

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

**7:00 p.m., December 5, 2023**

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

Board of Supervisors

Marlon K, Brownlee, Chair, 813-485-5685  
Yvonne Brown, Vice-Chair, 813-503-8469  
Virginia Gianakos, Treasurer, 293-4728  
Robb Fannin, Supervisor, 785-5423  
Benjamin Turinsky, Supervisor, 813-449-1560

LSC CDD Staff

Adriana Urbina, District Manager, 741-9768  
Mark Cooper, Property Manager, 990-7555  
Luis Martinez, Facilities Monitor, 990-7250

| <i><b>Time</b></i> | <i><b>Item</b></i>   |
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| <b>7:00 – 7:05</b> | <ol style="list-style-type: none"> <li>1. <b>CALL TO ORDER</b></li> <li>2. <b>PLEDGE OF ALLEGIANCE</b></li> <li>3. <b>INVOCATION (CHAIR BROWNLEE)</b></li> <li>4. <b>ROBERTS RULES OF ORDER</b></li> <li>5. <b>ACKNOWLEDGMENT OF SUPERVISORS AND STAFF PRESENT</b></li> <li>6. <b>INTRODUCTION OF HOMEOWNERS, RESIDENTS AND PUBLIC AND IDENTIFICATION OF PARTIES WISHING TO MAKE PUBLIC COMMENTS</b></li> </ol>  |
| <b>7:05 – 7:35</b> | <ol style="list-style-type: none"> <li>7. <b>PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 30 MINUTES DESIGNATED)</b></li> </ol>   |
|                    | <ol style="list-style-type: none"> <li>1. <b>Homeowners Requesting to Speak (Please State Name Prior to Remarks)</b></li> </ol>  |
| <b>7:35 – 7:40</b> | <ol style="list-style-type: none"> <li>10. <b>CONSENT AGENDA (5 Minutes)</b></li> </ol>  |
|                    | <ol style="list-style-type: none"> <li>1. <b>Approval of additions to the agenda and removal of additional consent agenda items with questions as requested by board members.</b></li> <li>2. <b>Approval of Consent Item Agenda</b> <ol style="list-style-type: none"> <li>a. November 7, 2023 Meeting Minutes</li> <li>b. Committee Meeting Minutes for November 2023               <ol style="list-style-type: none"> <li>i. Treasurer's Review Committee</li> <li>ii. Security and Grounds Committee</li> <li>iii. Management Committee</li> <li>iv. Strategic Committee</li> </ol> </li> <li>c. October 2023 Financial Statements</li> <li>d. November 2023 Facilities Monitor Report (Separate from packet)</li> </ol> </li> </ol> |

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| <b>7:40-8:00</b>  | <b>11. COMMITTEE REPORTS (20 Minutes)</b>   |
|                   | <ol style="list-style-type: none"> <li>1. <b>Treasurer's Review Committee</b> – Committee Chair Gianakos <ol style="list-style-type: none"> <li>a. The Treasurer's Review Committee recommends a Motion to approve Resolution 2023-06 Lake St. Charles District FY23-24 Budget Amendment.</li> </ol> </li> <li>2. <b>Grounds/Security Committee</b> – Committee Chair Turinsky</li> <li>3. <b>Management Committee</b> – Committee Chair Brown <ol style="list-style-type: none"> <li>a. The Management Committee recommends a Motion to waive Policy 3500.5 District Paid Time Off (PTO)</li> </ol> </li> <li>4. <b>Strategic Planning Committee</b> – Committee Chair Brownlee</li> </ol> |
| <b>8:10- 8:20</b> | <b>13. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR BROWNLEE (10 Minutes)</b>  |
|                   | <b>GENERAL REMARKS – Chair of The Board of Supervisors</b>  |
| <b>8:20-8:25</b>  | <b>14. PROPERTY MANAGER (5 Minutes)</b>   |
|                   | <b>Items for Consideration by Property Manager - Mark Cooper</b> <ol style="list-style-type: none"> <li>1. Property Management Report</li> </ol>  |
| <b>8:25–8:30</b>  | <b>15. DISTRICT MANAGER (5 Minutes)</b>   |
|                   | <b>Items for Consideration by District Manager – Adriana Urbina</b> <ol style="list-style-type: none"> <li>1. District Manager Report</li> </ol>  |
| <b>8:30 –8:40</b> | <b>16. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)</b>  |
| <b>8:40</b>       | <b>ADJOURN</b>  |