

Supervisor Packet for March 5, 2024 General Meeting

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

7:00 p.m., March 5, 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	6. PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 30 MINUTES DESIGNATED)
	1. Homeowners Requesting to Speak (Please State Name Prior to Remarks)
7:35 – 7:40	7. CONSENT AGENDA (5 Minutes)
	<ol style="list-style-type: none"> 1. Approval of additions to the agenda and removal of additional consent agenda items with questions as requested by board members. 2. Approval of Consent Item Agenda <ol style="list-style-type: none"> a. February 6, 2024 Meeting Minutes b. February 28, 2024 Emergency Meeting Minutes c. Committee Meeting Minutes for February 2024 <ol style="list-style-type: none"> i. Treasurer's Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee d. January 2024 Financial Statements e. February 2024 Facilities Monitor Report (Separate from packet)

7:40-8:30	8. COMMITTEE REPORTS (50 Minutes)
	1. Treasurer's Review Committee – Committee Chair Gianakos 2. Grounds/Security Committee – Committee Chair Turinsky 3. Management Committee – Committee Chair Brown 4. Strategic Planning Committee – Committee Chair Brownlee
8:30- 8:40	9. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR BROWNLEE (10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors
8:40-8:45	10. PROPERTY MANAGER (5 Minutes)
	Items for Consideration by Property Manager - Mark Cooper 1. Property Management Report
8:45–8:50	11. DISTRICT MANAGER (5 Minutes)
	Items for Consideration by District Manager – Adriana Urbina 1. District Manager Report
8:50 –9:00	12. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
9:00	ADJOURN



Date: February 6, 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

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 Brown, the Board approved the, February 6, 2024 Consent Agenda consisting of the: January 9, 2024 General Meeting Minutes, the January Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the December 2023 Financial Reports and the Facility Monitor January 2024 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0

Action Item: Property Manager, to request the release of claim from the Gambrell's be notarized.

2. On **MOTION** by Supervisor Turinsky and second by Supervisor Brown, the Board approved to remove the butterfly garden from District grounds due to lack of maintenance. Property Manager was instructed to keep any material that could be saved. Motion passed 3 to 2. Supervisor Fannin & Supervisor Gianakos Voted NO
3. On **MOTION** by Supervisor Turinsky and second by Supervisor Brown, the Board approved the purchase of a 6ft memorial swing not to exceed \$2,000. Dave Nelson will be asked to provide the verbiage for the swing plaque. Funding is to be made from the miscellaneous landscape maint. line. Motion passed 5 to 0
4. On **MOTION** by Supervisor Gianakos and second by Supervisor Fannin, the Board approved to ask the donor of the donated butterfly garden plaque if it could be gifted to Mr. Dave Nelson. Motion passed 5 to 0
5. On **MOTION** by Supervisor Turinsky and second by Supervisor Gianakos, the Board approved to retract motion #10 from Jan 9, 2024 meeting minutes. Motion passed 5 to 0
6. On **MOTION** by Supervisor Gianakos and Second by Supervisor Fannin, the Board approved to extend the General Meeting 20 minutes until 9:20PM. Motion passed 5 to 0
7. On **MOTION** by Supervisor Brown and second by Supervisor Turinsky, the Board approved 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. Motion passed 5 to 0
8. On **MOTION** by Supervisor Brown and second by Supervisor Gianakos, the Board discussed approving a 5 year agreement with Appy Pie to continue maintaining the District's app, not to exceed \$4,500. Motion failed 5 to 0

Action Item: Property Manager, to look for app alternatives, remanded to the Strategic Planning Committee

9. On **MOTION** by Supervisor Brown and Second by Supervisor Turinsky, the Board approved updating the posted clubhouse hours to reflect District Administrator Assistant schedule. Motion passed 4 to 1 Supervisor Fannin Voted No
- | | |
|-----------|----------------|
| Monday | 9AM to 3:30PM |
| Tuesday | 9AM to 3:30PM |
| Wednesday | 1PM to 7PM |
| Thursday | 10AM to 3:30PM |
| Friday | 9AM to 3:30PM |

10. On **MOTION** by Supervisor Gianakos and Second by Supervisor Brown, the Board approved to extend the General Meeting 5 minutes until 9:32PM. Motion passed 5 to 0

11. On **MOTION** by Supervisor Gianakos and Second by Supervisor Brown, the Board approved to paint the clubhouse using paint scheme #1 as presented. Motion passed 5 to 0

Meeting adjourned at 9:31PM

Respectfully submitted,

Marlon Brownlee, Chair

Yvonne Brown, Vice-Chair



Date: February 28, 2024

Time: 7:00 p.m.

Emergency Meeting 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 Brown, the Board approved the, February 28, 2024 Emergency Meeting Agenda. Motion passed 5 to 0
2. On **MOTION** by Supervisor Turinsky and second by Supervisor Fannin, the Board approved to connect the irrigation lines in the park to the shallow well located by the boat ramp/launcher. Supervisor Turinsky made the Board aware that the irrigation lines were installed into a fresh water line without a backflow preventer. The lack of this backflow preventer could cause contamination to the water from the drinking fountains. To prevent this contamination Supervisor Turinsky instructed staff to cap off the lines. Discussion also included that currently the District is not be charged for the use of water in the park. Motion passed 5 to 0

3. On **MOTION** by Supervisor Fannin and second by Supervisor Gianakos, the Board approved to contact the BOCC and request they send someone out to provide a meter reading. District Manager was instructed to negotiate the cost if over \$1,000. Motion passed 5 to 0
4. On **MOTION** by Supervisor Gianakos and Second by Supervisor Fannin, the Board approved to extend the General Meeting until 8:45PM. Motion passed 5 to 0
5. On **MOTION** by Supervisor Fannin and second by Supervisor Gianakos, the Board approved to hire a permitting company to expedite the resubmission of the playground permit packet. Not to exceed \$5,000. Supervisor Turinsky made the Board aware that permits were not pulled prior to the playground being installed in 2021. As a result a lien has been placed on District property until this issue is resolved. He also reminded the Board of the fragment approach Property Manager, Mark Cooper took for this project. Upon further research it was discovered that the following contractors used were not licensed in Hillsborough County: Hardeman Masonry, Miller Recreation & Ryan's Maintenance, Inc. Supervisor Turinsky also mentioned that modifications were made by Mark Cooper to the zip line which will prevent a successful inspection. He also reviewed the file from the County which states the permit packet is not proceeding due to the missing notice of commencement and the lack of address verification. Motion passed 5 to 0
6. On **MOTION** by Supervisor Gianakos and Second by Supervisor Brown, the Board approved to look for an engineering company to provide updated playground drawings needed for the playground permit. Supervisor Turinsky informed the Board that the previous submitted site plan is missing 2 playground items which will result in an unsuccessful inspection. Motion passed 5 to 0
7. On **MOTION** by Supervisor Brownlee and Second by Supervisor Fannin, the Board approved to extend the General Meeting until 9:15PM. Motion passed 4 to 1
Supervisor Gianakos Voted NO
8. On **MOTION** by Supervisor Fannin and second by Supervisor Gianakos, the Board approved to disassemble the zip line, while pursuing the proper permitting process. The disassembly is necessary so the playground doesn't fail inspection. The necessary parts can be ordered while the permitting process progresses. Motion passed 5 to 0
9. On **MOTION** by Supervisor Fannin and Second by Supervisor Turinsky, the Board approved to keep the playground closed due to the permitting issues and the safety concerns with the zip line. The playground will re-open upon completion of the permitting process and approved final inspection. Motion passed 5 to 0

10. On **MOTION** by Supervisor Fannin and Second by Supervisor Turinsky, the Board approved to stop the dock replacement project until the hired contractor provides a valid license and the proper permit is received. Motion passed 5 to 0

11. On **MOTION** by Supervisor Fannin and Second by Supervisor Brown, the Board approved to extend the General Meeting until 9:30PM. Motion passed 5 to 0

12. On **MOTION** by Supervisor Brown and Second by Supervisor Turinsky, the Board approved to mail the demand letter provided by District Counsel to Hardeman Landscaping Company for the requested refund of the over estimated cost of concrete and labor. Property Manager, Mark Cooper had previously informed the Board that Hardeman did not install 22 cubic yards of concrete. An estimated refund of \$16,000 to \$30,000 was expected due to this over estimation. Mark then proceeded to inform the committees that Hardeman claimed there was no refund due. Supervisor Brown requested an itemized invoice so a determination could be made on the refund amount. Mark then informed Supervisor Brown that Hardeman would not honor her request for the invoice. After these discussions it was determined that Legal Counsel should be involved to provide direction on how to proceed. Motion passed 4 to 0 Supervisor Gianakos abstained from voting

Supervisor Brown was informed by a resident that Property Manager, Mark Cooper had concrete poured on his property during the same time the District was completing phase 4 & 5 of the trail repair. She asked Mr. Cooper if Hardeman was his hired contractor for the work on his property. He replied that he did hire Hardeman and he could provide an invoice and proof of payment. Mr. Cooper was asked to provide these documents by the next Board Meeting.

Supervisor Fannin & Supervisor Gianakos exited the meeting at 9:30PM

13. On **MOTION** by Supervisor Turinsky and Second by Supervisor Brown, the Board approved to extend the General Meeting until 9:45PM. Motion passed 5 to 0

14. On **MOTION** by Supervisor Turinsky and Second by Supervisor Brown, the Board approved to contact CEMEX for information of the concrete provided to the District during phase 4 & 5 of the trail repair. If the District Manager is denied this information the Legal Counsel should be asked to step in and assist. Motion passed 3 to 0

Action Item: District Manager to distribute to staff, the Board and the website, the proper statement that should be made in regards to the playground closure.

15. On **MOTION** by Supervisor Turinsky and Second by Supervisor Brown, the Board approved to issue a written reprimand to Property Manager, Mark Cooper for putting the District at risk when failing to install a backflow preventer to the

irrigation line installed at the park. Motion passed 2 to 1 Supervisor Brownlee voted NO

16. On **MOTION** by Supervisor Turinsky and Second by Supervisor Brown, the Board approved to extend the General Meeting until 10:00PM. Motion passed 3 to 0

Meeting adjourned at 9:59PM

Respectfully submitted,

Marlon Brownlee, Chair

Yvonne Brown, Vice-Chair

Treasurer's Review Committee Meeting Minutes

Date: *Thursday, February 15, 2024, 10:00 am*

Chair: *Virginia Gianakos*

Operations Manager: *Adriana Urbina*

Notice of Meetings – Treasurer's Review Committee

The Treasurer signed Southstate Bank confirmations.

The Committee discussed the paving of the parking lot, lowest estimate received is in the amount of approximately \$7,200. Property Manager will take to Grounds Committee for review prior to funding being approved.

The Committee discussed negotiating with the painters the cost of painting the remainder exercise equipment and fence panels surrounding the pool equipment and dumpster.



Company: Lake St Charles Grounds
Contact: Supervisor Ben Turinsky

Phone: 8134491560
Email: Bturinsky@lakestcharles.org

(1)



Drinking Fountain Park - Left

Created: Tue, 2/13/2024

Drain not working -Troubleshoot
x2 within three weeks

(2)



Clubhouse Palms

Created: Tue, 2/13/2024

Clean and Prune -Determine LMP
or in-house maintenance

(3)



Playground - Park

Created: Tue, 2/13/2024

Artificial turf Seam separating and
lifting/failing -Contact
installer/warranty



Company: Lake St Charles Grounds
Contact: Supervisor Ben Turinsky

Phone: 8134491560
Email: Bturinsky@lakestcharles.org

(4)



Trail Behind Remington

Created: Tue, 2/13/2024

Palm pruning left in wetland
setback -Contact LMP

(5)



Playground - Main Park

Created: Tue, 2/13/2024

Swingset grease fittings -Add to
monthly maintenance with
pressure washing of playground



Company: Lake St Charles Grounds
Contact: Supervisor Ben Turinsky

Phone: 8134491560
Email: Bturinsky@lakestcharles.org

(6)

maintain it, Mark also volunteered to help. I also have a question about the gazebo we (donations from my friends, family and coworkers). No CDD funds, bought in 2014 and installed. The verbal agreement was that it was to be maintained and repaired as needed. This amenity has been enjoyed by many residents and their guests for many years. If the board ever decides to not maintain this amenity as promised, we will. Plan on coming to get it on a trailer and take to NC. I hope it never comes to that. I have the receipt of purchase. I appreciate your support and understanding my concerns. I feel like it is an attempt to erase my contributions to the community for over 19 years of hard, dedicated work. Sincerely Dave

Gazebo -Main Park

Created: Wed, 2/14/2024

-Spoke with Christine Chancey (813) 872-2691 Feb. 14 2024 at the greater Tampa Bay Scouts Council the district has no obligation to maintain such amenities. The gazebo is district property. this goes against the Boy Scouts of America's policy for the Eagle Scout project/scouts code -spoke with the district manager about this issue. Feb. 13

(7)



Clubhouse Exercise Equipment

Created: Wed, 2/14/2024

Equipment is blue -Per previous conversation Paint ALL to match with new paint scheme

(8)



Volleyball Bleachers

Created: Wed, 2/14/2024

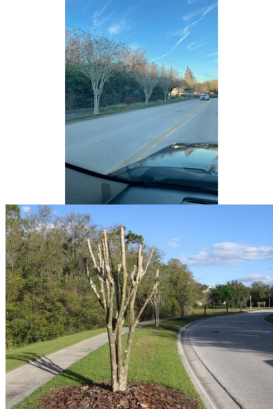
-Bleachers heavy rust at base show signs of aging. Painted to new color scheme.



Company: Lake St Charles Grounds
Contact: Supervisor Ben Turinsky

Phone: 8134491560
Email: Bturinsky@lakestcharles.org

(9)



35 Crêpe Myrtles -Entryways Of Community

Created: Wed, 2/14/2024

-Prune and remove moss of all crêpe myrtles throughout community *Research at the University of Florida has indicated the optimum time to prune is February. This time of year, plants have not yet begun to set buds for the summer flowering season, yet we are far enough into the winter that by the time plants recover from pruning and begin to break dormancy, the danger of damage from severe cold is past.

(10)



Entryway Pavers -Clubhouse

Created: Wed, 2/14/2024

-Safety concern, paver tile delaminating /Remove and replace.
-Snake plant pots not matching? -
Moving trashcan?



Company: Lake St Charles Grounds
Contact: Supervisor Ben Turinsky

Phone: 8134491560
Email: Bturinsky@lakestcharles.org

(11)



Tree Behind Main Lake St Charles Sign

Created: Wed, 2/14/2024

- Tree is overgrowing into/over bricks. Prune or remove

(12)



Men's Bathroom Handicap

Created: Wed, 2/14/2024

-Brace improperly support sink/warranty?



Company: Lake St Charles Grounds
Contact: Supervisor Ben Turinsky

Phone: 8134491560
Email: Bturinsky@lakestcharles.org

(13)



Clubhouse Drinking Fountain

Created: Wed, 2/14/2024

-Purchase a new drinking, found with bottle refiller

(14)



North Side Of The Park -Between Dog Park And Trail

Created: Wed, 2/14/2024

-Area looks unkept, palm fronds scattered throughout grounds, needs a fall cleaning, palms need to be pruned and cleaned up. We cannot expect grass grow or any ground coverage to grow with this much leaves and debris.

(15)



Entryways Throughout Community

Created: Wed, 2/14/2024

-All entry ways throughout the community are failing and lack of any landscape, status update on credible bids for 3-D rendering to replace all entryways landscaping



Company: Lake St Charles Grounds
Contact: Supervisor Ben Turinsky

Phone: 8134491560
Email: Bturinsky@lakestcharles.org

(16)



Streetlight Teco Jbox

Created: Wed, 2/14/2024

-Safety Concern, improperly secured "status update"

(17)



Tennis Backboard

Created: Wed, 2/14/2024

-Improperly installed need 3 to 4 inch gap at base, misalign. Status update?

(18)



Community Irrigation System

Created: Wed, 2/14/2024

-have concerns at main entry points signs of lack of water, LMP overall irrigation status? Boring status?



Company: Lake St Charles Grounds
Contact: Supervisor Ben Turinsky

Phone: 8134491560
Email: Bturinsky@lakestcharles.org

(19)



Signage clubhouse

Created: Wed, 2/14/2024

-Update signage backdrop

(20)



Butterfly Garden

Created: Wed, 2/14/2024

-Remove butterfly guard completely.
board meeting Feb. 6

(21)



Playground Clubhouse

Created: Wed, 2/14/2024

-Safety concern, Need's mulch



Company: Lake St Charles Grounds
Contact: Supervisor Ben Turinsky

Phone: 8134491560
Email: Bturinsky@lakestcharles.org

(22)

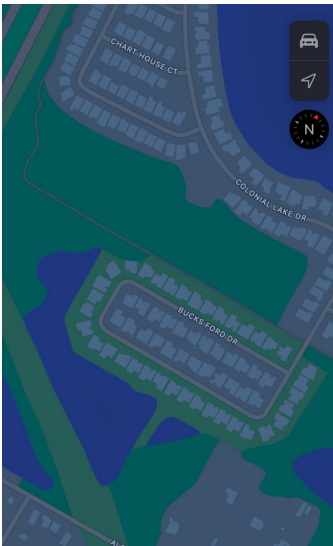


Grant Presentation April 1, 2024

Created: Wed, 2/14/2024

The district is due back \$130,000-155,000 after presentation -verify amount, update?

(23)

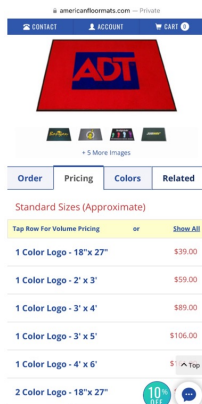


Remington Homes On Bucks Ford That Back Up To Trail

Created: Wed, 2/14/2024

-Maintenance plan, Our staff, LMP.
April 1

(24)



Clubhouse carpet mat

Created: Wed, 2/14/2024

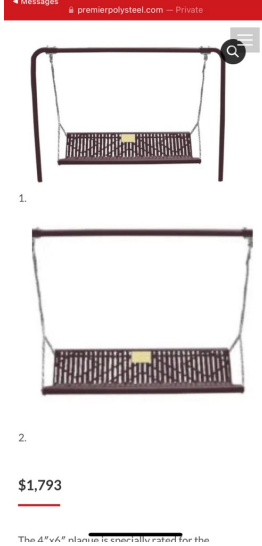
-purchase a custom mat for Clubhouse, Not to exceed \$150



Company: Lake St Charles Grounds
Contact: Supervisor Ben Turinsky

Phone: 8134491560
Email: Bturinsky@lakestcharles.org

(25)



Memorial Swing

Created: Wed, 2/14/2024

-Purchased? status update?
Website stated 10 week lead time.
Verify plaque wordage? promo code?

(26)



Signage In Park On Asphalt Maintenance Trail

Created: Thu, 2/15/2024

Remove signage. Confusing for residence what trail to use?



Company: Lake St Charles Grounds
Contact: Supervisor Ben Turinsky

Phone: 8134491560
Email: Bturinsky@lakestcharles.org

(27)



Main Entrance Landscaping Pots

Created: Thu, 2/15/2024

-No landscaping weeds - District
bought pots for \$6,000+

(28)



Entrance to park

Created: Thu, 2/15/2024

-Curious, why concrete stopped
where it stopped? looks off-center



Company: Lake St Charles Grounds
Contact: Supervisor Ben Turinsky

Phone: 8134491560
Email: Bturinsky@lakestcharles.org

(29)

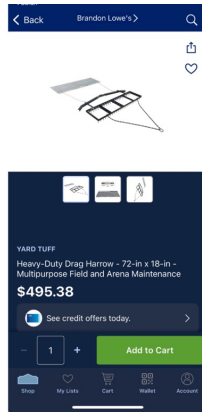


Park Drinking Water Backflow Preventer

Created: Thu, 2/15/2024

-Repaint Paint yellow caution poles

(30)



Baseball Field

Created: Thu, 2/15/2024

-Field unsatisfactory/needs clay (5 yards), purchase drag

(31)



Soccer field/baseball bleachers

Created: Thu, 2/15/2024

-Safety concern, Reposition, level, Rake clean leaves



Company: Lake St Charles Grounds
Contact: Supervisor Ben Turinsky

Phone: 8134491560
Email: Bturinsky@lakestcharles.org

(32)



Statue Monument

Created: Thu, 2/15/2024

-Determine placement/bring the clubhouse?

(33)

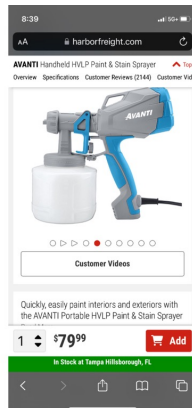


301 Main Signage

Created: Thu, 2/15/2024

updating? new color scheme

(34)



Pvc Vinyl Fence Pool Equipment

Created: Fri, 2/16/2024

-Purchase paint from Sherwin-Williams and have our in house maintenance staff/Paint



Company: Lake St Charles Grounds
Contact: Supervisor Ben Turinsky

Phone: 8134491560
Email: Bturinsky@lakestcharles.org

(35)



Docks

Created: Fri, 2/16/2024

Generic question on why docks are 20,000 and labor to install exceeds \$20,000+? isn't the docs prefab?

(36)



No More Weekend Work.

Created: Fri, 2/16/2024

-Please be advised that no work is to be conducted on weekends or with without regular staff present. This policy is aimed at ensuring operational efficiency, maintaining work-life balance, and upholding safety standards. No work should be scheduled on weekends when the amenities are highly utilized (I.e. spring break week) by residents. This directive aims to minimize disruptions to residents' enjoyment and ensure a positive living experience.

*The following meeting minutes are provided for informational purposes only and do not constitute official documentation. While efforts have been made to ensure accuracy, these minutes may not fully capture all discussions, decisions, or actions taken during the board supervisor of grounds meeting. ** This document serves as a working draft and is subject to change. Some items listed herein may have already been resolved or completed by the time of the meeting. Therefore, the content provided is not exhaustive and should be viewed as a snapshot of ongoing discussions and tasks. For the most up-to-date information, please refer to the finalized minutes post-meeting.

Management Committee Meeting Minutes

Date: *Tuesday, February 20, 2024 @ 10:00 am*

Chairperson: *Yvonne Brown*

Operations Manager: *District Manager, Adriana Urbina*

Notice of Meetings – Management Committee

-The committee reviewed the uniform options presented by Facility Monitor Luis Martinez, shirts and hats will be ordered as soon as staff confirms their shirt sizes.

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

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, February 20, 2024 @ 9:00 am.*

Committee Chairperson: *Supervisor, Marlon K Brownlee*

Operations Manager: *Property Manager, Mark Cooper*

In Attendance: District Manager -Adriana Urbina, Facility Monitor -Luis Martinez

The meeting commenced at 9:00 am

Discussion and questions from Supervisor Marlon Brownlee focused primarily on what software the district uses as a starting point for Supervisor Brownlee to begin exploration of alternatives to our current app and push notification capability. The objective is to find a suitable cost-effective means of notifying residents through push notification or texting services.

Supervisor Brownlee will provide an update to the Board at the March 5 CDD Board meeting.

The meeting adjourned at 9:53 am.

Lake St. Charles CDD

Funds Statement

Nov '23 - Jan '24

	Nov '23	Dec '23	Jan '24	Category
Bank/Current Asset Accounts				
SouthState Bank Checking	156,668	805,210	778,284	Cash
SouthState Bank Money Market	256,261	256,362	256,478	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	414,539	1,063,182	1,036,372	
Cash (Checking/Savings)				
SouthState Bank Checking	156,668	805,210	778,284	
SouthState Bank Money Market	256,261	256,362	256,478	
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	414,539	1,063,182	1,036,372	
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	414,539	1,063,182	1,036,372	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
SouthState Bank Money Market	256,261	256,362	256,478	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	256,261	256,362	256,478	

Lake St. Charles CDD

Disbursement Authorization Report

January 2024

	Type	Num	Date	Name	Account	Original Amount
	Check	EFT/Auto	01/02/2024	Square Inc	10000-SouthState Bank Checking	-300.00
					Security/Renters Cards Deposits	300.00
TOTAL						300.00
	Check	EFT/Auto	01/02/2024	ADP	10000-SouthState Bank Checking	-11,710.00
					District Manager	2,610.40
					Payroll Taxes - Employer Taxes	234.66
					Facilities Monitor	1,814.40
					Property Maintenance Team Lead	1,610.40
					Property Manager	2,610.40
					Payroll Taxes - Employer Taxes	667.74
					Property Maintenance Part-Time	102.00
					Full Time Maintenance Employee	1,360.00
					Medical Stipend	200.00
					Medical Stipends	500.00
TOTAL						11,710.00
	Bill Pmt -Check	EFT/Auto	01/02/2024	Leaf	10000-SouthState Bank Checking	-161.99
	Bill	Printer Lease & Insu	01/02/2024		Printer Supplies	161.99
TOTAL						161.99
	Sales Tax Paymen	EFT/Auto	01/05/2024	Florida Department of Revenue	10000-SouthState Bank Checking	-17.21
				Florida Department of Revenue	Sales Tax Payable	11.30
				Florida Department of Revenue	Sales Tax Payable	3.08
				Florida Department of Revenue	Sales Tax Payable	2.83
TOTAL						17.21
	Check	EFT/Auto	01/12/2024	ADP	10000-SouthState Bank Checking	-150.39

Lake St. Charles CDD
Disbursement Authorization Report
January 2024

Type	Num	Date	Name	Account	Original Amount
				Payroll Service Charge	25.07
				Payroll Service Charge	125.32
TOTAL					150.39
Check	EFT/Auto	01/16/2024	ADP	10000-SouthState Bank Checking	-11,998.25
				District Manager	2,610.40
				Payroll Taxes - Employer Taxes	217.96
				Facilities Monitor	1,814.40
				Property Maintenance Team Lead	1,610.41
				Property Manager	2,610.40
				Payroll Taxes - Employer Taxes	623.18
				Property Maintenance Part-Time	68.00
				Full Time Maintenance Employee	1,360.00
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
TOTAL					11,998.25
Bill Pmt -Check	EFT/Auto	01/17/2024	Luis Martinez	10000-SouthState Bank Checking	-34.72
Bill	Dec Mileage Reimburs	01/17/2024		Travel Per Diem	34.72
TOTAL					34.72
Check	EFT/Auto	01/23/2024	Square Inc	10000-SouthState Bank Checking	-300.00
				Security/Renters Cards Deposits	300.00
TOTAL					300.00
Bill Pmt -Check	EFT/Auto	01/24/2024	SunTrust Credit Card	10000-SouthState Bank Checking	-22,640.38
Bill	Jan CC Statement	01/24/2024		13500 - Truist Visa Card	22,640.38
TOTAL					22,640.38

Lake St. Charles CDD
Disbursement Authorization Report
January 2024

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	01/26/2024	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>
Check	EFT/Auto	01/30/2024	ADP	10000-SouthState Bank Checking	-10,900.33
				District Manager	2,610.40
				Payroll Taxes - Employer Taxes	210.75
				Facilities Monitor	1,814.40
				Property Maintenance Team Lead	1,610.41
				Property Manager	2,610.40
				Payroll Taxes - Employer Taxes	615.97
				Property Maintenance Part-Time	68.00
				Full Time Maintenance Employee	1,360.00
TOTAL					<u>10,900.33</u>
Check	EFT/Auto	01/31/2024	ADP	10000-SouthState Bank Checking	-212.40
				Payroll Service Charge	11.80
				Payroll Service Charge	141.60
				Supervisor Payroll Service	59.00
TOTAL					<u>212.40</u>

Treasurer's Report - SouthState Account

January 2024

01/1/24 - 01/31/24

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						805,209.77
01/02/2024	EFT/Auto	Square Inc	CH Rental Deposit Refund	300.00		804,909.77
01/02/2024	EFT/Auto	ADP	P.E. 12-30-23	11,710.00		793,199.77
01/02/2024	EFT/Auto	Leaf	Printer Lease & Insurance	161.99		793,037.78
01/03/2024			Deposit		14.51	793,052.29
01/04/2024			Deposit		30,810.00	823,862.29
01/05/2024	EFT/Auto	Florida Department of Revenue		17.21		823,845.08
01/12/2024	EFT/Auto	ADP		150.39		823,694.69
01/16/2024	EFT/Auto	ADP	P.E. 01-13-24	11,998.25		811,696.44
01/17/2024			Deposit		292.10	811,988.54
01/17/2024	EFT/Auto	Luis Martinez	Dec Mileage Reimbursement for Facility Monitor	34.72		811,953.82
01/23/2024	EFT/Auto	Square Inc	CH Rental Deposit Refund	300.00		811,653.82
01/24/2024	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	22,640.38		789,013.44
01/26/2024	EFT/Auto	ADP		162.99		788,850.45
01/30/2024	EFT/Auto	ADP	P.E. 01-27-24	10,900.33		777,950.12
01/30/2024			Deposit		487.00	778,437.12
01/31/2024	EFT/Auto	ADP		212.40		778,224.72
01/31/2024			Interest		58.80	778,283.52
				58,588.66	31,662.41	778,283.52

Lake St. Charles CDD
Profit & Loss Budget Performance
October 2023 through January 2024

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '23 Jan' 24	Annual Budget	\$ Over Annual Budget	Comments
2							Revenue/Expense				
3							Revenue				
4							36100 - Interest Earnings				
5							Interest - General Fund	454	180	274	
6							Total 36100 - Interest Earnings	454	180	274	
7							General Fund Assessment-O&M				
8							General Fund Assessment Gross	1,218,356	1,283,257	(64,901)	
9							GF Prop Tax Interest	0	0	0	
10							GF Tax Collector Commissions	(23,397)	(25,665)	2,268	
11							GF Tax Payment Discount	(48,485)	(51,330)	2,845	
12							Total General Fund Assessment-O&M	1,146,474	1,206,262	(59,788)	
13											
14							Total 36310 - Special Assessment	1,146,474	1,206,262	(59,788)	
15							36311 - Excess Fees	9,807	0	9,807	
16							36900 - Miscellaneous Revenues			0	
17							Other Misc Revenue	615	1,200	(585)	
18							Rental	150	1,500	(1,351)	
19							Pool Snack Vending	0	475	(475)	
20							Total 36900 - Miscellaneous Revenues	765	3,175	(2,410)	
21							Total Revenue	1,157,500	1,209,617	(52,117)	
22											
24							Expense				
25							5110 - Legislative				
26							Employer Taxes	334	1,460	(1,126)	
27							Special District Fees	175	175	0	
28							Supervisor Fees	4,000	12,000	(8,000)	
29							Supervisor Payroll Service	355	900	(545)	
30							Total 5110 - Legislative	4,864	14,535	(9,671)	

Lake St. Charles CDD
Profit & Loss Budget Performance
October 2023 through January 2024

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '23 Jan' 24	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	23,494	69,230	(45,736)	
37							Medical Stipend	800	2,400	(1,600)	
38							Payroll Service Charge	196	465	(269)	
39							Payroll Taxes - Employer Taxes	1,907	4,400	(2,493)	
40							Total District F&A Employees	26,397	76,495	(50,098)	
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	706	2,000	(1,294)	
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							Total 51300 - Financial & Admin	37,879	124,718	(86,839)	
58							51400 - Legal Counsel				
59							District Counsel	213	15,000	(14,787)	

Lake St. Charles CDD
Profit & Loss Budget Performance
October 2023 through January 2024

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '23 Jan' 24	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	155	2,000	(1,845)	
63							Total 52100 - Law Enforcement	155	2,000	(1,845)	
64							53100 - Electric Utility Svs	13,455	55,000	(41,545)	
65							53200 - Gas Utility Services	1,017	5,600	(4,583)	
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	40,663	173,100	(132,438)	
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 January 2024

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '23 Jan' 24	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	16,330	48,119	(31,789)	
103							Medical Stipends	2,000	6,000	(4,000)	
104							Payroll Service Charge	1,064	2,500	(1,436)	
105							Payroll Taxes - Employer Taxes	5,439	16,500	(11,061)	
106							Full-Time Maintenance Employee	11,768	36,067	(24,299)	
107							Property Maintenance Part-Time	952	1,658	(706)	
108							Property Maintenance Team Lead	14,494	42,708	(28,214)	
109							Property Manager	23,494	69,230	(45,736)	
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	81,386	255,309	(173,923)	
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 January 2024

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '23 Jan' 24	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	98,219	322,222	(224,003)	
124							58003- Future CIP Projects and Reserves	250,280	352,306	(102,026)	
125							Total Expense	482,759	1,221,784	(739,025)	
126							Revenue Less Expenses	674,741	(12,167)	686,908	
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	418,054	0	430,221	

March 5, 2024, Property Manager's Report

In advance of the special Meeting on Wednesday, February 28, 2024. I will be assembling the requested information and informing Supervisor Ben Turinsky of the current status of the Docks and the Playground.

Maintenance items and requests as identified by Grounds Committee Chairperson, Ben Turinsky, are being addressed through the month with status reports being distributed to supervisors at the end of each week.