meeting			
34		Tree Grant -Hillsborough County		\$2,500	\$2,500	On Hold			
35		Sealcoat Clubhouse Parking Lot, restripe, 2 HC signs and striping		\$6,729	\$6,729	Motion to be requested at upcoming meeting			
36		Reconfigure 2 areas of White PVC fencing at Pool Equipment to prevent unauthorized access to pool		\$2,151	\$2,151	Motion to be requested at upcoming meeting			
37		Paint: Clubhouse including roof and Guard house roof, Maintenance Garage and Shed, Pool Fencing, 3 Pool Awning Canopy Frames, 8 bicycle racks, Fitness Equipment in park and the removed pieces that were near the bridge and 2 zip line Back center posts		\$34,372	\$34,372	Motion to be requested at upcoming meeting			
38		Phase 6 Sidewalk around parking cull de sac. 17 .CY.		\$14,500	\$14,500	On Hold			
39		Phase 6 Sidewalk around parking cull de sac self clean concrete additive		\$600	\$600	On Hold			
40		Sealcoat Asphalt South Park cull de sac. Repave 100 SF around grate drain add 14 wheel stops, restripe HC sign		\$7,265	\$7,265	Motion to be requested at upcoming meeting			
41		Upgrade of existing Access control system to allow for mobile phone credentials - 5 year warranty		\$17,000	\$17,000	Motion to be requested at upcoming meeting			
42		SECTION SUBTOTAL		\$87,410	\$69,810				
43		FUTURE PROJECTS							
44		South Park Security Fencing - 6' tall Black Pickett Fence and access controlled gates.	\$50,000						
45		Bicycle Racks and Trail Fitness Equipment - Refurbish - repaint	\$5,000						
46		Relocate Volleyball Court to park	\$10,000						
47		Remove and stump grind 4 large Oak trees behind directory sign to prevent further damage to brick wall		\$9,412					
48		NOTE: LOGISTICAL PLANNING ESPECIALLY CONSTRUCTION SEQUENCING CONSIDERATIONS SHOULD BE CAREFULLY PLANNED TO PREVENT DAMAGE OR LACK OF ACCESS.							
49		North Park cull de sac and Parking	\$80,000						
50		North Park Security Fencing	\$60,000						
51		North Park Access Control	\$17,000						
52		Phase 7 Trail - Completion of park trail and sidewalks per Park Master Plan	\$125,000						
53		Clubhouse repaint building, metal roof and guardhouse roof	\$8,000						
54		Repaint Maintenance Garage- Playground Brown	\$2,000						
55		Community Entrance area specialty low voltage lighting. 6 phases: Signs, guardhouse, Island trees columns on both sides and lighting of the crape myrtle trees		\$35,400					

	A	B	C	D	E	F	G	H	I
2	Approved	FY 24 CIP Projects	Budget cost	Valid Proposal Cost	Actual Cost				
56		Villas Entrance area Specalty Low Voltage Lighting		\$8,950					
57		Pond Aeration ponds 20 and 21	\$2,800						
58		Dog Park Relocate per Park Master Plan	\$60,000						
59		Baseball field - Relocate per Park Master Plan	\$5,000						
60		Soccer field relocate per Park Master Plan	\$1,000						
61		Community Gathering / Event Space -Park Pavilion, paver plaza, overlook boardwalk and lake fountain.	\$100,000						
62		Access Gate Brick Wall Rplacement - between Hampton and Jamestown replace white PVC with black alum.picket	\$2,500						
63		Security Gate Jamestown brick wall - Black aluminum pickett with mechanical pin code access	\$2,000						
64		Replace existing fountain w/ programable color lights match Villas Pond 21 LSC Blvd sitting area	\$11,000						
65		Cambridge Pond Fountain Relocate Small Fountain on LSC Blvd. to pond 18 - Plug in Ready	\$0						
66		Additional misc pond dredging #4, #5, #11, #13,	\$15,000						
67		Villas Pond #2 - Dredging with shoreline enforcement	\$25,000						
68		Security Camera at Community Entrance. 2 cameras for ingress and egress, post. Monthlyinternet access \$50	\$1,700						
69		Security Camera at Directory. I ring camera Monthly internet access \$50	\$400						
70		TOTALS	\$583,400	\$53,762	\$491,073				
71		RESERVE FUNDING							
72		Additional Funding of Reserve Account - Current Reserve Fund balance: \$256,043			\$0				
73		TOTAL CIP EXPENDITURE			\$491,073				
74		Assessment Revenue minus Operation Costs = CIP FUNDS AVAILABLE			\$352,306				
75		Add Revenue of: Verified Carryover funds from the previus year that was unspent of: \$198,079 + Lake Grant negotiated \$13,613.25			\$211,692				
76		Total Available CIP Funds			\$563,998				
77		Completed Projects							
78		Approved Projects							
79		Projects Recommended for Approval							
80		Pending Projects	Remaining CIP \$		\$72,925				

Grounds and Security Committee Meeting Minutes

Date: *Monday, December 18, 2023, at 9:00 AM.*

Committee Chairperson: *Supervisor, Benjamin Turinsky*

Operations Manager: *Property Manager, Mark Cooper*

Mark will provide updates at the January meeting.

Management Committee Meeting Minutes

Date: *Tuesday, December 19, 2023 @ 10:00 am*

Chairperson: *Yvonne Brown*

Operations Manager: *District Manager, Adriana Urbina*

Notice of Meetings – Management Committee

The Management Committee reviewed the District Administrator job description, salary options and availability requirements.

The Management Committee recommends a Motion to approve the addition of a District Administrator to staff.

-The committee Chairman conducted performance annual reviews for Property Manager, Mark Cooper and District Manager, Adriana Urbina.

The Management Committee recommends approving a 2% salary increase for all staff per the Approved Resolution 2023-04 Lake St. Charles District Budget and Assessment Roll Adoption. This increase will take effect retroactively to October 1, 2023.

The Management Committee reviewed the bathroom check log. Restroom check logs will be placed in locked boxes and are to be signed by staff once task are completed.

The Management Committee discussed the status of the lake grant. Public presentation is tentatively scheduled for the last week of January by Mark.

Administrative Assistant

Recommended Salary Range	\$13.00-\$15.00 per hour
Classification:	Part-time, non-seasonal
Hours	28 hours per week
Reporting manager	District Manager

Assistant duties and responsibilities

- Greet visitors and answering telephones
- Act as main point of contact for all communications regarding resident facility services
- Issue and maintain facility access cards and parking stickers to community residents
- Issue guest access cards and guest parking permits
- Will be point for use of the district's security access software program
- Point of contact for the Lake St. Charles website and app monthly updates to include the clubhouse and calendar pages
- Update the clubhouse glass cases monthly
- Responsible for purchasing and tracking district office and clubhouse supplies
- Maintain a calendar for all scheduled districts events and coordinate events as required.
- Provide a monthly report for clubhouse rentals to district manager
- Gain knowledge of district approved rules and policies related to the HOA implementation processes
- Maintain clubhouse office equipment
- Maintain the district roster off all current residents

- Provides business cards for supervisors and other staff as requested or required
- Supports the facility monitor in tasks related to pool monitors during the summer
- Support the property manager with updating their calendar as needed
- Supports the district manager with preparing the supervisor packets for the monthly CDD meetings
- Follows all district policies, rules, and procedures as well as federal, state, and local laws including employment
- Maintain a professional image
- Assist District Manager as required

Prerequisite Qualifications

- Minimum requirement of high school diploma
- Working knowledge of Microsoft Office including Outlook, Word, Excel, and PowerPoint
- Ability to write and speak correct usage of English grammar, spelling, and punctuation
- Ability to manage time independently
- Multi-tasking and prioritization skills

New Employee Proposal

28 hours at \$13 an hour	\$18,928 annual
Medical Stipend \$75 monthly	900
Payroll Taxes 7.5%	1,487
Total	\$21,315

28hours at \$14 an hour	\$20,384 annual
Medical Stipend \$75 monthly	900
Payroll Taxes 7.5%	1,596
Total	\$22,880

28hours at \$15 an hour	\$21,840annual
Medical Stipend \$75 monthly	900
Payroll Taxes 7.5%	1,706
Total	\$24,446

Proposed Work Hours Schedule

Monday	9:00am-3:30pm	6 ½ hours -½ lunch
Tuesday	9:00am – 3:30pm	6 ½ hours-½ lunch
Wednesday	1:00pm – 7:00pm	5 ½ hours-½ lunch
Thursday	10:00am – 3:30pm	5 ½ hours -½ lunch
Friday	9:00am – 3:30pm	6½ hours-½ lunch

Strategic Planning Committee Meeting Minutes

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

Committee Chairperson: *Supervisor, Marlon K Brownlee*

Operations Manager: *Property Manager, Mark Cooper*

Mark will provide updates at the January meeting.

Lake St. Charles CDD

Funds Statement

Sept '23 - Nov '23

	Sept '23	Oct '23	Nov '23	Category
Bank/Current Asset Accounts				
SouthState Bank Checking	160,343	115,750	156,668	Cash
SouthState Bank Money Market	256,043	256,155	256,261	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	1,610	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	417,996	373,515	414,539	
Cash (Checking/Savings)				
SouthState Bank Checking	160,343	115,750	156,668	
SouthState Bank Money Market	256,043	256,155	256,261	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	1,610	1,610	1,610	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
Total Cash Accounts	417,996	373,515	414,539	
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	417,996	373,515	414,539	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
SouthState Bank Money Market	256,043	256,155	256,261	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	256,043	256,155	256,261	

Lake St. Charles CDD
Disbursement Authorization Report
November 2023

	Type	Num	Date	Name	Account	Original Amount
	Bill Pmt -Check	EFT/Auto	11/01/2023	Leaf	10000-SouthState Bank Checking	-161.99
	Bill	Printer Lease & Insu	11/01/2023		Printer Supplies	161.99
TOTAL						161.99
	Bill Pmt -Check	EFT/Auto	11/01/2023	Persson & Cohen, P.A.	10000-SouthState Bank Checking	-77.40
	Bill	Encroachment	11/01/2023		District Counsel	77.40
TOTAL						77.40
	Check	EFT/Auto	11/03/2023	ADP	10000-SouthState Bank Checking	-150.39
					Payroll Service Charge	25.07
					Payroll Service Charge	125.32
TOTAL						150.39
	Bill Pmt -Check	EFT/Auto	11/03/2023	Egis Insurance & Risk Advisors, LLC	10000-SouthState Bank Checking	-35,299.00
	Bill	Policy#100123567	11/01/2023		Crime	651.00
					General Liability	4,358.00
					Public Officials Liability & EP	3,581.00
					Property Insurance Contract	25,696.00
					Auto Liability	1,013.00
TOTAL						35,299.00
	Bill Pmt -Check	EFT/Auto	11/03/2023	Kleinfelder	10000-SouthState Bank Checking	-12,500.00
	Bill	Data Analysis for gr	11/01/2023		58004-Lake Water Quality & Pond	12,500.00
TOTAL						12,500.00
	Bill Pmt -Check	EFT/Auto	11/03/2023	Egis Insurance & Risk Advisors, LLC	10000-SouthState Bank Checking	-5,844.77

Lake St. Charles CDD
Disbursement Authorization Report
November 2023

	Type	Num	Date	Name	Account	Original Amount
	Bill	WC Policy#100123567	11/01/2023		Employer Workman Comp	5,844.77
TOTAL						5,844.77
	Check	EFT/Auto	11/07/2023	ADP	10000-SouthState Bank Checking	-11,401.76
					District Manager	2,610.40
					Payroll Taxes - Employer Taxes	214.99
					Facilities Monitor	1,814.40
					Property Maintenance Team Lead	1,610.41
					Property Manager	2,610.40
					Payroll Taxes - Employer Taxes	595.91
					Property Maintenance Part-Time	102.00
					Full Time Maintenance Employee	1,143.25
					Medical Stipend	200.00
					Medical Stipends	500.00
TOTAL						11,401.76
	Check	EFT/Auto	11/14/2023	Square Inc	10000-SouthState Bank Checking	-300.00
					Security/Renters Cards Deposits	300.00
TOTAL						300.00
	Bill Pmt -Check	EFT/Auto	11/14/2023	RedTree Landscape Systems	10000-SouthState Bank Checking	-11,450.00
	Bill	Oct Installment	10/01/2023		Landscape Maintenance Contract	11,450.00
TOTAL						11,450.00
	Bill Pmt -Check	EFT/Auto	11/14/2023	Zebra Cleaning Team, Inc.	10000-SouthState Bank Checking	-898.40
	Bill	Pool Repairs	11/01/2023		Pool Maintenance Repairs	898.40
TOTAL						898.40
	Bill Pmt -Check	EFT/Auto	11/14/2023	Zebra Cleaning Team, Inc.	10000-SouthState Bank Checking	-1,156.98

Lake St. Charles CDD
Disbursement Authorization Report
November 2023

	Type	Num	Date	Name	Account	Original Amount
	Bill	Pool Repairs	11/01/2023		Pool Maintenance Repairs	1,156.98
TOTAL						1,156.98
	Bill Pmt -Check	EFT/Auto	11/14/2023	Zebra Cleaning Team, Inc.	10000-SouthState Bank Checking	-1,023.00
	Bill	Pool Repairs	11/01/2023		Pool Maintenance Repairs	1,023.00
TOTAL						1,023.00
	Bill Pmt -Check	EFT/Auto	11/14/2023	Architectural Fountains, Inc.	10000-SouthState Bank Checking	-487.00
	Bill	Motor repair under w	11/01/2023		Fountain in Lake	487.00
TOTAL						487.00
	Bill Pmt -Check	EFT/Auto	11/14/2023	Luis Martinez	10000-SouthState Bank Checking	-70.74
	Bill	Oct Mileage Reimburs	11/01/2023		Travel Per Diem	70.74
TOTAL						70.74
	Bill Pmt -Check	EFT/Auto	11/14/2023	RedTree Landscape Systems	10000-SouthState Bank Checking	-72.50
	Bill	Irrigation repairs	11/01/2023		Irrigation Maintenance	72.50
TOTAL						72.50
	Bill Pmt -Check	EFT/Auto	11/14/2023	Verizon Wireless	10000-SouthState Bank Checking	-72.79
	Bill	09-24-23 to 10-23-23	10/23/2023		Telephone	72.79
TOTAL						72.79
	Bill Pmt -Check	EFT/Auto	11/14/2023	Architectural Fountains, Inc.	10000-SouthState Bank Checking	-3,339.00
	Bill	Pump replacement	11/01/2023		Fountain in Lake	3,339.00
TOTAL						3,339.00

Lake St. Charles CDD
Disbursement Authorization Report
November 2023

	Type	Num	Date	Name	Account	Original Amount
	Check	EFT/Auto	11/17/2023	ADP	10000-SouthState Bank Checking	-150.39
					Payroll Service Charge	25.07
					Payroll Service Charge	125.32
TOTAL						150.39
	Check	EFT/Auto	11/17/2023	TECO Electric	10000-SouthState Bank Checking	-4,579.06
					53100 - Electric Utility Svs	68.57
					53100 - Electric Utility Svs	75.96
					53100 - Electric Utility Svs	254.07
					53100 - Electric Utility Svs	1,216.95
					53100 - Electric Utility Svs	87.38
					53100 - Electric Utility Svs	1,513.91
					53100 - Electric Utility Svs	635.90
					53100 - Electric Utility Svs	207.30
					53100 - Electric Utility Svs	217.38
					53100 - Electric Utility Svs	32.37
					53100 - Electric Utility Svs	25.85
					53100 - Electric Utility Svs	35.01
					53100 - Electric Utility Svs	25.85
					53100 - Electric Utility Svs	26.02
					53100 - Electric Utility Svs	25.85
					53100 - Electric Utility Svs	26.64
					53100 - Electric Utility Svs	25.85
					53100 - Electric Utility Svs	26.02
					53100 - Electric Utility Svs	26.16
					53100 - Electric Utility Svs	26.02
TOTAL						4,579.06
	Check	EFT/Auto	11/21/2023	ADP	10000-SouthState Bank Checking	-11,791.19

Lake St. Charles CDD
Disbursement Authorization Report
November 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	1,610.41
				Property Manager	2,610.40
				Payroll Taxes - Employer Taxes	561.89
				Property Maintenance Part-Time	102.00
				Full Time Maintenance Employee	1,198.50
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
TOTAL					<u>11,791.19</u>
Bill Pmt -Check	EFT/Auto	11/24/2023	Above Water Installs LLC	10000-SouthState Bank Checking	-22,000.00
Bill	Dock removal 50% dep	11/24/2023		58003-Future CIP Projects & Res	<u>22,000.00</u>
TOTAL					22,000.00
Bill Pmt -Check	EFT/Auto	11/24/2023	AccuDock	10000-SouthState Bank Checking	-23,911.00
Bill	Dock for boat ramp	11/24/2023		58003-Future CIP Projects & Res	<u>23,911.00</u>
TOTAL					23,911.00
Bill Pmt -Check	EFT/Auto	11/24/2023	Persson & Cohen, P.A.	10000-SouthState Bank Checking	-135.50
Bill	Encroachment	11/08/2023		District Counsel	<u>135.50</u>
TOTAL					135.50
Bill Pmt -Check	EFT/Auto	11/24/2023	SunTrust Credit Card	10000-SouthState Bank Checking	-7,859.89
Bill	Nov CC Statement	11/24/2023		13500 - Truist Visa Card	<u>7,859.89</u>
TOTAL					7,859.89
Check	EFT/Auto	11/27/2023	TECO Electric	10000-SouthState Bank Checking	-73.48

Lake St. Charles CDD
Disbursement Authorization Report
November 2023

	Type	Num	Date	Name	Account	Original Amount
					53100 - Electric Utility Svs	73.48
TOTAL						<u>73.48</u>
	Check	EFT/Auto	11/27/2023	TECO Gas Company	10000-SouthState Bank Checking	-287.43
					53200 - Gas Utility Services	287.43
TOTAL						<u>287.43</u>
	Check	EFT/Auto	11/29/2023	Square Inc	10000-SouthState Bank Checking	-300.00
					Security/Renters Cards Deposits	300.00
TOTAL						<u>300.00</u>
	Check	EFT/Auto	11/29/2023	Square Inc	10000-SouthState Bank Checking	-85.00
					Rental	85.00
TOTAL						<u>85.00</u>
	Check	EFT/Auto	11/30/2023	Square Inc	10000-SouthState Bank Checking	-3.06
					Rental	3.06
TOTAL						<u>3.06</u>
	Bill Pmt -Check	EFT/Auto	11/30/2023	Zebra Cleaning Team, Inc.	10000-SouthState Bank Checking	-1,925.00
	Bill	Nov 23 Pool Cleaning	11/01/2023		Pool Maintenance Contract	1,925.00
TOTAL						<u>1,925.00</u>
	Bill Pmt -Check	8531	11/07/2023	Department of State - Bureau of Election	10000-SouthState Bank Checking	-20.00
	Bill	Oath of Office	11/07/2023		Dues, Licenses & Fees	20.00
TOTAL						<u>20.00</u>

Treasurer's Report - SouthState Account
November 2023
11/1/23 - 11/30/23

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						115,750.41
11/01/2023	EFT/Auto	Leaf	Printer Lease & Insurance	161.99		115,588.42
11/01/2023	EFT/Auto	Persson & Cohen, P.A.	Acct # LakStCharles INV#4409	77.40		115,511.02
11/03/2023	EFT/Auto	ADP		150.39		115,360.63
11/03/2023	EFT/Auto	Egis Insurance & Risk Advisors, LLC	Policy#100123567	35,299.00		80,061.63
11/03/2023	EFT/Auto	Kleinfelder	Inv# 001448876	12,500.00		67,561.63
11/03/2023	EFT/Auto	Egis Insurance & Risk Advisors, LLC	WC Policy#100123567	5,844.77		61,716.86
11/07/2023	8531	Department of State - Bureau of Election	Oath of Office Filing	20.00		61,696.86
11/07/2023	EFT/Auto	ADP	P.E. 11-04-23	11,401.76		50,295.10
11/08/2023			Deposit		292.10	50,587.20
11/08/2023			Deposit		18,842.19	69,429.39
11/14/2023	EFT/Auto	Square Inc	CH Rental Deposit Refund	300.00		69,129.39
11/14/2023	EFT/Auto	RedTree Landscape Systems	INV# 14965	11,450.00		57,679.39
11/14/2023	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 6584	898.40		56,780.99
11/14/2023	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 6650	1,156.98		55,624.01
11/14/2023	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 6649	1,023.00		54,601.01
11/14/2023	EFT/Auto	Architectural Fountains, Inc.	10092307E Inv #	487.00		54,114.01
11/14/2023	EFT/Auto	Luis Martinez	Oct Mileage Reimbursement for Facility Monitor	70.74		54,043.27
11/14/2023	EFT/Auto	RedTree Landscape Systems	INV# 15107	72.50		53,970.77
11/14/2023	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	72.79		53,897.98
11/14/2023	EFT/Auto	Architectural Fountains, Inc.	10092306E Inv #	3,339.00		50,558.98
11/16/2023			Deposit		292.10	50,851.08
11/17/2023	EFT/Auto	ADP		150.39		50,700.69
11/17/2023	EFT/Auto	TECO Electric	06980007400 Acct #	4,579.06		46,121.63
11/17/2023			Deposit		95,961.60	142,083.23
11/17/2023			Deposit		85.00	142,168.23
11/21/2023	EFT/Auto	ADP	P.E. 11-18-23	11,791.19		130,377.04
11/22/2023			Deposit		14.51	130,391.55
11/22/2023			Deposit		82,723.60	213,115.15
11/24/2023	EFT/Auto	Above Water Installs LLC	Dock removal 50% deposit	22,000.00		191,115.15
11/24/2023	EFT/Auto	AccuDock	INV# 17306	23,911.00		167,204.15
11/24/2023	EFT/Auto	Persson & Cohen, P.A.	Acct # LakStCharles INV#4409	135.50		167,068.65

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
11/24/2023	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	7,859.89		159,208.76
11/27/2023	EFT/Auto	TECO Electric	221005960721 Acct #	73.48		159,135.28
11/27/2023	EFT/Auto	TECO Gas Company	221003603224 Acct #	287.43		158,847.85
11/29/2023	EFT/Auto	Square Inc	CH Rental Deposit Refund	300.00		158,547.85
11/29/2023	EFT/Auto	Square Inc	All Day CH Cancellation	85.00		158,462.85
11/30/2023			Deposit		14.51	158,477.36
11/30/2023	EFT/Auto	Square Inc	2.6% + .10 Square processing fees for CH Rentals	3.06		158,474.30
11/30/2023		Clubhouse Rentals			110.00	158,584.30
11/30/2023	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 6606	1,925.00		156,659.30
11/30/2023			Interest		8.72	156,668.02
				157,426.72	198,344.33	156,668.02

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '23 Nov' 23	Annual Budget	\$ Over Annual Budget	Comments
2							Revenue/Expense				
3							Revenue				
4							36100 - Interest Earnings				
5							Interest - General Fund	124	180	(56)	
6							Total 36100 - Interest Earnings	124	180	(56)	
7							General Fund Assessment-O&M				
8							General Fund Assessment Gross	210,148	1,283,257	(1,073,109)	
9							GF Prop Tax Interest	0	0	0	
10							GF Tax Collector Commissions	(4,031)	(25,665)	21,634	
11							GF Tax Payment Discount	(8,589)	(51,330)	42,741	
12							Total General Fund Assessment-O&M	197,527	1,206,262	(1,008,735)	
13											
14							Total 36310 - Special Assessment	197,527	1,206,262	(1,008,735)	
15							36311 - Excess Fees	9,807	0	9,807	
16							36900 - Miscellaneous Revenues			0	
17							Other Misc Revenue	102	1,200	(1,098)	
18							Rental	65	1,500	(1,436)	
19							Pool Snack Vending	0	475	(475)	
20							Total 36900 - Miscellaneous Revenues	166	3,175	(3,009)	
21							Total Revenue	207,625	1,209,617	(1,001,992)	
22											
24							Expense				
25							5110 - Legislative				
26							Employer Taxes	167	1,460	(1,293)	
27							Special District Fees	0	175	(175)	
28							Supervisor Fees	2,000	12,000	(10,000)	
29							Supervisor Payroll Service	74	900	(826)	
30							Total 5110 - Legislative	2,241	14,535	(12,294)	

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '23 Nov' 23	Annual Budget	\$ Over Annual Budget	Comments
31							51300 - Financial & Admin				
32							Accounting Services	0	500	(500)	
33							Auditing Services	0	14,000	(14,000)	
34							Banking & Investment Mgmt Fees	0	200	(200)	
35							District F&A Employees				
36							District Manager	10,442	69,230	(58,788)	
37							Medical Stipend	400	2,400	(2,000)	
38							Payroll Service Charge	90	465	(375)	
39							Payroll Taxes - Employer Taxes	829	4,400	(3,571)	
40							Total District F&A Employees	11,761	76,495	(64,734)	
41							Dues, Licenses & Fees	20	500	(480)	
42							General Insurance				
43							Crime	651	651	0	
44							General Liability	4,358	4,358	0	
45							Public Officials Liability & EP	3,581	3,581	0	
46							Total General Insurance	8,590	8,590	0	
47							Legal Advertising	0	3,000	(3,000)	
48							Local/Other Taxes	0	3,933	(3,933)	
49							Office Supplies	0	1,000	(1,000)	
50							Postage	0	250	(250)	
51							Printer Supplies	382	2,000	(1,618)	
52							Professional Development	158	1,000	(842)	
53							Technology Services/Upgrades	160	5,000	(4,840)	
54							Telephone	73	3,600	(3,527)	
55							Travel Per Diem	0	2,000	(2,000)	
56							Website Development & Monitor	1,702	2,650	(948)	
57							Total 51300 - Financial & Admin	22,846	124,718	(101,872)	
58							51400 - Legal Counsel				
59							District Counsel	213	15,000	(14,787)	

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '23 Nov' 23	Annual Budget	\$ Over Annual Budget	Comments
60							Total 51400 - Legal Counsel	213	15,000	(14,787)	
61							52100 - Law Enforcement				
62							Facility Monitor Mileage Reimbursement	71	2,000	(1,929)	
63							Total 52100 - Law Enforcement	71	2,000	(1,929)	
64							53100 - Electric Utility Svs	8,845	55,000	(46,155)	
65							53200 - Gas Utility Services	527	5,600	(5,073)	
66							53400 - Garbage/Solid Waste Svc	0	5,000	(5,000)	
67							53600 - Water/Sewer Services	365	9,800	(9,435)	
68							53900 - Physical Environment				
69							Entry & Walls Maintenance	0	2,000	(2,000)	
70							Ford F250 Maintenance & Repair	166	3,000	(2,834)	
71							Fountain in Lake	4,313	3,000	1,313	
72							Gas - Equipment	5	400	(395)	
73							Gas - Truck	174	1,800	(1,626)	
74							Irrigation Maintenance	147	15,800	(15,653)	
75							Landscape Maintenance Contract	11,450	173,100	(161,650)	
76							Misc. Landscape-Temporary Staff	0	3,000	(3,000)	
77							Misc. Landscape Maintenance	654	16,762	(16,108)	
78							Mulch	0	13,500	(13,500)	
79							New Plantings	0	8,000	(8,000)	
80							Pond & Stormwater Maint Contract	0	16,319	(16,319)	
81							Pond 9,22,23,&24 Aeration Maint	0	1,501	(1,501)	
82							Lake#27 Aeration Maint	0	2,500	(2,500)	
83							Fountain Maint #21	0	580	(580)	
84							Property Insurance Contract	25,696	25,696	0	
85							Sod Replacement	4,495	4,000	495	
86							Mitigation Maint Contract	0	1,063	(1,063)	
87							Midge Survey	0	1,500	(1,500)	
88							Lake Buoy Monitoring	0	3,450	(3,450)	
89							Lake buoy Maintenance	0	5,000	(5,000)	

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '23 Nov' 23	Annual Budget	\$ Over Annual Budget	Comments
90							Lake buoy & Nano Bubbler Buy-Out		13,632	(13,632)	
91							Total 53900 - Physical Environment	47,100	315,603	(268,503)	
92							57200 - Parks & Recreation				
93							Auto Liability	1,013	1,013	0	
94							Club Facility Maintenance				
95							Club Facility Maintenance	2,800	5,000	(2,200)	
96							Clubhouse Supplies	242	2,300	(2,058)	
97							Locks/Keys	0	100	(100)	
98							Pool Snack Vending Items	0	300	(300)	
99							Total Club Facility Maintenance	3,042	7,700	(4,658)	
100							District Employees Payroll Exp				
101							Employer Workman Comp	5,845	9,360	(3,515)	
102							Facilities Monitor	7,258	48,119	(40,861)	
103							Medical Stipends	1,000	6,000	(5,000)	
104							Payroll Service Charge	450	2,500	(2,050)	
105							Payroll Taxes - Employer Taxes	2,337	16,500	(14,163)	
106							Full-Time Maintenance Employee	4,968	36,067	(31,099)	
107							Property Maintenance Part-Time	408	1,658	(1,250)	
108							Property Maintenance Team Lead	6,442	42,708	(36,266)	
109							Property Manager	10,442	69,230	(58,788)	
110							Grant Management (Reimbursed)	0	12,167	(12,167)	
111							Recreational Assistants	0	11,000	(11,000)	
112							Hills Cnty Off Duty Sheriff	0	0	0	
113							Total District Employees Payroll Exp	39,150	255,309	(216,159)	
114							Dock Maintenance	0	400	(400)	
115							Drainage/ Nature Path/Trail Maintenance	0	4,225	(4,225)	
116							Park Facility Maintenance	1,432	7,000	(5,568)	
117							Parks & Rec Cell Phones	0	2,500	(2,500)	
118							Playground Maintenance	678	2,000	(1,322)	
119							Pool Maintenance Contract	3,850	24,675	(20,825)	

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '23 Nov' 23	Annual Budget	\$ Over Annual Budget	Comments
120							Pool Maintenance Repairs	3,078	12,000	(8,922)	
121							Sec System Monitoring Contract	0	400	(400)	
122							Security Repairs	530	5,000	(4,470)	
123							Total 57200 - Parks & Recreation	52,773	322,222	(269,449)	
124							58003- Future CIP Projects and Reserves	45,911	352,306	(306,395)	
125							Total Expense	180,892	1,221,784	(1,040,892)	
126							Revenue Less Expenses	26,732	(12,167)	38,899	
127							Other Revenue/Expense				
128							Other Revenue				
129							FY 22-23 Carryover	0	198,079	(198,079)	
130							DEP Grant Reimbursement	0	46,108	(46,108)	
131							Total Other Revenue	0	244,187	(244,187)	
132											
133							Other Expense				
134							Unassigned CIP Projects	0	198,079	(198,079)	
135							58004-Lake Water Quality & Pond	12,500	33,941	(21,441)	
136							Total Other Expense	12,500	232,020	(219,520)	
137							Net Other Income	(256,687)	12,167	(256,687)	
138							Net Income	(229,955)	0	(217,788)	

Lake St. Charles CDD Property Manager Expense Report

November 2023

	Type	Date	Memo	Account	Amount
Alley Cat Pest Control					
	Credit Card Charge	11/20/2023	Pest Contro	Club Facility Maintenance	95.00
Architectural Fountains, Inc.					
	Bill	11/01/2023	Motor repair under w	Fountain in Lake	487.00
	Bill	11/01/2023	Pump replacement	Fountain in Lake	3,339.00
AutoZone					
	Credit Card Charge	11/07/2023	Black fabri	Park Facility Maintenance	13.96
C.B Anchor Machine & Fab, LLC					
	Credit Card Charge	11/07/2023	Zip line br	Park Facility Maintenance	590.00
Grass Pro Shop					
	Credit Card Charge	11/10/2023	Tool sharpe	Misc. Landscape Maintenance	161.12
Lowe's Commerical Services					
	Credit Card Charge	11/08/2023	Wood stain	Misc. Landscape Maintenance	58.54
O'Reilly Auto Parts					
	Credit Card Charge	11/06/2023	Breaker Bar	Ford F250 Maintenance & Repair	51.59
RedTree Landscape Systems					
	Bill	11/01/2023	Irrigation repairs	Irrigation Maintenance	72.50
				TOTAL	4,868.71