

Supervisor Packet for October 2, 2018 General Meeting

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

7:00 p.m., October 2, 2018

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

Board of Supervisors

Robb Fannin, Chair, 785-5423
 Dave Nelson, Vice Chair, 293-7979
 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
 Bryant Urbina, Maintenance Staff, 526-2063
 Luis Martinez, Facilities Monitor, 990-7250
 Greg Gianakos, Maintenance Staff, 695-1995

<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 Fannin) 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	<ol style="list-style-type: none"> 6. PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 10 MINUTES DESIGNATED)
	<ol style="list-style-type: none"> 1. Homeowners Requesting to Speak (Please State Name Prior to Remarks)
7:15 – 7:20	<ol style="list-style-type: none"> 7. CONSENT AGENDA (5 Minutes)
	<ol style="list-style-type: none"> 1. Approval of additions to the agenda and removal of additional consent agenda items with questions as requested by board members. 2. Approval of Consent Item Agenda <ol style="list-style-type: none"> a. September 11, 2018 Meeting Minutes b. Committee Meeting Minutes for September 2018 <ol style="list-style-type: none"> i. Treasurer’s Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. August 2018 Financial Statements

	<ul style="list-style-type: none"> d. September 2018 Property Manager Monthly Report e. September 2018 Clubhouse Monthly Report f. September 2018 Facilities Monitor Report
7:20-7:40	9. COMMITTEE REPORTS (20 Minutes)
	<ul style="list-style-type: none"> 1. Treasurer’s Review Committee – Treasurer Martin 2. Grounds/Security Committee – Committee Chair Nelson 3. Management Committee – Committee Chair Fannin <ul style="list-style-type: none"> a. The Management Committee recommends approving a 2% salary increase for all staff per the Approved Resolution 2018-07 Lake St. Charles District Budget and Assessment Roll Adoption. b. The Management Committee recommends approving Policy #5000 FY 18-19 Goals and Objectives of the Board of Supervisors. 4. Strategic Planning Committee – Committee Chair Gianakos
7:40- 7:50	10. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR FANNIN (10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors
7:50 -7:55	11. PROPERTY MANAGER (5 Minutes)
	Items for Consideration by Property Manager - Mark Cooper <ul style="list-style-type: none"> 1. Property Management Report
7:55–8:00	12. DISTRICT MANAGER (5 Minutes)
	Items for Consideration by District Manager <ul style="list-style-type: none"> 1. District Manager Report
8:00 – 8:10	13. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
8:10	ADJOURN



Date: September 11, 2018

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, Robb Fannin
Vice Chair, Dave Nelson
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
Aquatic Systems Representative, Josh McGarry

Meeting was called to order at 7:00 p.m. by Chair, Robb Fannin

1. On **MOTION** by Supervisor Gianakos and second by Supervisor Nelson the Board approved the, September 11, 2018 Consent Agenda consisting of the: August 7, 2018 General Meeting Minutes, the September Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the August 2018 Financial Reports, the Property Manager, District Administrative Assistant reports, and the Facility Monitor August 2018 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0

Property Manager, Mark Cooper informed the Board and the residents that he had contacted 15 different companies for the midge control project. Out of the 15 companies only 3 submitted bids that ranged from \$161k to 244k. Once the contract

is accepted the first goal is to remove the tilapia from the ponds and lake to allow the bream to populate, immediately after they will stock the ponds and lake with bream by the start of fall season. The \$161k is the lowest start up cost and will then be estimated to be around 75k per year going forward. Treasurer Martin reminded the present residents that this project will be funded from the capital improvement funds.

2. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board approved Aquatic Systems complete treatment bid for Midge Control in the amount of \$161,028. Supervisor Simon requested that this agreement should be reviewed annually. Motion was amended to include 4 larvae checks a year to determine the success of the treatments being administered. Motion passed 5 to 0

3. On **MOTION** by Supervisor Fannin and Second by Supervisor Simon, the Board approved to close the General Meeting and open the FY 18-19 Budget Public Hearing. Motion passed 5 to 0

Treasurer Martin reviewed the Final budget for adoption and offered explanations of increases and decreases within line items.

4. On **MOTION** by Supervisor Martin and second by Supervisor Gianakos the Board approved Resolution 2018-07 Lake St. Charles District Budget and Assessment Roll Adoption. Motion passed 5 to 0

5. On **MOTION** by Supervisor Fannin and Second by Supervisor Gianakos, the Board approved to close the FY 18-19 Budget Public Hearing and re-open the General Meeting. Motion passed 5 to 0

6. On **MOTION** by Supervisor Gianakos and Second by Supervisor Martin, the Board approved the priority order as listed on the CIP expense chart for the FY 18-19 proposed projects. Motion passed 5 to 0

7. On **MOTION** by Supervisor Martin and Second by Supervisor Gianakos, the Board approved to retroactively approve the funding for the clubhouse AC replacement at the cost of \$7,984 paid to Air Pros HVAC Contracting LLC. Motion passed 5 to 0

8. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board approved ROJO Architecture's proposal for design services in the amount of \$11,200 plus anticipated reimbursable costs amounting to approximately \$1,000. Motion passed 5 to 0

9. On **MOTION** by Supervisor Nelson and Second by Supervisor Simon, the Board approved raising the threshold for construction projects requiring the issuance of a RFP to \$50,000. Motion passed 5 to 0

10. On **MOTION** by Supervisor Fannin and Second by Supervisor Gianakos, the Board approved the annual performance bonus for all staff. Funding has been approved on the FY 17-18 Budget. Motion passed 4 to 0 Supervisor Gianakos abstained from voting. Form 8B will be filed.
11. On **MOTION** by Supervisor Fannin and second by Supervisor Nelson the Board approved Resolution 2018-08, Lake St. Charles District Annual Meeting Schedule FY18-19, the Board discussed that the July meeting date falls very close to a holiday and may affect Supervisor attendance so it will be rescheduled for July 9, 2019. Motion passed 5 to 0
12. On **MOTION** by Supervisor Nelson and second by Supervisor Simon the Board approved to allow Resident Barbara Brown to hold a Pumpkin Patch event on LSC District property on October 6, 2018. Motion passed 5 to 0
13. On **MOTION** by Supervisor Gianakos and second by Supervisor Simon the Board approved to allow Resident Barbara Brown to hold a food and clothes drive on LSC District property on November 10, 2018. Motion passed 5 to 0
14. On **MOTION** by Supervisor Nelson and second by Supervisor Martin the Board approved to waive the clubhouse fee for resident Barbara Brown. She will be hosting a Smile for Santa Photo Shoot for only LSC residents. Motion passed 5 to 0
15. On **MOTION** by Supervisor Martin and second by Supervisor Fannin the Board approved to advertise the Board's upcoming open seat#2 and accept resumes until October 1, 2018. The Board will make a decision at the November Board of Supervisors Meeting. Motion passed 5 to 0

Meeting adjourned at 8:54PM

Respectfully submitted,

Rob Martin, Treasurer/Secretary

Rob Fannin, Chair

Treasurer's Review Committee Meeting Minutes

Date: *Thursday, September 20th 2018, 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 (3rd) Thursday of each month at 12:30 pm.

The next Treasurer's Review Committee Meeting will be Thursday, October 18, 2018 at 12:30 pm.

The Treasurer's Review Committee Meeting was cancelled.

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, September 19th 2018*

Operations Manager: *Property Manager, Mark Cooper*

Committee Members: *Supervisor Dave Nelson & Property Manager Mark Cooper*

In Attendance: Property Manager-Mark Cooper & Supervisors Dave Nelson

The meeting commenced at 5:30 PM.

Supervisor Nelson signed checks

Discussed expected “look” and features of the finished rooms after renovation.

New information about the process of selecting a supervisor for the vacant seat was explained to Supervisor Nelson. By statute, the vacant seat will be declared at the November 2018 Board meeting and the seat cannot be filled until 2 weeks after Election Day or November 20th. Supervisor Nelson will remain in his seat until a candidate is selected for that vacant seat. The Board has 90 days to fill the vacant seat after it is declared vacant. This means that candidate interviews and selection will take place at the December Board meeting. If the Board receives numerous candidates desiring the position, the Board may desire to call a special meeting sometime after November 20th for the sole purpose of interviewing candidates and making a selection for the seat rather than trying to do it at a regular board meeting.

The meeting adjourned at 6:00 PM.

Management Committee Meeting Minutes

Date: *Wednesday, September 19th, 2018 @ 1:00 pm*

Chairperson: *Chairman Rob Fannin*

Operations Manager: *District Manager, Adriana Urbina*

In Attendance: *Chairman Rob Fannin, Property Manager, Mark Cooper, District Manager, Adriana Urbina,*

Notice of Meetings – Management Committee

The next Management Committee Meeting is scheduled for Wednesday, October 17th at 1:00PM.

The meeting commenced at 1:00 pm

- The committee Chairman reviewed and signed checks.

-The committee Chairman conducted performance annual reviews for Property Manager, Mark Cooper and District Manager, Adriana Urbina.

The Management Committee recommends approving a 2% salary increase for all staff per the Approved Resolution 2018-07 Lake St. Charles District Budget and Assessment Roll Adoption.

-The committee Chairman reviewed this Fiscal Year 2018-2019 Board of Supervisor's Goals and Objectives. The Management Committee recommends approving Policy #5000 FY 18-19 Goals and Objectives of the Board of Supervisors.

The committee discussed the option of adding beer and wine to our supplies for sale at the pool facility. The Board will need to approve the request for a beer and wine license at an approximate cost of \$400.

The committee discussed new information about the process of selecting a supervisor for the vacant seat. By statute, the vacant seat will be declared at the November 2018 Board meeting and the seat cannot be filled until 2 weeks after Election Day or November 20th. Supervisor Nelson will remain in his seat until a candidate is selected for that vacant seat. The Board has 90 days to fill the vacant seat after it is declared vacant. This means that candidate interviews and selection will take place at the December Board meeting. If the Board receives numerous candidates desiring the position, the Board may desire to call a special meeting sometime after November 20th for the sole purpose of interviewing candidates and making a selection for the seat rather than trying to do it at a regular board meeting.

The meeting adjourned at 2:30 pm

Lake St. Charles Community Development District

POLICY HANDBOOK

POLICY TITLE: FY 18-19 Goals and Objectives of the Board of Supervisors (FY-Years 2018-2019)
POLICY NUMBER: 5000
BOARD MOTION: M10-02-2018-xx

5000.1 Legal Compliance. To remain in compliance with all applicable state and federal statutes and regulations related to Special Districts and Community Development Districts.

5000.2 Financial.

5000.2.1 Generate and maintain a “Clean Audit” including auditor recommendations per the Audit Management Letter.

5000.2.2 Implement and maintain a semi-annual (twice a year) internal audit of financial and security systems and procedures.

5000.2.3 Review and annually maintain the residential class assessment level ceiling of up to \$1,120 (single family units & villas) for the next 5 years to 2021.

5000.2.4 To develop and maintain financial revenue and expense forecasts and cash flow requirements based on the final adopted assessment methodology report and actual expenses incurred.

5000.2.5 To maintain a minimum Reserve Fund equivalent to \$230,000 with an annual \$5,000 contribution. \$80,000 (may be adjusted as needed per insurance policy) committed to the coverage of the District’s insurance deductible; \$100,000 committed to 2 months of cash flow needs that may occur between October and December and \$50,000 committed to unexpected projected mandated by law or county ordinance (3200.Budget Policy, specifically 3200.4).

5000.2.6 All District projects and O&M (Operations and Maintenance) decisions are made in compliance with all District budget policies and the District’s adopted Funding Approval Process Flowchart.

5000.3 Strategic Planning.

5000.3.1 Maintain and review a Master Plan of our present and future infrastructure and any further design of our amenities, existing or new, including alternative uses for District properties. This plan will include fiscal forecasts and staffing requirements for post bond period based on the final adopted assessment methodology report.

5000.3.2 Development and maintenance of a comprehensive communication link with Lake St. Charles residents to accommodate all means of communication.

5000.3.3 On-going maintenance of the Capital Improvement Plan (CIP). All approved revisions must be made to the baseline cost model to identify revisions to the finalized assessment fee.

5000.3.4 To establish long-term goals for the District for Board approval and adoption such as: (1) maintain or enhance property values; (2) stabilize annual fee assessment; (3) avoid special assessments to pay for unplanned, mandated projects.

5000.4 Operational.

5000.4.1 Provide orientation to new Board members. The District Manager to maintain and update the orientation manual to reflect legal changes and/or board actions.

5000.4.2 Develop and maintain a methodology of data collection such as “walk ins” and any other resident contact by personnel, including web hits. This could be taken/kept by the Property Manager and/or the District Manager.

5000.4.3 Reformat and consolidate policy manuals into one resource, making adopted policies easier to reference.

5000.4.4 Establish a planned approach by staff for the continuance of the LSC Records Management Project.

5000.4.5 Establish internal controls for employee hours worked and an evaluation of ongoing management and staffing requirements based on cyclical needs or district demands.

5000.4.6 Establish a plan to maintain grounds and resident services during staff absences, illness, vacation, holiday and PTO.

5000.5 General. Seek out methods to encourage greater participation of residents in Board, Committee activities, and create ongoing opportunities for constituent input on current and future District issues

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, September 18th, 2018 @ 10:00 am*

Chairperson: *Supervisor Ginny Gianakos*

Operations Manager: *Property Manager, Mark Cooper*

The committee looked at this years and next years planned projects and developed a general timeline to get the Board of Supervisors to make firm decisions as to how they want to proceed with the playgrounds. Where they want the playgrounds, split or one large all-inclusive playground. Deadline for this board decision is scheduled for May of 2019.

The next Strategic Planning Committee Meeting is scheduled for Tuesday, September 18th at 10 am.

Lake St. Charles CDD
Funds Statement

Jun '18 - Aug '18

	Jun '18	Jul '18	Aug '18	Category
Bank/Current Asset Accounts				
CenterState Bank Checking	453,964	345,809	257,904	Cash
CenterState Bank Money Market	242,031	242,079	242,126	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	790	960	1,002	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	696,785	588,848	501,032	
Cash (Checking/Savings)				
CenterState Bank Checking	453,964	345,809	257,904	
CenterState Bank Money Market	242,031	242,079	242,126	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	790	960	1,002	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
Total Cash Accounts	696,785	588,848	501,032	
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	696,785	588,848	501,032	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	242,031	242,079	242,126	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	242,031	242,079	242,126	

Lake St. Charles CDD Disbursement Authorization Report

August 2018

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	08/01/2018	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	08/03/2018	TECO Electric	10000-CenterState Bank Checking	-2,752.83
				53100 - Electric Utility Svs	47.02
				53100 - Electric Utility Svs	55.81
				53100 - Electric Utility Svs	153.24
				53100 - Electric Utility Svs	842.98
				53100 - Electric Utility Svs	84.76
				53100 - Electric Utility Svs	1,220.57
				53100 - Electric Utility Svs	46.73
				53100 - Electric Utility Svs	27.53
				53100 - Electric Utility Svs	26.21
				53100 - Electric Utility Svs	22.80
				53100 - Electric Utility Svs	22.29
				53100 - Electric Utility Svs	22.80
				53100 - Electric Utility Svs	22.80
				53100 - Electric Utility Svs	22.90
				53100 - Electric Utility Svs	23.01
				53100 - Electric Utility Svs	22.71
				53100 - Electric Utility Svs	22.80
				53100 - Electric Utility Svs	22.71
				53100 - Electric Utility Svs	22.71
				53100 - Electric Utility Svs	20.45
TOTAL					2,752.83

Lake St. Charles CDD
Disbursement Authorization Report

August 2018

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	08/03/2018	ADP	10000-CenterState Bank Checking	-162.50
				Payroll Service Charge	11.61
				Payroll Service Charge	92.84
				Supervisor Payroll Service	58.05
TOTAL					162.50
Check	EFT/Auto	08/07/2018	ADP	10000-CenterState Bank Checking	-9,804.56
				District Manager	1,936.00
				Payroll Taxes - Employer Taxes	163.40
				Facilities Monitor	1,303.20
				Property Maintenance Team Lead	1,014.43
				Property Manager	2,329.60
				Payroll Taxes - Employer Taxes	539.12
				Full Time Hybrid Employee	933.00
				Property Maintenance Part-Time	39.81
				Medical Stipend	200.00
				Medical Stipends	500.00
				Recreational Assistants	846.00
TOTAL					9,804.56
Check	EFT/Auto	08/07/2018	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	08/07/2018	Square Inc	10000-CenterState Bank Checking	-291.75

Lake St. Charles CDD Disbursement Authorization Report

August 2018

Type	Num	Date	Name	Account	Original Amount
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-8.25
TOTAL					291.75
Check	EFT/Auto	08/17/2018	ADP	10000-CenterState Bank Checking	-148.60
				Payroll Service Charge	16.51
				Payroll Service Charge	132.09
TOTAL					148.60
	Sales Tax Paymen EFT/Auto	08/20/2018	Florida Department of Revenue	10000-CenterState Bank Checking	-24.20
			Florida Department of Revenue	Sales Tax Payable	3.60
			Florida Department of Revenue	Sales Tax Payable	10.59
			Florida Department of Revenue	Sales Tax Payable	10.63
			Florida Department of Revenue	Sales Tax Payable	-0.62
TOTAL					24.20
Check	EFT/Auto	08/22/2018	ADP	10000-CenterState Bank Checking	-9,180.13
				District Manager	1,936.00
				Payroll Taxes - Employer Taxes	148.10
				Facilities Monitor	1,303.21
				Property Maintenance Team Lead	794.08
				Property Manager	2,329.60
				Payroll Taxes - Employer Taxes	428.56
				Supervisor Fees	1,000.00
				Employer Taxes	83.50

Lake St. Charles CDD Disbursement Authorization Report

August 2018

Type	Num	Date	Name	Account	Original Amount
				Full Time Hybrid Employee	960.00
				Recreational Assistants	144.00
				Property Maintenance Part-Time	<u>53.08</u>
TOTAL					9,180.13
Check	EFT/Auto	08/25/2018	Square Inc	10000-CenterState Bank Checking	-291.75
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	<u>-8.25</u>
TOTAL					291.75
Check	EFT/Auto	08/31/2018	ADP	10000-CenterState Bank Checking	-159.72
				Payroll Service Charge	12.28
				Payroll Service Charge	86.04
				Supervisor Payroll Service	<u>61.40</u>
TOTAL					159.72
Check	EFT/Auto	08/31/2018	Square Inc	10000-CenterState Bank Checking	-3.91
				Other Misc Income	<u>3.91</u>
TOTAL					3.91
Bill Pmt -Check	8145	08/07/2018	Aquatic Systems, Inc	10000-CenterState Bank Checking	-830.00
Bill	Lake mapping, midge	07/17/2018		Unassigned CIP Projects	<u>830.00</u>
TOTAL					830.00

Lake St. Charles CDD Disbursement Authorization Report

August 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	8146	08/07/2018	Architectural Fountains, Inc.	10000-CenterState Bank Checking	-1,370.00
Bill	completed installati	07/14/2018		Fountain in Lake	1,370.00
TOTAL					1,370.00
Bill Pmt -Check	8147	08/07/2018	BOCC	10000-CenterState Bank Checking	-607.07
Bill	July Water Bill	07/12/2018		53600 - Water/Sewer Services	607.07
TOTAL					607.07
Bill Pmt -Check	8148	08/07/2018	CLC Total Care	10000-CenterState Bank Checking	-7,250.00
Bill	Aug Monthly Maintena	08/08/2018		Landscape Maintenance Contract	7,250.00
TOTAL					7,250.00
Bill Pmt -Check	8149	08/07/2018	Danielle Fence	10000-CenterState Bank Checking	-34,662.00
Bill	Villas Fence Final P	08/07/2018		58003-Future CIP Projects & Res	29,828.00
				Unassigned CIP Projects	4,834.00
TOTAL					34,662.00
Bill Pmt -Check	8150	08/07/2018	Frontier	10000-CenterState Bank Checking	-220.65
Bill	July Internet & Fax	07/25/2018		Telephone	220.65
TOTAL					220.65
Bill Pmt -Check	8151	08/07/2018	H2O Environmental Services, LLC	10000-CenterState Bank Checking	-8,900.00

Lake St. Charles CDD Disbursement Authorization Report

August 2018

Type	Num	Date	Name	Account	Original Amount
Bill	Dredge Data Report P	08/03/2018		Unassigned CIP Projects	8,900.00
TOTAL					<u>8,900.00</u>
Bill Pmt -Check	8152	08/07/2018	Mark Cooper	10000-CenterState Bank Checking	-14.71
Bill	Drop off grant app &	07/19/2018		Travel Per Diem	14.71
TOTAL					<u>14.71</u>
Bill Pmt -Check	8153	08/07/2018	Republic Waste Services	10000-CenterState Bank Checking	-210.06
Bill	0696-000745088 Inv #	07/17/2018		53400 - Garbage/Solid Waste Svc	210.06
TOTAL					<u>210.06</u>
Bill Pmt -Check	8154	08/07/2018	Staples	10000-CenterState Bank Checking	-226.88
Bill		07/15/2018		Office Supplies	64.97
				Club Facility Maintenance	161.91
TOTAL					<u>226.88</u>
Bill Pmt -Check	8155	08/07/2018	SunTrust Credit Card	10000-CenterState Bank Checking	-1,437.26
Bill	July CC Statement	07/24/2018		13500 - SunTrust Visa Card	1,437.26
TOTAL					<u>1,437.26</u>
Bill Pmt -Check	8156	08/07/2018	Urbina's Lawn Care, LLC or Bryant Urbina	10000-CenterState Bank Checking	-6,180.00
Bill	Sod Installation for	08/07/2018		Sod Replacement	1,615.00
				Nature Path/Trail Maintenance	1,565.00

Lake St. Charles CDD Disbursement Authorization Report

August 2018

Type	Num	Date	Name	Account	Original Amount
				Misc. Landscape- Temporary Staf	3,000.00
TOTAL					<u>6,180.00</u>
Bill Pmt -Check	8157	08/15/2018	Aquatic Systems, Inc	10000-CenterState Bank Checking	-1,049.00
Bill	Aug Pond Mainten	08/01/2018		Pond & Stormwater Maint Contrac	1,049.00
TOTAL					<u>1,049.00</u>
Bill Pmt -Check	8158	08/15/2018	Chris's Portable Toilets	10000-CenterState Bank Checking	-75.00
Bill	1805-98212 Inv #	08/15/2018		Park Facility Maintenance	75.00
TOTAL					<u>75.00</u>
Bill Pmt -Check	8159	08/15/2018	Cintas Fire Protection	10000-CenterState Bank Checking	-102.40
Bill	0F32611200 Inv #	08/15/2018		Club Facility Maintenance	102.40
TOTAL					<u>102.40</u>
Bill Pmt -Check	8160	08/15/2018	Joe's A/C Appliance Service, Inc.	10000-CenterState Bank Checking	-90.00
Bill	Fixed breaker and re	08/15/2018		Club Facility Maintenance	90.00
TOTAL					<u>90.00</u>
Bill Pmt -Check	8161	08/15/2018	Persson & Cohen, P.A.	10000-CenterState Bank Checking	-605.80
Bill	Neighborhood Watch R	08/01/2018		District Counsel	605.80
TOTAL					<u>605.80</u>
Bill Pmt -Check	8162	08/15/2018	TECO Gas Company	10000-CenterState Bank Checking	-251.59
Bill	Aug Billing	08/06/2018		53200 - Gas Utility Services	251.59
TOTAL					<u>251.59</u>

Lake St. Charles CDD
Disbursement Authorization Report

August 2018

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	8163	08/15/2018	Verizon Wireless	10000-CenterState Bank Checking	-42.24
Bill	6-24-18 to 07-23-18	07/23/2018		Telephone	42.24
TOTAL					42.24
Bill Pmt -Check	8164	08/15/2018	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,600.00
Bill	Aug Pool Cleaning	08/12/2018		Pool Maintenance Contract	1,600.00
TOTAL					1,600.00
Bill Pmt -Check	8165	08/15/2018	Verizon Wireless	10000-CenterState Bank Checking	-112.60
Bill	7-02-18 to 08-01-18	08/01/2018		Parks & Rec Cell Phones	112.60
TOTAL					112.60
Bill Pmt -Check	8166	08/15/2018	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-150.00
Bill	Aug Oil Remover	08/12/2018		Pool Maintenance Contract	100.00
				Pool Maintenance Repairs	50.00
TOTAL					150.00

Treasurer's Report - CenterState Account

August 2018

08/1/18 - 08/31/18

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						346,100.90
08/01/2018		Clubhouse Rentals			85.00	346,185.90
08/01/2018			Deposit		14.59	346,200.49
08/01/2018 EFT/Auto		Square Inc	J. Mcann Guest Pass Deposit Refund	14.59		346,185.90
08/03/2018 EFT/Auto		TECO Electric	06980007400 Acct #	2,752.83		343,433.07
08/03/2018 EFT/Auto		ADP	518157137 Inv #	162.50		343,270.57
08/04/2018			Deposit		29.17	343,299.74
08/07/2018 8145		Aquatic Systems, Inc	INV# 0000416601	830.00		342,469.74
08/07/2018 8146		Architectural Fountains, Inc.	071418-01 Inv #	1,370.00		341,099.74
08/07/2018 8147		BOCC	4678710000 Acct #	607.07		340,492.67
08/07/2018 8148		CLC Total Care	INV 19914	7,250.00		333,242.67
08/07/2018 8149		Danielle Fence	INV# 0062040	34,662.00		298,580.67
08/07/2018 8150		Frontier	ACCT# 813-671-8339-120297-5	220.65		298,360.02
08/07/2018 8151		H2O Environmental Services, LLC	INV# 2086	8,900.00		289,460.02
08/07/2018 8152		Mark Cooper		14.71		289,445.31
08/07/2018 8153		Republic Waste Services	3-0696-1005435	210.06		289,235.25
08/07/2018 8154		Staples	6011 1000 4086 310	226.88		289,008.37
08/07/2018 8155		SunTrust Credit Card	4223071100091531 Acct #	1,437.26		287,571.11
08/07/2018 8156		Urbina's Lawn Care, LLC or Bryant Urbina		6,180.00		281,391.11
08/07/2018 EFT/Auto		ADP	P.E. 8-04-18	9,804.56		271,586.55
08/07/2018			Deposit		14.59	271,601.14
08/07/2018 EFT/Auto		Square Inc	M. Ross CH Rental Deposit Refund	291.75		271,309.39
08/07/2018 EFT/Auto		Square Inc	P. Stern CH Rental Deposit Refund	291.75		271,017.64
08/15/2018 8157		Aquatic Systems, Inc	INV# 0000417023	1,049.00		269,968.64
08/15/2018 8158		Chris's Portable Toilets	1805-98212 Inv #	75.00		269,893.64
08/15/2018 8159		Cintas Fire Protection	0F32611200 Inv #	102.40		269,791.24
08/15/2018 8160		Joe's A/C Appliance Service, Inc.	210804 Inv #	90.00		269,701.24
08/15/2018 8161		Persson & Cohen, P.A.	Acct # LakStCharles	605.80		269,095.44
08/15/2018 8162		TECO Gas Company	07884976	251.59		268,843.85
08/15/2018 8163		Verizon Wireless	Acct# 842082173-00001	42.24		268,801.61
08/15/2018 8164		Zebra Cleaning Team, Inc.	INV# 2795	1,600.00		267,201.61

9/25/2018

<u>Date</u>	<u>AM</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
08/15/2018		8165	Verizon Wireless	Acct# 742078254-00001	112.60		267,089.01
08/15/2018		8166	Zebra Cleaning Team, Inc.	INV# 2796	150.00		266,939.01
08/15/2018				Deposit		291.75	267,230.76
08/16/2018				Deposit		14.59	267,245.35
08/17/2018	EFT/Auto		ADP	518987044 Inv #	148.60		267,096.75
08/20/2018	EFT/Auto		Florida Department of Revenue		24.20		267,072.55
08/21/2018				Deposit		14.59	267,087.14
08/22/2018	EFT/Auto		ADP	P.E. 8-18-18	9,180.13		257,907.01
08/23/2018				Deposit		291.75	258,198.76
08/25/2018				Deposit		29.17	258,227.93
08/25/2018	EFT/Auto		Square Inc	M. Jones CH Rental Deposit Refund	291.75		257,936.18
08/30/2018				Deposit		14.59	257,950.77
08/31/2018	EFT/Auto		ADP	519823565 Inv #	159.72		257,791.05
08/31/2018			Clubhouse Rentals			55.00	257,846.05
08/31/2018			Vending Sales			2.00	257,848.05
08/31/2018	EFT/Auto		Square Inc	2.75% Square Processing Fee for Vending Items	3.91		257,844.14
08/31/2018				Interest		60.09	257,904.23
					89,113.55	916.88	257,904.23

Lake St. Charles CDD Profit & Loss Budget Performance October 2017 through August 2018

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Aug '18	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
3			Revenue/Expense									
4			Revenue									
5			36100 - Interest Earnings									
6			Interest - General Fund				1,579	1,450	129			1,240
7			Total 36100 - Interest Earnings				1,579	1,450	129			1,240
8			General Fund Assessment-O&M									
9			General Fund Assessment Gross				935,803	935,803	0			788,068
10			GF Prop Tax Interest				824	0	824			531
11			GF Tax Collector Commissions				(18,024)	(18,716)	692			(14,710)
12			GF Tax Payment Discount				(35,300)	(37,432)	2,132			(30,139)
13			Total General Fund Assessment-O&M				883,303	879,655	3,648			743,750
14												
15			Total 36310 - Special Assessment				883,303	879,655	3,648			743,750
16			36311 - Excess Fees				5,701	0	5,701			5,388
17			36900 - Miscellaneous Revenues						0			
18			Other Misc Revenue				6,879	5,357	1,522			1,646
19			Rental				2,174	1,900	274			1,988
20			Total 36900 - Miscellaneous Revenues				9,053	7,257	1,796			3,634
21			Total Revenue				899,636	888,362	11,274			754,012
22												
24			Expense									
25			5110 - Legislative									
26			Employer Taxes				989	1,460	(471)			1,193
27			Special District Fees				175	175	0			175
28			Supervisor Fees				11,000	12,000	(1,000)			11,000
29			Supervisor Payroll Service				781	900	(119)			310
30			Total 5110 - Legislative				12,945	14,535	(1,590)			12,679

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2017 through August 2018

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Aug '18	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
31							51300 - Financial & Admin					
32							Accounting Services	300	500	(200)		0
33							Auditing Services	15,000	15,000	0		14,000
34							Banking & Investment Mgmt Fees	0	200	(200)		773
35							District F&A Employees					
36							District Manager	44,528	50,336	(5,808)		45,524
37							Medical Stipend	2,000	2,400	(400)		2,200
38							Payroll Service Charge	429	465	(36)		158
39							Payroll Taxes - Employer Taxes	3,646	4,400	(754)		3,985
40							Performance Stipend	0	1,000	(1,000)		1,000
41							Total District F&A Employees	50,603	58,601	(7,998)		52,867
42							Dues, Licenses & Fees	421	500	(79)		519
43							General Insurance					
44							Crime	510	600	(90)		510
45							General Liability	3,517	3,868	(351)		3,517
46							Public Officials Liability & EP	2,890	3,179	(289)		2,890
47							Total General Insurance	6,917	7,647	(730)		6,917
48							Legal Advertising	2,238	2,600	(363)		9,025
49							Local/Other Taxes	3,196	2,800	396		2,756
50							Office Supplies	364	1,000	(636)		995
51							Postage	183	250	(67)		580
52							Printer Supplies	772	2,000	(1,228)		1,737
53							Professional Development	0	1,000	(1,000)		0
54							Technology Services/Upgrades	2,580	2,000	580		2,128
55							Telephone	2,847	3,100	(253)		2,562
56							Travel Per Diem	88	200	(112)		229
57							Website Development & Monitor	2,650	2,650	0		2,650
58							Total 51300 - Financial & Admin	88,157	100,048	(11,891)		97,739

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2017 through August 2018

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Aug '18	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
59							51400 - Legal Counsel					
60							District Counsel	1,002	8,000	(6,998)		14,026
61							Total 51400 - Legal Counsel	1,002	8,000	(6,998)		14,026
62							52100 - Law Enforcement					
63							Car Maintenance & Repairs	613	1,000	(387)		358
64							Car Gas	621	1,500	(879)		629
65							Hyundai Loan Payments			0		
66							Hyundai Interest Payment	26	53	(27)		181
67							Hyundai Principal Payment	1,014	995	19		2,701
68							Total Hyundai Loan Payments	1,040	1,048	(8)		2,881
69							Other Protection Services	0	15	(15)		0
70							Total 52100 - Law Enforcement	2,274	3,563	(1,289)		3,869
71							53100 - Electric Utility Svs	32,160	38,800	(6,640)		30,751
72							53200 - Gas Utility Services	3,451	4,000	(549)		3,137
73							53400 - Garbage/Solid Waste Svc	2,081	1,700	381		1,640
74							53600 - Water/Sewer Services	6,779	8,000	(1,221)		5,787
75							53900 - Physical Environment			0		
76							Entry & Walls Maintenance	123	2,000	(1,877)		(8,509)
77							Ford F250 Loan Payment			0		
78							Interest Payment	16	172	(156)		198
79							Principal Payment	2,016	2,140	(124)		2,345
80							Total Ford F250 Loan Payment	2,032	2,312	(280)		2,543
81							Ford F250 Maintenance & Repair	828	1,000	(172)		569
82							Fountain in Lake	8,996	3,418	5,578		210
83							Gas - Equipment	393	400	(7)		338
84							Gas - Truck	1,408	1,800	(392)		1,262

Lake St. Charles CDD Profit & Loss Budget Performance October 2017 through August 2018

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Aug '18	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
85							Irrigation Maintenance	7,428	6,700	728		8,171
86							Landscape Maintenance Contract	79,750	87,000	(7,250)		79,750
87							Misc. Landscape-Temporary Staff	3,000	3,000	0		9,500
88							Misc. Landscape Maintenance	6,076	9,500	(3,424)		9,876
89							Mulch	737	4,000	(3,263)		3,900
90							New Plantings	1,769	6,000	(4,231)		6,081
91							Pond & Stormwater Maint Contract	11,539	12,780	(1,241)		9,697
92							Property Insurance Contract	10,747	12,000	(1,253)		10,550
93							Sod Replacement	4,420	4,000	420		2,955
94							Mitigation Maint Contract	900	900	0		2,106
95							Total 53900 - Physical Environment	140,146	156,810	(16,664)		138,999
96							57200 - Parks & Recreation					
97							Auto Liability	665	755	(90)		665
98							Club Facility Maintenance					
99							Club Facility Maintenance	3,286	5,000	(1,714)		4,822
100							Clubhouse Supplies	2,407	2,300	107		2,158
101							Locks/Keys	245	100	145		0
102							Total Club Facility Maintenance	5,938	7,400	(1,462)		6,981
103							District Employees Payroll Exp					
104							Employer Workman Comp	8,586	7,629	957		6,735
105							Facilities Monitor	29,674	33,403	(3,729)		29,354
106							Medical Stipends	5,250	6,000	(750)		4,700
107							Payroll Service Charge	2,409	2,000	409		735
108							Payroll Taxes - Employer Taxes	11,073	13,500	(2,427)		11,738
109							Performance Stipend	0	2,600	(2,600)		2,100
110							Full-Time Hybrid Employee	21,540	24,960	(3,420)		891
111							Property Maintenance Part-Time	1,055	1,381	(326)		30,889
112							Property Maintenance Team Lead	24,749	27,675	(2,926)		54,678
113							Property Manager	53,581	60,570	(6,989)		7,415
114							Recreational Assistants	5,370	5,900	(530)		0
115							Total District Employees Payroll Exp	163,286	185,618	(22,332)		149,235

Lake St. Charles CDD Profit & Loss Budget Performance October 2017 through August 2018

1	A	B	C	D	E	F	G	H	K	L	M	N
2								Oct '17 Aug '18	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
116							Dock Maintenance	98	400	(302)		0
117							Drainage/ Nature Path/Trail Maintenance	1,784	1,800	(16)		1,498
118							Park Facility Maintenance	4,182	5,000	(818)		4,763
119							Parks & Rec Cell Phones	1,240	1,700	(460)		1,605
120							Playground Maintenance	0	2,000	(2,000)		0
121							Pool Maintenance Contract	16,300	19,600	(3,300)		19,500
122							Pool Maintenance Repairs	9,807	12,000	(2,193)		9,469
123							Sec System Monitoring Contract	240	240	0		240
124							Security Repairs	2,916	2,921	(5)		605
125							Total 57200 - Parks & Recreation	206,454	239,434	(32,980)		194,559
126							58003- Future CIP Projects and Reserves	313,472	313,472	0		57,137
127							Total Expense	808,920	888,362	(79,442)		560,323
128							Revenue Less Expenses	90,716	0	90,716		193,689
129							Other Revenue/Expense					
130							Other Revenue					
131							SunTrust Credit Card Rewards	765		0		
132							FY 16-17 Carryover	138,652		138,652		
133							Carryforward from FY17 Audit	63,943		63,943		
134							Total Other Revenue	203,360	0	202,595		
135												
136							Other Expense					
137							Unassigned CIP Projects	58,463	135,212	(76,749)		
138							Carryforward from FY17 Audit	0	63,943	(63,943)		
139							Midge Treatments	3,440	3,440	0		
140							Total Other Expense	61,903	202,595	(140,692)		

Lake St. Charles CDD Profit & Loss Budget Performance October 2017 through August 2018

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '17 Aug '18	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
141	Net Other Income							140,692	(202,595)	140,692		
142	Net Income							231,408	(202,595)	231,408		

Lake St. Charles CDD
Property Manager Expense Report

		August 2018			
Type	Date	Num	Memo	Amount	
CentralPro					
Credit Card Charge	08/02/2018	Misc	Misc	65.95	
Cintas Fire Protection					
Bill	08/15/2018	0F32611200 Inv #	Fire Ext. Inspection Compliance	102.40	
Home Depot					
Credit Card Charge	08/07/2018	Misc. Items	Misc. Items	41.64	
Credit Card Charge	08/07/2018	Shower hand	Shower handle & outlet cover	11.21	
Credit Card Charge	08/15/2018	Misc. Fount	Misc. Fountain items	60.72	
Credit Card Charge	08/15/2018	Paint Brush	Paint Brush & Roller	10.02	
Joe's A/C Appliance Service, Inc.					
Bill	08/15/2018	Fixed breaker and re	Fixed breaker and reset thermostat	90.00	
Still Water Aquatics LLC					
Bill	08/30/2018	INV #2125	INV #2125 Treat for cattails	250.00	
Urbina's Lawn Care, LLC or Bryant Urbina					
Bill	08/07/2018	Sod Installation for	Sod Installation for Villas	1,615.00	
Bill	08/07/2018	Sod Installation for	Sod Installation for Villas	1,565.00	
Winn Dixie					
Credit Card Charge	08/10/2018	Water	Water	12.00	
Total				3,824	

October 2018 Property Manager's report

As of August 31st 2018 there were 180 android and 162 apple downloads (342 total) of our community App.

The architects will be presenting to me the restroom design schematics on Wednesday, October 3rd and the materials, colors etc on Monday, October 15th. That information will be presented to all board members in their respective committee meetings the week of October 15th – 18th and an appointment will be made with supervisor Simon to review the information that week. If there is no dissention among board members, approval will be granted to the architects to proceed to construction drawings. Otherwise, approval will be delayed until the board convenes on November 6th to discuss the details and provide further guidance.

The next RFP / bid solicitation is anticipated to be for **pond dredging**. This project is scheduled to be undertaken in March of 2019 and is currently budgeted at \$66,100.

2018 Clubhouse Monthly Status Report

	January	February	March	April	May	June	July	August	September	October	November	December	Yearly Total	2017 Total
Scheduled Clubhouse Rentals	4	3	1	7	4	2	4	1	2				28	27
Completed Clubhouse Rentals	2	4	2	4	4	4	4	3	5				32	36
Guest Passes Issued	0	0	0	0	8	3	0	1	0				12	14
Replacement Cards	0	1	2	1	1	1	1	0	0				7	11
Resident Access Cards	4	1	9	12	6	21	17	10	4				84	71
Renters Access Cards	1	0	7	14	7	18	12	4	3				66	45
Parking Stickers	4	4	10	9	12	29	18	10	8				104	142
Online Purchases	2	1	2	2	2	2	2	1	2				16	28
Monthly Total	17	14	33	49	44	80	58	30	24				349	374

I have received 6 voicemails, with 2 that required a call back.

Mark & Adriana notarized 1 document.