

Supervisor Packet for September 14, 2021 General Meeting

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

7:00 p.m., September 14, 2021

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

Board of Supervisors

Sabrina Peacock, Chair 951-8327

Robb Fannin, Vice Chair, 785-5423

Dave Nelson, Secretary/Treasurer, 293-7979

Virginia Gianakos, Supervisor, 293-4728

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

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 PEACOCK) 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 – 7:15	6. PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 10 MINUTES DESIGNATED)
	1. Homeowners Requesting to Speak (Please State Name Prior to Remarks)
7:15 – 7:20	8. 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. August 3, 2021 Meeting Minutes b. Committee Meeting Minutes for August 2021 <ol style="list-style-type: none"> i. Treasurer's Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. July 2021 Financial Statements d. August 2021 Property Manager Report e. August 2021 Facilities Monitor Report (Separate from packet)

7:20-7:45	9. PUBLIC HEARING FOR FY 2021-2022 BUDGET ADOPTION (25 Minutes)
	<ol style="list-style-type: none"> 1. Talking Points – Treasurer Dave Nelson 2. Board Discussion– Chair Sabrina Peacock 3. Resident Comments 4. Motion to approve Resolution 2021-04 Lake St. Charles District Budget and Assessment Roll Adoption. <p>Close Budget Adoption Hearing & Open General Meeting</p>
7:45-8:15	10. COMMITTEE REPORTS (30 Minutes)
	<ol style="list-style-type: none"> 1. Treasurer’s Review Committee – Treasurer Nelson 2. Grounds/Security Committee – Committee Chair Fannin 3. Management Committee – Committee Chair Peacock <ol style="list-style-type: none"> a. The Management Committee recommends approving the annual performance bonus for all staff. Funding was approved on the FY 20-21 budget. b. The Management Committee recommends approving Resolution 2021-05 Lake St. Charles District Annual Meeting Schedule FY21-22. 4. Strategic Planning Committee – Committee Chair Brownlee <ol style="list-style-type: none"> a. District Assessment Discussion
8:15- 8:25	11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR (10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors
8:25-8:35	12. PROPERTY MANAGER (10 Minutes)
	<p>Items for Consideration by Property Manager - Mark Cooper</p> <ol style="list-style-type: none"> 1. Property Management Report
8:35–8:40	13. DISTRICT MANAGER (5 Minutes)
	<p>Items for Consideration by District Manager – Adriana Urbina</p> <ol style="list-style-type: none"> 1. District Manager Report
8:40 –8:50	14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
8:50	ADJOURN



Date: August 3, 2021

Time: 7:00 p.m.

Minutes of the Board of Supervisors
Lake St. Charles Community Development District
6801 Colonial Lake Drive
Riverview, FL 33578
813-741-9768

Supervisors:

Chair, Sabrina Peacock
Vice Chair, Robb Fannin
Secretary/Treasurer, Dave Nelson (Via Zoom)
Supervisor, Virginia Gianakos
Supervisor, Marlon K. Brownlee

Staff:

Adriana Urbina, District Manager
Mark Cooper, Property Manager (Via Zoom)

In attendance:

Lake St. Charles Residents

Meeting was called to order at 7:00 p.m. by Chair, Sabrina Peacock

1. On **MOTION** by Supervisor Peacock and Second by Supervisor Gianakos the Board approved the, August 3, 2021 Consent Agenda consisting of the: July 13, 2021 General Meeting Minutes, the July Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the June 2021 Financial Reports, the Property Manager Report, the Clubhouse Report and the Facility Monitor July 2021 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0
2. On **MOTION** by Supervisor Nelson and second by Supervisor Peacock the Board approved Resolution 2021-03 Lake St. Charles District FY 20-21 Budget Amendment. Motion passed 5 to 0

3. On **MOTION** by Supervisor Peacock and Second by Supervisor Brownlee, the Board approved Hernandez's Landscaping quote in the amount of \$800 for the removal and disposal of a large tree limb that grew towards and is overhanging the home located at 7113 Bucks Ford Drive. The Board reviewed an arborist report that states that the tree is not in good condition and it poses a threat to the resident's home. Because the tree is on District property and per the arborist report the Board approved to have the tree limb removed. To be funded from the Miscellaneous Landscaping line. Motion passed 5 to 0

Action Item: Property Manager, Mark Cooper to research ways to secure trash bin container.

4. On **MOTION** by Supervisor Peacock and Second by Supervisor Gianakos, the Board approved to no longer consider selling the District property located on Thackston Drive. Motion passed 5 to 0
5. On **MOTION** by Supervisor Peacock and Second by Supervisor Gianakos, the Board approved to no longer consider selling the District property located on Bay Colony Drive. Motion passed 5 to 0
6. On **MOTION** by Supervisor Nelson and Second by Supervisor Fannin, the Board approved to purchase a camera for the clubhouse not to exceed \$280.61. This camera is to be used to broadcast the Board Meetings via Zoom to residents that are unable to attend. Motion was amended to include \$600 for storage of the video files. To be funded from the Technology & Upgrade line. Motion passed 5 to 0
7. On **MOTION** by Supervisor Peacock and Second by Supervisor Fannin, the Board approved to have a sign placed on the clubhouse doors requesting residents to wear a mask upon entry. Motion passed 5 to 0

Meeting adjourned at 8:08PM

Respectfully submitted,

Dave Nelson, Treasurer/Secretary

Sabrina Peacock, Chair

Treasurer's Review Committee Meeting Minutes

Date: *Wednesday, August 18, 2021, 1:00 pm*

Chair: *Supervisor Dave Nelson*

Operations Manager: *Adriana Urbina*

Committee Members: *Supervisor Dave Nelson, Adriana Urbina*

Notice of Meetings – Treasurer's Review Committee

-The Committee reviewed and signed confirmation pages of payments made by Centerstate Bill Pay.

-The Committee reviewed and signed SouthState Bank statements.

-The Committee Chair followed up with SouthState Bank and was able to give District Manager, Adriana Urbina authority to review District accounts while still following Auditor requirements.

-The Treasurer reviewed Resolution 2021-04 Lake St. Charles District Budget & Assessment Roll.

The Treasurer's Review Committee recommends a Motion to approve Resolution 2021-04 Lake St. Charles District Budget and Assessment Roll Adoption.

LSC CDD Resolution 2021-04

[Lake St. Charles District Budget and Assessment
Roll Adoption]

Approved by the Lake St. Charles BOS of Supervisors per M09-14-2021-0x
9/14/2021

**RESOLUTION No. 2021-04
OF THE
LAKE ST. CHARLES
COMMUNITY DEVELOPMENT DISTRICT**

WHEREAS, the Lake St. Charles Community Development District (the “District”) is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in Hillsborough County, Florida (the “County”); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District’s adopted capital improvement plan and Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors (the “Board”) of the District hereby determines to undertake various operations and maintenance activities described in the District’s budget(s) for Fiscal Year 2021-2022 (“Budget”), attached hereto as **Exhibit “A”** and incorporated by reference herein; and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the District’s Budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, Florida Statutes, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, Chapter 197, Florida Statutes, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“Uniform Method”); and

WHEREAS, the District has previously evidenced its intention to utilize this Uniform Method; and

WHEREAS, the District has approved an Agreement with the Property Appraiser and Tax Collector of the County to provide for the collection of the special assessments under the Uniform Method; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Budget; and

WHEREAS, it is in the best interests of the District to adopt the assessment roll of the Lake St. Charles Community Development District (the “Assessment Roll”) attached to this Resolution as **Exhibit “B”** and incorporated as a material part of this Resolution by this reference, and to certify the portion of the Assessment Roll on platted property to the County Tax Collector pursuant to the Uniform Method and to directly collect the portion of the Assessment Roll relating to unplatted property; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll adopted herein, including that portion certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

WHEREAS, prior to the adoption of the proposed annual budget of the District (the “Proposed Budget”), the District filed a copy of the Proposed budget with Hillsborough County Clerk of the Circuit Court as Clerk to Hillsborough on June 9, 2021; and

WHEREAS, the District ratified Resolution 2021-02 approving the Proposed Budget for FY 21-22 and set September 14, 2021 as the date for a public hearing thereon and caused notice of such public hearing to be published pursuant to section 190.008(2)(b), Florida Statutes; and

NOW, THEREFORE, BE IT RESOLVED BY THE LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT IN A SPECIAL BUDGET HEARING MEETING ASSEMBLED THIS FOURTEENTH DAY OF SEPTEMBER, 2021 THAT:

1. Budget: The District Manager’s Proposed FY21-22 Budget with revisions and recommended by the Treasurer’s Review Committee, which is Attachment A hereto, is hereby adopted in accordance with the provision of section 190.008(2)(a), Florida Statutes and incorporated herein by reference.

2. Appropriations: There is hereby appropriated out of the revenues of the District for the fiscal year beginning October 1, 2021 and ending September 30, 2022 (the “Fiscal Year”), the sum of Nine Hundred Fifty-Eight Thousand One Hundred Forty-Six Dollars to be raised by the levy of assessments and otherwise, which sum is deemed by the Board of Supervisors to be necessary to defray all expenditures of the District during said budget year, appropriated in the following fashion:

OPERATION & MAINTANANCE	\$ 642,286
CAPITAL IMPROVEMENT	\$ 258,371
 TOTAL	 \$ 900,657

3. Supplemental Appropriations: The Board may authorize by resolution supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the fiscal year as follows:

a. The Board may authorize a transfer of the unexpended balance or portion thereof any appropriation item.

b. The Board may authorize an appropriation from the non-appropriated balance of any fund.

c. The Board may increase any revenue or income budget account to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or non-appropriated balance.

4. BENEFIT. The provision of the services, facilities, and operations as described in **Exhibit “A”** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the costs of the assessments. The allocation of the costs to the specially benefitted lands is shown in **Exhibits “A” and “B,”** and is hereby found to be fair and reasonable.

5. ASSESSMENT IMPOSITION. Pursuant to Chapter 190 of the Florida Statutes, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District and in accordance with **Exhibits “A” and “B.”** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution.

6. COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.

A. Uniform Method Assessments. The collection of the operation and maintenance special assessments on platted lots and developed lands shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in **Exhibits “A” and “B.”**

B. Future Collection Methods. The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

7. ASSESSMENT ROLL. The District's Assessment Roll, attached to this Resolution as **Exhibit “B,”** is hereby certified. That portion of the District's Assessment Roll which includes developed lands and platted lots is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds there from shall be paid to the Lake St. Charles Community Development District.

8. ASSESSMENT ROLL AMENDMENT.

- A. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the District's Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.
- B. The District adopts its assessment roll for the assessment levy as prepared by the District Manager and submitted electronically to the Hillsborough County Property Appraiser and Tax Collector on August 17, 2021 File SD051.xls. The District Manager has received certification for receipt of this levy and said assessment roll by the Hillsborough County Property Appraiser and Tax Collector, in accordance with the applicable provisions of law, as required by Chapters 170, 190, and 197, Florida Statutes, **Exhibit C**.

9. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

10. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board of Supervisors of the Lake St. Charles Community Development District

**LAKE ST. CHARLES COMMUNITY
DEVELOPMENT DISTRICT**

Sabrina Peacock, Chair

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH COUNTY

I, David Nelson, Secretary/Treasurer of the Lake St. Charles Community Development District, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of Resolution adopted by the Lake St. Charles Community Development District, at its meeting of September 14, 2021, as the same appears of record in the Minute Book of the Lake St. Charles Community Development District.

WITNESS my hand and official seal this _____ day of _____, 2021.

David Nelson, Secretary/Treasurer

9:40 AM
9/9/2021

Lake St. Charles Community Development District
FY 21-22 Proposed Budget

Exhibit A

[illegible]

9:40 AM
9/9/2021

Lake St. Charles Community Development District
FY 21-22 Proposed Budget

Exhibit A

[illegible]

9:40 AM
9/9/2021

Lake St. Charles Community Development District
FY 21-22 Proposed Budget

Exhibit A

[illegible]

9:40 AM
9/9/2021

Lake St. Charles Community Development District
FY 21-22 Proposed Budget

Exhibit A

[illegible]

9:40 AM
9/9/2021

Lake St. Charles Community Development District
FY 21-22 Proposed Budget

Exhibit A

[illegible]

9:40 AM
9/9/2021

Lake St. Charles Community Development District
FY 21-22 Proposed Budget

Exhibit A

[illegible]

Assessment Adjustments and Summary FY 21-22

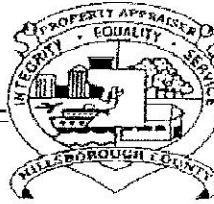
Exhibit B

No Operating & Maintenance Fees		
Folio Number	Owner	Total
0739885000	7510 RESIDENTIAL HOA	\$0
0739885010	7510 RESIDENTIAL HOA	\$0
0739885020	7510 RESIDENTIAL HOA	\$0
0739913128	7510 RESIDENTIAL HOA	\$0
0739913502	7510 RESIDENTIAL HOA	\$0
0739913504	8900 MUNICIPAL	\$0
0739913506	7510 RESIDENTIAL HOA	\$0
0739914732	8900 MUNICIPAL	\$0
0739914933	7510 RESIDENTIAL HOA	\$0
0739914978	7510 RESIDENTIAL HOA	\$0
0740900550	8600 COUNTY OWNED	\$0
0741246600	7510 RESIDENTIAL HOA	\$0
0741246602	8900 MUNICIPAL	\$0
0741246604	7510 RESIDENTIAL HOA	\$0
0741247182	7510 RESIDENTIAL HOA	\$0
0741247184	8900 MUNICIPAL	\$0
0741247186	8900 MUNICIPAL	\$0
0741247188	8600 COUNTY OWNED	\$0
0761510730	8900 MUNICIPAL	\$0
0761510732	7510 RESIDENTIAL HOA	\$0

		Total	Rev FY 20-21
40	Townhomes (per townhome)	\$1,120	\$44,800
785	Single Family Homes (per home)	\$1,120	\$879,200
10.83	Acres Commercial Property (per acre)	\$3,153	\$34,146
	Total		\$958,146

0740900500	BRE Mariner LAKE ST CHARLES LLC	\$24,246	7.69
0740900560	Lake St. Charles Medical Center LLP (Strip Center)	\$5,171	1.64
0740900570	NCJ Investment Co. (Conv store/gas)	\$4,729	1.5
	Total	\$34,146	10.83

Bob Henriquez
Hillsborough County Property Appraiser



County Center, 16th Floor
601 East Kennedy Boulevard
Tampa, Florida 33602-4932

Telephone: (813) 272-6100
Fax: (813) 307-4448
www.hcpafl.org

Adriana Urbina
Lake St. Charles CDD 051
6801 Colonial Lake Dr
Riverview, FL 33578-8318

Dear Adriana Urbina

Please review the information generated from your non-Ad valorem Assessment Roll. Compare this information with the information certified with the Tax Collector.

Parcel Count	848
Total "0" Assessments	20
Assessed Parcel Count	828
Assessment Total	\$958,146.00

If there are questions regarding this information please contact me at (813) 276-8916 or Chris Weiss at (813) 273-3742.

Tracy Torres

Tracy Torres
Assessment Roll Coordinator
Hillsborough County Property Appraiser
torrest@hcpafl.org
(813)276-8916

DR-408A

Rvsd 02/01

**CERTIFICATE
TO
NON-AD VALOREM ASSESSMENT ROLL**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of _____
(Name of local government)

located in Hillsborough County, Florida; as such I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid county is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

I further certify that upon completion of this certificate and the attachment of same to the herein described Non-Ad Valorem Assessment Roll as a part thereof, said Non-Ad Valorem Assessment Roll will be delivered to the Tax Collector of this county.

In witness whereof, I have subscribed this certificate and caused the same to be attached to and made a part of the above described Non-Ad Valorem Assessment Roll this _____ day of _____, 20____.

Total Record Count	_____
Zeroed Item Count	_____
Assessment Record Count	_____
Total Assessment	\$_____

(Chairman of the Board or Authorized Agent)
of _____,
(Name of local government)

Hillsborough County, Florida

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, August 18, 2021 at 12:30 PM.*

Committee Chairperson: *Supervisor, Rob Fannin*

Operations Manager: *Property Manager, Mark Cooper*

The Grounds and Security Committee meeting was continued until an onsite meeting could be arranged with ASI's key management personnel to discuss the recent unacceptable condition of the property. The meeting occurred on September 8, 2021 at the clubhouse.

ASI was informed of specific deficiencies and the Board's dissatisfaction in their performance. They expressed an understanding and cited the recent prolonged rain event, staffing shortages due to Covid and the current shortage of willing laborers as reasons for the property's condition. They informed Supervisor Fannin and I that they were working to rectify the deficiencies and were analyzing several alternate operational scenarios, products, and technologies to provide greater efficiencies and reduce labor.

We suggested and discussed very specific measures they should implement to reduce their labor efforts without sacrificing the property's appearance.

We also ask them to forecast future costs of the property maintenance costs for strategic and assessment planning.

An alternate proposal was obtained from Mainscapes whom we considered and negotiated with when the last RFP was issued in 2019. A summary of their proposal to assume property maintenance is below.

Mark,

Attached are our 2019 Original Price (\$99,162.30), 2019 Adjusted Scope and Price (\$85,846.74) and our 2021 Pricing for \$93,297.02 which includes irrigation.

Changes to note about our 2021 Price:

1. When we negotiated in 2019, we reduced our scope to try to meet your budget. ASI was selected because our pricing came out the same but they maintained the original scope. Our 2021 price returns to the original scope with the exception of monthly irrigation inspections and adds 2 ornamental fertilizations. We did make an adjustment to our Pest Control number because of operational improvements on our part, but meeting your scope is covered.
2. Had we put in a 2% and 3% increase on our 2019 Price of \$85,846.74 plus irrigation, the price would be \$95,710.14 in 2021 with a reduced scope.
3. Our price reflects a 2.3% increase over 2019 pricing, mainly due to structural adjustments to overhead costs, labor rates have held steady for us, and managed growth. These factors allowed us to add back removed services but stay close to your current expected expenses.
4. Our expected net income is \$.025-\$.05 per dollar.

Questions:

1. Will this be a new three-year agreement with Lake St. Charles?
2. If ASI fails to return the property to standard before exiting, would Lake St. Charles be open to a clean up proposal if needed? (Mainscape is prepared to meet immediately to identify areas that require additional work by either ASI or MS so the CDD can understand what the cost might be. This can then be subtracted from ASI final billing if needed.)
3. Due to current inflationary pressures and minimal wage increases expected in the next few years, Mainscape would ask that the CDD be willing to allow for an increase up to 5% per year.

Per Our Conversation:

1. Should ASI breach their contract and leave immediately, Mainscape is able to perform services immediately. However, due to current site conditions not being within the scope standard, some services may not be able to be performed timely until the areas are returned to scope standards.
2. With this very short notice, our operations team cannot commit to a specific operational plan at this time. However, should ASI serve out a 30 day notice, Mainscape would begin our “Start It Right Plan”:
 - a. Weekly virtual or in person meetings to share operational planning and work through issues and questions. Attendance by MS Account Executive, department heads and any CDD representative that wishes to take part.
 - b. Establish and share all operational plans, rotational maps and annual service calendars before service commences.
 - c. Schedule after the start date a 30, 60 and 90 day operational review with CDD representatives and MS operational team and Account executive
 - d. Establish communication chart for weekly and monthly reports, CSR reports and Quality Assurance Assessments (performed Quarterly)
3. Before we commit to using the Ventrac mower, we would do a site safety inspection in the 30 days prior to commencement as part of our Start It Right Plan. Should the safety manager deem it necessary, the Ventrac would be assigned to the property. However, even if not required for safety reasons, the regional and branch manager may assign the Ventrac to the property due to the number of ponds. This will be evaluated as part of our operational planning.

Please feel free to reach out to me at any time tonight or tomorrow with questions. I do have several meetings in the morning starting at 8am but will return your call as soon as possible. I hope everything is clear and we look forward to serving Lake Saint Charles.

All my best,

Brandon Whaley

Account Executive – Florida
Mainscape, Inc.
C: 407-508-0540
O: 317-517-9483



Management Committee Meeting Minutes

Date: *Thursday, August 19, 2021 @ 1:00 pm*

Chairperson: *Chairman Sabrina Peacock*

Operations Manager: *District Manager, Adriana Urbina*

In Attendance: *Chairman Sabrina Peacock, District Manager, Adriana Urbina, Property Manager, Mark Cooper*

Notice of Meetings – Management Committee

-The Committee reviewed and signed confirmation pages of payments made by Centerstate Bill Pay.

-The Committee discussed how to provide payments and request reimbursements from the DEP grant.

-The Committee discussed adding an expense line on the District's upcoming budget to hire an Off Duty Officer for 5 hours per month.

\$37 per hour

\$4 per hour for administrative purposes

\$1 per engine hour

\$.25 per mile

\$2,900 increase will be placed on budget for approval.

-The Committee discussed adding a hyperlink on the District's app for the HOA. District Manager will look into adding this to app.

-The Committee discussed changes to employment wages due to the States minimum wage increase. District Manager was instructed to look into conducting a wage study for District staff.

-The Committee discussed completing staff reviews. District Manager will send out manager review forms to all Supervisors and Property Manager, Mark Cooper will conduct reviews on Facility Monitor and Maintenance staff.

The Management Committee recommends approving the annual performance bonus for all staff. Funding was approved on the FY 20-21 budget.

The Management Committee recommends approving Resolution 2021-05 Lake St. Charles District Annual Meeting Schedule FY21-22.

LSC CDD Resolution 2021-05

[Lake St. Charles District Annual Meeting Schedule FY 21-25]

Approved by the Lake St. Charles BOS of Supervisors per M09-14-2021-xx

9/14/21

RESOLUTION 2021-05
RESOLUTION DESIGNATING DATE, TIME AND LOCATION FOR
REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE
LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT
FY 21-22

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

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

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

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

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

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

PASSED AND ADOPTED THIS 14th DAY OF SEPTEMBER, 2021.

**LAKE ST. CHARLES COMMUNITY
DEVELOPMENT DISTRICT**

Sabrina Peacock, Chair of the Board

EXHIBIT A

MEETINGS NOTICE Lake St. Charles Community Development District

The Lake St. Charles Community Development District's ("District") Board of Supervisors' fiscal year 2021-2022 regular meetings will be held at 7:00 p.m. at 6801 Colonial Lake Dr., Riverview, FL 33578 (the "Community Clubhouse") on the following dates: Oct. 5, 2021; Nov. 2, 2021; Dec. 7, 2021; Jan. 4, 2022; Feb. 1, 2022; Mar. 1, 2022; Apr. 5, 2022; May 3, 2022; Jun. 7, 2022; Jul. 12, 2022; Aug. 2, 2022; and Sep. 13, 2022. The District's Board of Supervisors may attend the Lake St. Charles Homeowners Association meetings at 6:30 p.m. at the Community Clubhouse on the following dates: Oct. 11, 2021; Nov. 8, 2021; Dec. 13, 2021; Jan. 10, 2022; Feb. 14, 2022; Mar. 14, 2022; Apr. 11, 2022; May 9, 2022; Jun. 13, 2022; Jul. 11, 2022; Aug. 8, 2022; and Sep. 12, 2022.

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

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

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, September 14, 2021 @ 10:00 am.*

Committee Chairperson: *Supervisor, Marlon K Brownlee*

Operations Manager: *Property Manager, Mark Cooper*

The Strategic Planning Committee met with the purpose of determining Board interest in the exploration of an assessment increase. Supervisor Brownlee was informed of the background and given the results of the recent Assessment Methodology and Sustainability Report as prepared by Burton and Associates in 2016. Additionally the most recent CIP Planning spreadsheet that tracked actual and projected CIP projects, costs, and year of need from 2020 to 2030 was given to Supervisor Brownlee.

The first identified task was to assess the District's actual operational costs and CIP expenditures against the study's projections from 2017 to the current year. The results of the actual cost trends through this year were then projected to near term future years to gain a general sense of revenue needs into the short-term future. The following report is a broad summary of that effort.

On September 30, 2106, Burton & Associates delivered a FY 2016 Financial Sustainability & Methodology Report", which included a section titled "Revenue Sufficiency Analysis", which presented a 10 year projection (thru fiscal year 2027) of the ability of our General Fund's assessment revenues to cover our expected operating expenses and capital improvement projects. In addition, District Resolution 2016-01, Section 3200.4 adopted shortly before the report indicated that we would be required to maintain a minimum of \$200,000 in a Reserve Fund. Given projected inflationary increases in operating costs, they recommended that we include an inflationary annual adjustment to the targeted minimum reserve amount.

Burton & Associates also recommended that we ".....
(p)erform....an annual or semi-annual review/update of the revenue sufficiency analysis to ensure that as events actually occur, the plan can be adjusted as necessary to continue to provide sufficient revenues to meet the District's needs."

The analysis contained a number of assumptions regarding the anticipated rate of increase in the various types of expenses that we incur, along with a recommended 2% annual increase in the \$200,000 minimum reserve fund balance amount beginning in FY 2018. Since the report was done, various expenses have exceeded or been less than originally projected, but have increased overall, as expected. Further, as we have added new assets, the costs of insuring our assets has increased as well.

As these costs rise, the amount of revenue available for CIP projects is also reduced accordingly.

Since the report, no review has been done, and so we reviewed our actual revenues and expenditures to see where we stand at this point vs. the original projections.

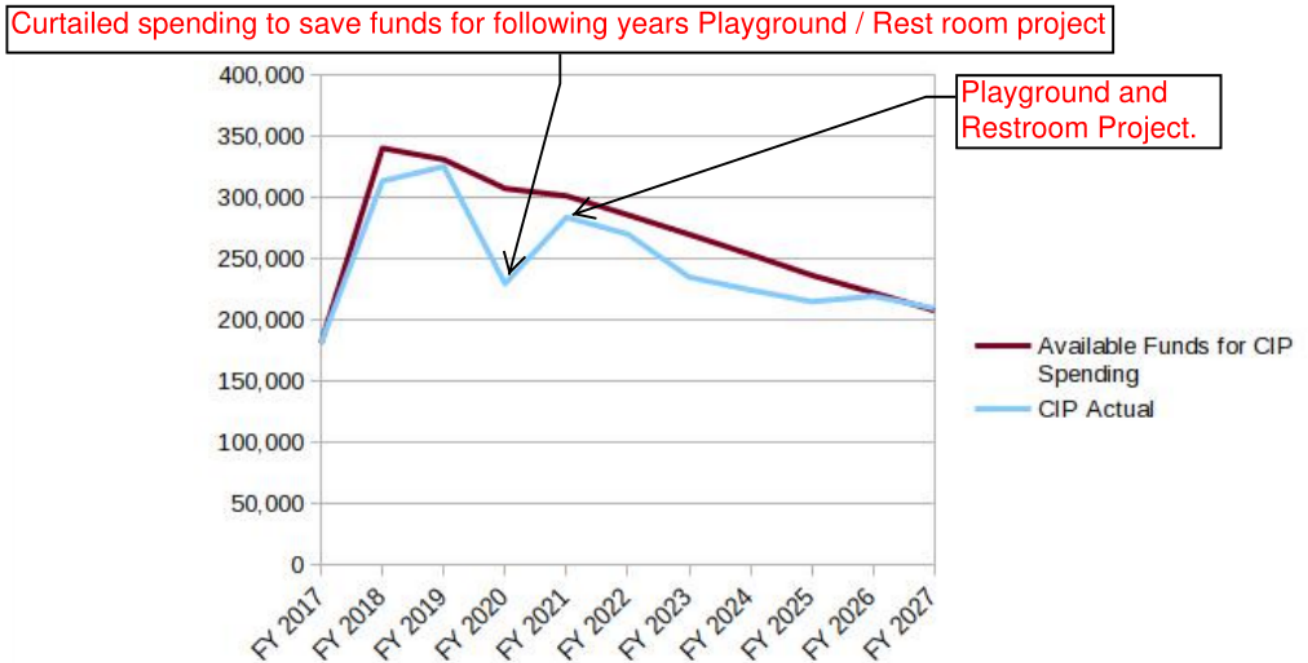
Overall, this review showed the following:

- Projected revenues have remained essentially flat, closely tracking the report's original projections.
- Overall expenses were expected to rise and have done so, although at a rate somewhat greater than anticipated.

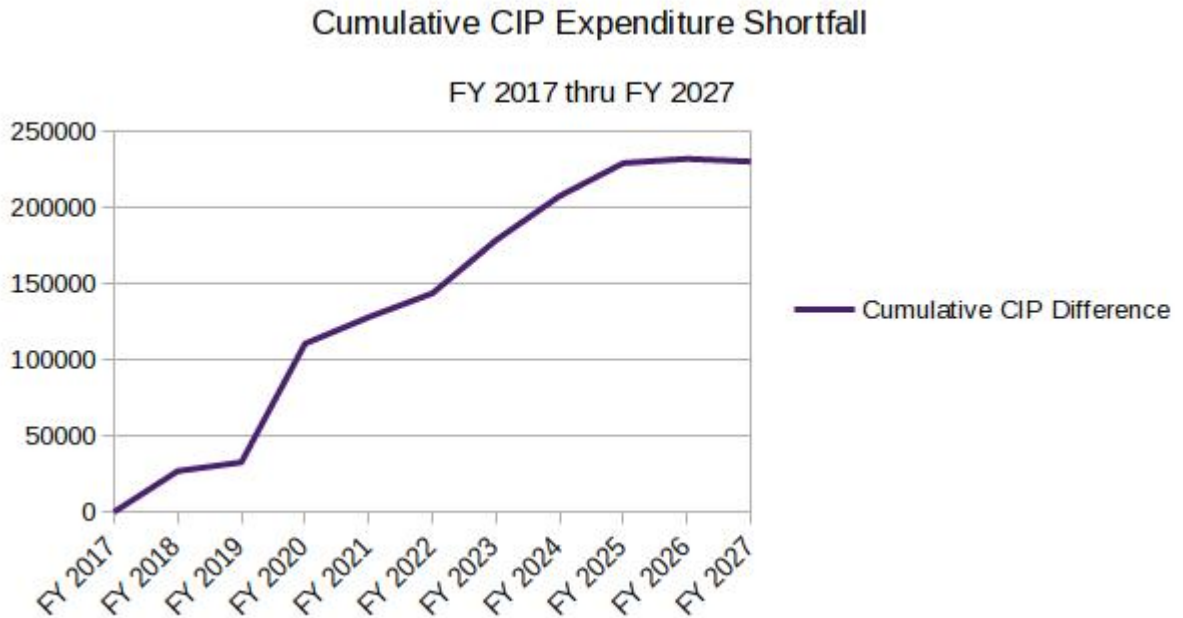


- Available funds for CIP spending were anticipated to decline over time, as our revenues were projected to remain flat while expenses continued to rise. Our actual CIP spending has actually been somewhat less than originally projected in

each year since FY 2018. As per our current 10-year CIP plan, our projected CIP spending closely tracks the original projections, but is still less than originally projected.



- Since our CIP spending has been less each year than the report's original projections, our cumulative CIP expenditure deficit is increasing over time. Given our total expenditures to date and our current plans, the total difference between our originally projected total CIP expenditures vs what we will actually spend will be approximately \$230K; this amount is approximately the same as our total expenditures for FY 2020. I.e., barring any changes, our total CIP expenditures will reflect a cumulative deficit of essentially a full fiscal year. Note that these figures are indicative of the total dollar expenditures; over time, as prices continue to rise, the amount of work that can be done for a given dollar amount will decline as well.



Given these facts, the strategic planning committee would like to get a sense from the Board regarding whether it would be willing to consider any increase at all in our annual assessment. If so, is there a maximum amount that it would be willing to consider? Note also that an increase could be recommended as a one-time occurrence or broken into smaller increments over time as well.

Lake St. Charles CDD

Funds Statement

May '21 - Jul '21

	May '21	Jun '21	Jul '21	Category
Bank/Current Asset Accounts				
CenterState Bank Checking	427,727	315,848	238,819	Cash
CenterState Bank Money Market	254,684	254,696	254,709	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	1,533	1,533	1,533	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	683,944	572,077	495,061	
Cash (Checking/Savings)				
CenterState Bank Checking	427,727	315,848	238,819	
CenterState Bank Money Market	254,684	254,696	254,709	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	1,533	1,533	1,533	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
Total Cash Accounts	683,944	572,077	495,061	
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	683,944	572,077	495,061	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	254,684	254,696	254,709	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	254,684	254,696	254,709	

Lake St. Charles CDD

Disbursement Authorization Report

July 2021

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	EFT/Auto	07/01/2021	Florida Flag and Pennant	10000-CenterState Bank Checking	-677.77
Bill	14789 Inv #	06/14/2021		Clubhouse Supplies	677.77
TOTAL					677.77
Bill Pmt -Check	EFT/Auto	07/01/2021	Solitude Lake Management	10000-CenterState Bank Checking	-800.00
Bill	Midge Survey	06/18/2021		Unassigned CIP Projects	800.00
TOTAL					800.00
Check	EFT/Auto	07/02/2021	ADP	10000-CenterState Bank Checking	-255.51
				Payroll Service Charge	18.21
				Payroll Service Charge	146.25
				Supervisor Payroll Service	91.05
TOTAL					255.51
Check	EFT/Auto	07/06/2021	TECO Electric	10000-CenterState Bank Checking	-2,942.40
				53100 - Electric Utility Svs	54.17
				53100 - Electric Utility Svs	71.72
				53100 - Electric Utility Svs	173.00
				53100 - Electric Utility Svs	832.50
				53100 - Electric Utility Svs	64.52
				53100 - Electric Utility Svs	1,216.31
				53100 - Electric Utility Svs	253.28
				53100 - Electric Utility Svs	36.83
				53100 - Electric Utility Svs	22.84
				53100 - Electric Utility Svs	22.06
				53100 - Electric Utility Svs	20.06
				53100 - Electric Utility Svs	19.58
				53100 - Electric Utility Svs	19.19

Lake St. Charles CDD Disbursement Authorization Report

July 2021

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	19.19
				53100 - Electric Utility Svs	19.19
				53100 - Electric Utility Svs	19.58
				53100 - Electric Utility Svs	19.67
				53100 - Electric Utility Svs	20.15
				53100 - Electric Utility Svs	19.28
				53100 - Electric Utility Svs	19.28
TOTAL					2,942.40
Check	EFT/Auto	07/06/2021 ADP		10000-CenterState Bank Checking	-10,652.42
				District Manager	2,053.60
				Payroll Taxes - Employer Taxes	172.40
				Medical Stipend	200.00
				Facilities Monitor	1,383.20
				Property Maintenance Team Lead	1,280.00
				Property Manager	2,472.00
				Payroll Taxes - Employer Taxes	591.36
				Property Maintenance Part-Time	56.36
				Recreational Assistants	983.50
				Medical Stipends	400.00
				Full Time Hybrid Employee	1,060.00
TOTAL					10,652.42
Check	EFT/Auto	07/07/2021 TECO Gas Company		10000-CenterState Bank Checking	-280.26
				53200 - Gas Utility Services	280.26
TOTAL					280.26
Check	EFT/Auto	07/07/2021 TECO Electric		10000-CenterState Bank Checking	-23.89
				53100 - Electric Utility Svs	23.89
TOTAL					23.89

Lake St. Charles CDD Disbursement Authorization Report

July 2021

	Type	Num	Date	Name	Account	Original Amount
	Bill Pmt -Check	EFT/Auto	07/10/2021	SunTrust Credit Card	10000-CenterState Bank Checking	-26,727.13
	Bill	July CC Statement	07/24/2021		13500 - SunTrust Visa Card	26,727.13
TOTAL						26,727.13
	Bill Pmt -Check	EFT/Auto	07/15/2021	Verizon Wireless	10000-CenterState Bank Checking	-44.62
	Bill	05-24-21 to 06-23-21	06/23/2021		Telephone	44.62
TOTAL						44.62
	Check	EFT/Auto	07/16/2021	ADP	10000-CenterState Bank Checking	-135.16
					Payroll Service Charge	15.01
					Payroll Service Charge	120.15
TOTAL						135.16
	Check	EFT/Auto	07/17/2021	Square Inc	10000-CenterState Bank Checking	-292.10
					Security/Renters Cards Deposits	300.00
					Security/Renters Cards Deposits	-7.90
TOTAL						292.10
	Bill Pmt -Check	EFT/Auto	07/20/2021	Ameriscape Services	10000-CenterState Bank Checking	-10,013.20
	Bill	Mulch & Install	06/30/2021		Mulch	10,013.20
TOTAL						10,013.20
	Bill Pmt -Check	EFT/Auto	07/20/2021	Hillsborough County Sheriff's Office	10000-CenterState Bank Checking	-40.00
	Bill	Stmnt # 41707	06/30/2021		Park Facility Maintenance	20.00
					Park Facility Maintenance	20.00
TOTAL						40.00

Lake St. Charles CDD

Disbursement Authorization Report

July 2021

	Type	Num	Date	Name	Account	Original Amount
	Bill Pmt -Check	EFT/Auto	07/20/2021	Solitude Lake Management	10000-CenterState Bank Checking	-243.00
	Bill	Lake aeration mainte	07/01/2021		Pond #9 Aeration Maint	243.00
TOTAL						243.00
	Bill Pmt -Check	EFT/Auto	07/20/2021	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,600.00
	Bill	July Pool Cleaning	07/09/2021		Pool Maintenance Contract	1,600.00
TOTAL						1,600.00
	Bill Pmt -Check	EFT/Auto	07/20/2021	Ameriscape Services	10000-CenterState Bank Checking	-7,467.50
	Bill	Monthly Maintenance	07/01/2021		Landscape Maintenance Contract	7,467.50
TOTAL						7,467.50
	Bill Pmt -Check	EFT/Auto	07/20/2021	Solitude Lake Management	10000-CenterState Bank Checking	-1,575.00
	Bill	July Pond Mainten	07/01/2021		Pond & Stormwater Maint	1,110.00
					Pond & Stormwater Maint	465.00
TOTAL						1,575.00
	Bill Pmt -Check	EFT/Auto	07/20/2021	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-140.00
	Bill	Pool Enzyme oil remo	07/09/2021		Pool Maintenance Contract	140.00
TOTAL						140.00
	Bill Pmt -Check	EFT/Auto	07/20/2021	Ameriscape Services	10000-CenterState Bank Checking	-1,614.43
	Bill	Irrigation Repairs	07/09/2021		Irrigation Maintenance	1,614.43
TOTAL						1,614.43
	Bill Pmt -Check	EFT/Auto	07/20/2021	Solitude Lake Management	10000-CenterState Bank Checking	-225.00

Lake St. Charles CDD

Disbursement Authorization Report

July 2021

	Type	Num	Date	Name	Account	Original Amount
	Bill	4th Quater Mitigatio	07/01/2021		Mitigation Maint Contract	225.00
TOTAL						225.00
	Bill Pmt -Check	EFT/Auto	07/20/2021	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-450.00
	Bill	Mineral Balls	07/09/2021		Pool Maintenance Repairs	450.00
TOTAL						450.00
	Check	EFT/Auto	07/21/2021	ADP	10000-CenterState Bank Checking	-11,085.67
					District Manager	2,053.60
					Payroll Taxes - Employer Taxes	157.10
					Facilities Monitor	1,383.20
					Property Maintenance Team Lead	1,280.00
					Property Manager	2,472.00
					Payroll Taxes - Employer Taxes	561.09
					Property Maintenance Part-Time	28.18
					Recreational Assistants	1,107.00
					Supervisor Fees	1,000.00
					Employer Taxes	83.50
					Full Time Hybrid Employee	960.00
TOTAL						11,085.67
	Check	EFT/Auto	07/22/2021	Square Inc	10000-CenterState Bank Checking	-14.51
					Security/Renters Cards Deposits	15.00
					Security/Renters Cards Deposits	-0.49
TOTAL						14.51
	Bill Pmt -Check	EFT/Auto	07/23/2021	Egis Insurance & Risk Advisors, LLC	10000-CenterState Bank Checking	-200.00
	Bill	Volunteer Coverage	06/17/2021		Employer Workman Comp	200.00

Lake St. Charles CDD

Disbursement Authorization Report

July 2021

	Type	Num	Date	Name	Account	Original Amount
TOTAL						200.00
	Bill Pmt -Check	EFT/Auto	07/27/2021	Florida Department of Health	10000-CenterState Bank Checking	-575.35
	Bill	29-60-02055,56,57	06/09/2021		Pool Maintenance Repairs	150.00
					Pool Maintenance Repairs	150.00
					Pool Maintenance Repairs	275.00
					Pool Maintenance Repairs	0.35
TOTAL						575.35
	Check	EFT/Auto	07/30/2021	ADP	10000-CenterState Bank Checking	-145.92
					Payroll Service Charge	13.26
					Payroll Service Charge	66.36
					Supervisor Payroll Service	66.30
TOTAL						145.92
	Check	EFT/Auto	07/31/2021	Square Inc	10000-CenterState Bank Checking	-4.24
					Rental	4.24
TOTAL						4.24

Treasurer's Report - CenterState Account
July 2021
07/1/21 - 07/31/21

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						315,847.90
07/01/2021	EFT/Auto	Florida Flag and Pennant	14789 Inv #	677.77		315,170.13
07/01/2021	EFT/Auto	Solitude Lake Management	INV# PI-A00621507	800.00		314,370.13
07/02/2021	EFT/Auto	ADP	582770755 Inv #	255.51		314,114.62
07/06/2021	EFT/Auto	TECO Electric	06980007400 Acct #	2,942.40		311,172.22
07/06/2021	EFT/Auto	ADP	P.E. 7-03-21	10,652.42		300,519.80
07/07/2021	EFT/Auto	TECO Gas Company	221003603224 Acct #	280.26		300,239.54
07/07/2021	EFT/Auto	TECO Electric	221005960721 Acct #	23.89		300,215.65
07/08/2021			Deposit		29.02	300,244.67
07/10/2021	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	26,727.13		273,517.54
07/13/2021			Deposit		289.35	273,806.89
07/14/2021			Deposit		43.73	273,850.62
07/15/2021	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	44.62		273,806.00
07/15/2021			Deposit		29.12	273,835.12
07/16/2021	EFT/Auto	ADP	583869033 Inv #	135.16		273,699.96
07/16/2021			Deposit		292.10	273,992.06
07/17/2021	EFT/Auto	Square Inc	L. Bolin CH Rental Deposit Refund	292.10		273,699.96
07/20/2021	EFT/Auto	Ameriscape Services	INV# 143986	10,013.20		263,686.76
07/20/2021	EFT/Auto	Hillsborough County Sheriff's Office	Stmnt # 41707 ACCT# 261721	40.00		263,646.76
07/20/2021	EFT/Auto	Solitude Lake Management	INV# PI-A00628363	243.00		263,403.76
07/20/2021	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4516	1,600.00		261,803.76
07/20/2021	EFT/Auto	Ameriscape Services	INV# 143756	7,467.50		254,336.26
07/20/2021	EFT/Auto	Solitude Lake Management	INV# PI-A00628364	1,575.00		252,761.26
07/20/2021	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4519	140.00		252,621.26
07/20/2021	EFT/Auto	Ameriscape Services	INV# 143999	1,614.43		251,006.83
07/20/2021	EFT/Auto	Solitude Lake Management	INV# PI-A00628365	225.00		250,781.83
07/20/2021	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4517	450.00		250,331.83
07/20/2021			Deposit		292.20	250,624.03
07/21/2021	EFT/Auto	ADP	P.E. 7-17-21	11,085.67		239,538.36
07/22/2021			Deposit		43.73	239,582.09
07/22/2021	EFT/Auto	Square Inc	S. Lyons Guest Pass Deposit Refund	14.51		239,567.58
07/23/2021	EFT/Auto	Egis Insurance & Risk Advisors, LLC	Inv# 43374	200.00		239,367.58

9/9/2021

<u>Date</u>	<u>Time</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
07/27/2021	EFT/Auto		Florida Department of Health	29-60-02055, 29-60-02056, 29-60-02057 permit numbers	575.35		238,792.23
07/30/2021	EFT/Auto		ADP	584720452 Inv #	145.92		238,646.31
07/31/2021			Clubhouse Rentals			140.00	238,786.31
07/31/2021				Deposit		14.51	238,800.82
07/31/2021	EFT/Auto		Square Inc	2.6% + .10 Square processing fees for CH Rentals	4.24		238,796.58
07/31/2021				Interest		22.87	238,819.45
					78,225.08	1,196.63	238,819.45

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2020 through July 2021

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '20 '21	Jul Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
3							Revenue/Expense					
4							Revenue					
5							36100 - Interest Earnings					
6							Interest - General Fund	1,459	1,450	9		1,415
7							Total 36100 - Interest Earnings	1,459	1,450	9		1,415
8							General Fund Assessment-O&M					
9							General Fund Assessment Gross	957,026	958,146	(1,120)		957,284
10							GF Prop Tax Interest	366	0	366		397
11							GF Tax Collector Commissions	(18,412)	(19,163)	751		(18,423)
12							GF Tax Payment Discount	(36,765)	(38,326)	1,561		(36,337)
13							Total General Fund Assessment-O&M	902,215	900,657	1,558		902,922
14												
15							Total 36310 - Special Assessment	902,215	900,657	1,558		902,922
16							36311 - Excess Fees	7,307	7,300	7		7,460
17							36900 - Miscellaneous Revenues					
18							Other Misc Revenue	7,913	6,200	1,713		1,659
19							SunTrust Credit Card Rewards	1,474	1,474	1,474		
20							Rental	273	500	(227)		973
21							Pool Snack Vending	0	0	0		382
22							Total 36900 - Miscellaneous Revenues	9,660	8,174	1,486		3,014
23							Total Revenue	920,641	917,581	3,060		914,812
24												
25												
26							Expense					
27							5110 - Legislative					
28							Employer Taxes	839	1,460	(621)		852
29							Special District Fees	175	175	0		175
30							Supervisor Fees	10,000	12,000	(2,000)		10,015
31							Supervisor Payroll Service	769	900	(131)		701

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2020 through July 2021

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '20 Jul '21	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
32							Total 5110 - Legislative	11,782	14,535	(2,753)		11,743
33							51300 - Financial & Admin					
34							Accounting Services	0	500	(500)		0
35							Auditing Services	13,500	13,500	0		13,000
36							Banking & Investment Mgmt Fees	0	200	(200)		0
37							District F&A Employees					
38							District Manager	43,126	53,394	(10,268)		42,286
39							Medical Stipend	2,000	2,400	(400)		1,800
40							Payroll Service Charge	381	465	(84)		363
41							Payroll Taxes - Employer Taxes	3,501	4,400	(899)		3,422
42							Performance Stipend	0	1,000	(1,000)		0
43							Total District F&A Employees	49,007	61,659	(12,652)		47,870
44							Dues, Licenses & Fees	256	500	(244)		194
45							General Insurance					
46							Crime	565	600	(35)		510
47							General Liability	3,785	3,868	(83)		3,605
48							Public Officials Liability & EP	3,110	3,179	(69)		2,962
49							Total General Insurance	7,460	7,647	(187)		7,077
50							Legal Advertising	223	2,600	(2,377)		1,265
51							Local/Other Taxes	3,229	3,396	(167)		3,197
52							Office Supplies	664	1,000	(336)		619
53							Postage	28	250	(222)		110
54							Printer Supplies	551	2,000	(1,449)		2,614
55							Professional Development	79	1,000	(921)		79
56							Technology Services/Upgrades	1,252	2,000	(748)		470
57							Telephone	2,773	3,100	(327)		2,694
58							Travel Per Diem	0	200	(200)		0
59							Website Development & Monitor	2,423	2,650	(227)		2,050
60							Total 51300 - Financial & Admin	81,445	102,202	(20,757)		81,238

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2020 through July 2021

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '20 '21	Jul Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
61							51400 - Legal Counsel					
62							District Counsel	1,326	8,000	(6,674)		555
63							Total 51400 - Legal Counsel	1,326	8,000	(6,674)		555
64							52100 - Law Enforcement					
65							Car Maintenance & Repairs	401	1,000	(599)		311
66							Car Gas	468	1,500	(1,032)		329
67							Total 52100 - Law Enforcement	869	2,500	(1,631)		640
68							53100 - Electric Utility Svs	28,066	39,500	(11,434)		27,165
69							53200 - Gas Utility Services	4,020	4,000	20		2,840
70							53400 - Garbage/Solid Waste Svc	2,263	2,880	(617)		2,114
71							53600 - Water/Sewer Services	4,944	9,800	(4,856)		3,942
72							53900 - Physical Environment					
73							Entry & Walls Maintenance	0	2,000	(2,000)		2,629
74							Ford F250 Maintenance & Repair	1,155	2,000	(845)		492
75							Fountain in Lake	1,350	3,000	(1,650)		550
76							Gas - Equipment	182	400	(218)		216
77							Gas - Truck	705	1,800	(1,095)		955
78							Irrigation Maintenance	12,000	10,000	2,000		10,319
79							Landscape Maintenance Contract	67,208	89,610	(22,403)		72,500
80							Misc. Landscape-Temporary Staff	0	3,000	(3,000)		566
81							Misc. Landscape Maintenance	7,395	10,500	(3,105)		9,379
82							Mulch	10,063	10,500	(437)		10,500
83							New Plantings	2,275	8,000	(5,725)		6,770
84							Pond & Stormwater Maint Contract	15,750	18,900	(3,150)		15,750
85							Pond#9 Aeration Maintenance	486	500	(14)		486
86							Property Insurance Contract	13,672	12,000	1,672		12,430
87							Sod Replacement	2,033	4,000	(1,967)		295
88							Mitigation Maint Contract	900	900	0		900

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2020 through July 2021

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '20 '21	Jul Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
89							Midge Treatment Contract	0	0	0		67,578
90							Total 53900 - Physical Environment	135,173	177,110	(41,937)		212,315
91							57200 - Parks & Recreation					
92							Auto Liability	733	755	(22)		715
93							Club Facility Maintenance					
94							Club Facility Maintenance	3,013	5,000	(1,987)		2,790
95							Clubhouse Supplies	2,802	2,300	502		2,216
96							Locks/Keys	71	100	(29)		0
97							Pool Snack Vending Items	0	0	0		258
98							Total Club Facility Maintenance	5,885	7,400	(1,515)		5,264
99							District Employees Payroll Exp					
100							Employer Workman Comp	5,421	9,000	(3,579)		5,700
101							Facilities Monitor	29,047	35,963	(6,916)		28,476
102							Medical Stipends	4,700	6,000	(1,300)		4,500
103							Payroll Service Charge	1,971	2,500	(529)		1,927
104							Payroll Taxes - Employer Taxes	10,478	13,500	(3,022)		10,850
105							Performance Stipend	0	2,600	(2,600)		0
106							Full-Time Hybrid Employee	19,042	28,122	(9,080)		21,382
107							Property Maintenance Part-Time	1,606	1,480	126		1,595
108							Property Maintenance Team Lead	28,489	30,651	(2,162)		24,602
109							Property Manager	51,912	64,272	(12,360)		50,887
110							Recreational Assistants	3,860	8,500	(4,641)		4,315
111							Total District Employees Payroll Exp	156,525	202,588	(46,063)		154,235
112							Dock Maintenance	185	400	(215)		0
113							Drainage/ Nature Path/Trail Maintenance	0	1,800	(1,800)		372
114							Park Facility Maintenance	1,809	6,000	(4,191)		5,440
115							Parks & Rec Cell Phones	1,343	1,700	(357)		1,139
116							Playground Maintenance	333	2,000	(1,667)		0
117							Pool Maintenance Contract	14,680	19,600	(4,920)		14,400

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2020 through July 2021

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '20 Jul '21	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
118							Pool Maintenance Repairs	9,029	12,000	(2,971)		12,328
119							Sec System Monitoring Contract	260	240	20		266
120							Security Repairs	100	5,000	(4,900)		5,683
121							Total 57200 - Parks & Recreation	190,883	259,483	(68,600)		199,842
122							58003- Future CIP Projects and Reserves	284,006	297,571	(13,565)		106,144
123							Total Expense	744,777	917,581	(172,804)		648,538
124							Revenue Less Expenses	175,864	0	175,864		266,274
125							Other Revenue/Expense					
126							Other Revenue					
127							FY 19-20 Carryover	221,332		221,332		
128							DEP & Hills County Grant Reimbursements	0	157,981	(157,981)		
129							Total Other Revenue	4,379,794	0	221,332		
130												
131							Other Expense					
132							Unassigned CIP Projects	171,661	221,332	(49,671)		
133							Funding for District's Reserve Acct	0	0	0		
134							Lake Water Quality & Fountain Sitting Area Project	0	157,981	(157,981)		
135							Total Other Expense	171,661	221,332	(49,671)		
136							Net Other Income	49,671	(221,332)	49,671		
137							Net Income	225,535	(221,332)	225,535		

Lake St. Charles CDD
Property Manager Expense Report

	July 2021				
	Type	Date	Memo	Account	Amount
Amazon.com					
	Credit Card Charge	07/10/2021	Vac head as	Clubhouse Supplies	128.95
Ameriscape Services					
	Bill	07/09/2021	Irrigation Repairs	Irrigation Maintenance	1,614.43
George's Mower Service Inc.					
	Credit Card Charge	07/21/2021	Latch Assy	Misc. Landscape Maintenance	30.00
Home Depot					
	Credit Card Charge	07/06/2021	PVC pipes &	Misc. Landscape Maintenance	52.12
	Credit Card Charge	07/09/2021	Missing rec	Club Facility Maintenance	59.17
	Credit Card Charge	07/12/2021	Zip ties an	Misc. Landscape Maintenance	21.55
	Credit Card Charge	07/14/2021	Soil & rock	Misc. Landscape Maintenance	32.10
	Credit Card Charge	07/20/2021	AC filters	Club Facility Maintenance	18.96
TOTAL					1,957

September 14, 2021 Property Manager's Report

The required major components of the FDEP grant are nearing completion and being submitted for DEP approval. Pending the approval of the QAPP (Quality Assurance Project Plan) being submitted September 24, the study can officially begin and the ultrasound devices on the buoys can be turned on. It is anticipated that this will occur sometime in October.