

Supervisor Packet for April 2, 2024 General Meeting

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

7:00 p.m., April 2, 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
 Luis Martinez, Interim Property Manager,
 990-7555

<i>Time</i>	<i>Item</i>
7:00 – 7:05	<ol style="list-style-type: none"> 1. CALL TO ORDER 2. PLEDGE OF ALLEGIANCE 3. INVOCATION (CHAIR BROWNLEE) 4. ACKNOWLEDGMENT OF SUPERVISORS AND STAFF PRESENT 5. INTRODUCTION OF HOMEOWNERS, RESIDENTS AND PUBLIC AND IDENTIFICATION OF PARTIES WISHING TO MAKE PUBLIC COMMENTS
7:05 – 7:35	<ol style="list-style-type: none"> 6. PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 30 MINUTES DESIGNATED)
	<ol style="list-style-type: none"> 1. Homeowners Requesting to Speak (Please State Name Prior to Remarks)
7:35 – 7:40	<ol style="list-style-type: none"> 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. March 5, 2024 Meeting Minutes b. Committee Meeting Minutes for March 2024 <ol style="list-style-type: none"> i. Treasurer’s Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. February 2024 Financial Statements d. March 2024 Facilities Monitor Report (Separate from packet)
7:40-9:30	<ol style="list-style-type: none"> 8. COMMITTEE REPORTS (50 Minutes)

	<ol style="list-style-type: none"> 1. Treasurer’s Review Committee – Committee Chair Gianakos <ol style="list-style-type: none"> a. The Treasurer’s Review Committee recommends a Motion to waive the District’s Paid Time Off (PTO) Policy #3500.6 and pay the full 349 hours Mr. Cooper accrued. 2. Grounds/Security Committee – Committee Chair Turinsky <ol style="list-style-type: none"> a. Guest Speaker- Hank Schneider P.E b. The Grounds Committee recommends a Motion to approve the proposal received from Aurora Civil Engineering for the required playground site drawings in the amount of \$6,200 not to exceed \$8,000. c. The Grounds Committee recommends a Motion to approve the proposal received from Robertson Survey to provide the required playground property survey in the amount of \$4,750 not to exceed \$6,500. d. The Grounds Committee recommends a Motion to approve the proposal received from Outdoor Living Pro’s for the replacement of the playground’s artificial turf in the amount of \$4,775 not to exceed \$5,000. e. The Grounds Committee recommends a Motion to approve the proposal received from Florida Structural Group for the permitting and installation of the District’s floating docks in the amount of \$24,600. f. The Grounds Committee recommends a Motion to approve hiring a third party insured transportation provider for the delivery of the floating docks from the manufacturer to the District, not to exceed \$2,000. g. The Grounds Committee recommends a Motion to approve the proposal received from Don’s Bay Area Painting in the amount of \$6,800 to paint the missed exercise equipment, playground fence and bleachers. h. The Grounds Committee recommends amending Motion #2 from the March 5, 2024 meeting to accurately reflect the termination of Mark Cooper. i. Review of Grant Manager’s contract. 3. Management Committee – Committee Chair Brown <ol style="list-style-type: none"> a. The Management Committee recommends a Motion to amend Motion #3 from the March 5, 2024 meeting. An RFP for District Management Services is not necessary as only one open position within the District needs to be filled. 4. Strategic Planning Committee – Committee Chair Brownlee
9:30- 9:40	9. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR BROWNLEE (10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors

9:40-9:45	10. PROPERTY MANAGER (5 Minutes)
	Items for Consideration by Interim Property Manager - Luis Martinez 1. Property Management Report
9:45-9:50	11. DISTRICT MANAGER (5 Minutes)
	Items for Consideration by District Manager – Adriana Urbina 1. District Manager Report
9:50 –10:00	12. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
10:00	ADJOURN



Date: March 5, 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

Many residents present requested updates on the playground closure, the dock installation, and the irrigation concern in the park.

Supervisor Fannin, informed the present residents that he is not a General Contractor and was unaware of the assessed fine and lien placed on the District playground.

Supervisor Gianakos, also stated she is not a General Contractor and decisions were made based on the information provided by the Property Manager. Mistakes were made and the intention is not to ruin the community.

Supervisor Turinsky stated Property Manager did not acquire the necessary permits prior to the installation of the playground. He also stated the lien will be lifted once

the permit issue is rectified. It was also noted that Miller Recreation was hired as the project leader along with several other unlicensed sub-contractors. There are also additional issues with the playground that will prevent a successful inspection such as modifications made to the zip line, no self closing gates and damaged artificial turf. A permit application was submitted by Miller Recreation to the County with an incorrect site plan. The drawing was missing playground equipment and will need to be certified by a civil engineer. The playground will need to be closed for approximately 90 days.

Supervisor Brownlee thanked all residents for their input and assured them the board is trying to do the right thing in an expeditious manner. The District needs to acquire the permits without taking shortcuts to prevent exposing the District to liability.

Property Manager Mark Cooper stated 2 of the 3 bidders for the playground project stated a permit would be necessary. The Board selected Miller Recreation and a signed statement was provided in case a permit issue arises. Miller Recreation is also responsible to pay for the lien fee and permit fees.

At the Emergency Meeting date February 28, 2024 the Board approved to hire a permitting service provider to help expedite the process.

Supervisor Turinsky informed the residents that the irrigation issue was resolved and the water lines were flushed. He suggested having a licensed contractor install a backflow preventer if the irrigation system needs to be restarted.

Supervisor Turinsky informed the residents that the Dock installation was on hold due to the current contractor being unlicensed and permits not being acquired. License and permits need to be provided before this project can continue.

1. On **MOTION** by Supervisor Gianakos and Second by Supervisor Brown, the Board approved to extend the General Meeting until 9:30PM. Motion passed 5 to 0
2. On **MOTION** by Supervisor Gianakos and Second by Supervisor Turinsky, the Board approved to terminate Property Manager, Mark Cooper's employment effective immediately due to the current events and the mistrust placed by the Board has created an uncomfortable situation circumventing the Property manager's role in an unrecoverable way as he is unable to continue to perform his duties. Unemployment benefits shall not be denied as he has been an employee of the District for the past 15 years and to prevent any potential legal situation. Mark Cooper stated he was ready to go and wish the Board good luck. Motion passed 4 to 1 Supervisor Fannin Voted NO
3. On **MOTION** by Supervisor Gianakos and Second by Supervisor Brown, the Board approved to request a RFP seeking property management services and staff. Motion was amended that the option to hire an individual should also be considered. Motion passed 4 to 1 Supervisor Fannin Voted NO

4. On **MOTION** by Supervisor Turinsky and Second by Supervisor Brown, the Board approved to appoint Luis Martinez as Interim Property Manager, until research has been completed. Supervisor Turinsky stated Luis has been assisting with Property Manager duties. Motion was amended to say Luis is appointed as Property Manager for the next 90 days, compensation will need to be reviewed and discussed retroactively. Motion passed 5 to 0
5. On **MOTION** by Supervisor Brown and Second by Supervisor Turinsky, the Board approved to extend the General Meeting until 9:45PM. Motion passed 3 to 2
Supervisor Fannin & Supervisor Gianakos Voted NO
6. On **MOTION** by Supervisor Gianakos and second by Supervisor Turinsky, the Board approved the, March 5, 2024 Consent Agenda consisting of the: February 6, 2024 General Meeting Minutes, the February 28, 2024 Emergency Meeting Minutes, the February Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the January 2024 Financial Reports and the Facility Monitor February 2024 Activity Report [was distributed separately from the Supervisor Packet].
Motion passed 5 to 0
7. On **MOTION** by Supervisor Gianakos and second by Supervisor Fannin, the Board approved to issue an RFP for auditing services after the expiration of Tuscan's current 3 year contract. Motion passed 5 to 0

Meeting adjourned at 9:45PM

Respectfully submitted,

Marlon Brownlee, Chair

Yvonne Brown, Vice-Chair

Treasurer's Review Committee Meeting Minutes

Date: Thursday, March 21, 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 Treasurer did not sign the payment confirmation for Legal Counsel and the confirmation for the Tampa Bay Times legal ad posting needed for the emergency meeting. The Treasurer was informed that the District does not have a policy in place to prevent the District Manager and/or other Board members from contacting Legal Counsel for assistance with District matters. It was also discussed that the District doesn't have a policy adopting all of Robert's Rules for calling an Emergency Meeting. This would need to be discussed at the next Board Meeting.

The Committee discussed the playground repairs that will need to be completed prior to requesting an inspection. The Treasurer was informed that Ground Committee is currently waiting on requested bids. Updates will be provided at the upcoming Board Meeting.

The Committee discussed and reviewed the proposal received from Florida Structural Group for the permitting & installation of 2 floating docks. The Treasurer was opposed to entering into a contract with this contractor as she was under the impression the District would continue to work with Above Water Installs. The Treasurer was informed that accurate license and insurance information was not provided from Above Water Installs. It was also stated that Above Water Installs was not going to file for permits for this project. This will need to be discussed at the upcoming Board Meeting.

The Committee discussed and reviewed the proposal received from Don's Bay Area Painting in the amount of \$6,800. This proposal was requested to paint the remainder fitness equipment, the small playground fencing and the bleachers.

The Treasurer was updated on the grant payments made to date. District Manager has emailed Mr. Cooper for an update on the public presentation that needs to be completed prior to grant completion. Mr. Cooper has not responded as of yet.

The Committee discussed waiving the District's Paid Time Off (PTO) Policy #3500.6. The policy states the District will pay up to 240 hours upon separation. Mr. Mark Cooper accrued balance is currently at 349 hours. To prevent any litigation from Mr. Cooper the Treasurer would like to recommend a Motion to waive the District's Paid Time Off Policy and pay Mr. Cooper the full 349 hours he accrued.

Review Mark Cooper's check details

Net pay (take home) amount \$5752.33

Gross pay	\$7,987.20
Total Regular	\$7,987.20
100 - Payroll	
Personal	\$7,987.20
Total employee taxes	\$2,234.87
Federal Income Tax	\$1,623.85
Social Security	\$495.20
Medicare	\$115.82
Total employee deductions	\$0.00
Net pay	\$5,752.33
Employer liabilities	\$611.02
Employer Taxes	\$611.02
Employer Deductions	\$0.00

Review Mark Cooper's check details

Net pay (take home) amount \$7881.25

Gross pay	\$11,614.72
Total Regular	\$11,614.72
100 - Payroll	
Regular	\$0.00
Personal	\$11,614.72
Total employee taxes	\$3,733.47
Federal Income Tax	\$2,844.95
Social Security	\$720.11
Medicare	\$168.41
Total employee deductions	\$0.00
Net pay	\$7,881.25
Employer liabilities	\$888.52
Employer Taxes	\$888.52
Employer Deductions	\$0.00

Grounds and Security Committee Meeting Minutes

Date: *Friday, March 15, 2024, at 2:00 PM.*

Committee Chairperson: *Supervisor, Ben Turinsky*

Operations Manager: *Interim Property Manager, Luis Martinez*

In attendance: Hank Schneider P.E

The meeting commenced at 9:00 am

Mr. Schneider spoke to the committee about the importance of having a Civil Engineer on retainer for the District's capital improvement projects. He will be present at the upcoming Board meeting to speak on this matter.

- a. The Grounds Committee recommends a Motion to approve the proposal received from Aurora Civil Engineering for the required playground site drawings in the amount of \$6,200 not to exceed \$8,000.
- b. The Grounds Committee recommends a Motion to approve the proposal received from Robertson Survey to provide the required playground property survey in the amount of \$4,750 not to exceed \$6,500.
- c. The Grounds Committee recommends a Motion to approve the proposal received from Outdoor Living Pro's for the replacement of the playground's artificial turf in the amount of \$4,775 not to exceed \$5,000.
- d. The Grounds Committee recommends a Motion to approve the proposal received from Florida Structural Group for the permitting and installation of the District's floating docks in the amount of \$24,600.
- e. The Grounds Committee recommends a Motion to approve hiring a third party insured transportation provider for the delivery of the floating docks from the manufacturer to the District, not to exceed \$2,000.
- f. The Grounds Committee recommends a Motion to approve the proposal received from Don's Bay Area Painting in the amount of \$6,800 to paint the missed exercise equipment, playground fence and bleachers.
- g. The Grounds Committee recommends amending Motion #2 from the March 5, 2024 meeting to accurately reflect the termination of Mark Cooper.
- h. Review of Grant Manager's contract.

The committee reviewed an itemized list of property maintenance items with pictures and instructions prepared by the Grounds Committee Chairperson- Ben Turinsky.



March 24, 2024

Luis Martinez
Interim Property Manager
Lake St. Charles CDD
6801 Colonial Lake Drive
Riverview, FL 33578

Via E-Mail Delivery Only

**RE: Proposal for Civil Engineering Services
Playground at Lake St. Charles**

Dear Luis:

Aurora Civil Engineering, Inc. (Aurora) is pleased to provide you with our proposal for civil engineering services for the retroactive permitting of the existing playground that was constructed without permits. We have requested a proposal for a survey of the site area and will forward that to you upon receipt. We understand that a submittal was made previously to Hillsborough County for the playground, but that the documents submitted do not accurately depict the as built conditions.

Our proposal includes the attached Scope of Services and Schedule of Compensation. The Scope of Services provides details of the tasks we anticipate will be required and the Schedule of Compensation provides our fee for each task. If this proposal is acceptable, we can send you an Agreement to review and sign.

Luis, we appreciate the opportunity, and we look forward to working with you. If you have any questions, please call.

Sincerely,

Aurora Civil Engineering, Inc.

Chris Weddle, P.E.
President

**SCOPE OF SERVICES
CIVIL ENGINEERING
PLAYGROUND AT LAKE ST. CHARLES
RIVERVIEW, FL**

Aurora, Civil Engineering, Inc. (Aurora) proposes to provide the following services.

I. FINAL DESIGN SERVICES

A. STORMWATER CALCULATIONS

Aurora will prepare Stormwater Calculations required by the regulatory agencies to obtain permits for the construction of the playground. Please note that stormwater detention design and modeling is not included.

B. FINAL CONSTRUCTION PLANS

Aurora will prepare drawings for the playground and immediate surroundings based on a survey by others. Please note that this does not include structural design of the playground equipment foundations.

C. CONSTRUCTION PLANS PERMITTING

Aurora will prepare and submit permit applications; monitor the review process through regular contact with the agencies; respond to the sufficiency comments of each reviewing agency; and resubmit the revised plans and/or supporting documents following completion of sufficiency responses. Submittals for approval will be made to Hillsborough County & SWFWMD. Permit fees will be paid by the CDD.

II. ADDITIONAL SERVICES

Services not identified in the Scope of Services and performed at the request of the CLIENT will be considered Additional Services. If any of the following services are required, Aurora will either provide these services on a Time Charge basis or, if requested, will prepare a separate proposal for the work. These services may include, but not be limited to, items such as:

- Design Exception, Zoning, Waiver, Variance, Easement, Vacating, Right-of-Way Services;
- Design of Changes to the Playground Configuration;
- Environmental (Wetlands) Services;
- Design of Utilities or Other Improvements Outside the Playground Area;
- Stormwater Modeling/Design;

- Signage or Lighting Design Services;
- Surveying/Construction Staking/Subsurface Utility Engineering (SUE);
- Geotechnical or Structural Engineering Services;
- Meetings – Aurora has included attendance at 1 CDD meeting. Additional meetings will be additional services.
- Quantity/Cost Estimates/Bid Coordination; and
- Coordination and Design of Water, Sewr, Power, Phone, CATV, Gas, etc.

**SCOPE OF SERVICES
CIVIL ENGINEERING
PLAYGROUND AT LAKE ST. CHARLES
RIVERVIEW, FL**

TASK	DESCRIPTION	FEE\$(1)
I.A.	Stormwater Calculations	1,200.00
I.B.	Final Construction Plans	2,500.00
I.C.	Permitting	2,500.00
Total		\$6,200.00

Notes: 1. All fees represent lump sum amounts. Reimbursable expenses (travel, reproductions, etc.) will be charged at actual cost plus 15%.



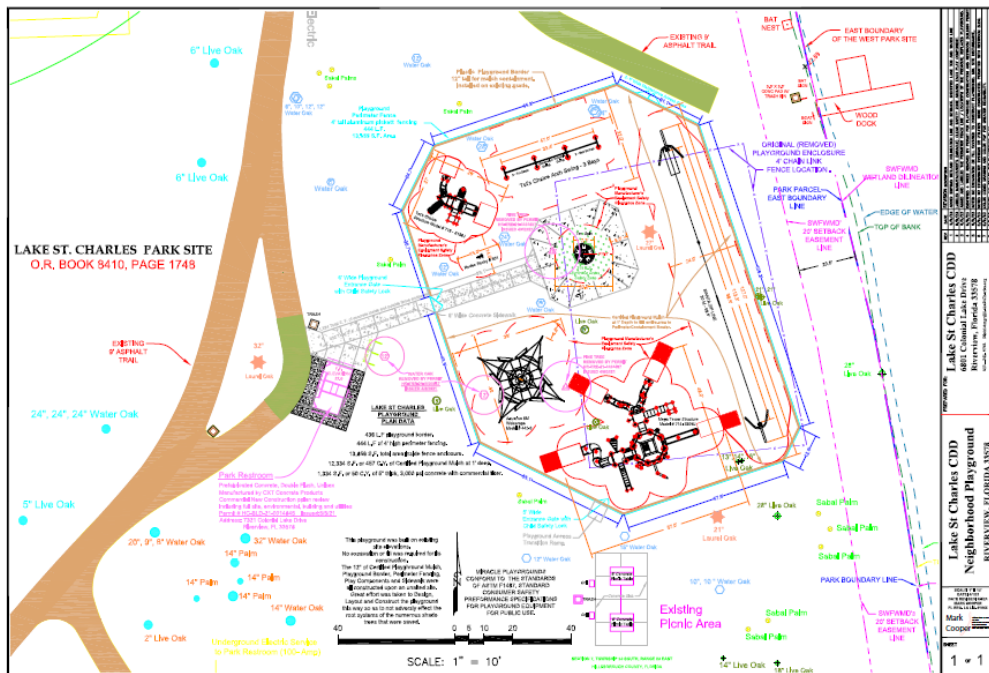
Proposal Submitted To:
Chris Weddle, P.E.
Aurora Civil Engineering, Inc.
610 E. Morgan St.
Brandon, FL 33510
Phone: (813) 643-9907

Date: March 25, 2024
SITE: Lake St. Charles Park Playground
6801 Colonial Lake Drive
Riverview, FL 33578

We hereby propose to furnish, in accordance with specifications below or on additional pages, all labor and materials necessary to complete the following:

Specific Purpose Survey for Lake St. Charles Park in Hillsborough County, Florida. The area to be surveyed is shown below. Survey limits will be extended to 25 feet past the boundary on all sides.

The area to be surveyed is approximately 2.5 acres. Survey points to be collected at a spacing of no more than 20' from each other. Additional detail will be collected in areas with playground equipment, ditches, structures, parking, and other similar areas.



LUMP SUM FEE.....\$4,750.00



NOTES:

- 1) Time to mobilization in the field is 2 weeks from date of approved and signed proposal, weather permitting.
- 2) Time to a completed survey is approximately 3 weeks from mobilization in the field.

Any additional requested survey tasks will be billed at the following rates:

Two man field crew.....\$185/hr.

AutoCAD technician.....\$ 110/hr.

Professional surveyor and mapper...\$140/hr

Payment is due as invoiced.

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. Date of approval: _____, 2024

Signature: _____

The Outdoor Living Pros

+1 8888758701

info@theoutdoorlivingpros.com

www.theoutdoorlivingpros.com



Estimate

ADDRESS

Lake St. Charles CDD

Luis Martinez

7321 Colonial Lake Drive

Riverview, Florida 33578

United States

ESTIMATE

3352

DATE

03/20/2024

PRODUCT	SERVICE	QTY	UNIT COST	TOTAL
Playground Pro Olive	Purchase, shipping, and delivery of Artificial Grass from Manufacturer in Dalton, GA. Purchase of artificial grass includes overage.	450	3.50	1,575.00
Repair & Re-install	<p>-PREPARATION OF SITE- Excavation and disposal of the existing artificial grass already present.</p> <p>-INSTALLATION- The removal of existing artificial grass; removal of existing Shock Pads present; the excavation and removal of aggregate base material present under shock pads; installation of composite PVC nailer board along the entire perimeter; the installation of up to 4"of crushed limerock and 57 Rock base; compacting, leveling, and grading of base; reinstallation of shock pads that were removed; installation of synthetic turf using seaming tape, adhesives, stakes, and staples; add Envirofill Premium infill and brush into the turf using powerbrush.</p> <p>-COMPLETION- Costs for local material / equipment delivery to and service provider transportation to and from the job site, and costs for job cleanup and debris removal at project completion.</p>	400	7.00	2,800.00
Envirofill Premium Infill	<p>Installation of Envirofill to every square foot of artificial grass installed. (Recommended for Playground Installation but optional. If not selected than standard Silica infill will be used.)</p> <p>Envirofill, it's the the most trusted and longest-lasting non-rubber turf infill on the market. It's the perfect selection when maintenance, long-term performance, safety, and durability are key decision factors.</p> <p>Microban® antimicrobial protection is infused into Envirofill during the manufacturing process to help prevent the growth</p>	400	1.00	400.00

By signing this document, I agree to the terms presented in the The Artificial Grass Pros "Specifications and Conditions" agreement or in the link below.

<https://bit.ly/3tjOF29>

of bacteria and microbes that can cause stains, odors, and product deterioration. Ideal for pets, children, and athletes, it's the cleanest turf infill around.

Its highly-rounded quartz core resists compaction so it doesn't continue to compact over the life of your field - a must-have when consistent high performance is desired.

It's the only pet-friendly turf infill that combats odors while maintaining longevity and cleanliness in backyard, playground, and park applications.

SUBTOTAL	4,775.00
TAX	0.00
<hr/>	
TOTAL	\$4,775.00

Accepted By

Accepted Date

By signing this document, I agree to the terms presented in the The Artificial Grass Pros "Specifications and Conditions" agreement or in the link below.

<https://bit.ly/3tjOF29>

Page 2 of 2

FLORIDA STRUCTURAL GROUP

17520 Rockefeller Circle, Fort Myers, FL 33967

Phone: 239-437-6007 Fax: 239-437-6008

CGC1534936



March 19, 2024

Lake St. Charles CDD
6801 Colonial Lake Dr.
Riverview, FL 33578

2061 SE 28th Terrace
Cape Coral, FL

Scope of work (Floating Docks):

We propose to furnish all labor, equipment, and materials to perform the following scope of work:

- 1) Mobilize site.
- 2) Provide jobsite supervision and safety director.
- 3) Provide and install (4) pilings.
- 4) Install (2) floating docks. (to be supplied by others)
- 5) Install (2) gangways. (to be supplied by others)
- 6) Provide and install (2) new concrete footings.
- 7) Demobilize site.

Total Investment:

\$24,600.00

Working Conditions:

MTWTHF

Support by others: (At no cost to Florida Structural Group)

110V Electric
Parking for Service Vehicles
Water
Unobstructed access to Work Area

FLORIDA STRUCTURAL GROUP

17520 Rockefeller Circle, Fort Myers, FL 33967

Phone: 239-437-6007 Fax: 239-437-6008

CGC1534936



Exclusions:

DEP Permitting (other than standard exemption letter)

Army Corps Permitting (other than standard exemption letter)

Dock Work (other than removal or alternate for new decking)

Fence Work

Repairs or Alterations to Existing Structures

Mangrove Mitigation or Mitigation Plan

Removal & Reinstallation of Irrigation

Landscaping

Sod Replacement

Tree Removal

Removal and Reinstallation of Brick Pavers

Helical Pilings or foundation work at adjacent properties

Plumbing (other than disconnected and reconnecting existing)

Electrical (other than disconnected and reconnecting existing)

Fill Dirt

Permit Fees – required permit fees, notice of commencement, etc. will be passed on for payment directly at our cost.

Any work which is not specifically outlined in the scope of work section of this proposal.

Payment Terms:

A deposit of 35% is due at signing and is required for work to commence. Payments are due upon receiving the invoice. Any payment after thirty days is subject to 1.5% interest per month.

Warranty:

Florida Structural Group will provide a 3-year labor warranty. The manufacturer's warranty for vinyl panels is 50 years.

FLORIDA STRUCTURAL GROUP

17520 Rockefeller Circle, Fort Myers, FL 33967

Phone: 239-437-6007 Fax: 239-437-6008

CGC1534936



Schedule:

Jobs will be scheduled after a permit has been received from the corresponding jurisdiction and will be complete within 60 working days from the start of work.

The prices and timelines herein are valid for a period of 30 days after the issuance of this proposal. If the proposal is not returned within this time, prices, start dates, or completion times may be revised. If you have any questions regarding this proposal, please feel free to contact our office.

Sincerely,

A handwritten signature in black ink, appearing to be 'BP' with a large flourish extending to the right.

Brian W Peachey
President
Florida Structural Group
239-437-6007 (office)
239-240-4333 (cell)
colton@fsgfla.com

Acceptance of Proposal:

The above Conditions, Specifications, Prices and General Conditions are hereby accepted. You are authorized to proceed to do this work and payment will be as stated above.

Accepted by:

Authorized Signature

Title

Date

ABOVE WATER INSTALLS LLC.

ESTIMATE

786-348-7814

info@abovewaterinstalls.com

Mailing Address: 8567
Coral Way #111 Miami
FL,33155

Attention: Mark Cooper

Lake St. Charles

6801 Colonial Lake Drive

Riverview, FL 33578

propertymgr@lakestcharles.org

813-990-7555

Date: 0

Project Description: Lake st Charles Price break down

Invoice Number: TBD

Description	Quantity	Unit Price	Cost
Wooden Dock Demo	2	\$5,000.00	\$10,000.00
Disposal of Wooden Dock	2	\$1,400.00	\$2,800.00
Piling installation per piling - price of piling and labor to install	4	\$300.00	\$5,200.00
Pick up from Accudock and Delivery to project site (two trailers will be needed with wide load permits)	2	\$2,950.00	\$5,900.00
(Labor) Installation of (2) floating 10'x20' HD AccuDock and 4'x20' Gangway - removal and reinstall of (1) existing AccuDock kayak launch and gangway	2	\$10,050.00	\$20,100.00
		Subtotal	\$44,000.00
	Tax	0.00%	\$0.00
		Total	\$44,000.00

- Thank you for the opportunity to earn your business. It's a pleasure to work with you on your project. Stated price is valid for 30 days.
- ALL SALES ARE FINAL!
- Credit card payment are subject to a 3% processing fee added to the total at time of transaction.

- Please note that we are not responsible for damages caused by other.
- By signing below you are accepting payment terms.
- Accepted By:

Accepted Date:

Various companies were contacted to request proposals for installation of the floating docks.

1. Bay Dock Empire representative informed me they work in Hillsborough County but wasn't sure if they could install docks purchased from a different vendor. She stated she would need to ask the owner if this was possible. She also requested the 2 floating dock specs, which I emailed to her.
2. Tampa dock and Seawall, referred me to Speeler Enterprises Inc.
3. Speeler Enterprises Inc, representative stated they do not service Hillsborough county. They referred me to back to Bay Dock Empire.
4. I did not get a response back from Bay Dock Empire. So I made a second call and spoke with Chantel she informed me that her boss is out of the office for the rest of the day and we'll get back to me.

3/22/24

I reached out to AJ with AccuDock and asked him if he could recommend a contractor in Hillsborough County that could install the floating docks the District purchased from his company. He stated he only deals with local companies in his area. AJ stated he always recommends using local contractors that knows the area and that are licensed in Hillsborough County.

3/27/24 6pm Still waiting for a call back from Bay Dock Empire.

Don's Bay Area Painting Inc.
 LIC PA2653 SHARON@DONSPAINING.COM
 Largo FL 33774 www.donspainting.com
 813-661-9006

ESTIMATE SHEET **DATE: 2/13/24**

CLIENT INFORMATION:
 ATTENTION: **Mark Cooper** EMAIL: Propertymgr@lakestcharles.org
 ADDRESS: 6801 Colonial Lake Drive, Riverview FL 33578 COST CODE:
 PHONE: LOT NUMBER:

> Exterior/ pressure wash :
 Exterior of Building :
 Sidewalk:
 Decking:
 Screening:
 Driveway:
 Fencing:
 Other :

> DETAILS / COMMENTS :

> Exterior / Seal :
 Fill Minor Cracks:
 Caulking:
 Masonary Conditioner:
 Other:

> DETAILS / COMMENTS :

> Exterior / Paint :
 Stucco:
 Block:
 Metal : > 6 Instructional signs / 10 Equipment pieces
 Front Doors:
 Back Doors:
 Eaves (Sofit):
 Seating : > 10 Benches
 Ceiling:
 Gutters:
 Bands:
 Stain (list):
 Repair (list):
 Other : > 1 Outdoor Table w/ bench

> DETAILS / COMMENTS :
> PAINT COLORS FOR EXTERIOR : ALL SHERWIN WILLIAMS SELECTIONS
 Will be utilizing 2 Coats of paint for All Sections
> Trail Signs / Equipment / Benches / Table
 • Sanded & scraped
 • Industrial enamel Semigloss

> Interior / Paint :
 Interior Walls:
 Ceiling:
 5 3/4 Base:
 Door:
 Door Casings:
 Door Jambs:
 Bathrooms:
 Baseboards:
 Windows:
 Crown Molding:
 Stairwell:
 Popcorn Ceiling:
 Texture:
 Drywall Repair:
 Wallpaper Removal:
 Other:

> DETAILS / COMMENTS :

COMMENTS:

All of the above labor, material and services to be completed for the amount below:

TOTAL: \$6,675.00

Management Committee Meeting Minutes

Date: *Tuesday, March 26, 2024@10:00am*

Chairperson: *Yvonne Brown*

Operations Manager: *District Manager, Adriana Urbina*

Notice of Meetings – Management Committee

- The committee discussed updating the Paxton software for access cards. The Property Manager has made calls and will be following up.
- The committee discussed when employee uniforms will be coming in. Employee uniforms will be arriving next week.
- The committee discussed the rules workshop. The workshop will be conducted in May.
- The committee Chairman discussed the status on the grant presentation. The District Manager has contacted Mark Cooper and has received no response. She will be reaching out again.
- The committee discussed and reviewed grant financials.
- The committee Chair would like to schedule a maintenance staff workshop on April 26 at 3pm.
- The committee reviewed brick engraving purchases and vendors. Brick prices will be revised, and delivery fees will be added. Ian's LC Artifacts has been chosen to engrave memorial plaza bricks.
- Parking passes were discussed by the committee. If Lake St. Charles parking tag is not returned, the resident will receive a notification about said parking tag. If not returned after notification, they will receive a \$25 fine and their access card will be deactivated.
- The committee reviewed PDF fillers for access card agreements. The District Administrative Assistant will be testing the discussed applications.
- The committee discussed parking sticker options.
- The committee Chairman and District Manager discussed updating the district employee handbook.
- The District Administrative Assistant presented the new clubhouse procedure manual.
- The committee discussed the audit presentation in May,
- The committee reviewed updates on the tennis court, turf, docks, and fences. The Property Manager will follow up about dock installation.

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, March 19, 2024 @ 9:00 am.*

Committee Chairperson: *Supervisor, Marlon K Brownlee*

Operations Manager: *Interim Property Manager, Luis Martinez*

In Attendance: District Manager -Adriana Urbina

The meeting commenced at 9:00 am

The Committee discussed the different options that need to be considered when signing up for text messaging services for the community. The amount of users and character amounts need to be estimated prior to making a decision. The Committee also discussed whether it would be a good option to reconsider contracting with Appy Pie and reinstate the community app.

The Committee was updated on the playground permit progress.

Lake St. Charles CDD

Funds Statement

Dec '23 - Feb '24

	Dec '23	Jan '24	Feb '24	Category
Bank/Current Asset Accounts				
SouthState Bank Checking	805,210	778,284	590,129	Cash
SouthState Bank Money Market	256,362	256,478	256,580	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	1,063,182	1,036,372	848,319	
Cash (Checking/Savings)				
SouthState Bank Checking	805,210	778,284	590,129	
SouthState Bank Money Market	256,362	256,478	256,580	
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	1,063,182	1,036,372	848,319	
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	1,063,182	1,036,372	848,319	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
SouthState Bank Money Market	256,362	256,478	256,580	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	256,362	256,478	256,580	

Lake St. Charles CDD Disbursement Authorization Report

January 2024

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	EFT/Auto	02/02/2024	Danielle Fence	10000-SouthState Bank Checking	-443.00
Bill	Fence addition to th	02/01/2024		58003-Future CIP Projects & Res	443.00
TOTAL					443.00
Bill Pmt -Check	EFT/Auto	02/02/2024	Landscape Maintenance Professionals, Inc	10000-SouthState Bank Checking	-6,780.59
Bill	Irrigation controle	01/09/2024		58003-Future CIP Projects & Res	6,780.59
TOTAL					6,780.59
Bill Pmt -Check	EFT/Auto	02/02/2024	Resource Group US LLC	10000-SouthState Bank Checking	-1,400.00
Bill	INV# 1432 & #1358	02/02/2024		Misc. Landscape Maintenance	1,400.00
TOTAL					1,400.00
Bill Pmt -Check	EFT/Auto	02/02/2024	Landscape Maintenance Professionals, Inc	10000-SouthState Bank Checking	-266.71
Bill	Irrigation controle	01/09/2024		58003-Future CIP Projects & Res	266.71
TOTAL					266.71
Bill Pmt -Check	EFT/Auto	02/02/2024	Landscape Maintenance Professionals, Inc	10000-SouthState Bank Checking	-113.44
Bill	Irrigation controle	01/09/2024		58003-Future CIP Projects & Res	113.44
TOTAL					113.44
Bill Pmt -Check	EFT/Auto	02/02/2024	Landscape Maintenance Professionals, Inc	10000-SouthState Bank Checking	-570.64
Bill	Irrigation controle	01/09/2024		58003-Future CIP Projects & Res	570.64
TOTAL					570.64
Bill Pmt -Check	EFT/Auto	02/02/2024	Landscape Maintenance Professionals, Inc	10000-SouthState Bank Checking	-472.63
Bill	Irrigation controle	01/12/2024		58003-Future CIP Projects & Res	472.63

Lake St. Charles CDD Disbursement Authorization Report

January 2024

	Type	Num	Date	Name	Account	Original Amount
TOTAL						472.63
	Bill Pmt -Check	EFT/Auto	02/02/2024	Landscape Maintenance Professionals, Inc	10000-SouthState Bank Checking	-533.56
	Bill	Irrigation controle	01/12/2024		58003-Future CIP Projects & Res	<u>533.56</u>
TOTAL						533.56
	Bill Pmt -Check	EFT/Auto	02/02/2024	Landscape Maintenance Professionals, Inc	10000-SouthState Bank Checking	-2,748.88
	Bill	Irrigation controle	01/12/2024		58003-Future CIP Projects & Res	<u>2,748.88</u>
TOTAL						2,748.88
	Bill Pmt -Check	EFT/Auto	02/02/2024	Landscape Maintenance Professionals, Inc	10000-SouthState Bank Checking	-143.78
	Bill	Irrigation controle	01/18/2024		58003-Future CIP Projects & Res	<u>143.78</u>
TOTAL						143.78
	Bill Pmt -Check	EFT/Auto	02/02/2024	Landscape Maintenance Professionals, Inc	10000-SouthState Bank Checking	-200.00
	Bill		01/18/2024		58003-Future CIP Projects & Res	<u>200.00</u>
TOTAL						200.00
	Bill Pmt -Check	EFT/Auto	02/02/2024	Landscape Maintenance Professionals, Inc	10000-SouthState Bank Checking	-4,472.18
	Bill	Irrigation controle	02/01/2024		58003-Future CIP Projects & Res	<u>4,472.18</u>
TOTAL						4,472.18
	Bill Pmt -Check	EFT/Auto	02/02/2024	Leaf	10000-SouthState Bank Checking	-161.99
	Bill	Printer Lease & Insu	02/02/2024		Printer Supplies	<u>161.99</u>
TOTAL						161.99
	Bill Pmt -Check	EFT/Auto	02/05/2024	Verizon Wireless	10000-SouthState Bank Checking	-72.79

Lake St. Charles CDD Disbursement Authorization Report

January 2024

	Type	Num	Date	Name	Account	Original Amount
	Bill	11-24-23 to 12-23-23	12/23/2023		Telephone	72.79
TOTAL						<u>72.79</u>
	Bill Pmt -Check	EFT/Auto	02/07/2024	Landscape Maintenance Professionals, Inc	10000-SouthState Bank Checking	-14,606.25
	Bill	January 2024 Service	01/01/2024		Landscape Maintenance Contract	14,606.25
TOTAL						<u>14,606.25</u>
	Bill Pmt -Check	EFT/Auto	02/07/2024	Landscape Maintenance Professionals, Inc	10000-SouthState Bank Checking	-5,375.00
	Bill	Liriopie installation	01/30/2024		58003-Future CIP Projects & Res	5,375.00
TOTAL						<u>5,375.00</u>
	Bill Pmt -Check	EFT/Auto	02/07/2024	Landscape Maintenance Professionals, Inc	10000-SouthState Bank Checking	-2,999.12
	Bill	Irrigation controlle	02/01/2024		58003-Future CIP Projects & Res	2,999.12
TOTAL						<u>2,999.12</u>
	Bill Pmt -Check	EFT/Auto	02/07/2024	Landscape Maintenance Professionals, Inc	10000-SouthState Bank Checking	-1,040.64
	Bill	Irrigation controlle	02/01/2024		58003-Future CIP Projects & Res	1,040.64
TOTAL						<u>1,040.64</u>
	Check	EFT/Auto	02/09/2024	ADP	10000-SouthState Bank Checking	-150.39
					Payroll Service Charge	25.07
					Payroll Service Charge	125.32
TOTAL						<u>150.39</u>
	Bill Pmt -Check	EFT/Auto	02/09/2024	Tuscan & Company, PA	10000-SouthState Bank Checking	-1,000.00
	Bill	119666 Inv #	02/01/2024		Auditing Services	1,000.00
TOTAL						<u>1,000.00</u>

Lake St. Charles CDD Disbursement Authorization Report

January 2024

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	02/12/2024	ADP	10000-SouthState Bank Checking	-12,994.20
				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	663.61
				Property Maintenance Part-Time	51.00
				Full Time Maintenance Employee	1,215.50
				Medical Stipend	200.00
				Medical Stipends	500.00
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
				Clubhouse Staff	420.00
TOTAL					<u>12,994.20</u>
Bill Pmt -Check	EFT/Auto	02/15/2024	Hardeman Landscape Nursery, Inc	10000-SouthState Bank Checking	-47,800.00
Bill	Nature Trail Phase 5	02/15/2024		58003-Future CIP Projects & Res	47,800.00
TOTAL					<u>47,800.00</u>
Bill Pmt -Check	EFT/Auto	02/20/2024	Verizon Wireless	10000-SouthState Bank Checking	-72.82
Bill	12-24-23 to 01-23-24	01/23/2024		Telephone	72.82
TOTAL					<u>72.82</u>
Bill Pmt -Check	EFT/Auto	02/21/2024	AccuDock	10000-SouthState Bank Checking	-20,014.95
Bill	Floating docks 50% f	02/14/2024		58003-Future CIP Projects & Res	20,000.00
				Dues, Licenses & Fees	14.95
TOTAL					<u>20,014.95</u>
Bill Pmt -Check	EFT/Auto	02/22/2024	Don's Bay Area Painting Inc.	10000-SouthState Bank Checking	-34,386.95

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

January 2024

Type	Num	Date	Name	Account	Original Amount
Bill	Clubhouse painting p	02/12/2024		58003-Future CIP Projects & Res	34,372.00
				Dues, Licenses & Fees	14.95
TOTAL					<u>34,386.95</u>
Check	EFT/Auto	02/23/2024 ADP		10000-SouthState Bank Checking	-200.18
				Payroll Service Charge	16.68
				Payroll Service Charge	100.10
				Supervisor Payroll Service	83.40
TOTAL					<u>200.18</u>
Bill Pmt -Check	EFT/Auto	02/24/2024 SunTrust Credit Card		10000-SouthState Bank Checking	-3,335.24
Bill	Feb CC Statement	02/24/2024		13500 - Truist Visa Card	3,335.24
TOTAL					<u>3,335.24</u>
Bill Pmt -Check	EFT/Auto	02/26/2024 Custom Canvas Structures, Inc.		10000-SouthState Bank Checking	-19,750.00
Bill	Inv #6090	02/14/2024		Pool Awnings Replacement	19,750.00
TOTAL					<u>19,750.00</u>
Check	EFT/Auto	02/27/2024 ADP		10000-SouthState Bank Checking	-13,983.40
				District Manager	2,662.40
				District Manager	520.00
				Payroll Taxes - Employer Taxes	243.45
				Facilities Monitor	1,850.40
				Facilities Monitor	360.00
				Property Maintenance Team Lead	1,642.40
				Property Maintenance Team Lead	320.00
				Property Manager	2,662.40
				Property Manager	520.00
				Payroll Taxes - Employer Taxes	768.42

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

January 2024

Type	Num	Date	Name	Account	Original Amount
				Property Maintenance Part-Time	77.16
				Property Maintenance Part-Time	19.72
				Full Time Maintenance Employee	1,231.49
				Full Time Maintenance Employee	259.68
				Clubhouse Staff	845.88
TOTAL					<u>13,983.40</u>
Check	EFT/Auto	02/29/2024	Square Inc	10000-SouthState Bank Checking	-4.66
				Rental	4.66
TOTAL					<u>4.66</u>

Treasurer's Report - SouthState Account

February 2024

02/1/24 - 02/29/24

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						773,262.41
02/02/2024	EFT/Auto	Danielle Fence	INV# 174919	443.00		772,819.41
02/02/2024	EFT/Auto	Landscape Maintenance Professionals, Inc	INV# 181119	6,780.59		766,038.82
02/02/2024	EFT/Auto	Resource Group US LLC	INV# 1432 & #1358	1,400.00		764,638.82
02/02/2024	EFT/Auto	Landscape Maintenance Professionals, Inc	INV# 181118	266.71		764,372.11
02/02/2024	EFT/Auto	Landscape Maintenance Professionals, Inc	INV# 181117	113.44		764,258.67
02/02/2024	EFT/Auto	Landscape Maintenance Professionals, Inc	INV# 181116	570.64		763,688.03
02/02/2024	EFT/Auto	Landscape Maintenance Professionals, Inc	INV# 181172	472.63		763,215.40
02/02/2024	EFT/Auto	Landscape Maintenance Professionals, Inc	INV# 181173	533.56		762,681.84
02/02/2024	EFT/Auto	Landscape Maintenance Professionals, Inc	INV# 181174	2,748.88		759,932.96
02/02/2024	EFT/Auto	Landscape Maintenance Professionals, Inc	INV# 181246	143.78		759,789.18
02/02/2024	EFT/Auto	Landscape Maintenance Professionals, Inc	INV# 181247	200.00		759,589.18
02/02/2024	EFT/Auto	Landscape Maintenance Professionals, Inc	INV# 180698	4,472.18		755,117.00
02/02/2024			Deposit		1,279.89	756,396.89
02/02/2024	EFT/Auto	Leaf	Printer Lease & Insurance	161.99		756,234.90
02/05/2024	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	72.79		756,162.11
02/05/2024			Deposit		11,466.00	767,628.11
02/06/2024			Deposit		14.51	767,642.62
02/07/2024	EFT/Auto	Landscape Maintenance Professionals, Inc	INV# 180843	14,606.25		753,036.37
02/07/2024	EFT/Auto	Landscape Maintenance Professionals, Inc	INV# 181020	5,375.00		747,661.37
02/07/2024	EFT/Auto	Landscape Maintenance Professionals, Inc	INV# 181006	2,999.12		744,662.25
02/07/2024	EFT/Auto	Landscape Maintenance Professionals, Inc	INV# 181007	1,040.64		743,621.61
02/09/2024	EFT/Auto	ADP		150.39		743,471.22
02/09/2024	EFT/Auto	Tuscan & Company, PA	119666 Inv #	1,000.00		742,471.22
02/12/2024	EFT/Auto	ADP	P.E. 02-10-24	12,994.20		729,477.02
02/15/2024	EFT/Auto	Hardeman Landscape Nursery, Inc	INV# 41163	47,800.00		681,677.02
02/16/2024			Deposit		14.51	681,691.53
02/20/2024	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	72.82		681,618.71
02/21/2024	EFT/Auto	AccuDock	INV# 10675	20,014.95		661,603.76
02/22/2024	EFT/Auto	Don's Bay Area Painting Inc.	INV# 001-6801-0212	34,386.95		627,216.81
02/23/2024	EFT/Auto	ADP		200.18		627,016.63
02/24/2024	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	3,335.24		623,681.39
02/26/2024	EFT/Auto	Custom Canvas Structures, Inc.	Inv #6090	19,750.00		603,931.39

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
02/27/2024	EFT/Auto	ADP	P.E. 02-24-24	13,983.40		589,947.99
02/29/2024		Clubhouse Rentals			140.00	590,087.99
02/29/2024	EFT/Auto	Square Inc	2.6% + .10 Square processing fees for CH Rentals	4.66		590,083.33
02/29/2024			Interest		45.72	590,129.05
				196,093.99	12,960.63	590,129.05

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '23 Feb' 24	Annual Budget	\$ Over Annual Budget	Comments
2							Revenue/Expense				
3							Revenue				
4							36100 - Interest Earnings				
5							Interest - General Fund	601	180	421	
6							Total 36100 - Interest Earnings	601	180	421	
7							General Fund Assessment-O&M				
8							General Fund Assessment Gross	1,230,356	1,283,257	(52,901)	
9							GF Prop Tax Interest	1,280	0	1,280	
10							GF Tax Collector Commissions	(23,631)	(25,665)	2,034	
11							GF Tax Payment Discount	(48,785)	(51,330)	2,545	
12							Total General Fund Assessment-O&M	1,159,220	1,206,262	(47,042)	
13											
14							Total 36310 - Special Assessment	1,159,220	1,206,262	(47,042)	
15							36311 - Excess Fees	9,807	0	9,807	
16							36900 - Miscellaneous Revenues			0	
17							Other Misc Revenue	644	1,200	(556)	
18							Rental	276	1,500	(1,224)	
19							Pool Snack Vending	0	475	(475)	
20							Total 36900 - Miscellaneous Revenues	920	3,175	(2,255)	
21							Total Revenue	1,170,548	1,209,617	(39,069)	
22											
24							Expense				
25							5110 - Legislative				
26							Employer Taxes	418	1,460	(1,043)	
27							Special District Fees	0	175	(175)	
28							Supervisor Fees	5,000	12,000	(7,000)	
29							Supervisor Payroll Service	439	900	(461)	
30							Total 5110 - Legislative	5,856	14,535	(8,679)	

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

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '23 Feb' 24	Annual Budget	\$ Over Annual Budget	Comments
31							51300 - Financial & Admin				
32							Accounting Services	0	500	(500)	
33							Auditing Services	1,000	14,000	(13,000)	
34							Banking & Investment Mgmt Fees	0	200	(200)	
35							District F&A Employees				
36							District Manager	29,286	69,230	(39,944)	
37							Medical Stipend	1,000	2,400	(1,400)	
38							Payroll Service Charge	238	465	(227)	
39							Payroll Taxes - Employer Taxes	2,366	4,400	(2,034)	
40							Total District F&A Employees	32,890	76,495	(43,605)	
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	868	2,000	(1,132)	
52							Professional Development	158	1,000	(842)	
53							Technology Services/Upgrades	160	5,000	(4,840)	
54							Telephone	291	3,600	(3,309)	
55							Travel Per Diem	155	2,000	(1,845)	
56							Website Development & Monitor	1,702	2,650	(948)	
57							Total 51300 - Financial & Admin	45,834	124,718	(78,884)	
58							51400 - Legal Counsel				
59							District Counsel	213	15,000	(14,787)	
60							Total 51400 - Legal Counsel	213	15,000	(14,787)	

Lake St. Charles CDD
Profit & Loss Budget Performance

October 2023 through February 2024

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '23 Feb' 24	Annual Budget	\$ Over Annual Budget	Comments
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	17,828	55,000	(37,172)	
65							53200 - Gas Utility Services	1,665	5,600	(3,935)	
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	55,269	173,100	(117,831)	
76							Misc. Landscape-Temporary Staff	0	3,000	(3,000)	
77							Misc. Landscape Maintenance	2,054	16,762	(14,708)	
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	4,496	4,000	496	
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)	
90							Lake buoy & Nano Bubbler Buy-Out	0	13,632	(13,632)	
91							Total 53900 - Physical Environment	92,319	315,603	(223,284)	

Lake St. Charles CDD
Profit & Loss Budget Performance

October 2023 through February 2024

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '23 Feb' 24	Annual Budget	\$ Over Annual Budget	Comments
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	20,354	48,119	(27,765)	
103							Medical Stipends	2,500	6,000	(3,500)	
104							Payroll Service Charge	1,290	2,500	(1,210)	
105							Payroll Taxes - Employer Taxes	6,872	16,500	(9,628)	
106							Full-Time Maintenance Employee	14,475	36,067	(21,592)	
107							Property Maintenance Part-Time	1,100	1,658	(558)	
108							Property Maintenance Team Lead	18,066	42,708	(24,642)	
109							Property Manager	29,286	69,230	(39,944)	
110							Grant Management (Reimbursed)	0	12,167	(12,167)	
111							Recreational Assistants	0	11,000	(11,000)	
112							District Admin Assistant	1,266	0	1,266	
113							Total District Employees Payroll Exp	101,054	255,309	(154,255)	
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)	
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)	

Lake St. Charles CDD
Profit & Loss Budget Performance

October 2023 through February 2024

	A	B	C	D	E	F	G	H	K	L	M
1								Oct '23 Feb' 24	Annual Budget	\$ Over Annual Budget	Comments
123							Total 57200 - Parks & Recreation	117,887	322,222	(204,335)	
124							58003- Future CIP Projects and Reserves	330,812	352,306	(21,494)	
125							Total Expense	612,934	1,221,784	(608,850)	
126							Revenue Less Expenses	557,614	(12,167)	569,781	
127							Other Revenue/Expense				
128							Other Revenue				
129							FY 22-23 Carryover	47,800	198,079	(150,279)	
130							DEP Grant Reimbursement	0	46,108	(46,108)	
131							Total Other Revenue	47,800	244,187	(196,387)	
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	(208,887)	12,167	(208,887)	
138							Net Income	348,727	0	360,894	

Lake St. Charles CDD
Property Manager Expense Report

February 2024

Resource Group US LLC

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Bill	02/02/2024	INV# 1432 & #1358	Grapple truck service	1,400.00
			TOTAL	1,400.00

March 2024 Property Manager Report

All of our vendors that service Lakes St Charles have been updated on the new point of contact. I was briefed by each vendor regarding the current status of repairs, outstanding invoices, and emails.

As part of the playground permit process, Judy's permitting was hired. A civil engineer was also consulted for assistance with surveying and site plans for the playground.

The playground requires some repairs prior to scheduling a successful inspection. I met with a fence repair company to fix the issues with retractable gates for both playgrounds. I also met with a mulch company to give me a quote on mulching the playground and I met with three artificial turf installers to replace the damaged turf.

The tennis court backboard was repaired. Hinges were realigned and backboard was lifted off the ground to specs.

All 92 crepe myrtles were trimmed by a license tree company down Lake St. Charles Boulevard and Colonial Lake Drive

I met with LMP site manager and went over standard expectations and current concerns throughout the community.

Solitude repaired the compressor in the aerator in pond #9 behind Remington.

I met with Supervisor Ben Turinsky for the Security/Grounds committee meeting. We went over tasks that need to be addressed throughout the community.

Maintenance staff completed several tasks throughout the month, including tree trimming along church side trail on Lake St Charles Boulevard, reconditioning baseball field, tree trimming in playground, picked up debris throughout the community, and re-enforced barbecue grills with cement.

I reached out to several dock installers for assistance with completing the District's dock installation project.

Two large groups of individuals were trespassing in the playground area at night. The groups contain adults and children. The incidents occurred on different days.

Only one violation in the pool area this month, a warning was issued through the camera intercom.

Zebra Pool replaced the filter for the kiddie pool. I replaced a couple of drain tops on the pool deck.