

# Supervisor Packet for October 3, 2017 General Meeting

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

**7:00 p.m., October 3, 2017**

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

Board of Supervisors

Dave Nelson, Chair, 293-7979  
 Robb Fannin, Vice Chair, 785-5423  
 Rob Martin, Secretary/Treasurer, 716-2948  
 Jim Simon, Supervisor, 741-0413  
 Ginny Gianakos, Supervisor, 293-4728

LSC CDD Staff

Adriana Urbina, District Manager, 741-9768  
 Mark Cooper, Property Manager, 990-7555  
 John Martini, Maintenance Staff, 365-0544  
 Luis Martinez, Facilities Monitor, 990-7250  
 Greg Gianakos, Maintenance Staff, 695-1995

<i><b>Time</b></i>	<i><b>Item</b></i>
<b>7:00 – 7:05</b>	<ol style="list-style-type: none"> <li><b>1. CALL TO ORDER</b></li> <li><b>2. PLEDGE OF ALLEGIANCE</b></li> <li><b>3. INVOCATION (Chair Nelson)</b></li> <li><b>4. ACKNOWLEDGMENT OF SUPERVISORS AND STAFF PRESENT</b></li> <li><b>5. INTRODUCTION OF HOMEOWNERS, RESIDENTS AND PUBLIC AND IDENTIFICATION OF PARTIES WISHING TO MAKE PUBLIC COMMENTS</b></li> </ol>
<b>7:05 – 7:15</b>	<ol style="list-style-type: none"> <li><b>6. PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 10 MINUTES DESIGNATED)</b></li> </ol>
	<ol style="list-style-type: none"> <li><b>1. Homeowners Requesting to Speak (Please State Name Prior to Remarks)</b></li> </ol>
<b>7:15 – 7:20</b>	<ol style="list-style-type: none"> <li><b>7. CONSENT AGENDA (5 Minutes)</b></li> </ol>
	<ol style="list-style-type: none"> <li><b>1. Approval of additions to the agenda and removal of additional consent agenda items with questions as requested by board members.</b></li> <li><b>2. Approval of Consent Item Agenda</b> <ol style="list-style-type: none"> <li>a. September 5, 2017 Meeting Minutes</li> <li>b. Committee Meeting Minutes for September 2017                             <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. August 2017 Financial Statements</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>d. September 2017 Property Manager Monthly Report</li> <li>e. September 2017 Clubhouse Monthly Report</li> <li>f. September 2017 Facilities Monitor Report (Distributed Separately)</li> </ul>
<b>7:20 - 7:35</b>	<b>8. COMMITTEE REPORTS (15 Minutes)</b>
	<ul style="list-style-type: none"> <li>1. <b>Treasurer’s Review Committee</b> – Treasurer Martin</li> <li>2. <b>Grounds/Security Committee</b> – Committee Chair Fannin</li> <li>3. <b>The Grounds/Security Committee recommends the purchase of a newer used golf cart for \$3,359.</b></li> <li>4. <b>Management Committee</b> – Committee Chair Nelson</li> <li>4. <b>Strategic Planning Committee</b> – Committee Chair Gianakos</li> </ul>
<b>7:35- 7:45</b>	<b>10. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR NELSON (10 Minutes)</b>
	<b>GENERAL REMARKS</b> – Chair of The Board of Supervisors
<b>7:45 -7:50</b>	<b>11. PROPERTY MANAGER (5 Minutes)</b>
	<b>Items for Consideration by Property Manager</b> - Mark Cooper <ul style="list-style-type: none"> <li>1. Property Management Report</li> </ul>
<b>7:50–7:55</b>	<b>12. DISTRICT MANAGER (5 Minutes)</b>
	<b>Items for Consideration by District Manager</b> <ul style="list-style-type: none"> <li>1. District Manager Report</li> </ul>
<b>7:55 – 8:05</b>	<b>15. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)</b>
<b>8:05</b>	<b>ADJOURN</b>



Date: September 5, 2017

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, Dave Nelson  
Vice Chair, Robb Fannin Absent  
Secretary/Treasurer, Rob Martin  
Supervisor, Ginny Gianakos  
Supervisor, Jim Simon

**Staff:**

Adriana Urbina, District Manager  
Mark Cooper, Property Manager

**In attendance:**

Lake St. Charles Residents

Meeting was called to order at 7:00 p.m. by Chair Nelson

Treasurer Martin arrived at 7:04PM

1. On **MOTION** by Supervisor Gianakos and second by Supervisor Simon the Board approved the September 5, 2017 Consent Agenda consisting of the: August 1, 2017 General Meeting Minutes, the August Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the July 2017 Financial Reports, the Property Manager, District Administrative Assistant reports, and the Facility Monitor August 2017 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 4 to 0

2. On **MOTION** by Supervisor Nelson and Second by Supervisor Simon, the Board approved the bid submitted from Aquatic Systems, Inc in the amount of \$13,488 a year. Motion passed 4 to 0
  
3. On **MOTION** by Supervisor Nelson and Second by Supervisor Simon, the Board discussed approving the purchase of a newer used golf cart in the amount \$3,359.00. Supervisor Simon asked if the golf cart replacement cost was included in the CIP plan. The golf cart replacement was scheduled on the CIP plan for Fiscal Year 2020. Mark made the Board aware of the bad condition the current golf cart is in and the benefits of replacing it. Motion was rescinded. Remanded to TRC for further details.
  
4. On **MOTION** by Supervisor Nelson and Second by Supervisor Simon, the Board approved Resolution 2017-12 Lake St. Charles Annual Meeting Schedule FY 2017-2018. Motion passed 4 to 0
  
5. On **MOTION** by Supervisor Gianakos and Second by Supervisor Simon, the Board approved to cancel the clubhouse reservations scheduled for this upcoming weekend, Sept 9 & 10. Due to the hurricane threat posed to the District, staff is to store pool furniture in the clubhouse and secure all glass windows. Motion passed 4 to 0

Meeting adjourned at 7:45PM

Respectfully submitted,

Rob Martin, Treasurer/Secretary

David Nelson, Chair

# Treasurer's Review Committee Meeting Minutes

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**Date:** *Thursday, September 21<sup>st</sup> 2017, 12:30 pm*

**Chair:** *Supervisor Rob Martin*

**Operations Manager:** *Adriana Urbina*

**Committee Members:** *Supervisors Rob Martin, Adriana Urbina & Mark Cooper*

## Notice of Meetings – Treasurer's Review Committee

The scheduled date for the Treasurers Review Committee meetings is set as follows:

The third (3<sup>rd</sup>) Thursday of each month at 12:30 pm.

The next Treasurer's Review Committee Meeting will be Thursday, October 19<sup>th</sup> 2017 at 12:30 pm.

-The Treasurer reviewed the District's bank statements.

-The Treasurer Committee reviewed and discussed the electric bill. PM & DM to look for changes that may have impacted the increase shown on the bill compared to last year.

-The Treasurer reviewed and signed checks.

-The Treasurer Committee reviewed and discussed the District's year to date P&L report.

-The Treasurer Committee reviewed and discussed the purchase of the golf cart and security cameras. The Treasurer requested the yearend balance before making a decision on the two purchases.

Treasurer Martin agrees with the Strategic Planning Committee, and the Security/Grounds Committee. He also support the PM and DM researching options and costs of hurricane shutters/protection for the clubhouse and the District's vulnerable property as well as a generator for the Clubhouse, so as a value add to our community it could possibly serve as a temporary relief place post storm for residents to visit and charge phones, sit in A/C , have some extra supplies of water, have working restrooms etc.

# Security - Grounds Committee Meeting Minutes

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**Date:** *Wednesday, September 20th 2017*

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

**Committee Members:** *Supervisor Rob Fannin & Property Manager Mark Cooper*

**In Attendance:** Facility Monitor -Luis Martinez, Property Manager-Mark Cooper and District Manager- Adriana Urbina and Supervisor Rob Fannin

The meeting commenced at 1PM.

The committee discussed the hurricane aftermath clean up and preparations.

The Security / Grounds committee recommends tasking the property manager with researching permanent hurricane protection types and costs for the clubhouse windows.

- Three bids were received to remove 14 fallen trees in the park and across the trail and to pick up all debris. The low bid was selected and authorized by the Board chairman at a cost of \$6,997

The committee also discussed the status of all projects being worked on:

- The contracts are being signed with Aquatics Systems for aquatics and storm water maintenance and reporting.

-Golf cart repair vs purchase of new – used electric golf cart

The current golf cart is in need of an \$862 repair for rewiring, new solenoid, full set of brake drums and shoes and a new tire. The current golf cart is 17 years old. It is likely that the current golf cart will need new batteries within the year at an estimated additional \$550.

-The District has spent \$2,331.38 in repairs from 1/1/16 until now. The district can trade the current golf cart in for \$500 and purchase a newer (2013) electric golf cart with a black steel cargo box for \$3,359. Purchase includes 6 month warranty on cart and 1 year on batteries.

The committee recommends the purchase of a newer used golf cart for \$3,359

-The committee was notified that the basketball court is completed. The committee would like to remind the Board that they committed to making a decision on redoing the second court by the end of the year.

- The new benches have been installed throughout the property.

- The new trash receptacles have been installed throughout the property.

- The underground power feed to the maintenance garage has been damaged and there is no power at the maintenance garage. I received a proposal from Brandon Electric who has performed all of our electrical need on the property. The cost to bore a new underground conduit from the Tennis courts where the power originates to the maintenance garage some 225 feet and pull new underground wire will cost \$5,832. **IF** the existing wire is in conduit and new wire can be pulled through it jack and bore and conduit will not be needed and the repair would cost around \$2,879.

- The committee discussed the Camera / security upgrades and proposal.
- The Pool equipment specifications and Hillsborough county permits are completed and equipment costs and layouts have been received. The equipment costs are \$63,960. It is the intention to purchase the equipment direct from the manufacturer – tax free. I will be working on the RFP for removal and installation sometime in October for presentation to the BOS at the November 7th meeting.

The meeting adjourned at 2 PM



# Management Committee Meeting Minutes

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**Date:** *Wednesday, September 20<sup>th</sup>, 2017 @ 5:30 pm*

**Chairperson:** *Chairman Dave Nelson*

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

**In Attendance:** *Chairman Dave Nelson, Property Manager, Mark Cooper, District Manager, Adriana Urbina*

## Notice of Meetings – Management Committee

The next Management Committee Meeting is scheduled for Wednesday, October 18<sup>th</sup> at 5:30PM.

**The Management Committee Meeting was cancelled.**

# Strategic Planning Committee Meeting Minutes

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**Date:** *Tuesday, September 19th, 2017 @ 10:00 am*

**Chairperson:** *Supervisor Ginny Gianakos*

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

In attendance: Supervisor Ginny Gianakos, Property Manager- Mark Cooper, Resident Steve Henley

## Notice of Meetings – Strategic Planning Committee

The next Strategic Planning Committee Meeting is scheduled for Tuesday, October 17<sup>th</sup> at 10 am.

The meeting commenced at 10 AM.

The committee discussed the aftermath of the hurricane and lessons learned from preparations.

- One thing that will be moved to the top on preparations list is to acquire provisions.
- The second suggestion is that each year by June is to have advanced provisions such as fuel, water and batteries.

The committee suggests that a concise list of preparations be prepared in sequential order for hurricane preparations and added to the disaster plan. The tasks are already listed in the disaster preparedness plan but quick reference list is needed especially for someone not familiar with the plan.

The committee also recommends tasking the property manager with researching permanent hurricane protection types and costs for the clubhouse windows

The meeting adjourned at 11 AM.

Lake St. Charles CDD  
Funds Statement

Jun '17 - Aug '17

	Jun '17	Jul '17	Aug '17	Category
<b>Bank/Current Asset Accounts</b>				
CenterState Bank Checking	453,858	373,061	329,815	Cash
CenterState Bank Money Market	205,720	235,720	235,765	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	790	790	790	Assigned
SunTrust Money Market	0	0	0	Committed/Assigned
Suncoast FCU	5	5	5	Restricted
Investment Cost of Issuance	0	0	0	Restricted
Investment Reserve	0	0	0	Restricted
Investment Revenue	0	0	0	Restricted
Investment Redemption	0	0	0	Restricted
Investment Prepayment	0	0	0	Restricted
Investment Interest	0	0	0	Restricted
Investment SBA	0	0	0	Committed/Assigned
<b>Total Bank/Current Asset Accounts</b>	<b>660,373</b>	<b>609,576</b>	<b>566,375</b>	
<b>Cash (Checking/Savings)</b>				
CenterState Bank Checking	453,858	373,061	329,815	
CenterState Bank Money Market	205,720	235,720	235,765	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	790	790	790	
SunTrust Money Market	0	0	0	
Suncoast FCU	5	5	5	
Investments SBA	0	0	0	
<b>Total Cash Accounts</b>	<b>660,373</b>	<b>609,576</b>	<b>566,375</b>	
<b>Debt Service</b>				
Investment Cost of Issuance	0	0	0	
Investment Reserve	0	0	0	
Investment Revenue	0	0	0	
Investment Redemption	0	0	0	
Investment Interest	0	0	0	
Investment Prepayment	0	0	0	
<b>Total Debt Service Fund Balances</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL FUND BALANCES</b>	<b>660,373</b>	<b>609,576</b>	<b>566,375</b>	
<b>District Reserve Fund</b>				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	205,720	235,720	235,765	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	205,720	235,720	235,765	

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

August 2017

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	08/02/2017	Square Inc	10000-CenterState Bank Checking	-291.75
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-8.25
TOTAL					291.75
Check	EFT/Auto	08/05/2017	Square Inc	10000-CenterState Bank Checking	-14.59
				Security/Renters Cards Deposits	15.00
				Security/Renters Cards Deposits	-0.41
TOTAL					14.59
Check	EFT/Auto	08/08/2017	ADP	10000-CenterState Bank Checking	-10,838.58
				District Manager	1,898.40
				Payroll Taxes - Employer Taxes	160.53
				Facilities Monitor	1,219.20
				Property Maintenance Team Lead	1,043.20
				Property Maintenance Part-Time	39.03
				Property Manager	2,284.01
				Payroll Taxes - Employer Taxes	556.26
				Supervisor Fees	1,000.00
				Employer Taxes	101.20
				Recreational Assistants	1,257.75
				Property Maintenance Team Lead	579.00
				Medical Stipends	500.00
				Medical Stipend	200.00
TOTAL					10,838.58

## Lake St. Charles CDD Disbursement Authorization Report

August 2017

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	08/17/2017	Square Inc	10000-CenterState Bank Checking	-291.75
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-8.25
TOTAL					<u>291.75</u>
Check	EFT/Auto	08/21/2017	ADP	10000-CenterState Bank Checking	-8,727.78
				District Manager	1,898.40
				Payroll Taxes - Employer Taxes	145.23
				Facilities Monitor	1,219.20
				Property Maintenance Team Lead	1,279.55
				Property Maintenance Part-Time	39.03
				Property Manager	2,284.00
				Payroll Taxes - Employer Taxes	487.62
				Recreational Assistants	600.75
				Property Maintenance Team Lead	774.00
TOTAL					<u>8,727.78</u>
Check	EFT/Auto	08/21/2017	TECO Electric	10000-CenterState Bank Checking	-3,215.19
				53100 - Electric Utility Svs	79.91
				53100 - Electric Utility Svs	72.84
				53100 - Electric Utility Svs	225.53
				53100 - Electric Utility Svs	798.12
				53100 - Electric Utility Svs	84.33
				53100 - Electric Utility Svs	1,350.09
				53100 - Electric Utility Svs	287.05
				53100 - Electric Utility Svs	31.74
				53100 - Electric Utility Svs	24.40
				53100 - Electric Utility Svs	26.55

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

August 2017

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	23.81
				53100 - Electric Utility Svs	22.90
				53100 - Electric Utility Svs	23.40
				53100 - Electric Utility Svs	24.01
				53100 - Electric Utility Svs	24.01
				53100 - Electric Utility Svs	23.70
				53100 - Electric Utility Svs	23.70
				53100 - Electric Utility Svs	22.70
				53100 - Electric Utility Svs	23.30
				53100 - Electric Utility Svs	23.10
TOTAL					<u>3,215.19</u>
<b>Check</b>	<b>EFT/Auto</b>	<b>08/24/2017</b>	<b>Square Inc</b>	<b>10000-CenterState Bank Checking</b>	<b>-612.67</b>
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-8.25
				Rental	330.00
				Rental	-9.08
TOTAL					<u>612.67</u>
<b>Check</b>	<b>EFT/Auto</b>	<b>08/29/2017</b>	<b>Square Inc</b>	<b>10000-CenterState Bank Checking</b>	<b>-291.75</b>
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-8.25
TOTAL					<u>291.75</u>
<b>Bill Pmt -Check</b>	<b>7847</b>	<b>08/01/2017</b>	<b>CLC Total Care</b>	<b>10000-CenterState Bank Checking</b>	<b>-7,250.00</b>

## Lake St. Charles CDD Disbursement Authorization Report

August 2017

Type	Num	Date	Name	Account	Original Amount
Bill	INV 19730	08/01/2017		Landscape Maintenance Contract	7,250.00
TOTAL					<u>7,250.00</u>
<b>Bill Pmt -Check</b>	<b>7848</b>	<b>08/01/2017</b>	<b>Frontier</b>	<b>10000-CenterState Bank Checking</b>	<b>-218.27</b>
Bill	July Internet & Fax	07/25/2017		Telephone	218.27
TOTAL					<u>218.27</u>
<b>Bill Pmt -Check</b>	<b>7849</b>	<b>08/01/2017</b>	<b>Republic Waste Services</b>	<b>10000-CenterState Bank Checking</b>	<b>-154.35</b>
Bill	0696-000666973 Inv #	07/17/2017		53400 - Garbage/Solid Waste Svc	154.35
TOTAL					<u>154.35</u>
<b>Bill Pmt -Check</b>	<b>7850</b>	<b>08/01/2017</b>	<b>Staples</b>	<b>10000-CenterState Bank Checking</b>	<b>-16.99</b>
Bill	Trash Bags	07/14/2017		Clubhouse Supplies	16.99
TOTAL					<u>16.99</u>
<b>Bill Pmt -Check</b>	<b>7851</b>	<b>08/01/2017</b>	<b>SunTrust Credit Card</b>	<b>10000-CenterState Bank Checking</b>	<b>-4,514.35</b>
Bill	July CC Statement	07/24/2017		13500 - SunTrust Visa Card	4,514.35
TOTAL					<u>4,514.35</u>
<b>Bill Pmt -Check</b>	<b>7852</b>	<b>08/01/2017</b>	<b>Verizon Wireless</b>	<b>10000-CenterState Bank Checking</b>	<b>-42.24</b>
Bill	06-24-17 to 07-23-17	08/01/2017		Telephone	42.24
TOTAL					<u>42.24</u>

## Lake St. Charles CDD Disbursement Authorization Report

August 2017

Type	Num	Date	Name	Account	Original Amount
<b>Bill Pmt -Check</b>	<b>7853</b>	<b>08/01/2017</b>	<b>Zebra Cleaning Team, Inc.</b>	<b>10000-CenterState Bank Checking</b>	<b>-513.79</b>
Bill	Small Filter Pump Ma	07/17/2017		Pool Maintenance Repairs	513.79
TOTAL					513.79
<b>Bill Pmt -Check</b>	<b>7854</b>	<b>08/01/2017</b>	<b>SunCoast Credit Union - VEHICLE LOANS</b>	<b>10000-CenterState Bank Checking</b>	<b>-231.19</b>
Bill	Aug Truck Payment	08/18/2017		Principal Payment	222.25
				Interest Payment	8.94
TOTAL					231.19
<b>Bill Pmt -Check</b>	<b>7855</b>	<b>08/01/2017</b>	<b>SunCoast Credit Union - VEHICLE LOANS</b>	<b>10000-CenterState Bank Checking</b>	<b>-261.93</b>
Bill	Aug Car Payment	08/18/2017		Hyundai Principal Payment	255.32
				Hyundai Interest Payment	6.61
TOTAL					261.93
<b>Bill Pmt -Check</b>	<b>7856</b>	<b>08/16/2017</b>	<b>Aquagenix Ponds</b>	<b>10000-CenterState Bank Checking</b>	<b>-809.00</b>
Bill	August 17 Pond maint	08/01/2017		Pond Maint Contract	809.00
TOTAL					809.00
<b>Bill Pmt -Check</b>	<b>7857</b>	<b>08/16/2017</b>	<b>Centra Care</b>	<b>10000-CenterState Bank Checking</b>	<b>-105.00</b>
Bill	pool monitor drug te	07/01/2017		Dues, Licenses & Fees	105.00
TOTAL					105.00



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

August 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	7858	08/16/2017	Chris's Portable Toilets	10000-CenterState Bank Checking	-75.00
Bill	1805-84499 Inv #	08/08/2017		Park Facility Maintenance	75.00
TOTAL					<u>75.00</u>
Bill Pmt -Check	7859	08/16/2017	Cintas Fire Protection	10000-CenterState Bank Checking	-92.52
Bill	0F32597021 Inv #	08/03/2017		Club Facility Maintenance	92.52
TOTAL					<u>92.52</u>
Bill Pmt -Check	7860	08/16/2017	Persson & Cohen, P.A.	10000-CenterState Bank Checking	-1,441.45
Bill	Meeting Preparation	08/04/2017		District Counsel	1,441.45
TOTAL					<u>1,441.45</u>
Bill Pmt -Check	7861	08/16/2017	TECO Gas Company	10000-CenterState Bank Checking	-202.88
Bill	August Billing	08/07/2017		53200 - Gas Utility Services	202.88
TOTAL					<u>202.88</u>
Bill Pmt -Check	7862	08/16/2017	Urbina's Lawn Care, LLC	10000-CenterState Bank Checking	-2,650.00
Bill	Sod Installation at	08/10/2017		Sod Replacement	2,650.00
TOTAL					<u>2,650.00</u>
Bill Pmt -Check	7863	08/16/2017	Verizon Wireless	10000-CenterState Bank Checking	-112.60
Bill	07-02-17 to 08-01-17	08/01/2017		Parks & Rec Cell Phones	112.60
TOTAL					<u>112.60</u>

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

August 2017

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	7864	08/16/2017	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,700.00
Bill	August Pool Cleaning	08/08/2017		Pool Maintenance Contract	1,600.00
				Pool Maintenance Contract	100.00
TOTAL					<u>1,700.00</u>

## Treasurer's Report - Platinum Account

August 2017

08/1/17 - 08/31/17

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						<b>453,857.53</b>
07/01/2017			Deposit		14.59	453,872.12
07/02/2017			Interest		89.66	453,961.78
07/05/2017			Deposit		29.17	453,990.95
07/06/2017			Deposit		345.24	454,336.19
07/07/2017			Funds Transfer Per Resolution 2017-08	30,000.00		424,336.19
07/07/2017			Deposit		14.59	424,350.78
07/07/2017	EFT/Auto	Square Inc	K. Tootle Guest Pass Deposit Refund	14.59		424,336.19
07/07/2017	EFT/Auto	Square Inc	J. Flaherty Guest Pass Deposit Refund	14.59		424,321.60
07/11/2017	7816	Affordable Monuments	INV#6765	20.00		424,301.60
07/11/2017	7817	Aquagenix Ponds	Invoice #1306219	809.00		423,492.60
07/11/2017	7818	Architectural Fountains, Inc.	070117-01 Inv #	210.00		423,282.60
07/11/2017	7819	Desmond Rowen, LLC		725.00		422,557.60
07/11/2017	7820	Douglas Kennedy	access card deposit refund	15.00		422,542.60
07/11/2017	7821	Frontier	ACCT# 813-671-8339-120297-5	231.69		422,310.91
07/11/2017	7822	Mark Cooper	Plotter belt replacement	362.73		421,948.18
						<b>373,060.97</b>
08/01/2017	7847	CLC Total Care	INV 19730	7,250.00		365,810.97
08/01/2017	7848	Frontier	ACCT# 813-671-8339-120297-5	218.27		365,592.70
08/01/2017	7849	Republic Waste Services	3-0696-1005435	154.35		365,438.35
08/01/2017	7850	Staples	6011 1000 4086 310	16.99		365,421.36
08/01/2017	7854	SunCoast Credit Union - VEHICLE LOANS		231.19		365,190.17
08/01/2017	7851	SunTrust Credit Card	4223071100091531 Acct #	4,514.35		360,675.82
08/01/2017	7852	Verizon Wireless	Acct# 842082173-00001	42.24		360,633.58
08/01/2017	7853	Zebra Cleaning Team, Inc.	2094 Inv #	513.79		360,119.79
08/01/2017	7855	SunCoast Credit Union - VEHICLE LOANS	4611691-20 Acct# Aug Car Payment	261.93		359,857.86
08/01/2017			Deposit		612.67	360,470.53
08/02/2017	EFT/Auto	Square Inc	D. Cook CH Deposit Refund	291.75		360,178.78
08/05/2017	EFT/Auto	Square Inc	S. Hawkins Guest Pass Deposit Refund	14.59		360,164.19
08/08/2017	EFT/Auto	ADP	P.E. 08-05-17	10,838.58		349,325.61
08/09/2017			Deposit		359.83	349,685.44

9/28/2017

<u>Date</u>	<u>AM</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
08/10/2017				Deposit		345.24	350,030.68
08/11/2017				Deposit		14.59	350,045.27
08/12/2017				Deposit		29.17	350,074.44
08/16/2017	7856		Aquagenix Ponds	Invoice #1309237	809.00		349,265.44
08/16/2017	7857		Centra Care	24489445 Acct# 2448944501-20170601 Inv #	105.00		349,160.44
08/16/2017	7858		Chris's Portable Toilets	1805-84499 Inv #	75.00		349,085.44
08/16/2017	7859		Cintas Fire Protection	0F32597021 Inv #	92.52		348,992.92
08/16/2017	7860		Persson & Cohen, P.A.	Acct # LakStCharles	1,441.45		347,551.47
08/16/2017	7861		TECO Gas Company	07884976	202.88		347,348.59
08/16/2017	7862		Urbina's Lawn Care, LLC		2,650.00		344,698.59
08/16/2017	7863		Verizon Wireless	Acct# 742078254-00001	112.60		344,585.99
08/16/2017	7864		Zebra Cleaning Team, Inc.	2117 Inv #	1,700.00		342,885.99
08/17/2017	EFT/Auto		Square Inc	L. Carrasquillo CH Deposit Refund	291.75		342,594.24
08/21/2017	EFT/Auto		ADP	P.E. 08-19-17	8,727.78		333,866.46
08/21/2017	EFT/Auto		TECO Electric	06980007400 Acct #	3,215.19		330,651.27
08/24/2017	EFT/Auto		Square Inc	M. Mullins CH Deposit Refund & Cancelled Events	612.67		330,038.60
08/29/2017	EFT/Auto		Square Inc	F. Rucker CH Deposit Refund	291.75		329,746.85
08/31/2017				Interest		68.15	329,815.00
					<b>44,675.62</b>	<b>1,429.65</b>	<b>329,815.00</b>

## Lake St. Charles CDD Profit & Loss Budget Performance October 2016 through August 2017

1	A	B	C	D	E	F	G	H	K	L	M	N
2								<b>Oct '16 Aug '17</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
3							<b>Revenue/Expense</b>					
4							<b>Revenue</b>					
5							<b>36100 - Interest Earnings</b>					
6							Interest - Debt Service	61	11	50		98
7							Interest - General Fund	1,240	622	618		72
8							<b>Total 36100 - Interest Earnings</b>	<b>1,301</b>	<b>633</b>	<b>668</b>		<b>170</b>
9							<b>36310 - Special Assessment</b>					
10							Debt Service Assessment					
11							Debt Service Assessment Gross	148,592	148,592	(0)		318,188
12							DS Prop Tax Interest	0	0	0		143
13							DS Tax Collector Commissions	(2,774)	(2,972)	198		(6,091)
14							DS Tax Payment Discount	(5,683)	(5,944)	261		(11,975)
15							<b>Total Debt Service Assessment</b>	<b>140,135</b>	<b>139,676</b>	<b>459</b>		<b>300,265</b>
16							<b>General Fund Assessment-O&amp;M</b>					
17							General Fund Assessment Gross	788,068	788,068	0		617,660
18							GF Prop Tax Interest	531	0	531		359
19							GF Tax Collector Commissions	(14,710)	(15,761)	1,051		(11,895)
20							GF Tax Payment Discount	(30,139)	(31,523)	1,384		(23,172)
21							<b>Total General Fund Assessment-O&amp;M</b>	<b>743,750</b>	<b>740,784</b>	<b>2,966</b>		<b>582,951</b>
22												
23							<b>Total 36310 - Special Assessment</b>	<b>883,886</b>	<b>880,460</b>	<b>3,426</b>		<b>883,216</b>
24							<b>36311 - Excess Fees</b>	<b>5,388</b>	<b>0</b>	<b>5,388</b>		<b>4,470</b>
25							<b>36900 - Miscellaneous Revenues</b>			<b>0</b>		
26							Other Misc Revenue	1,646	700	946		997
27							Rental	1,988	1,900	88		3,060
28							Overpayment Refund of District Bond	22,343	22,343	(0)		
29							<b>Total 36900 - Miscellaneous Revenues</b>	<b>25,977</b>	<b>24,943</b>	<b>1,034</b>		<b>4,057</b>
30							<b>Total Revenue</b>	<b>916,551</b>	<b>906,036</b>	<b>10,515</b>		<b>891,912</b>

## Lake St. Charles CDD Profit & Loss Budget Performance October 2016 through August 2017

1	A	B	C	D	E	F	G	H	K	L	M	N
2								<b>Oct '16 Aug '17</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
31												
33							<b>Expense</b>					
34							<b>5110 - Legislative</b>					
35							Employer Taxes	1,193	1,460	(267)		1,351
36							Special District Fees	175	175	0		175
37							Supervisor Fees	11,000	12,000	(1,000)		12,000
38							Supervisor Payroll Service	310	900	(590)		657
39							<b>Total 5110 - Legislative</b>	<b>12,679</b>	<b>14,535</b>	<b>(1,856)</b>		<b>14,183</b>
40							<b>51300 - Financial &amp; Admin</b>					
41							Accounting Services	0	500	(500)		300
42							Auditing Services	14,000	14,000	0		13,000
43							Banking & Investment Mgmt Fees	773	2,100	(1,327)		1,562
44							<b>District F&amp;A Employees</b>					
45							District Manager	45,524	49,359	(3,835)		40,212
46							Medical Stipend	2,200	2,400	(200)		2,200
47							Payroll Service Charge	158	465	(307)		451
48							Payroll Taxes - Employer Taxes	3,985	4,400	(415)		2,496
49							Performance Stipend	1,000	1,000	0		1,000
50							<b>Total District F&amp;A Employees</b>	<b>52,867</b>	<b>57,624</b>	<b>(4,757)</b>		<b>46,359</b>
51							Dues, Licenses & Fees	519	500	19		454
52							<b>General Insurance</b>					
53							Crime	510	600	(90)		500
54							General Liability	3,517	3,800	(283)		3,448
55							Public Officials Liability & EP	2,890	3,116	(226)		2,833
56							<b>Total General Insurance</b>	<b>6,917</b>	<b>7,516</b>	<b>(599)</b>		<b>6,781</b>
57							Legal Advertising	9,025	9,178	(154)		731
58							Local/Other Taxes	2,756	2,800	(44)		2,756
59							Office Supplies	995	1,000	(5)		918

**Lake St. Charles CDD**  
**Profit & Loss Budget Performance**  
 October 2016 through August 2017

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '16 Aug '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
60							Postage	580	615	(35)		545
61							Printer Supplies	1,737	2,000	(263)		889
62							Professional Development	0	1,000	(1,000)		0
63							Technology Services/Upgrades	2,128	2,000	128		2,181
64							Telephone	2,562	2,400	162		2,794
65							Travel Per Diem	229	200	29		0
66							Trustees Fees	500	3,717	(3,217)		3,717
67							Website Development & Monitor	2,650	2,650	0		2,400
68							<b>Total 51300 - Financial &amp; Admin</b>	<b>98,238</b>	<b>109,800</b>	<b>(11,562)</b>		<b>85,387</b>
69							<b>51400 - Legal Counsel</b>					
70							District Counsel	14,026	20,250	(6,224)		5,320
71							<b>Total 51400 - Legal Counsel</b>	<b>14,026</b>	<b>20,250</b>	<b>(6,224)</b>		<b>5,320</b>
72							<b>51700 - Debt Service Payments</b>					
73							Interest Payments	8,182	11,688	(3,507)		23,163
74							Principal Payments	117,367	127,999	(10,632)		270,000
75							<b>Total 51700 - Debt Service Payments</b>	<b>125,549</b>	<b>139,687</b>	<b>(14,138)</b>		<b>293,163</b>
76							<b>52100 - Law Enforcement</b>					
77							Car Maintenance & Repairs	358	500	(142)		389
78							Car Gas	629	1,500	(871)		579
79							Hyundai Loan Payments			0		
80							Hyundai Interest Payment	181	438	(257)		301
81							Hyundai Principal Payment	2,701	2,705	(4)		2,580
82							<b>Total Hyundai Loan Payments</b>	<b>2,881</b>	<b>3,143</b>	<b>(262)</b>		<b>2,881</b>
83							Other Protection Services	0	15	(15)		15
84							<b>Total 52100 - Law Enforcement</b>	<b>3,869</b>	<b>5,158</b>	<b>(1,289)</b>		<b>3,864</b>
85							<b>53100 - Electric Utility Svcs</b>	<b>30,751</b>	<b>38,000</b>	<b>(7,249)</b>		<b>32,530</b>

**Lake St. Charles CDD**  
**Profit & Loss Budget Performance**  
 October 2016 through August 2017

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '16 Aug '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
86							<b>53200 - Gas Utility Services</b>	3,137	4,000	(863)		2,953
87							<b>53400 - Garbage/Solid Waste Svc</b>	1,640	1,700	(60)		1,799
88							<b>53600 - Water/Sewer Services</b>	5,787	6,900	(1,113)		5,562
89							<b>53900 - Physical Environment</b>			0		
90							Entry & Walls Maintenance	(8,509)	2,000	(10,509)		12
91							Ford F250 Loan Payment			0		
92							Interest Payment	198	436	(238)		317
93							Principal Payment	2,345	2,339	6		2,226
94							<b>Total Ford F250 Loan Payment</b>	<b>2,543</b>	<b>2,775</b>	<b>(232)</b>		<b>2,543</b>
95							Ford F250 Maintenance & Repair	569	1,000	(431)		1,067
96							Fountain in Lake	210	3,000	(2,790)		1,567
97							Gas - Equipment	338	400	(62)		202
98							Gas - Truck	1,262	1,800	(538)		864
99							Irrigation Maintenance	8,171	6,700	1,471		5,649
100							Landscape Maintenance Contract	79,750	87,900	(8,150)		87,000
101							Misc. Landscape-Temporary Staff	9,500	9,500	0		2,285
102							Misc. Landscape Maintenance	9,876	9,500	376		9,244
103							Mulch	3,900	4,000	(100)		3,500
104							New Plantings	6,081	6,000	81		3,966
105							Pond Maint Contract	9,697	10,780	(1,083)		9,697
106							Property Insurance Contract	10,550	12,000	(1,450)		10,550
107							Sod Replacement	2,955	4,000	(1,045)		4,067
108							Water Drainage Maint Contract	2,106	2,900	(794)		2,106
109							<b>Total 53900 - Physical Environment</b>	<b>138,999</b>	<b>164,255</b>	<b>(25,256)</b>		<b>144,319</b>
110							<b>57200 - Parks &amp; Recreation</b>					
111							Auto Liability	665	755	(90)		655
112							Club Facility Maintenance			0		
113							Club Facility Maintenance	4,822	5,000	(178)		3,835
114							Clubhouse Supplies	2,158	2,300	(142)		2,642
115							Locks/Keys	0	100	(100)		0
116							<b>Total Club Facility Maintenance</b>	<b>6,981</b>	<b>7,400</b>	<b>(419)</b>		<b>6,477</b>



**Lake St. Charles CDD**  
**Profit & Loss Budget Performance**  
 October 2016 through August 2017

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '16 Aug '17	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
117							<b>District Employees Payroll Exp</b>					
118							Employer Workman Comp	6,735	6,149	586		5,995
119							Facilities Monitor	29,354	31,741	(2,387)		25,031
120							Medical Stipends	4,700	5,200	(500)		4,400
121							Payroll Service Charge	735	2,000	(1,266)		2,054
122							Payroll Taxes - Employer Taxes	11,738	13,500	(1,762)		11,432
123							Performance Stipend	2,100	2,100	0		1,825
124							Property Maintenance Part-Time	891	1,353	(462)		1,082
125							Property Maintenance Team Lead	30,889	35,190	(4,301)		26,429
126							Property Manager	54,678	59,384	(4,706)		51,658
127							Recreational Assistants	7,415	8,640	(1,225)		6,095
128							State Unemployment	0	400	(400)		66
129							<b>Total District Employees Payroll Exp</b>	<b>149,235</b>	<b>165,657</b>	<b>(16,422)</b>		<b>136,067</b>
130							Dock Maintenance	0	400	(400)		414
131							Drainage/ Nature Path/Trail Maintenance	1,498	1,800	(302)		2,600
132							Park Facility Maintenance	4,763	5,000	(237)		5,029
133							Parks & Rec Cell Phones	1,605	1,700	(95)		1,421
134							Playground Maintenance	0	2,000	(2,000)		675
135							Pool Maintenance Contract	19,500	19,600	(100)		17,800
136							Pool Maintenance Repairs	9,469	12,000	(2,531)		2,887
137							Sec System Monitoring Contract	240	240	0		240
138							Security Repairs	605	4,000	(3,395)		906
139							<b>Total 57200 - Parks &amp; Recreation</b>	<b>194,559</b>	<b>220,552</b>	<b>(25,993)</b>		<b>175,171</b>
140							58003- Future CIP Projects and Reserves	57,137	181,199	(124,062)		
141							<b>Total Expense</b>	<b>686,371</b>	<b>906,036</b>	<b>(219,665)</b>		<b>764,252</b>
142							<b>Revenue Less Expenses</b>	<b>230,181</b>	<b>0</b>	<b>230,181</b>		<b>127,660</b>
143							<b>Other Revenue/Expense</b>					

## Lake St. Charles CDD Profit & Loss Budget Performance October 2016 through August 2017

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '16 Aug '17</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
144			<b>Other Revenue</b>									
145			SunTrust Credit Card Rewards					320		0		
146			FY 15-16 Carryover					56,622		56,622		
147			<b>Total Other Revenue</b>					56,622	0	56,622		
148												
149			<b>Other Expense</b>									
150			Funding For District's Reserve Per Burton's Target					5,000	5,000	0		
151			Unassigned CIP Projects					20,917	51,622	(30,705)		
152			<b>Total Other Expense</b>					25,917	56,622	(30,705)		
153			<b>Net Other Income</b>					30,705	(56,622)	30,705		
154			<b>Net Income</b>					260,886	(56,622)	260,886		

## Lake St. Charles CDD Property Manager Expense Report

	Type	Date	Num	Memo	Amount
<b>Advance Auto Parts</b>					
	Credit Card Charge	08/03/2017	Rain Cutter	Rain Cutter	3.74
<b>AmeriTech</b>					
	Credit Card Charge	08/07/2017	Nozzle	Nozzle	24.00
<b>CentralPro</b>					
	Credit Card Charge	08/14/2017	Sprinkler	Sprinkler	108.25
<b>Chris' Plumbing</b>					
	Bill	08/18/2017	Men's Urinal	Men's Urinal	130.96
<b>Cintas Fire Protection</b>					
	Bill	08/03/2017	0F32597021 Inv #	Fire Ext. Inspection Compliance	92.52
<b>Dog Waste Depot</b>					
	Credit Card Charge	08/10/2017	Doggie Stat	Doggie Stations	1,799.91
	Credit Card Charge	08/16/2017	Doggie Stat	Doggie Station	199.99
<b>George's Mower Service Inc.</b>					
	Credit Card Charge	08/03/2017		Labor, bar & chain	18.98
	Credit Card Charge	08/08/2017	Labor	Labor	54.00
<b>Home Depot</b>					
	Credit Card Charge	08/01/2017	Glue & Pain	Glue & Paint	9.24
	Credit Card Charge	08/02/2017	Batteries,	Batteries, & Cleaning Supplies	84.83
	Credit Card Charge	08/10/2017	Nozzles	Nozzles	38.50
	Credit Card Charge	08/10/2017	Bulbs, inse	Bulbs, insect spray	34.90
	Credit Card Charge	08/11/2017	Lights	Lights	15.98
	Credit Card Charge	08/14/2017	Pipes & Mis	Pipes & Misc	13.21
	Credit Card Charge	08/15/2017	PVC Couplin	PVC Coupling	4.51
	Credit Card Credit	08/15/2017	Refund on d	Refund on deposit	-101.87
	Credit Card Charge	08/15/2017	batteries	batteries	11.97
	Credit Card Charge	08/17/2017	Step Stone	Step Stone	73.41
	Credit Card Credit	08/17/2017	Step Stone	Step Stone refund	-71.73
	Credit Card Charge	08/17/2017	Concrete fo	Concrete for dog stations	87.25
<b>Lowe's Commerical Services</b>					
	Credit Card Charge	08/18/2017	Concrete	Concrete	9.53
<b>Staples</b>					
	Bill	08/15/2017	Trash Bags & Misc	Trash Bags	68.98

	<b>Type</b>	<b>Date</b>	<b>Num</b>	<b>Memo</b>	<b>Amount</b>
<b>Triangle Fastner Corporation</b>					
	Credit Card Charge	08/17/2017	Fastner & B	Fastner & Bit	25.77
<b>Urbina's Lawn Care, LLC</b>					
	Bill	08/10/2017	Sod Installation at	Sod Installation at park	2,650.00
<b>Winn Dixie</b>					
	Credit Card Charge	08/01/2017	Water	Water	14.97
	Credit Card Charge	08/09/2017	Insect Repe	Insect Repellant	6.58
	Credit Card Charge	08/11/2017	Duster	Duster	9.41
	Credit Card Charge	08/11/2017	Water	Water	11.97
	Credit Card Charge	08/15/2017	Water &Fres	Water &Freshner	15.50
	Credit Card Charge	08/17/2017	Water & Bat	Water & Battery	21.20
				<b>TOTAL</b>	<b>5,466</b>

**October 2017 Property Manager's report**

All activities were detailed in the Ground's / Security and Strategic Planning committee meeting minutes.

# 2017 Clubhouse Monthly Status Report

	January	February	March	April	May	June	July	August	September	October	November	December	Yearly Total	2016 Total
Scheduled Clubhouse Rentals	4	1	6	2	3	2	0	1	1				20	44
Completed Clubhouse Rentals	2	2	3	5	4	3	4	3	4				30	56
Guest Passes Issued	2	1	1	1	0	2	2	2	0				11	21
Replacement Cards	0	1	1	0	0	1	4	1	2				10	18
Resident Access Cards	6	5	5	7	8	10	7	8	4				60	86
Renters Access Cards	6	2	7	2	6	6	3	11	0				43	96
Parking Stickers	15	14	16	12	14	20	15	12	6				124	170
Online Purchases	2	2	3	3	3	2	2	2	0				19	27
Monthly Total	37	28	42	32	38	46	37	40	17					518

I have received 3 voicemails, with 3 that required a call back.

1099 residents have registered their access cards in the new system.