

## Supervisor Packet for February 6, 2024 General Meeting

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

**7:00 p.m., February 6, 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><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 BROWNLEE)</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 – 7:35</b>	<b>6. PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 30 MINUTES DESIGNATED)</b>
	<b>1. Homeowners Requesting to Speak (Please State Name Prior to Remarks)</b>
<b>7:35 – 7:40</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. January 9, 2024 Meeting Minutes</li> <li>b. Committee Meeting Minutes for January 2024               <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. December 2023 Financial Statements</li> <li>d. January 2024 Facilities Monitor Report (Separate from packet)</li> </ol> </li> </ol>
<b>7:40-8:30</b>	<b>8. COMMITTEE REPORTS (50 Minutes)</b>

	<ol style="list-style-type: none"> <li>1. <b>Treasurer’s Review Committee</b> – Committee Chair Gianakos</li> <li>2. <b>Grounds/Security Committee</b> – Committee Chair Turinsky</li> <li>3. <b>Management Committee</b> – Committee Chair Brown <ol style="list-style-type: none"> <li>a. 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.</li> <li>b. The Management Committee recommends approving a 5 year agreement with Appy Pie to continue maintaining the District’s app, not to exceed \$4,500.</li> <li>c. The Management Committee recommends updating the posted clubhouse hours to reflect District Administrator Assistant schedule.  Monday 9AM to 3:30PM  Tuesday 9AM to 3:30PM  Wednesday 1PM to 7PM  Thursday 10AM to 3:30PM  Friday 9AM to 3:30PM</li> </ol> </li> <li>4. <b>Strategic Planning Committee</b> – Committee Chair Brownlee</li> </ol>
<b>8:30- 8:40</b>	<b>9. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR BROWNLEE (10 Minutes)</b>
	<b>GENERAL REMARKS – Chair of The Board of Supervisors</b>
<b>8:40-8:45</b>	<b>10. 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>11. 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>12. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)</b>
<b>9:00</b>	<b>ADJOURN</b>



Date: January 9, 2024

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 (Joined via Zoom 8:00PM)

**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 Turinsky, the Board approved the, January 9, 2024 Consent Agenda consisting of the: December 5, 2023 General Meeting Minutes, the December Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the November 2023 Financial Reports and the Facility Monitor December 2023 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 4 to 0



2. On **MOTION** by Supervisor Gianakos and second by Supervisor Brown, the Board retro-actively approved \$1,188 for the community landscape improvements. Community landscaping was previously approved not to exceed \$11,000 which did not include a delivery fee and the plants were not priced correctly. Motion passed 4 to 0.
3. On **MOTION** by Supervisor Gianakos and second by Supervisor Turinsky, the Board retro-actively approved the District's irrigation system repairs listed on the CIP list (line 25 through line 29) in the amount of \$9,129 to be completed by LMP. Motion passed 4 to 0
4. On **MOTION** by Supervisor Turinsky and second by Supervisor Gianakos, the Board discussed approving the directional boring needed on irrigation mainline near the entrance of community. Estimate was received from LMP in the amount of \$4,419. Board requested to see the estimate prior to making a decision along with requesting an additional estimate. Motion was rescinded
5. On **MOTION** by Supervisor Gianakos and second by Supervisor Turinsky, the Board retro-actively approved \$1,622 for the vegetation and tree clearing needed for phase 4 & 5 of the trail repair (line 30). Motion passed 4 to 0
6. On **MOTION** by Supervisor Gianakos and second by Supervisor Turinsky, the Board discussed approving the removal of 17 holly trees located at various neighborhood entrances. Motion was rescinded
7. On **MOTION** by Supervisor Gianakos and second by Supervisor Turinsky, the Board approved 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. Not to exceed \$34,372. Motion passed 4 to 0
8. On **MOTION** by Supervisor Gianakos and second by Supervisor Brown, the Board approved the quote received from Rose's Paving for the clubhouse parking lot sealcoat and restriping. Not to exceed \$6,729. Motion passed 4 to 0
9. On **MOTION** by Supervisor Gianakos and Second by Supervisor Brown, the Board approved the quote received from Danielle Fence for the reconfiguration of the white PVC fence surrounding the District's pool equipment. Not to exceed \$2,151. Motion passed 4 to 0
10. On **MOTION** by Supervisor Gianakos and Second by Supervisor Turinsky, the Board approved the quote received from ST6 Security for the software and reader upgrade to the existing access control system. Not to exceed \$17,000. Motion passed 4 to 0

11. On **MOTION** by Supervisor Turinsky and Second by Supervisor Gianakos, the Board approved to have the spraying hose removed from the park water fountain. Motion passed 4 to 0

12. On **MOTION** by Supervisor Brown and Second by Supervisor Gianakos, the Board approved the addition of a District Administrator Assistant to staff. Hourly pay will range from \$13 to \$15 an hour based on experience. Position will be advertised on app website, sign at entrance and indeed. Motion passed 4 to 0

Action Item: DM to upload master plan draft to District website with a watermark.

13. On **MOTION** by Supervisor Turinsky and second by Supervisor Gianakos, the Board approved the use of the District's park for the 2<sup>nd</sup> annual chili cook off. February 4, 2024 3PM to 8PM. Motion passed 5 to 0

Meeting adjourned at 9:23PM

Respectfully submitted,

Marlon Brownlee, Chair

Yvonne Brown, Vice-Chair

# Treasurer's Review Committee Meeting Minutes

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**Date:** *Thursday, January 18, 2024, 10:00 am*

**Chair:** *Virginia Gianakos*

**Operations Manager:** *Adriana Urbina*

## Notice of Meetings – Treasurer's Review Committee

The Treasurer requested information regarding a credit that should have been given to the District for the 22 cubic yards of concrete that was not poured during phase 4 of the trail repair. Mark informed the Treasurer that he did not know the status of this and he would follow up.

The Treasurer also asked where the credit funds would be allocated, Mark responded that he did not know where this would be allocated.

The Treasurer was informed that Mrs. Gambrell was having all the damages to her home addressed by Hardeman. The Treasurer reminded Mark that a notarized document will need to be signed releasing Hardeman and the District from future liability.

The Treasurer was informed that an engineer report would be needed to design and build the cul-de-sac on the north side of the park.

January 30, 2024 at 10:52 PM

## Grounds and security meeting

- ☐ clubhouse water, fountain- not working (corrective action)  
troubleshoot verify plumbing is hooked up correctly, entertain ideas for new water fountain.
- ☐ Presentation on Main Lake Grant- April 1 tentative date, Mark
- ☐ Daily and monthly task sheet maintenance?
- ☐ Tennis court gate- troubleshoot gate verify working proper





**Location:** Both trail bridges

These are cement/grout bags from former supervisor Dave Nelson's house. He posted on Facebook trying to get rid of them. They were old junk leftover cement bags from his garage.

**Action:** Remove/properly dispose immediately.





**Location:** Park water fountain

Left water fountain does not drain. Water handle knob not removed as requested from board. Water bottle refill station electronics do not work.

**Action:** Remove spray nozzle knob. Troubleshoot/unclog drain. Troubleshoot, call vendor, replace batteries on water bottle refill.



**Location:** Park bathrooms

Per conversation it has previously been addressed to remove zip ties from toilet paper holder.

**Action:** Remove zip ties. Purchase small zip case lock combo or key.



**Location:** Maintenance Shed  
Park

Pallets, trash, trash cans  
outside of building

**Action:** Dispose of rotting  
pallets. Properly store trash  
can.





**Location:** Maintenance Shed  
Park

Items thrown - tables, bricks, exercise equipment, old poles and PVC fencing material.

**Action:** Properly store exercise equipment for reinstall and painting. Remove all brick and dispose. Dispose table tops, poles, and PVC. PRIOR TO PAINTING





**Location:** Maintenance Shed  
Park

Per conversation to remove all vegetation 24" from building before painting.

**Action:** Remove ALL vegetations on the sides, ground and above 24" from building. PRIOR TO PAINTING







**Location:** Dog Park

Residents frequently complain and have personally attempted to clean up dog park debris.

**Action:** Remove debris piles, rake and clean dog park of all fallen leaves, branches, etc. Remove brick.







**Location:** Trail/Bat Houses

Per board request last month was to remove ALL bat boxes which are rotting and decayed along with signage.

**Action:** Completely remove bat boxes, poles and signage.





**Location:** Trail near Pool

**Action:** Prune overhead canopy



**Location:** Sand Volleyball Court

**Action:** Resecure boundary lines. Routine maintenance needed on sand court.



**Location:** Clubhouse Parking Lot

LSC Commercial F250 – trash, soda cans, clutter, debris, etc. Not properly maintained for a commercial vehicle.

**Action:** Clean and remove debris immediately. Add to weekly task routine vehicle cleaning.







**Location:** Clubhouse Volleyball Court

Shower does not work and missing pull string. Water works lower at hose spicket.

**Action:** Troubleshoot/repair shower. Add pull string

**Location:** Clubhouse Trail

Per boards request update old photos and map

**Action:** Update billboard





**Location:** Clubhouse Playground

No mulch present, only dirt

**Action:** Remulch



**Location:** Courtland subdivision

Street light junction light not secured properly. Per previous conversation

**Action:** Contact TECO for repair IMMEDIATELY





**Location:** Trail behind Bay Colony

Low lying dead limb

**Action:** Remove and dispose of limb



**Location:** Front Island Guard Shack

Lightbulb out

**Action:** Replace ALL flood lights in island with contractor pack of LED flood lights





**Location:** New Section of Trail

Landscaping blocks

**Action:** Remove and properly dispose of. Not needed or professionally installed. (Contractor is returning to soften curb and trail was formed and poured to exiting grade)







**Location:** Butterfly Garden/Playground

Incomplete project with failing landscaping board exposing safety hazards. Missing monument sign

**Action:** One of two options – either remove completely or complete project IMMEDIATELY







**Location:** Entryways

Landscaping is non-existent. Entryways are not satisfactory.

**Action:** Create a bid to completely replace and relandscape all entryways with a 3D rendering or scale drawings for board review.





**Location:** Soccer Field

Net on soccer goal is not securely fastened.

**Action:** Task monthly routine maintenance on all sporting equipment. Fasten soccer net to soccer goal.



**Location:** Meadow Pointe Entryway

This is the standard for a proper entryway. This subdivision has no full-time maintenance employee. Meadow Pointe is equivalent to LSC. This property has exact house models as LSC.

**Action:** Use as reference when creating bids for relandscaping.

Would love to get a few volunteers this morning at 930am at tennis courts to hang the 5 backboards. Please come out and help. Can't do it by myself.

5 comments

Like

Comment



**Location:** Tennis Courts

The back board is not Installed properly and is off-center and need to be 3-4" off the ground.

**Action:** Contact the vendor/ work on an estimate.



# Grounds and Security Committee Meeting Minutes

**Date:** *Monday, January 15, 2024, at 9:00 AM.*

**Committee Chairperson:** *Supervisor, Ben Turinsky*

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

In attendance: Supervisor Yvonne Brown

In addition to the property status report included herein there are other updates of note.

It was requested to clean the area adjacent to the “turtle pond” or the pond near the east trail bridge. Staff will be assigned this task this week as they have been working on completion of an extensive task list assigned by Supervisor Turinsky in the grounds committee meeting.

Other outstanding tasks assigned and in progress are:

Obtain pricing from a tennis court contractor to straighten and correctly install the tennis practice backboard wall.

Fix or replace the soccer nets.

It was requested that Luis attend grounds and security Committee meetings.

It was requested that LMP’s site supervisor attend grounds and security Committee Meetings.

# **LSC CDD Status Recap**

## **Week Ending: February 2, 2024**

### **Baseball Field**

- None

### **Basketball Court**

- None

### **Clubhouse**

- The clubhouse fence, awning frames, front bicycle racks, pool storage doors and restroom doors were all painted this week and are completed.
- The clubhouse drinking fountain was not operational because when the building restroom renovation occurred it was never reconnected to the new water supply line. It is a simple reconnection through the wall to the water supply line to the water heater located behind the fountain in the storage closet. A proposal for a new fountain and associated costs will be presented and discussed at next grounds committee meeting.

### **Docks**

- The new floating docks are on schedule with construction with an anticipated delivery and installation in mid-February.

### **Dog Park**

- None

### **Dog Waste Receptacles**

- None

### **Irrigation**

- I began a property wide walk through with LMP today and due to several issues ended the review with instructions to their irrigation supervisor to get all systems read for inspection and to schedule another walk through sometime next week.

### **Landscaping**

- Added new plantings between the existing and new trail in the park with plants that I propagated. The plants all flower in various colors and should be allowed to grow together with little or no maintenance required. The renderings and cost estimates from LMP were delayed from their original delivery date and are now expected to be received on Monday, February 5<sup>th</sup>.

### **Park Restroom**

- The drinking fountain drain was unclogged. The bottle filler is operational but the display is not working. Working with Vendor to get display operational.



## Playgrounds

- The playground Zip line legs were painted and the trail exercise equipment was painted. I plan to meet with Ben next week to determine the placement of the stations that were removed last year with the trail construction.



## Tennis Court

- None

## Trail

- Phase 4 and 5 trail sections are completed. Hardeman completed the sod installation along the sides of the trail today.

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## Volleyball

- The court lines were tightened to stay in place.

## Other

- The maintenance garage and shed were painted and are complete.



- The modification of the PVC fencing around the pool equipment was authorized and Danielle fence will schedule the work once they receive their required deposit. The deposit payment was made to the District manager on 1/17/24 I should receive an installation schedule next week.
- Staff reviews are completed and were submitted to Supervisor Brown.
- I received an additional bid on sealing the clubhouse parking lot. The best price received of the 3 bids is \$ 7,176
- The trimming of vegetation around the garage and shed were completed by staff prior to the building being painted. The bricks on the backside of the building were removed and stacked on pallets near the maintenance garage.
- Information was sent to a civil engineer to obtain a proposal to see what costs are involved to design, permit, bidding and supervise construction for a parking area at the north end of the park.

It is doubtful that the proposal will be received before the Feb. Board meeting.

- Service on the villas pond fountain was completed and the fountain is running.
- The bat boxes and signs were removed.
- The debris piled next to the dog park was removed.
- The concrete bags were removed adjacent to the bridge.
- The Landbridge at the Waterton Drive pond was trimmed today.



- The trail along the ditch at Remington was trimmed today.



- The volleyball court shower head (located in the pool enclosure fence) was replaced and is working.
- The previous shower head in the fence that was adjacent to the Spa and not working was removed. The on-deck shower tower replaced this shower head.
- The Landscape lights at the entrance in the center island were replaced and should all be operable.
- The TECO street light meter box was reported for repair. I saw TECO onsite and their repair consisted of replacing the back electrical tape with duct tape.



- The clothing collection box on the drain inlet along lake St Charles Blvd and adjacent to the Win Dixie parking lot was reported to Hillsborough County to remove it out of the right of way.



# Management Committee Meeting Minutes

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**Date:** *Tuesday, January 16, 2024 @ 10:00 am*

**Chairperson:** *Yvonne Brown*

**Operations Manager:** *District Manager, Adriana Urbina*

## Notice of Meetings – Management Committee

-The committee Chairman conducted performance annual reviews for all staff.

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.

-Rule revisions were discussed and a Rule Amendment Public Hearing will be scheduled in March.

-District app was reviewed and service calls were made for repair/updates. The Developer informed Luis the previously signed agreement promised full support for 5 (five) years, which has since expired. In order to have the app running the Board will need to approve a new agreement. If the Board approves a 3 year plan or higher the past due maintenance fees will be waived and a discount will apply.

1 year plan will cost you \$1200

2 years plan will cost you \$2100 instead \$2400

3 years plan will cost you \$2800 instead \$3600

4 years plan will cost you \$3700 instead \$4800

5 years will cost you \$4500 instead \$6000

The Management Committee recommends approving a 5 year agreement with Appy Pie to continue maintaining the District's app, not to exceed \$4,500.

-The Committee discussed policies and procedures all staff should be following.

-The Committee Chair reviewed Facility Monitor's job description and is working on capturing all job functions.

-Property Manager was reminded to complete the grant presentation and provide a tentative date as this needs to be publicly advertised.

-The Committee discussed establishing an end of the year award system for staff, such as a luncheon with a \$500 budget.

-The Committee recommends establishing a 48 hour rule of response for Supervisor requests.

-The Committee reviewed all District Admin applications that were received via indeed and walk-ins. The clubhouse hours were reviewed and should be updated to reflect the District Administrator Assistant schedule. The Management Committee recommends updating the posted clubhouse hours to reflect District Administrator Assistant schedule.

Monday	9AM to 3:30PM
Tuesday	9AM to 3:30PM
Wednesday	1PM to 7PM
Thursday	10Am to 3:30PM
Friday	9AM to 3:30PM

# Strategic Planning Committee Meeting Minutes

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**Date:** *Tuesday, January 16, 2024 @ 9:00 am.*

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

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

In Attendance: Supervisor Yavonne Brown

It was requested that the Property Manager complete and use the template for the weekly status report to the board supervisors.

Attached is the up to date CIP chart.



	A	B	C	D	E
1	<b>Fiscal Year 24 - October 1 , 2023- September 30, 2024 - Version: 2/2/24</b>				
2	<b>Approved</b>	<b>FY 24 CIP Projects</b>	<b>Budget cost</b>	<b>Valid Proposal Cost</b>	<b>Actual Cost</b>
3	<b>COMPLETED PROJECTS</b>				
4	1/8/24	<b>Trail Phase 4 and 5 - Vegetation clearing, tree removal and stump grinding \$5,424.25 + 425</b>		\$5,850	\$5,850
5	1/8/24	<b>Trail Phase 4 and 5 - Vegetation clearing, tree removal \$1,622</b>		\$1,622	\$1,622
6	12/5/23	<b>Phase 4 trail</b>		\$144,025	\$144,025
7	12/5/23	<b>Phase 4 trail self clean concrete additive</b>		\$4,235	\$4,235
8	12/5/23	<b>Phase 5 Trail</b>		\$119,500	\$119,500
9	12/5/23	<b>Phase 5 Trail self clean concrete additive -</b>		\$3,640	\$3,640
10	12/5/23	<b>Community Landscape Improvements Along Common Area Brick Walls Between Entrances.</b> Emerald Goddess Lirope <a href="https://www.onlineplantguide.com/Plant-Details/3125/">https://www.onlineplantguide.com/Plant-Details/3125/</a> along brick walls between entrances replacing sections that contain plants other than Lirope 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. Lirope labor only = \$5,375 - 2,500 - 1 gal. lirope plants @ \$2.15 each = \$5,375 actual \$2.50 each = \$6,250 + Delivery Fee \$562.50 Plants & Delivery = \$6,812.50		\$12,188	\$12,188
11	12/5/23	<b>Irrigation System Repairs - Controller #3 - Directory system</b>		\$2,750	\$2,750
12	12/5/23	<b>Irrigation System Repairs - Controller #4- Remington System</b>		\$267	\$267
13	12/5/23	<b>Irrigation System Repairs - Controller #5 - Park, Tennis Court area System</b>		\$114	\$114
14	12/5/23	<b>Irrigation System Repairs - Controller #6 - Cambridge, Charleston System</b>		\$571	\$571
15	12/5/23	<b>Irrigation System Repairs - Controller #7- Clubhouse System</b>		\$3,000	\$3,000
16	12/5/23	<b>Irrigation System Repairs - Controller #7- Clubhouse System wire and valve tracking</b>		\$200	\$200
17	1/8/24	<b>Irrigation System Repairs - Controller #1- 301 Entrance Islands Repairs</b>		\$573	\$573
18	1/8/24	<b>Irrigation System Repairs - Controller #1- 301 Entrance Islands Upgrades</b>		\$534	\$534
19	1/8/24	<b>Irrigation System Repairs - Controller #2- Main Entrance</b>		\$6,781	\$6,781
20	1/8/24	<b>Irrigation System Repairs - Controller #2- Main Entrance zone 4 wire tracing and valve locate</b>		\$200	\$200



	A	B	C	D	E
2	Approved	FY 24 CIP Projects	Budget cost	Valid Proposal Cost	Actual Cost
21	1/8/24	Irrigation System Repairs - Controller #3- Kensington Entrance Irrigation		\$1,041	\$1,041
22	1/8/24	Directional boring mainline on system 7 -		\$4,419	\$4,419
23		SECTION SUBTOTAL		\$311,509	
24		PROJECTS APPROVED AND IN PROGRESS			
25		Playground Permit Final payment to Miller Recreation upon receipt.		\$1,000	\$1,000
26	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
27	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 = \$22,000 \$3,900 savings		\$44,000	\$44,000
28		Reconfigure 2 areas of White PVC fencing at Pool Equipment to prevent unauthorized access to pool		\$2,151	\$2,151
29	1/8/24	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
30	12/5/23	Pool Awnings		\$19,750	\$19,750
31		SECTION SUBTOTAL		\$145,273	
32		PROJECTS REQUIRING APPROVAL			
33					
34		PROJECTS FOR CIP FUNDING CONSIDERATION THIS YEAR			
35		LMP Landscape improvements cost		?	
36		Remove 17 Holly trees at various neighborhood entrances, stump grind in preparation for landscape		\$2,293	
37		Tree Grant -Hillsborough County		\$2,500	
38		Sealcoat Clubhouse Parking Lot, restripe, 2 HC signs and striping		\$87,187	
39		Phase 6 Sidewalk around parking cull de sac. 17 .CY.		\$14,500	

	A	B	C	D	E
2	Approved	FY 24 CIP Projects	Budget cost	Valid Proposal Cost	Actual Cost
40		Phase 6 Sidewalk around parking cull de sac self clean concrete additive		\$600	
41		Sealcoat Asphalt South Park cull de sac. Repave 100 SF around grate dain add 14 wheel stops, restripe HC sign		\$7,265	
42		Upgrade of existing Access control system and including tennis courts to allow for mobile phone credentials - 5 year warranty		\$22,000	
43	FUTURE PROJECTS				
44		South Park Security Fencing - 6' tall Black Pickett Fence and access controlled gates.	\$50,000		
45		Relocate Volleyball Court to park	\$10,000		
46		Remove and stump grind 4 large Oak trees behind directory sign to prevent further damage to brick wall		\$9,412	
47		<b>NOTE: LOGISTICAL PLANNING ESPECIALLY CONSTRUCTION SEQUENCING CONSIDERATIONS SHOULD BE CAREFULLY PLANNED TO PREVENT DAMAGE OR LACK OF ACCESS.</b>			
48		North Park cull de sac and Parking	\$80,000		
49		North Park Security Fencing	\$60,000		
50		North Park Access Control	\$17,000		
51		Phase 7 Trail - Completion of park trail and sidewalks per Park Master Plan	\$125,000		
52		Remove moss from Crepe Myrtle and Oak trees along Lake St Charles Blvd.	?		
53		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	
54		Villas Entrance area Specialty Low Voltage Lighting		\$8,950	
55		Pond Aeration ponds 20 and 21	\$2,800		
56		Dog Park Relocate per Park Master Plan	\$60,000		
57		Baseball field - Relocate per Park Master Plan	\$5,000		
58		Soccer field relocate per Park Master Plan	\$1,000		
59		Community Gathering / Event Space -Park Pavilion, paver plaza, overlook boardwalk and lake fountain.	\$100,000		
60		Access Gate in brick wall - between Hampton and Jamestown replace white PVC with black alum.picket	\$2,500		

	A	B	C	D	E
2	Approved	FY 24 CIP Projects	Budget cost	Valid Proposal Cost	Actual Cost
61		Security Gate at brick wall opening at Jamestown - Black aluminum pickett with mechanical pin code access	\$2,000		
62		Replace existing fountain w/ programable color lights match Villas Pond 21 LSC Blvd sitting area	\$11,000		
63		Cambridge Pond Fountain Relocate Small Fountain on LSC Blvd. to pond 18 - Plug in Ready	\$0		
64		Additional misc pond dredging #4, #5, #11, #13,	\$15,000		
65		Villas Pond #2 - Dredging with shoreline enforcement	\$25,000		
66		Security Camera at Community Entrance. 2 cameras for ingress and egress, post. Monthly internet access \$50	\$1,700		
67		Security Camera at Directory. 1 ring camera Monthly internet access \$50	\$400		
68		<b>TOTALS</b>			<b>\$456,882</b>
69		<b>RESERVE FUNDING</b>			
70		Additional Funding of Reserve Account - Current Reserve Fund balance: <b>\$256,043</b>			
71		<b>TOTAL CIP EXPENDITURE</b>			
72		<b>Assessment Revenue minus Operation Costs = CIP FUNDS AVAILABLE</b>			
73		<b>Add Revenue of: Verified Carryover funds from the previus year that was unspent of: \$198,079 + Lake Grant negotiated \$13,613.25</b>			
74		<b>Total Available CIP Funds</b>			
75		Completed Projects			
76		Approved Projects			
77		Projects Recommended for Approval			
78		Pending Projects	Remaining CIP \$		<b>\$107,116</b>

Lake St. Charles CDD

Funds Statement

Oct '23 - Dec '23

	Oct '23	Nov '23	Dec '23	Category
<b>Bank/Current Asset Accounts</b>				
SouthState Bank Checking	115,750	156,668	805,210	Cash
SouthState Bank Money Market	256,155	256,261	256,362	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
<b>Total Bank/Current Asset Accounts</b>	<b>373,515</b>	<b>414,539</b>	<b>1,063,182</b>	
<b>Cash (Checking/Savings)</b>				
SouthState Bank Checking	115,750	156,668	805,210	
SouthState Bank Money Market	256,155	256,261	256,362	
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	
<b>Total Cash Accounts</b>	<b>373,515</b>	<b>414,539</b>	<b>1,063,182</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>373,515</b>	<b>414,539</b>	<b>1,063,182</b>	
<b>District Reserve Fund</b>				
SunTrust Money Market	0	0	0	Committed/Assigned
SouthState Bank Money Market	256,155	256,261	256,362	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	256,155	256,261	256,362	



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

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	12/01/2023	ADP	10000-SouthState Bank Checking	-162.99
				Payroll Service Charge	14.82
				Payroll Service Charge	74.07
				Supervisor Payroll Service	74.10
TOTAL					<u>162.99</u>
Bill Pmt -Check	EFT/Auto	12/04/2023	Leaf	10000-SouthState Bank Checking	-161.99
Bill	Printer Lease & Insu	12/04/2023		Printer Supplies	161.99
TOTAL					<u>161.99</u>
Check	EFT/Auto	12/05/2023	ADP	10000-SouthState Bank Checking	-12,847.51
				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	622.42
				Property Maintenance Part-Time	221.00
				Full Time Maintenance Employee	1,360.00
				Medical Stipend	200.00
				Medical Stipends	500.00
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
TOTAL					<u>12,847.51</u>
Check	EFT/Auto	12/06/2023	TECO Electric	10000-SouthState Bank Checking	-4,531.12
				53100 - Electric Utility Svs	64.05
				53100 - Electric Utility Svs	66.56

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

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	257.97
				53100 - Electric Utility Svs	1,216.95
				53100 - Electric Utility Svs	80.36
				53100 - Electric Utility Svs	1,515.50
				53100 - Electric Utility Svs	558.90
				53100 - Electric Utility Svs	168.79
				53100 - Electric Utility Svs	192.34
				53100 - Electric Utility Svs	29.75
				53100 - Electric Utility Svs	25.37
				53100 - Electric Utility Svs	155.51
				53100 - Electric Utility Svs	25.37
				53100 - Electric Utility Svs	25.71
				53100 - Electric Utility Svs	24.17
				53100 - Electric Utility Svs	25.53
				53100 - Electric Utility Svs	25.19
				53100 - Electric Utility Svs	23.86
				53100 - Electric Utility Svs	25.53
				53100 - Electric Utility Svs	23.71
TOTAL					4,531.12
Check	EFT/Auto	12/07/2023	TECO Gas Company	10000-SouthState Bank Checking	-489.99
				53200 - Gas Utility Services	489.99
TOTAL					489.99
Check	EFT/Auto	12/07/2023	TECO Electric	10000-SouthState Bank Checking	-78.40
				53100 - Electric Utility Svs	78.40
TOTAL					78.40
Check	EFT/Auto	12/12/2023	Square Inc	10000-SouthState Bank Checking	-300.00
				Security/Renters Cards Deposits	300.00

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

	Type	Num	Date	Name	Account	Original Amount
TOTAL						300.00
	Check	EFT/Auto	12/12/2023	Square Inc	10000-SouthState Bank Checking	-300.00
					Security/Renters Cards Deposits	300.00
TOTAL						300.00
	Check	EFT/Auto	12/12/2023	Square Inc	10000-SouthState Bank Checking	-300.00
					Security/Renters Cards Deposits	300.00
TOTAL						300.00
	Bill Pmt -Check	EFT/Auto	12/15/2023	Verizon Wireless	10000-SouthState Bank Checking	-72.84
	Bill	10-24-23 to 11-23-23	11/23/2023		Telephone	72.84
TOTAL						72.84
	Check	EFT/Auto	12/15/2023	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
	Check	EFT/Auto	12/19/2023	Square Inc	10000-SouthState Bank Checking	-300.00
					Security/Renters Cards Deposits	300.00
TOTAL						300.00
	Check	EFT/Auto	12/19/2023	ADP	10000-SouthState Bank Checking	-10,863.11
					District Manager	2,610.40
					Payroll Taxes - Employer Taxes	199.68



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

Type	Num	Date	Name	Account	Original Amount
				Facilities Monitor	1,814.40
				Property Maintenance Team Lead	1,610.41
				Property Manager	2,610.40
				Payroll Taxes - Employer Taxes	572.82
				Property Maintenance Part-Time	85.00
				Full Time Maintenance Employee	1,360.00
TOTAL					<u>10,863.11</u>
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>12/20/2023</b>	<b>Hardeman Landscape Nursery, Inc</b>	<b>10000-SouthState Bank Checking</b>	<b>-72,012.50</b>
Bill	Nature Trail Phase 4	12/07/2023		58003-Future CIP Projects & Res	72,012.50
TOTAL					<u>72,012.50</u>
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>12/20/2023</b>	<b>Luis Martinez</b>	<b>10000-SouthState Bank Checking</b>	<b>-49.13</b>
Bill	Nov Mileage Reimburs	12/20/2023		Travel Per Diem	49.13
TOTAL					<u>49.13</u>
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>12/20/2023</b>	<b>Mason Global LLC</b>	<b>10000-SouthState Bank Checking</b>	<b>-400.00</b>
Bill	Soft wash for pool a	11/21/2023		Pool Maintenance Repairs	400.00
TOTAL					<u>400.00</u>
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>12/20/2023</b>	<b>Mason Global LLC</b>	<b>10000-SouthState Bank Checking</b>	<b>-4,235.00</b>
Bill	Self cleaning additi	11/22/2023		58003-Future CIP Projects & Res	4,235.00
TOTAL					<u>4,235.00</u>
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>12/20/2023</b>	<b>Pete &amp; Ron's Tree Service, Inc.</b>	<b>10000-SouthState Bank Checking</b>	<b>-5,424.35</b>
Bill	Vegetation clearing	12/28/2023		58003-Future CIP Projects & Res	5,424.35
TOTAL					<u>5,424.35</u>

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

	Type	Num	Date	Name	Account	Original Amount
	Bill Pmt -Check	EFT/Auto	12/21/2023	Hardeman Landscape Nursery, Inc	10000-SouthState Bank Checking	-57,610.00
	Bill	Nature Trail Phase 4	12/14/2023		58003-Future CIP Projects & Res	57,610.00
TOTAL						57,610.00
	Bill Pmt -Check	EFT/Auto	12/21/2023	Landscape Maintenance Professionals, Inc	10000-SouthState Bank Checking	-14,606.25
	Bill	November 2023 Servic	11/01/2023		Landscape Maintenance Contract	14,606.25
TOTAL						14,606.25
	Bill Pmt -Check	EFT/Auto	12/21/2023	Mason Global LLC	10000-SouthState Bank Checking	-3,715.00
	Bill	Self cleaning additi	11/21/2023		58003-Future CIP Projects & Res	3,715.00
TOTAL						3,715.00
	Bill Pmt -Check	EFT/Auto	12/21/2023	Pete & Ron's Tree Service, Inc.	10000-SouthState Bank Checking	-1,622.00
	Bill	Vegetation clearing	12/13/2023		58003-Future CIP Projects & Res	1,622.00
TOTAL						1,622.00
	Bill Pmt -Check	EFT/Auto	12/21/2023	ST6 Security	10000-SouthState Bank Checking	-730.00
	Bill	Update to access con	12/12/2023		Park Facility Maintenance	730.00
TOTAL						730.00
	Bill Pmt -Check	EFT/Auto	12/24/2023	SunTrust Credit Card	10000-SouthState Bank Checking	-3,796.95
	Bill	Dec CC Statement	12/24/2023		13500 - Truist Visa Card	3,796.95
TOTAL						3,796.95
	Bill Pmt -Check	EFT/Auto	12/29/2023	Hardeman Landscape Nursery, Inc	10000-SouthState Bank Checking	-59,750.00
	Bill	Nature Trail Phase 5	12/07/2023		58003-Future CIP Projects & Res	59,750.00

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

	Type	Num	Date	Name	Account	Original Amount
TOTAL						59,750.00
	<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>12/29/2023</b>	<b>Landscape Maintenance Professionals, Inc</b>	<b>10000-SouthState Bank Checking</b>	<b>-14,606.25</b>
	Bill	December 2023 Servic	12/01/2023		Landscape Maintenance Contract	14,606.25
TOTAL						14,606.25
	<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>12/29/2023</b>	<b>Zebra Cleaning Team, Inc.</b>	<b>10000-SouthState Bank Checking</b>	<b>-1,925.00</b>
	Bill	Dec 23 Pool Cleaning	12/01/2023		Pool Maintenance Contract	1,925.00
TOTAL						1,925.00
	<b>Check</b>	<b>EFT/Auto</b>	<b>12/29/2023</b>	<b>ADP</b>	<b>10000-SouthState Bank Checking</b>	<b>-150.39</b>
					Payroll Service Charge	25.07
					Payroll Service Charge	125.32
TOTAL						150.39



**Treasurer's Report - SouthState Account**  
**December 2023**  
**12/1/23 - 12/31/23**

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						<b>156,668.02</b>
12/01/2023	EFT/Auto	ADP		162.99		156,505.03
12/01/2023			Deposit		82.69	156,587.72
12/04/2023	EFT/Auto	Leaf	Printer Lease & Insurance	161.99		156,425.73
12/05/2023			Deposit		292.10	156,717.83
12/05/2023	EFT/Auto	ADP	P.E. 12-02-23	12,847.51		143,870.32
12/05/2023			Deposit		83,260.80	227,131.12
12/06/2023	EFT/Auto	TECO Electric	06980007400 Acct #	4,531.12		222,600.00
12/07/2023			Deposit		292.10	222,892.10
12/07/2023	EFT/Auto	TECO Gas Company	221003603224 Acct #	489.99		222,402.11
12/07/2023	EFT/Auto	TECO Electric	221005960721 Acct #	78.40		222,323.71
12/07/2023			Deposit		812,689.38	1,035,013.09
12/08/2023			Deposit		292.10	1,035,305.19
12/12/2023	EFT/Auto	Square Inc	CH Rental Deposit Refund	300.00		1,035,005.19
12/12/2023	EFT/Auto	Square Inc	CH Rental Deposit Refund	300.00		1,034,705.19
12/12/2023	EFT/Auto	Square Inc	CH Rental Deposit Refund	300.00		1,034,405.19
12/13/2023			Deposit		289.35	1,034,694.54
12/15/2023			Deposit		14.51	1,034,709.05
12/15/2023	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	72.84		1,034,636.21
12/15/2023	EFT/Auto	ADP		162.99		1,034,473.22
12/15/2023			Deposit		22,186.59	1,056,659.81
12/19/2023	EFT/Auto	Square Inc	CH Rental Deposit Refund	300.00		1,056,359.81
12/19/2023	EFT/Auto	ADP	P.E. 12-16-23	10,863.11		1,045,496.70
12/20/2023			Deposit		292.10	1,045,788.80
12/20/2023	EFT/Auto	Hardeman Landscape Nursery, Inc	INV# 41096	72,012.50		973,776.30
12/20/2023	EFT/Auto	Luis Martinez	Nov Mileage Reimbursement for Facility Monitor	49.13		973,727.17
12/20/2023	EFT/Auto	Mason Global LLC	Soft wash for pool awning kiddie pool	400.00		973,327.17
12/20/2023	EFT/Auto	Mason Global LLC	Self cleaning additive for phase 4 trail	4,235.00		969,092.17
12/20/2023	EFT/Auto	Pete & Ron's Tree Service, Inc.	Vegetation clearing and tree removal for phase 4 & 5 trail	5,424.35		963,667.82
12/21/2023	EFT/Auto	Hardeman Landscape Nursery, Inc	INV# 41151	57,610.00		906,057.82
12/21/2023	EFT/Auto	Landscape Maintenance Professionals, Inc	INV# 179799	14,606.25		891,451.57
12/21/2023	EFT/Auto	Mason Global LLC	Self cleaning additive for phase 5 trail	3,715.00		887,736.57

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
12/21/2023	EFT/Auto	Pete & Ron's Tree Service, Inc.	Vegetation clearing and tree removal for phase 4 & 5 trail	1,622.00		886,114.57
12/21/2023	EFT/Auto	ST6 Security	INV# 0975	730.00		885,384.57
12/24/2023	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	3,796.95		881,587.62
12/29/2023	EFT/Auto	Hardeman Landscape Nursery, Inc	INV# 41097	59,750.00		821,837.62
12/29/2023	EFT/Auto	Landscape Maintenance Professionals, Inc	INV# 180161	14,606.25		807,231.37
12/29/2023	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 6674	1,925.00		805,306.37
12/29/2023	EFT/Auto	ADP		150.39		805,155.98
12/31/2023			Interest		53.80	805,209.78
				<b>271,203.76</b>	<b>919,745.52</b>	<b>805,209.78</b>

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '23 Dec' 23	Annual Budget	\$ Over Annual Budget	Comments
2							Revenue/Expense				
3							Revenue				
4							36100 - Interest Earnings				
5							Interest - General Fund	279	180	99	
6							Total 36100 - Interest Earnings	279	180	99	
7							General Fund Assessment-O&M				
8							General Fund Assessment Gross	1,185,939	1,283,257	(97,318)	
9							GF Prop Tax Interest	0	0	0	
10							GF Tax Collector Commissions	(22,769)	(25,665)	2,896	
11							GF Tax Payment Discount	(47,506)	(51,330)	3,824	
12							Total General Fund Assessment-O&M	1,115,664	1,206,262	(90,598)	
13											
14							Total 36310 - Special Assessment	1,115,664	1,206,262	(90,598)	
15							36311 - Excess Fees	9,807	0	9,807	
16							36900 - Miscellaneous Revenues			0	
17							Other Misc Revenue	114	1,200	(1,086)	
18							Rental	150	1,500	(1,351)	
19							Pool Snack Vending	0	475	(475)	
20							Total 36900 - Miscellaneous Revenues	263	3,175	(2,912)	
21							Total Revenue	1,126,014	1,209,617	(83,603)	
22											
24							Expense				
25							5110 - Legislative				
26							Employer Taxes	251	1,460	(1,209)	
27							Special District Fees	0	175	(175)	
28							Supervisor Fees	3,000	12,000	(9,000)	
29							Supervisor Payroll Service	222	900	(678)	
30							Total 5110 - Legislative	3,473	14,535	(11,062)	



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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '23 Dec' 23	Annual Budget	\$ Over Annual Budget	Comments
31							<b>51300 - Financial &amp; Admin</b>				
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	15,662	69,230	(53,568)	
37							Medical Stipend	600	2,400	(1,800)	
38							Payroll Service Charge	145	465	(320)	
39							Payroll Taxes - Employer Taxes	1,244	4,400	(3,156)	
40							<b>Total District F&amp;A Employees</b>	<b>17,651</b>	<b>76,495</b>	<b>(58,844)</b>	
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							<b>Total General Insurance</b>	<b>8,590</b>	<b>8,590</b>	<b>0</b>	
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	544	2,000	(1,456)	
52							Professional Development	158	1,000	(842)	
53							Technology Services/Upgrades	160	5,000	(4,840)	
54							Telephone	146	3,600	(3,454)	
55							Travel Per Diem	0	2,000	(2,000)	
56							Website Development & Monitor	1,702	2,650	(948)	
57							<b>Total 51300 - Financial &amp; Admin</b>	<b>28,971</b>	<b>124,718</b>	<b>(95,747)</b>	
58							<b>51400 - Legal Counsel</b>				
59							District Counsel	213	15,000	(14,787)	

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '23 Dec' 23	Annual Budget	\$ Over Annual Budget	Comments
60							<b>Total 51400 - Legal Counsel</b>	213	15,000	(14,787)	
61							<b>52100 - Law Enforcement</b>				
62							Facility Monitor Mileage Reimbursement	120	2,000	(1,880)	
63							<b>Total 52100 - Law Enforcement</b>	120	2,000	(1,880)	
64							<b>53100 - Electric Utility Svs</b>	13,455	55,000	(41,545)	
65							<b>53200 - Gas Utility Services</b>	1,017	5,600	(4,583)	
66							<b>53400 - Garbage/Solid Waste Svc</b>	0	5,000	(5,000)	
67							<b>53600 - Water/Sewer Services</b>	365	9,800	(9,435)	
68							<b>53900 - Physical Environment</b>				
69							Entry & Walls Maintenance	0	2,000	(2,000)	
70							<b>Ford F250 Maintenance &amp; Repair</b>	166	3,000	(2,834)	
71							<b>Fountain in Lake</b>	4,313	3,000	1,313	
72							<b>Gas - Equipment</b>	5	400	(395)	
73							<b>Gas - Truck</b>	174	1,800	(1,626)	
74							<b>Irrigation Maintenance</b>	147	15,800	(15,653)	
75							<b>Landscape Maintenance Contract</b>	40,663	173,100	(132,438)	
76							<b>Misc. Landscape-Temporary Staff</b>	0	3,000	(3,000)	
77							<b>Misc. Landscape Maintenance</b>	654	16,762	(16,108)	
78							<b>Mulch</b>	0	13,500	(13,500)	
79							<b>New Plantings</b>	0	8,000	(8,000)	
80							<b>Pond &amp; Stormwater Maint Contract</b>	0	16,319	(16,319)	
81							<b>Pond 9,22,23,&amp;24 Aeration Maint</b>	0	1,501	(1,501)	
82							<b>Lake#27 Aeration Maint</b>	0	2,500	(2,500)	
83							<b>Fountain Maint #21</b>	0	580	(580)	
84							<b>Property Insurance Contract</b>	25,696	25,696	0	
85							<b>Sod Replacement</b>	4,495	4,000	495	
86							<b>Mitigation Maint Contract</b>	0	1,063	(1,063)	
87							<b>Midge Survey</b>	0	1,500	(1,500)	
88							<b>Lake Buoy Monitoring</b>	0	3,450	(3,450)	
89							<b>Lake buoy Maintenance</b>	0	5,000	(5,000)	

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '23 Dec' 23	Annual Budget	\$ Over Annual Budget	Comments
90							Lake buoy & Nano Bubbler Buy-Out	0	13,632	(13,632)	
91							Total 53900 - Physical Environment	76,312	315,603	(239,291)	
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	3,043	7,700	(4,657)	
100							District Employees Payroll Exp				
101							Employer Workman Comp	5,845	9,360	(3,515)	
102							Facilities Monitor	10,886	48,119	(37,233)	
103							Medical Stipends	1,500	6,000	(4,500)	
104							Payroll Service Charge	723	2,500	(1,777)	
105							Payroll Taxes - Employer Taxes	3,533	16,500	(12,967)	
106							Full-Time Maintenance Employee	7,688	36,067	(28,379)	
107							Property Maintenance Part-Time	714	1,658	(944)	
108							Property Maintenance Team Lead	9,662	42,708	(33,046)	
109							Property Manager	15,662	69,230	(53,568)	
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	56,214	255,309	(199,095)	
114							Dock Maintenance	0	400	(400)	
115							Drainage/ Nature Path/Trail Maintenance	0	4,225	(4,225)	
116							Park Facility Maintenance	2,162	7,000	(4,838)	
117							Parks & Rec Cell Phones	154	2,500	(2,346)	
118							Playground Maintenance	678	2,000	(1,322)	
119							Pool Maintenance Contract	5,775	24,675	(18,900)	

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '23 Dec' 23	Annual Budget	\$ Over Annual Budget	Comments
120							Pool Maintenance Repairs	3,478	12,000	(8,522)	
121							Sec System Monitoring Contract	0	400	(400)	
122							Security Repairs	530	5,000	(4,470)	
123							Total 57200 - Parks & Recreation	73,047	322,222	(249,175)	
124							58003- Future CIP Projects and Reserves	250,280	352,306	(102,026)	
125							Total Expense	447,253	1,221,784	(774,531)	
126							Revenue Less Expenses	678,760	(12,167)	690,927	
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	422,073	0	434,240	



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

December 2023

**ST6 Security**

Type	Date	Memo	Account	Amount
Bill	12/12/2023	Update to access con	Park Facility Maintenance	730.00
TOTAL				730.00

## **February 2 , 2024, Property Manager's Report**

There are projects that I would like a clear board decision on.

- 1) What to do with the front playground
- 2) What is the desire of the Board regarding this sign.



Attached to this report are the 3 bids received for the sealing of the clubhouse parking lot. These are submitted for board consideration of approval.



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# PROPOSAL

OPP-23-023907

10 / 18 / 2023

Account Information
<b>Account Name:</b> Lake St Charles Community Development District
<b>Street Address:</b> 6801 Colonial Lake Dr
<b>City State Zip:</b> RiverviewFL33578-8318

Contact Information
<b>Contact Name:</b> Mark Cooper
<b>Contact Email:</b> PropertyMgr@LakeStCharles.org
<b>Contact Phone:</b> 8139907555

Rose Paving Information
<b>Account Executive:</b> Mike Kampschnieder
<b>Email:</b> mike.kampschnieder@rosepaving.com
<b>Cell:</b> 813-521-2903

Notes/Exclusions

PRICING TABLE					
Service Line Name	QTY	U of M	Depth	Unit Price	Subtotal
Sealcoat PMM - Spray / Spray	26514	SF		\$0.17	\$4,532.10
Lot Marking Restripe - Single Bays	51	Bays		\$23.87	\$1,217.28

**Total** **\$5,749.38**



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# PROPOSAL

## CUSTOMER APPROVAL

Total Dollars Approved: **\$5,749.38**

Name:

Authorized Signature:

## BILLING INSTRUCTIONS:



## Scope Detail

Service Line Name	Service Description
Sealcoat PMM - Spray / Spray	<ul style="list-style-type: none"> <li>-Pavement will be cleaned of all loose debris prior to seal application.</li> <li>-Oil spots will be primed prior to sealcoat; however, there is no guarantee of sealcoat adhesion to these areas.</li> <li>-Apply two coats of sealer using a spray application.</li> <li>-Areas will be barricaded for 24 hours after sealer is applied.</li> </ul> <p>If additional mobilizations are required, there will be a charge of \$1,750 for each additional mobilization.</p> <p>*Rose Paving cannot guarantee sealer adhesion to polished rock.</p> <p>Warranty - 12 months.</p>
Lot Marking Restripe - Single Bays	<p>Restripe per existing layout. We use the best Federal Specification paint available &amp; our power equipment assures a 30-50% better flow rate of paint; this will assure you of a longer lasting job.</p>

## Rose Paving Contract Terms & Conditions

- 1. ESCALATION:** This proposal is based on material costs at current market rates. Due to the current volatile market conditions for liquid asphalt that are beyond Rose Paving's control and in the event of future material price increases the responsible party agrees to pay for the escalation of material costs without a change order. This paragraph applies only to materials.
- 2. TIMING:** Due to fluctuation in the cost of raw materials, including but not limited to liquid asphalt, if the current date is past 15 days from the proposal date, customer should clarify that pricing is still valid.
- 3. CONTRACT DOCUMENTS:** Specification sheets, drawings and other documentation presented in this proposal shall be part of the contract. It is the responsibility of the customer's authorized representative to be aware of the terms and conditions stated herein and of the other contract documentation.
- 4. PAYMENT TERMS:** NET BALANCE DUE 30 DAYS AFTER COMPLETION OF WORK. Unpaid balances will accrue a late fee of 1% per month until paid in full. In the event of your failure to conform to the terms and conditions of this agreement, you hereby agree to pay Rose Paving LLC. all sums earned to date. Price reflects a 4% (four percent) discount for payments by cash or check.
- 5. DEPOSIT:** If contracted amount exceeds \$15,000.00, a deposit of 1/3 of the project price is required to schedule work unless noted otherwise in this agreement.
- 6. PERMITS AND FEES:** Owner is responsible for obtaining and paying for any required PERMITS, BONDS, and LICENSES, or plans required to obtain the aforementioned.
- 7. UNMARKED / UNDOCUMENTED UTILITIES:** The client shall be responsible for repairing any private utility lines damaged by Rose Paving during the course of this project which were unmarked, undocumented or non-conforming to prevailing codes. While Rose Paving shall be responsible for repairing utilities in situations where Rose Paving damaged marked, conforming private utility lines, Rose Paving shall not be held liable for additional costs associated with utility interruption regardless of whether the lines were marked and / or documented properly or not. The customer is responsible to call the utility company.
- 8. WORK ACCESSIBILITY:** The price(s) quoted herein is contingent upon the work area being free of any obstructions (vehicles, dumpsters, etc.) at the scheduled project start date and time. Rose Paving, reserves the right to adjust the agreed upon project price if the job conditions prevent Rose Paving work crews from starting on time and proceeding without interruption
- 9. SOIL CONDITIONS:** The proposed price is contingent on the existing subsoil or base being adequate to support the pavement work. Rose Paving shall not be held liable for failure due to poor subgrade, moisture or other unforeseen circumstances such as underground water springs, contaminated soil, etc. If failure does occur, Rose Paving will notify agent or owner for inspection.
- 10. WATER DRAINAGE:** On projects where the natural fall of the land is less than 2%, Rose Paving cannot guarantee that there will be total water drainage on pavements. After repair and Rose Paving shall not be held liable for ponding or retention in surrounding areas. On projects where the scope of work includes an overlay, the overlay will follow the contour of the existing base surface and Rose Paving cannot guarantee and will not be liable for drainage issues in the work area or surrounding areas.
- 11. CLEANING EXPENSES:** The owner understands that the work called for in this agreement is a messy process. The parties agree that Rose Paving is not responsible for cleaning, repairing, or replacing any concrete, carpet, floor, passageway, etc., that is soiled or stained by anyone other than Rose Paving employees.

**12. INDEMNITY:** Rose Paving agrees to complete its work in a safe and workmanlike manner, and to take appropriate safety precautions. However, once installation is complete and customer takes possession of the work area, Owner/Customer understands and agrees that Rose Paving cannot be responsible for materials, area maintenance and safety, and therefore Owner/Customer assumes all responsibility in this regard, including but not limited to any and all personal injuries, deaths, property damage, losses, or expenses related to or in any way connected with the materials or services provided. To the fullest extent allowed by law, Owner/Customer agrees to indemnify, defend and hold Rose Paving and its agents harmless from any and all loss, expense, liability, or attorneys' fees in connection with any such damages or injuries occurring thereafter. Nothing contained within this paragraph means, or should be construed to mean that Rose Paving or others shall be indemnified for their own negligence.

**13. CHOICE OF LAW & VENUE:** To the fullest extent permitted by law, each provision of this contract shall be interpreted in such manner as to be effective and valid under the laws of the State of Project and corresponding Choice of Law indicated below without regard to that state's conflict of laws principles, and venue and jurisdiction for any dispute under this agreement shall rest in the Venue and Jurisdiction identified:

	State of Project	Choice of Law	Venue and Jurisdiction
A.	Arizona	Arizona	Superior Court of Maricopa County or the United States District Court District of Arizona-Phoenix
B.	California	California	Superior Court of California County of Los Angeles or the United States District Court Central District of California
C.	Florida	Florida	Circuit Court of Hillsborough County Florida or the United States District Court Middle District of Florida
D.	Illinois	Illinois	Circuit Court of Cook County or Northern District of Illinois
E.	Tennessee	Tennessee	Davidson County Circuit Court or the U.S. District Court Middle District of Tennessee Nashville Division
F.	All other states	Illinois	Circuit Court of Cook County or Northern District of Illinois

**14. ATTORNEY FEES & COSTS:** In the event Rose Paving places any amounts owed under this proposal for collection with either a collection firm or attorney, Rose Paving shall be entitled to reasonable collection fees, attorneys fees and costs.

**15. TAXES:** All taxes are included in proposal price unless otherwise specified.

**16. MATERIAL & WORKMANSHIP:** All material is guaranteed to be as specified. Unless otherwise specified within this Proposal, Rose Paving warrants workmanship and materials for a period of 1 year from the date of completion. All work shall be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the amount set forth above. We shall not be responsible for delays caused by strikes, accidents, weather or other contingencies beyond our control. Our workers are fully insured.



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# PROPOSAL

**17. CONSENT TO USE OF PHOTOGRAPHS, IMAGES AND VIDEOS:** Customer consents to Rose Paving using images and videos of jobsite as a described in proposal or any work order, for use in Rose Paving promotional, marketing and training materials. Rose Paving shall have right to use the name, logos, trademarks, trade names, service marks or other marks of customer to the extent any of the foregoing appear in photographs, images and videos of the jobsite.

**18. NON-DISCLOSURE:** Customer acknowledges that information in this Proposal, including but not limited to pricing, determination of scope of work, method for evaluating parking lots, and methods of repair, constitute and include Rose Paving's Confidential Information. This Proposal shall not be shared, distributed or disseminated to any other contractor and Customer acknowledges that should it violate this provision monetary damages will not be an adequate remedy and Rose Paving shall be entitled to injunctive relief in addition to any other remedy available in law or equity.

**19. ALTERATIONS TO THIS PROPOSAL:** Alterations or notations on or to this Proposal will not be valid unless accepted in writing by an authorized representative of Rose Paving.

**20. SEVERABILITY OF TERMS:** Should any part of this agreement be deemed unenforceable, the remaining terms shall be severable and separately enforceable and shall remain in full force

**As a duly authorized representative of Lake St Charles  
Community Development District, I agree to these Terms &  
Conditions**



Date: 1/24/24  
Quote No: NA23107



7001 Gibsonton Drive  
Gibbstonton, FL 33534  
P: 813.626.4444  
F: 813.627.8606

Attention: **Mark Cooper**

Quote to: **Lake Charles CDD**  
**6801 Colonial Lake Dr**  
**Riverview, FL 33578**

Job Location: **Same**

Item	Description	Quantity	Unit	Unit Price	Amount
1	Crackfill	1	LS	\$ 500.00	\$500.00
2	Sealcoat	26,491	SQFT	\$ 0.30	\$7,947.30
3	Striping	1	LS	\$ 1,100.00	\$1,100.00
4	2 ADA Signs	2	EA	\$ 400.00	\$800.00
5	Optional Asphalt Repair	317	SQFT	\$ 7.50	\$2,377.50
<b>TOTAL</b>				<b>\$ 12,724.80</b>	

Client/ Owner Initials: \_\_\_\_\_

Thank you for your interest in Pro Way Paving, we look forward to providing you with the best service.

All Pricing includes project management & unsurpassed customer service to ensure a great experience for all parties involved.

#### Terms & Conditions:

- 1 Unless "lump sum" or "LS" appears next to an item, it is understood & agreed the quantities referred to above are estimates only.
- 2 Pricing based on performing work during daytime hours.
- 3 Includes cleaning of existing surface free of dust & foreign material to ensure proper adhesion.
- 4 **12 month warranty due to excessive wear, on all work performed.**
- 5 Permits & fees are not included in this price. If requested, we can provide all necessary paperwork & add the total fees to final invoice.
- 6 This proposal may be withdrawn, if not accepted within 30 days.
- 7 If contracted mount exceeds \$10,000.00, a deposit of 25% of the project is required to schedule.
- 8 The client shall be responsible for repairing any private utility lines damaged by Pro Way during the duration of this project, which were unmarked, undocumented or non-conforming to code. Pro Way will repair utilities in which Pro Way damaged marked, conforming private utility lines.

9 This price is contingent upon the work-area being free of any obstructions (vehicles, dumpsters, etc.) at the scheduled start date. Pro Way reserves the right to adjust the agreed upon price, if job conditions prevent Pro Way associates from starting on time & proceeding without interruption.

10 It is understood & agreed that Pro Way is only responsible for cleaning up after Pro Way employees & not that of any other party.  
Payment in full for all work performed during any month, shall be made no later than the tenth (10th) day of the month, next following. Final & complete payment for all work performed, hereunder shall be made no later than fifteen (15) days, after completion of such work. Interest at the highest rate allowable under laws of the state, in which the work is performed, or one & one half percent (1 1/2%) per month, whichever is less, shall be charged & paid on all unpaid balances from the due date to the date we receive payment. You agree to pay in full, all costs & expenses incurred by PROWAY PAVING SYSTEMS, LLC in collecting the amounts owed by you under the Agreement, including any & all court costs & attorney's fees.

**\* Please sign & return estimate to begin scheduling \***

**Total Contract Sum:**      \$            12,724.80

\_\_\_\_\_  
(Client/ Owner Signature)                      (Date)

\_\_\_\_\_  
(Pro Way Signature)                                      (Date)

\_\_\_\_\_  
(Print Name & Title)

\_\_\_\_\_  
(Print Name & Title)

# ESTIMATE

**QUOTE FOR:**  
Lake St Charles CDD  
  
6801 Colonial Lake Dr.  
Riverview FL 33578  
  
Attention Property Manager:  
Mark Cooper

**PAYMENT INFO**  
  
Make Checks Payable to Express Asphalt Solutions  
  
Due Upon Completion

**BILL TO:**  
  
SAME

**CONTACT INFO**  
  
☎ 727-293-4431  
✉ contact@expressstripe.com



DESCRIPTION	APPROX QTY	TOTAL
<b>Sealcoat Application</b> Includes clean and prep lot, apply two coats of premium Jet-Black sealer adding 3% sand for traction and a premier latex additive for longer lasting color and durability. Includes 1 Mobilizations	25,379 Sqft	<b>\$3,806.85</b>
<b>Re-Stripe Existing Layout</b> Re-stripe as currently laid out. Includes all stalls, HC stalls, hashes, arrows, stop bars, and crosswalks using Sherwin-Williams DOT approved traffic marking paints. Includes 1 Mobilizations		<b>\$1,495.00</b>
<b>Crack Filling</b> Fill in cracks that are over over 2" wide, using hot tar asphalt crackfiller. Pictures of area to crackfill, provided by customer		<b>\$1,875.00</b>

**Total**  
  
We propose hereby to furnish material and labor complete in accordance with above specifications, for the total sum of:  
  
Payment In Full Upon Completion.

Subtotal	<b>\$7,176.85</b>
Discounts	\$0.00
Taxes	\$0.00
Grand Total	<b>\$7,176.85</b>

All work is performed in a professional manner by insured personnel. All materials meet strict national corporate company quality control standards. Express Asphalt Solutions (EAS) operates as a sales and marketing company only. All work is preformed by third party licensed and insured contractors. EAS is paid a fee by the contractor preforming the work. Any alteration or deviation from above specifications involving extra costs will be executed only upon explicit verbal or written agreements. We are not responsible for damage to wet sealant or other products after we have left the property. Scheduling is contingent upon delays beyond our control (weather).

UNLESS OTHERWISE NOTED, PRICE INCLUDES 1 SERVICE TRIP (1 MOBILIZATION). MULTIPLE MOBILIZATIONS MAY INCUR ADDITIONAL CHARGES. PLEASE NOTIFY US OF A NEED FOR ADDITIONAL MOBILIZATIONS AS SOON AS POSSIBLE.

**Acceptance of proposal**---the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Customer's signature:

# Sealcoat Addendum

## General Notes:

- Sealcoating is part of a regular maintenance need for asphalt. Sealcoating cannot repair any asphalt defects and the aesthetic portion of sealcoating is only warranted on asphalt that is in currently good condition.
- Sealcoating does not fill in most cracks and will not remedy any ponding of water. Sealcoat will not properly adhere to polished rock or areas of asphalt that are under water or in high traffic areas and cannot be warranted in these areas.
- Crack sealing is not included, but may be done prior to sealcoating to help reduce further cracking and water permeating through the cracks.
- Asphalt repairs are not included unless otherwise notated in the proposal line item description.
- Permit fees are not included unless otherwise notated in the proposal line item description.
- The site is to be clear of cars prior to starting each day. Section of the day's particular work area must be made available to Express Stripe or its subcontractors and affiliates by no later than 8:30am.
- Costs of towing vehicles to be the responsibility of the owner or management. There will be a delay charge of \$125.00 per hour plus the cost of towing if vehicles or other objects are obstructing work area.
- Sprinkler systems must be turned off 24 hours prior to start of project until 24 hours after completion. Any areas of sealcoat affected by any water other rain can be reapplied at an additional cost.
- Dumpsters must be removed from pavement surface unless otherwise noted. Garbage pickup must be coordinated for pickup around newly sealed surfaces.
- It is understood that start and end of project is subject to change due to inclement weather.
- Added requested services or items by owner while project is already underway do not require updated signatures unless total added cost is greater than \$250.00.
- Express Stripe and its subcontractors and affiliates are held harmless of any vehicle traffic or persons walking through cordoned off sections of asphalt or concrete.
- No warranty unless payment received in full
- Notice to Owner will be filed on payments not received within 30 days and a Claim of Lien will be filed on payments not received in full by 60 days.
- Express Stripe and its subcontractors and affiliates cannot be held responsible for any damage caused to concrete surfaces while performing our portion of the proposed work.
- Express Stripe and its subcontractors and affiliates cannot be held responsible for any cleaning of any concrete surfaces while performing our portion of the proposed work.
- Pricing based on performing work during daytime operational hours in accordance with Express Stripe and its subcontractors and affiliates normal operational schedule.
- Wheel stop painting or stall stenciling are not included unless otherwise notated in the proposal line item description.
- We have figured striping to the existing configuration. Any required or requested changes is not included unless otherwise notated in the proposal line item description