

## **Supervisor Packet for April 2, 2019 General Meeting**

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

**7:00 p.m., April 2, 2019**

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

Board of Supervisors

Rob Martin, Chair, 716-2948

Ginny Gianakos, Vice Chair, 293-4728

Dave Nelson, Secretary/Treasurer, 293-7979

Jim Simon, Supervisor, 741-0413

Robb Fannin, Supervisor, 785-5423

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><b>Time</b></i>	<i><b>Item</b></i>
<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 Martin)</b></li> <li>4. <b>ACKNOWLEDGMENT OF SUPERVISORS AND STAFF PRESENT</b></li> <li>5. <b>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>6. <b>PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 10 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>7:15 – 7:20</b>	<ol style="list-style-type: none"> <li>7. <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. March 5, 2019 Meeting Minutes</li> <li>b. Committee Meeting Minutes for March 2019               <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. February 2019 Financial Statements</li> </ol> </li> </ol>

	d. March 2019 Property Manager Monthly Report e. March 2019 Clubhouse Monthly Report f. March 2019 Facilities Monitor Report
<b>7:20-7:50</b>	<b>8. ROY MAZUR DIRECTOR OF DEVELOPMENT FOR WRA, LLC REPRESENTING LION FLORIDA HOLDINGS (30 Minutes)</b>
<b>7:50-8:05</b>	<b>9. AUDIT PRESENTATION FY 17 (15 Minutes)</b>
<b>8:05-8:25</b>	<b>10. COMMITTEE REPORTS (20 Minutes)</b>
	1. <b>Treasurer's Review Committee</b> – Treasurer Nelson 2. <b>Grounds/Security Committee</b> – Committee Chair Fannin 3. <b>Management Committee</b> – Committee Chair Martin 4. <b>Strategic Planning Committee</b> – Committee Chair Simon
<b>8:25- 8:35</b>	<b>11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR MARTIN (10 Minutes)</b>
	<b>GENERAL REMARKS</b> – Chair of The Board of Supervisors
<b>8:35 -8:40</b>	<b>12. PROPERTY MANAGER (5 Minutes)</b>
	<b>Items for Consideration by Property Manager</b> - Mark Cooper 1. Property Management Report
<b>8:40–8:45</b>	<b>13. DISTRICT MANAGER (5 Minutes)</b>
	<b>Items for Consideration by District Manager</b> – Adriana Urbina 1. District Manager Report
<b>8:45 –8:55</b>	<b>14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)</b>
<b>8:55</b>	<b>ADJOURN</b>



Date: March 5, 2019

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

**Staff:**

Adriana Urbina, District Manager  
Mark Cooper, Property Manager

**In attendance:**

Meeting was called to order at 7:00 p.m. by Chair, Rob Martin

1. On **MOTION** by Supervisor Gianakos and second by Supervisor Fannin the Board approved the, March 5, 2019 Consent Agenda consisting of the: February 5, 2019 General Meeting Minutes, the February Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the January 2019 Financial Reports, the Property Manager, District Administrative Assistant reports, and the Facility Monitor February 2019 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0

AI: District Manager, Adriana Urbina to contact Vistalogix and resolve mobile email issues.

AI: Property Manager, Mark Cooper to see if a pressure test can be performed on the restroom water lines.

2. On **MOTION** by Supervisor Martin and second by Supervisor Gianakos the Board discussed to have Property Manager, Mark Cooper contact the District's original surveyor and request a copy of the District's Property Survey. Supervisor Simon made the Board aware that if they take any encroachment action against one homeowner then the District should be prepared to enforce it on all homeowners that encroach on District property. Motion was rescinded

3. On **MOTION** by Supervisor Martin and second by Supervisor Fannin, the Board approved to have Property Manager, Mark Cooper contact the property owner for 6804 Waterton Drive and have them provide documentation that they are not encroaching on District property. Motion passed 5 to 0

4. On **MOTION** by Supervisor Martin and second by Supervisor Gianakos, the Board approved to extend the General meeting by 15 minutes. Motion passed 5 to 0

AI: District Manager, Adriana Urbina to legally advertise playground public hearings. Meetings are scheduled to be held on April 23, 2019 at 7PM and April 27, 2019 at 1PM.

Meeting adjourned at 8:15PM

Respectfully submitted,

Dave Nelson, Treasurer/Secretary

Rob Martin, Chair

# Treasurer's Review Committee Meeting Minutes

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**Date:** *Friday, March 15<sup>th</sup> 2019, 11:00 am*

**Chair:** *Supervisor Dave Nelson*

**Operations Manager:** *Adriana Urbina*

**Committee Members:** *Supervisors Dave Nelson, Adriana Urbina & Mark Cooper*

## Notice of Meetings – Treasurer's Review Committee

The next Treasurer's Review Committee Meeting will be **Friday, April 19, 2019 at 11:00 am.**

- The Committee Chairman reviewed and signed checks.
- The Committee Chairman was updated on the status of the pond dredging and clubhouse restroom renovation project.
- The Committee Chairman was informed of the 30 day notice of cancellation received from CLC. (Landcare)

# Security - Grounds Committee Meeting Minutes

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**Date:** *Wednesday, March 20<sup>th</sup> 2019 at 12:30 PM.*

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

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

**In Attendance:**

The 3/20/19 Security / Grounds Committee Meeting was canceled.

# Management Committee Meeting Minutes

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**Date:** *Thursday, March 21st, 2019 @ 12:30 pm*

**Chairperson:** *Chairman Rob Martin*

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

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

## Notice of Meetings – Management Committee

The next Management Committee Meeting will be **Thursday, April 18, 2019 at 12:30 pm.**

- The Committee Chairman reviewed and signed checks.
- The Committee Chairman was updated on the status of the pond dredging and clubhouse restroom renovation project.
- The Committee Chairman was informed of the 30 day notice of cancellation received from CLC. (Landcare).
- The Committee Chairman reviewed CLC's contract.



# Strategic Planning Committee Meeting Minutes

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**Date:** *Tuesday, March 19<sup>th</sup>, 2019 @ 10:00 am*

**Chairperson:** *Supervisor Jim Simon*

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

Meeting called to order at 10:00 am.

The Strategic Planning Committee reviewed the proposed playground resident meeting schedule

**Tuesday, April 23<sup>rd</sup> – @ 7pm** – resident survey and comments

**Saturday, April, 27<sup>th</sup> – @ 1pm** - resident survey and comments

Board to vote on final playground site either at the **May 7<sup>th</sup> or June 4<sup>th</sup> Board meeting.**

The committee discussed the 30 day termination notice received from Total Land Care for common area landscape maintenance.

The committee adjourned at 11:00 am.

Lake St. Charles CDD

Funds Statement

Dec '18 - Feb '19

	Dec '18	Jan '19	Feb '19	Category
<b>Bank/Current Asset Accounts</b>				
CenterState Bank Checking	763,407	736,957	705,959	Cash
CenterState Bank Money Market	242,312	242,359	242,402	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	993	993	993	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
<b>Total Bank/Current Asset Accounts</b>	<b>1,006,712</b>	<b>980,309</b>	<b>949,354</b>	
<b>Cash (Checking/Savings)</b>				
CenterState Bank Checking	763,407	736,957	705,959	
CenterState Bank Money Market	242,312	242,359	242,402	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	993	993	993	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
<b>Total Cash Accounts</b>	<b>1,006,712</b>	<b>980,309</b>	<b>949,354</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>1,006,712</b>	<b>980,309</b>	<b>949,354</b>	
<b>District Reserve Fund</b>				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	242,312	242,359	242,402	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	242,312	242,359	242,402	

# Lake St. Charles CDD Disbursement Authorization Report

February 2019

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	02/01/2019	ADP	10000-CenterState Bank Checking	-126.48
				Payroll Service Charge	11.50
				Payroll Service Charge	57.48
				Supervisor Payroll Service	57.50
TOTAL					<u>126.48</u>
Check	EFT/Auto	02/05/2019	ADP	10000-CenterState Bank Checking	-9,068.50
				District Manager	1,974.40
				Payroll Taxes - Employer Taxes	181.56
				Facilities Monitor	1,329.60
				Property Maintenance Team Lead	1,062.60
				Property Manager	2,376.01
				Payroll Taxes - Employer Taxes	513.89
				Full Time Hybrid Employee	889.82
				Property Maintenance Part-Time	40.62
				Medical Stipend	200.00
				Medical Stipends	500.00
TOTAL					<u>9,068.50</u>
Check	EFT/Auto	02/05/2019	TECO Electric	10000-CenterState Bank Checking	-2,647.03
				53100 - Electric Utility Svs	44.84
				53100 - Electric Utility Svs	101.07
				53100 - Electric Utility Svs	183.39
				53100 - Electric Utility Svs	826.68
				53100 - Electric Utility Svs	125.69
				53100 - Electric Utility Svs	1,020.87

February 2019

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	205.12
				53100 - Electric Utility Svs	40.99
				53100 - Electric Utility Svs	26.12
				53100 - Electric Utility Svs	28.36
				53100 - Electric Utility Svs	19.50
				53100 - Electric Utility Svs	20.04
				53100 - Electric Utility Svs	19.41
				53100 - Electric Utility Svs	19.76
				53100 - Electric Utility Svs	19.86
				53100 - Electric Utility Svs	19.41
				53100 - Electric Utility Svs	19.41
				53100 - Electric Utility Svs	19.41
				53100 - Electric Utility Svs	19.41
				53100 - Electric Utility Svs	19.41
				53100 - Electric Utility Svs	19.41
				53100 - Electric Utility Svs	19.41
TOTAL					2,647.03
Check	EFT/Auto	02/06/2019	TECO Gas Company	10000-CenterState Bank Checking	-531.27
				53200 - Gas Utility Services	531.27
TOTAL					531.27
Check	EFT/Auto	02/07/2019	TECO Electric	10000-CenterState Bank Checking	-51.02
				53100 - Electric Utility Svs	51.02
TOTAL					51.02
Sales Tax Paymen	EFT/Auto	02/12/2019	Florida Department of Revenue	10000-CenterState Bank Checking	-4.22
			Florida Department of Revenue	Sales Tax Payable	1.27
			Florida Department of Revenue	Sales Tax Payable	2.95
TOTAL					4.22

# Lake St. Charles CDD Disbursement Authorization Report

February 2019

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	02/15/2019 ADP		10000-CenterState Bank Checking	-116.72
				Payroll Service Charge	19.45
				Payroll Service Charge	97.27
TOTAL					<u>116.72</u>
Check	EFT/Auto	02/19/2019 ADP		10000-CenterState Bank Checking	-9,373.31
				District Manager	1,974.40
				Payroll Taxes - Employer Taxes	155.77
				Facilities Monitor	1,329.60
				Property Maintenance Team Lead	1,221.99
				Property Manager	2,182.95
				Payroll Taxes - Employer Taxes	460.59
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
				Full Time Hybrid Employee	964.51
TOTAL					<u>9,373.31</u>
Check	EFT/Auto	02/19/2019 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	02/19/2019 Square Inc		10000-CenterState Bank Checking	-291.75

# Lake St. Charles CDD Disbursement Authorization Report

February 2019

Type	Num	Date	Name	Account	Original Amount
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-8.25
TOTAL					<u>291.75</u>
<b>Bill Pmt -Check</b>	<b>8293</b>	<b>02/05/2019</b>	<b>Aquatic Systems, Inc</b>	<b>10000-CenterState Bank Checking</b>	<b>-1,514.00</b>
Bill	Feb Pond Mainten	02/01/2019		Pond Maint Contract	1,049.00
				58003-Future CIP Projects & Res	<u>465.00</u>
TOTAL					1,514.00
<b>Bill Pmt -Check</b>	<b>8294</b>	<b>02/05/2019</b>	<b>CLC Total Care</b>	<b>10000-CenterState Bank Checking</b>	<b>-6,500.00</b>
Bill	Feb Monthly Maintena	01/27/2019		Landscape Maintenance Contract	<u>6,500.00</u>
TOTAL					6,500.00
<b>Bill Pmt -Check</b>	<b>8295</b>	<b>02/05/2019</b>	<b>Florida Flag and Pennant</b>	<b>10000-CenterState Bank Checking</b>	<b>-124.77</b>
Bill	14070 Inv #	01/30/2019		Clubhouse Supplies	<u>124.77</u>
TOTAL					124.77
<b>Bill Pmt -Check</b>	<b>8296</b>	<b>02/05/2019</b>	<b>Hawkins Service Company</b>	<b>10000-CenterState Bank Checking</b>	<b>-165.00</b>
Bill	Inspect circuit and	01/23/2019		Misc. Landscape Maintenance	<u>165.00</u>
TOTAL					165.00
<b>Bill Pmt -Check</b>	<b>8297</b>	<b>02/05/2019</b>	<b>Mark Cooper</b>	<b>10000-CenterState Bank Checking</b>	<b>-31.32</b>
Bill	Restroom Building Pe	01/22/2019		Travel Per Diem	15.66

# Lake St. Charles CDD Disbursement Authorization Report

February 2019

Type	Num	Date	Name	Account	Original Amount
Bill	Restroom Building Pe	01/30/2019		Travel Per Diem	<u>15.66</u>
TOTAL					31.32
<b>Bill Pmt -Check</b>	<b>8298</b>	<b>02/05/2019</b>	<b>Planeng, Inc.</b>	<b>10000-CenterState Bank Checking</b>	<b>-1,227.80</b>
Bill	INV#2374	02/02/2019		58003-Future CIP Projects & Res	<u>1,227.80</u>
TOTAL					1,227.80
<b>Bill Pmt -Check</b>	<b>8299</b>	<b>02/05/2019</b>	<b>ROJO Architecture, LLC</b>	<b>10000-CenterState Bank Checking</b>	<b>-78.67</b>
Bill	INV# 2019-0012	01/31/2019		58003-Future CIP Projects & Res	<u>78.67</u>
TOTAL					78.67
<b>Bill Pmt -Check</b>	<b>8300</b>	<b>02/05/2019</b>	<b>SunTrust Credit Card</b>	<b>10000-CenterState Bank Checking</b>	<b>-959.70</b>
Bill	Jan CC Statement	01/24/2019		13500 - SunTrust Visa Card	<u>959.70</u>
TOTAL					959.70
<b>Bill Pmt -Check</b>	<b>8301</b>	<b>02/05/2019</b>	<b>Verizon Wireless</b>	<b>10000-CenterState Bank Checking</b>	<b>-42.54</b>
Bill	12-24-18 to 01-23-19	01/23/2019		Telephone	<u>42.54</u>
TOTAL					42.54
<b>Check</b>	<b>8302</b>	<b>02/20/2019</b>	<b>CLC Total Care</b>	<b>10000-CenterState Bank Checking</b>	<b>0.00</b>
TOTAL					0.00

# Lake St. Charles CDD Disbursement Authorization Report

February 2019

Type	Num	Date	Name	Account	Original Amount
Check	8303	02/20/2019	CLC Total Care	10000-CenterState Bank Checking	0.00
TOTAL					0.00
Check	8304	02/20/2019	CLC Total Care	10000-CenterState Bank Checking	0.00
TOTAL					0.00
Bill Pmt -Check	8305	02/15/2019	Arete Industries	10000-CenterState Bank Checking	-4,325.00
Bill	Addendum #4 addition	02/14/2019		58003-Future CIP Projects & Res	4,325.00
TOTAL					4,325.00
Bill Pmt -Check	8306	02/15/2019	Brandon Business Machines	10000-CenterState Bank Checking	-69.95
Bill	Fix DM Scan folders	02/06/2019		Technology Services/Upgrades	69.95
TOTAL					69.95
Bill Pmt -Check	8307	02/15/2019	CLC Total Care	10000-CenterState Bank Checking	0.00
TOTAL					0.00
Bill Pmt -Check	8308	02/15/2019	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,300.00
Bill	Feb Pool Cleaning	02/11/2019		Pool Maintenance Contract	1,300.00
TOTAL					1,300.00
Bill Pmt -Check	8309	02/15/2019	Chris's Portable Toilets	10000-CenterState Bank Checking	-75.00



# Lake St. Charles CDD Disbursement Authorization Report

February 2019

Type	Num	Date	Name	Account	Original Amount
Bill	1805-105455 Inv #	02/08/2019		Park Facility Maintenance	75.00
TOTAL					75.00
Check	8310	02/20/2019	CLC Total Care	10000-CenterState Bank Checking	0.00
TOTAL					0.00
Bill Pmt -Check	8311	02/20/2019	Edmonson Enterprises, Inc.	10000-CenterState Bank Checking	-1,136.38
Bill	villas electric serv	02/15/2019		58003-Future CIP Projects & Res	1,136.38
TOTAL					1,136.38
Bill Pmt -Check	8312	02/20/2019	CLC Total Care	10000-CenterState Bank Checking	-1,850.00
Bill	Irrigation Repairs	02/15/2019		Irrigation Maintenance	1,850.00
TOTAL					1,850.00

3/27/2019

# Treasurer's Report - CenterState Account

December 2018

02/1/19 - 02/28/19

Date	Number	Payee	Memo	Payment	Deposit	Balance
						<b>736,956.61</b>
02/01/2019 EFT/Auto	ADP	528810053 Inv #		126.48		736,830.13
02/05/2019 8293	Aquatic Systems, Inc	INV# 0000434561		1,514.00		735,316.13
02/05/2019 8294	CLC Total Care	INV 19977		6,500.00		728,816.13
02/05/2019 8295	Florida Flag and Pennant	14070 Inv #		124.77		728,691.36
02/05/2019 8296	Hawkins Service Company	INV#193040		165.00		728,526.36
02/05/2019 8297	Mark Cooper			31.32		728,495.04
02/05/2019 8298	Planeng, Inc.	INV#2374		1,227.80		727,267.24
02/05/2019 8299	ROJO Architecture, LLC	INV# 2019-0012		78.67		727,188.57
02/05/2019 8300	SunTrust Credit Card	4223071100091531 Acct #		959.70		726,228.87
02/05/2019 8301	Verizon Wireless	Acct# 842082173-00001		42.54		726,186.33
02/05/2019 EFT/Auto	ADP	P.E. 02-02-19		9,068.50		717,117.83
02/05/2019 EFT/Auto	TECO Electric	06980007400 Acct #		2,647.03		714,470.80
02/06/2019 EFT/Auto	TECO Gas Company	221003603224 Acct #		531.27		713,939.53
02/06/2019		Deposit			10,745.51	724,685.04
02/07/2019 EFT/Auto	TECO Electric	221005960721 Acct #		51.02		724,634.02
02/12/2019 EFT/Auto	Florida Department of Revenue			4.22		724,629.80
02/15/2019 EFT/Auto	ADP	529667855 Inv #		116.72		724,513.08
02/15/2019 8305	Arete Industries	SO9141		4,325.00		720,188.08
02/15/2019 8306	Brandon Business Machines	LS47 Acct # I182641 Inv #		69.95		720,118.13
02/15/2019 8307	CLC Total Care	VOID: INV 19987 wrong Invoice amount			0.00	720,118.13
02/15/2019 8308	Zebra Cleaning Team, Inc.	INV# 3128		1,300.00		718,818.13
02/15/2019 8309	Chris's Portable Toilets	1805-105455 Inv #		75.00		718,743.13
02/19/2019 EFT/Auto	ADP	P.E. 02-1-19		9,373.31		709,369.82
02/19/2019 EFT/Auto	Square Inc	BGYMS, Inc CH Rental Deposit Refund		291.75		709,078.07
02/19/2019 EFT/Auto	Square Inc	B. Plett CH Rental Deposit Refund		291.75		708,786.32
02/20/2019 8312	CLC Total Care	INV 19987		1,850.00		706,936.32
02/20/2019 8311	Edmonson Enterprises, Inc.	INV# 3710		1,136.38		705,799.94
02/20/2019 8310	CLC Total Care	VOID: printer error			0.00	705,799.94
02/20/2019 8302	CLC Total Care	VOID: printer error			0.00	705,799.94
02/20/2019 8303	CLC Total Care	VOID: printer error			0.00	705,799.94

3/27/2019

Date	Number	Payee	Memo	Payment	Deposit	Balance
02/20/2019	8304	CLC Total Care	VOID: printer error		0.00	705,799.94
02/21/2019			Deposit		29.18	705,829.12
02/28/2019			Interest		129.82	705,958.94
				41,902.18	10,904.51	705,958.94

**Lake St. Charles CDD**  
**Profit & Loss Budget Performance**  
 October 2018 through February 2019

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Feb '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
3							Revenue/Expense					
4							Revenue					
5							36100 - Interest Earnings					
6							Interest - General Fund	717	1,450	(733)		723
7							Total 36100 - Interest Earnings	717	1,450	(733)		723
8							General Fund Assessment-O&M					
9							General Fund Assessment Gross	910,819	958,146	(47,327)		886,401
10							GF Prop Tax Interest	186	0	186		138
11							GF Tax Collector Commissions	(17,493)	(19,163)	1,670		(17,024)
12							GF Tax Payment Discount	(36,159)	(38,326)	2,167		(35,213)
13							Total General Fund Assessment-O&M	857,353	900,657	(43,304)		834,303
14												
15							Total 36310 - Special Assessment	857,353	900,657	(43,304)		834,303
16							36311 - Excess Fees	5,881	0	5,881		5,701
17							36900 - Miscellaneous Revenues			0		
18							Other Misc Revenue	933	1,200	(267)		1,102
19							Rental	332	1,900	(1,568)		953
20							Pool Snack Vending	2	475	(473)		0
21							Total 36900 - Miscellaneous Revenues	1,268	3,575	(2,307)		2,055
22							Total Revenue	865,219	905,682	(40,463)		842,781
23												
25							Expense					
26							5110 - Legislative					
27							Employer Taxes	418	1,460	(1,043)		488
28							Special District Fees	175	175	0		175
29							Supervisor Fees	5,000	12,000	(7,000)		5,000
30							Supervisor Payroll Service	281	900	(619)		323
31							Total 5110 - Legislative	5,874	14,535	(8,661)		5,986

**Lake St. Charles CDD**  
**Profit & Loss Budget Performance**  
 October 2018 through February 2019

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Feb '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
32							<b>51300 - Financial &amp; Admin</b>					
33							Accounting Services	0	500	(500)		0
34							Auditing Services	1,000	12,500	(11,500)		7,000
35							Banking & Investment Mgmt Fees	0	200	(200)		0
36							District F&A Employees					
37							District Manager	19,744	51,334	(31,590)		19,360
38							Medical Stipend	800	2,400	(1,600)		800
39							Payroll Service Charge	173	465	(292)		198
40							Payroll Taxes - Employer Taxes	1,621	4,400	(2,779)		1,629
41							Performance Stipend	0	1,000	(1,000)		0
42							<b>Total District F&amp;A Employees</b>	<b>22,338</b>	<b>59,599</b>	<b>(37,261)</b>		<b>21,987</b>
43							Dues, Licenses & Fees	52	500	(448)		316
44							General Insurance					
45							Crime	510	600	(90)		510
46							General Liability	3,517	3,868	(351)		3,517
47							Public Officials Liability & EP	2,890	3,179	(289)		2,890
48							<b>Total General Insurance</b>	<b>6,917</b>	<b>7,647</b>	<b>(730)</b>		<b>6,917</b>
49							Legal Advertising	1,289	2,600	(1,311)		1,332
50							Local/Other Taxes	3,196	3,396	(200)		3,196
51							Office Supplies	384	1,000	(616)		180
52							Postage	66	250	(184)		60
53							Printer Supplies	425	2,000	(1,575)		634
54							Professional Development	180	1,000	(820)		0
55							Technology Services/Upgrades	531	2,000	(1,469)		1,998
56							Telephone	1,125	3,100	(1,975)		1,319
57							Travel Per Diem	93	200	(108)		27
58							Website Development & Monitor	0	2,650	(2,650)		0
59							<b>Total 51300 - Financial &amp; Admin</b>	<b>37,595</b>	<b>99,142</b>	<b>(61,547)</b>		<b>44,965</b>

**Lake St. Charles CDD**  
**Profit & Loss Budget Performance**  
 October 2018 through February 2019

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Feb '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
60							51400 - Legal Counsel					
61							District Counsel	71	8,000	(7,929)		(302)
62							Total 51400 - Legal Counsel	71	8,000	(7,929)		(302)
63							52100 - Law Enforcement					
64							Car Maintenance & Repairs	37	1,000	(963)		345
65							Car Gas	257	1,500	(1,243)		228
66							Total 52100 - Law Enforcement	294	2,500	(2,206)		573
67							53100 - Electric Utility Svs	11,950	38,800	(26,850)		15,187
68							53200 - Gas Utility Services	1,402	4,000	(2,598)		1,802
69							53400 - Garbage/Solid Waste Svc	422	2,880	(2,458)		877
70							53600 - Water/Sewer Services	1,095	8,000	(6,905)		2,390
71							53900 - Physical Environment			0		
72							Entry & Walls Maintenance	29	2,000	(1,971)		78
73							Ford F250 Maintenance & Repair	2,715	1,000	1,715		721
74							Fountain in Lake	600	3,000	(2,400)		3,979
75							Gas - Equipment	66	400	(334)		70
76							Gas - Truck	504	1,800	(1,296)		485
77							Irrigation Maintenance	6,142	8,000	(1,858)		4,028
78							Landscape Maintenance Contract	33,250	87,000	(53,750)		36,250
79							Misc. Landscape-Temporary Staff	0	3,000	(3,000)		0
80							Misc. Landscape Maintenance	2,528	9,500	(6,972)		3,427
81							Mulch	266	4,000	(3,734)		0
82							New Plantings	998	6,000	(5,002)		386
83							Pond & Stormwater Maint Contract	5,245	12,780	(7,535)		5,245
84							Property Insurance Contract	11,040	12,000	(960)		10,747
85							Sod Replacement	0	4,000	(4,000)		85
86							Mitigation Maint Contract	450	900	(450)		450
87							Total 53900 - Physical Environment	63,833	155,380	(91,547)		65,951

**Lake St. Charles CDD**  
**Profit & Loss Budget Performance**  
 October 2018 through February 2019

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Feb '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
88							<b>57200 - Parks &amp; Recreation</b>					
89							Auto Liability	697	755	(58)		665
90							Club Facility Maintenance					
91							Club Facility Maintenance	746	5,000	(4,254)		1,513
92							Clubhouse Supplies	529	2,300	(1,771)		1,789
93							Locks/Keys	0	100	(100)		137
94							Pool Snack Vending Items	0	300			0
95							<b>Total Club Facility Maintenance</b>	<b>1,274</b>	<b>7,700</b>	<b>(6,426)</b>		<b>3,440</b>
96							<b>District Employees Payroll Exp</b>					
97							Employer Workman Comp	3,997	9,000	(5,003)		4,123
98							Facilities Monitor	13,296	34,570	(21,274)		12,732
99							Medical Stipends	2,000	6,000	(4,000)		2,000
100							Payroll Service Charge	896	2,500	(1,604)		1,007
101							Payroll Taxes - Employer Taxes	4,718	13,500	(8,782)		4,711
102							Performance Stipend	0	2,600	(2,600)		0
103							Full-Time Hybrid Employee	9,236	25,459	(16,223)		9,327
104							Property Maintenance Part-Time	487	1,425	(938)		630
105							Property Maintenance Team Lead	11,087	28,221	(17,134)		11,320
106							Property Manager	23,567	61,776	(38,209)		23,296
107							Recreational Assistants	0	5,900	(5,900)		0
108							<b>Total District Employees Payroll Exp</b>	<b>69,284</b>	<b>190,951</b>	<b>(121,667)</b>		<b>69,147</b>
109							Dock Maintenance	266	400	(134)		98
110							Drainage/ Nature Path/Trail Maintenance	0	1,800	(1,800)		0
111							Park Facility Maintenance	2,215	5,000	(2,785)		2,866
112							Parks & Rec Cell Phones	567	1,700	(1,133)		564
113							Playground Maintenance	0	2,000	(2,000)		0
114							Pool Maintenance Contract	7,700	19,600	(11,900)		6,400
115							Pool Maintenance Repairs	1,439	12,000	(10,561)		6,408
116							Sec System Monitoring Contract	120	240	(120)		120

**Lake St. Charles CDD**  
**Profit & Loss Budget Performance**  
October 2018 through February 2019

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '18 Feb '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
117							Security Repairs	4,992	5,000	(8)		2,759
118							Total 57200 - Parks & Recreation	88,554	247,146	(158,592)		92,466
119							58003- Future CIP Projects and Reserves	202,349	325,299	(122,950)		154,870
120							Total Expense	413,440	905,682	(492,242)		384,766
121							Revenue Less Expenses	451,779	0	451,779		458,015
122							Other Revenue/Expense					
123							Other Revenue					
124							SunTrust Credit Card Rewards	501		0		
125							FY 17-18 Carryover	184,037		184,037		
126							Total Other Revenue	184,538	0	184,037		
127												
128							Other Expense					
129							Unassigned CIP Projects	8,371	179,037	(170,666)		
130							Funding for District's Reserve Acct	0	5,000	(5,000)		
131							Total Other Expense	8,371	184,037	(175,666)		
132							Net Other Income	175,666	(184,037)	175,666		
133							Net Income	627,445	(184,037)	627,445		



# Lake St. Charles CDD Property Manager Expense Report

February 2019

	Type	Date	Num	Memo	Amount
<b>Ace Hardware</b>					
	Credit Card Charge	02/05/2019	Spray paint	Spray paint	3.00
	Credit Card Charge	02/19/2019	Tennis Cour	Tennis Court Drain Repair	28.54
	Credit Card Charge	02/21/2019	vandalized	vandalized light repair	7.64
<b>CentralPro</b>					
	Credit Card Charge	02/11/2019	Irrigation	Irrigation items	300.22
	Credit Card Charge	02/11/2019	Irrigation	Irrigation items	5.68
<b>CLC Total Care</b>					
	Bill	02/15/2019	Irrigation Repairs	Irrigation Repairs	1,850.00
<b>Edmonson Enterprises, Inc.</b>					
	Bill	02/25/2019	villas site lighting	villas site lighting repair	190.00
<b>Ferguson</b>					
	Credit Card Charge	02/13/2019	Pump basin	Pump basin for tennis courts drainage	858.25
<b>Home Depot</b>					
	Credit Card Charge	02/04/2019	foam for ho	foam for hollow tree	15.36
	Credit Card Charge	02/04/2019	foam for ho	foam for hollow tree	7.68
	Credit Card Charge	02/12/2019	Pole for po	Pole for ponds	24.98
	Credit Card Charge	02/14/2019	Tennis cour	Tennis court pump	386.62
	Credit Card Charge	02/19/2019	Tennis cour	Tennis court drain	14.20
	Credit Card Charge	02/19/2019	Tennis cour	Tennis court drain	5.60
	Credit Card Charge	02/20/2019	Tennis Cour	Tennis Court Drain	9.98
	Credit Card Credit	02/20/2019	Tennis cour	Tennis court drain	-28.73
	Credit Card Charge	02/21/2019	Cambridge I	Cambridge light repair	39.86
	Credit Card Credit	02/21/2019	Cambridge R	Cambridge Repair Light	-8.66
	Credit Card Charge	02/21/2019	Cambridge I	Cambridge light repair	0.35
<b>Jose Rodriguez</b>					
	Bill	02/25/2019		Irrigation Repairs	250.00
<b>O'Reilly Auto Parts</b>					
	Credit Card Charge	02/21/2019	Flasher	Flasher	15.99
<b>Pope's Water Systems, Inc.</b>					
	Bill	02/26/2019	63048 Inv #	2 wells repaired	271.00
<b>TOTAL</b>					<b>4,248</b>

## March 2019 Property Manager's report

As of March 26<sup>th</sup> 2019 there were 305 android and 314 apple downloads (**619 total**) of our community App.

Dredging of our ponds is underway and should be completed in May.

The spring midge treatments commenced Tuesday, March 25<sup>th</sup> and will occur at 2 week intervals for 4 treatments with the final treatment around the 21<sup>st</sup> of May.

The clubhouse / pool restrooms should be completed by the week of April 15<sup>th</sup>.

Staff is underway on landscape improvements for this year and should be completed by May 1<sup>st</sup>.

The new landscape maintenance company will be starting the week of April 8<sup>th</sup> and commence weekly service. I will be working closely with the new company to make sure that all maintenance areas are being addressed and aiding them in getting to know the property.

The kid pool shade structure is scheduled for installation the week of April 1<sup>st</sup>.

Crosstown Surveyors verified the lot corners at the location where the new resident fence was installed adjacent to the trail at no cost to the district. As I suspected, one corner of the fence is encroaching onto district property – see pictures. The residents were notified and stated that they would have an independent survey company verify the results. We are awaiting their results.



## 2019 Clubhouse Monthly Status Report

	January	February	March	April	May	June	July	August	September	October	November	December	Yearly Total	2018 Total
Scheduled Clubhouse Rentals	1	0	2										3	32
Completed Clubhouse Rentals	3	0	0										3	38
Guest Passes Issued	0	0	0										0	12
Replacement Cards	3	0	1										4	7
Resident Access Cards	6	2	2										10	100
Renters Access Cards	6	4	0										10	71
Parking Stickers	6	4	2										12	122
Online Purchases	2	2	2										6	21
Monthly Total	27	12	9										48	403

I have received 3 voicemails, with 1 that required a call back.

Mark & Adriana notarized 2 documents.