

Supervisor Packet for December 3, 2019 General Meeting

Table of Contents	i
Agenda for December 3, 2019	1
Consent Agenda	
Minutes from November 5, 2019 General Meeting	3
November Committee Minutes	
Treasurer’s Review Committee Minutes	6
Grounds and Security Committee Minutes	7
Management Committee Minutes.....	8
Strategic Planning Committee Minutes	9
October Financial Statements	
Funds Statement	10
Disbursement Authorization Report	11
Treasurer’s Report Centerstate Bank	16
Budget Performance Report	17
Property Manager Expense Report	22
District Staff Reports	
November Property Manager Report.....	23
November Clubhouse Report	25

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

7:00 p.m., December 3, 2019

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

Board of Supervisors

Virginia Gianakos, Chair 293-4728
 Dave Nelson, Vice Chair, 293-7979
 Sabrina Peacock, Secretary/Treasurer, 951-8327
 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>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 Gianakos) 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. November 5, 2019 Meeting Minutes b. Committee Meeting Minutes for November 2019 <ol style="list-style-type: none"> i. Treasurer's Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. October 2019 Financial Statements d. November 2019 Property Manager Monthly Report

	<p>e. November 2019 Clubhouse Monthly Report f. November 2019 Facilities Monitor Report</p>
7:20-7:35	8. COMMITTEE REPORTS (15 Minutes)
	<p>1. Treasurer’s Review Committee – Treasurer Peacock a. The Treasurer recommends a Motion to assign District Manager, Adriana Urbina as the District’s Registered Agent. 2. Grounds/Security Committee – Committee Chair Fannin 3. Management Committee – Committee Chair Gianakos 4. Strategic Planning Committee – Committee Chair Simon</p>
7:35- 7:45	11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR GIANAKOS(10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors
7:45 -7:50	12. PROPERTY MANAGER (5 Minutes)
	<p>Items for Consideration by Property Manager - Mark Cooper 1. Property Management Report</p>
7:50–7:55	13. DISTRICT MANAGER (5 Minutes)
	<p>Items for Consideration by District Manager – Adriana Urbina 1. District Manager Report</p>
7:55 –8:05	14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
8:05	ADJOURN



Date: November 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,
Vice Chair, Ginny Gianakos
Secretary/Treasurer, Dave Nelson
Supervisor, Robb Fannin
Supervisor, Jim Simon
Supervisor, Sabrina Peacock

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 Vice-Chair, Ginny Gianakos
Supervisor Fannin arrived at 7:03PM

1. On **MOTION** by Supervisor Nelson and second by Supervisor Fannin, the Board approved the FY 19-20 Board Officers to be Virginia Gianakos, Chair; Dave Nelson, Vice-Chair and Sabrina Peacock, Secretary/Treasurer. Virginia Gianakos, Sabrina Peacock and Dave Nelson are to be updated as authorized signers on the District's Centerstate Bank accounts. Robert Martin and Robert Fannin are to be removed as authorized signers on the District's Centerstate Bank accounts. The motion passed 5 to 0.
2. On **MOTION** by Supervisor Nelson and second by Supervisor Fannin, the Board appointed Supervisor Fannin as Grounds and Security Committee Chair, Supervisor Gianakos as Management Committee Chair, Supervisor Sabrina Peacock as Treasurer

Review Committee Chair, and Supervisor Simon as Strategic Planning Committee Chair. The motion passed 5 to 0.

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

4. On **MOTION** by Supervisor Nelson and Second by Supervisor Simon, the Board approved Resolution 2020-01 Lake St. Charles District FY120 Budget Amendment. Motion passed 5 to 0

AI: Strategic Planning Committee & Security/Grounds Committee to research the cost of cameras and light with installation at entrance of community.

AI: Treasurer Review Committee to research information on acquiring a District bond.

5. On **MOTION** by Supervisor Simon and Second by Supervisor Peacock, the Board approved the prioritization of items #1 through #11 as listed on the Strategic Planning Committee Meeting Minutes to be completed in a 2 to 3 years timeframe. Amended to include cameras as #12 on list. Motion passed 5 to 0

6. On **MOTION** by Supervisor Nelson and Second by Supervisor Fannin, the Board approved Zoller Engineering proposal in the amount of \$1,500.00 for the SWFWMD inspection reports. Motion passed 5 to 0

7. On **MOTION** by Supervisor Nelson and Second by Supervisor Simon, the Board approved Remson Aquatic's proposal in the amount of \$58,824 for the dredging of ponds #21, #24, #18 and #25. The Board also approved to waive Policy #3150.9 (Bidding procedures for construction projects and extraordinary repairs). Selecting this vendor and waiving this policy will eliminate the need for a hydrologic survey. This will also provide savings to the District in the amount of \$13,503.50 because the vendor can dispose the removed sediment on his own nearby property. Motion passed 5 to 0

8. On **MOTION** by Supervisor Peacock and Second by Supervisor Simon, the Board discussed adding stenciled wording to the District drain inlets pending approval from Hillsborough County up to \$500.00. Motion failed 5 to 0

Meeting adjourned at 8:15PM

Respectfully submitted,

Sabrina Peacock, Treasurer/Secretary

Virginia Gianakos, Chair

Treasurer's Review Committee Meeting Minutes

Date: *Friday, November 21, 2019, 1:00 pm*

Chair: *Supervisor Sabrina Peacock*

Operations Manager: *Adriana Urbina*

Committee Members: *Supervisor Sabrina Peacock, 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 1:00 pm.

The next Treasurer's Review Committee Meeting will be Thursday, December 19, 2019 at 1:00 pm.

-The Treasurer reviewed and signed checks

-The committee discussed assigning District Manager Adriana Urbina, as the District's Registered Agent. This means all correspondence will be sent to her and if any legal matter arises she will send promptly to Legal Counsel. Currently Maggie Portale, District's Counsel is the Registered Agent for the District.

The Treasurer recommends a Motion to assign District Manager, Adriana Urbina as the District's Registered Agent.

-District Manager, Adriana Urbina informed the Treasurer that the request was made to transfer the rewards earned from the District's credit card to the Centerstate Money Market Account (Reserve Account). The amount to be transferred was in the amount of \$1,223.39.

-The Treasurer was informed of the proposed dog park improvements, restroom pre-design and reviewed proposed project list.

-The Treasurer was informed of the progress made with the Bond contact on file. He informed District Manager, Adriana that Raymond James Financial offered Bonds in the amount of \$10 million or higher. He will provide another contact person for assistance with a lower bond/loan.

-The Treasurer was shown the inlet stickers provided by Hillsborough County. Discussions to schedule a volunteer event will be held after the 1st of the year.

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, November 20th 2019 at 12:30 PM.*

Operations Manager: *Property Manager, Mark Cooper*

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

The meeting commenced at 12:30 pm.

Supervisor Fannin and property manager Mark Cooper met in the community park to discuss the site for a potential restroom building and to evaluate the dog park for improvements. In the evaluation of the dog park, the committee determined that the existing location, with improvements, remains the preferred site vs another location within the park. The committee discussed expansion of the fencing, changing of the fence type, tree removals and artificial turf. A site design for the dog park needs to be presented to the board for accurate pricing of the proposed improvements.

The committee discussed the need for a Tree survey by a professional surveyor to appropriately plan for the new dog park and playground areas. A tree survey will also be necessary for any tree removal permits that may be necessary from Hillsborough County.

The property manager is to obtain a proposal for the necessary tree survey.

Supervisor Fannin was also informed of the progress and intentions of the Strategic Planning Committee.

The meeting adjourned at 1:15 pm.

Management Committee Meeting Minutes

Date: *Thursday, November 21, 2019 @ 11:30 pm*

Chairperson: *Chairman Virginia Gianakos*

Operations Manager: *District Manager, Adriana Urbina*

In Attendance: *Chairman Virginia Gianakos, Property Manager, Mark Cooper, District Manager, Adriana Urbina,*

Notice of Meetings – Management Committee

The next Management Committee Meeting will be **Thursday, December 19, 2019 at 11:30 pm.**

- The Committee Chairman reviewed and signed checks.
- The Committee Chairman was informed of the proposed dog park improvements, restroom pre-design and reviewed proposed project list.

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, November 19th, 2019 @ 10:00 am. Meeting adjourned at 11:00 am*

Chairperson: *Supervisor Jim Simon*

Operations Manager: *Property Manager, Mark Cooper*

The November Strategic Planning Committee reviewed the list of priority projects with estimated costs as discussed in last month's meeting to be accomplished in the next 2-3 years. The property manager is waiting on a few more estimates for some of the newer projects mentioned such as a park restroom and geo thermal heating of the pool.

The committee will share the preliminary information with Treasures Review committee and Security and Grounds committees.

The preliminary list of projects and costs are as follows:

- 1) New Playgrounds \$200,000
- 2) Restrooms in the Park \$50,000
- 3) Resurface / replace / repair trail system with necessary bio barriers and root pruning \$400,000
- 4) Aerate large lake \$110,000
- 5) Resurface cull de sacs and add parking to Waterton Drive cull de sac. To be done with trail repairs for better pricing. \$25,000
- 6) Reseal clubhouse parking lot. \$5,000
- 7) Reseal, stripe and color coat 2 basketball courts \$12,000
- 8) Convert tennis court lights to LED \$18,000
- 9) New pool furniture or re-strapping- current furniture was refurbished in 2014 \$15,000
- 10) Improve dog park (need board input as to what is wanted which affects cost estimate).
- 11) Power pedestals for pool – charging stations for pool awning areas. \$6,000
- 12) Cameras security enhancements. Need board input for estimate.
- 13) Securing park at each cull de sac with drive gates, fencing and pedestrian gates. \$85,000
- 14) Solar / geo thermal heating of the pool \$

It is the intention of the committee to review the completed list and costs and present the information in a modified version of the 10 year CIP plan at the January 7th Board meeting.

Meeting adjourned at 11:00 am.

Lake St. Charles CDD
Funds Statement
Aug '19 - Oct '19

	Aug '19	Sept '19	Oct '19	Category
Bank/Current Asset Accounts				
CenterState Bank Checking	157,430	82,195	19,494	Cash
CenterState Bank Money Market	242,683	242,729	242,777	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	1,191	1,193	1,182	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	401,304	326,117	263,453	
Cash (Checking/Savings)				
CenterState Bank Checking	157,430	82,195	19,494	
CenterState Bank Money Market	242,683	242,729	242,777	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	1,191	1,193	1,182	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
Total Cash Accounts	401,304	326,117	263,453	
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	401,304	326,117	263,453	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	242,683	242,729	242,777	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	242,683	242,729	242,777	

Lake St. Charles CDD Disbursement Authorization Report

October 2019

Type	Num	Date	Name	Account	Original Amount
Check	Cash	10/14/2019	John Martini	10200 - Petty Cash	-11.00
				Misc. Landscape Maintenance	11.00
TOTAL					11.00
Check	EFT/Auto	10/04/2019	TECO Electric	10000-CenterState Bank Checking	-2,745.09
				53100 - Electric Utility Svs	23.20
				53100 - Electric Utility Svs	28.08
				53100 - Electric Utility Svs	154.26
				53100 - Electric Utility Svs	838.19
				53100 - Electric Utility Svs	57.24
				53100 - Electric Utility Svs	1,169.42
				53100 - Electric Utility Svs	199.30
				53100 - Electric Utility Svs	40.27
				53100 - Electric Utility Svs	19.73
				53100 - Electric Utility Svs	20.76
				53100 - Electric Utility Svs	19.35
				53100 - Electric Utility Svs	19.54
				53100 - Electric Utility Svs	20.01
				53100 - Electric Utility Svs	19.35
				53100 - Electric Utility Svs	19.63
				53100 - Electric Utility Svs	19.54
				53100 - Electric Utility Svs	19.26
				53100 - Electric Utility Svs	19.35
				53100 - Electric Utility Svs	19.26
				53100 - Electric Utility Svs	19.35
TOTAL					2,745.09
Check	EFT/Auto	10/07/2019	TECO Electric	10000-CenterState Bank Checking	-92.79
				53100 - Electric Utility Svs	92.79

Lake St. Charles CDD Disbursement Authorization Report

October 2019

Type	Num	Date	Name	Account	Original Amount
TOTAL					92.79
Check	EFT/Auto	10/07/2019	TECO Gas Company	10000-CenterState Bank Checking	-309.47
				53200 - Gas Utility Services	309.47
TOTAL					309.47
Check	EFT/Auto	10/11/2019	ADP	10000-CenterState Bank Checking	-122.56
				Payroll Service Charge	20.43
				Payroll Service Charge	102.13
TOTAL					122.56
Check	EFT/Auto	10/15/2019	ADP	10000-CenterState Bank Checking	-9,476.11
				District Manager	2,013.60
				Payroll Taxes - Employer Taxes	154.04
				Facilities Monitor	1,356.00
				Property Maintenance Team Lead	1,219.05
				Property Manager	2,423.20
				Payroll Taxes - Employer Taxes	442.73
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
				Full Time Hybrid Employee	728.75
				Property Maintenance Part-Time	55.24
TOTAL					9,476.11
Sales Tax Payment	EFT/Auto	10/16/2019	Florida Department of Revenue	10000-CenterState Bank Checking	-13.93
			Florida Department of Revenue	Sales Tax Payable	9.10
			Florida Department of Revenue	Sales Tax Payable	3.92
			Florida Department of Revenue	Sales Tax Payable	0.05
			Florida Department of Revenue	Sales Tax Payable	0.12

Lake St. Charles CDD Disbursement Authorization Report

October 2019

Type	Num	Date	Name	Account	Original Amount
			Florida Department of Revenue	Sales Tax Payable	0.74
TOTAL					<u>13.93</u>
Check	EFT/Auto	10/25/2019	ADP	10000-CenterState Bank Checking	-132.81
				Payroll Service Charge	12.07
				Payroll Service Charge	60.39
				Supervisor Payroll Service	<u>60.35</u>
TOTAL					132.81
Check	EFT/Auto	10/29/2019	ADP	10000-CenterState Bank Checking	-8,547.22
				District Manager	2,013.60
				Payroll Taxes - Employer Taxes	154.04
				Facilities Monitor	1,356.00
				Property Maintenance Team Lead	1,079.09
				Property Manager	2,423.20
				Payroll Taxes - Employer Taxes	453.54
				Full Time Hybrid Employee	1,040.13
				Property Maintenance Part-Time	<u>27.62</u>
TOTAL					8,547.22
Check	EFT/Auto	10/29/2019	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	10/31/2019	Square Inc	10000-CenterState Bank Checking	-10.04
				Rental	<u>10.04</u>
TOTAL					10.04

Lake St. Charles CDD Disbursement Authorization Report

October 2019

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	8437	10/01/2019	Egis Insurance & Risk Advisors, LLC	10000-CenterState Bank Checking	-5,699.74
Bill	WC Policy#100119567	10/01/2019		Employer Workman Comp	5,699.74
TOTAL					5,699.74
Bill Pmt -Check	8438	10/01/2019	SunTrust Credit Card	10000-CenterState Bank Checking	-19,249.61
Bill	Sept CC Statement	09/24/2019		13500 - SunTrust Visa Card	19,249.61
TOTAL					19,249.61
Bill Pmt -Check	8439	10/01/2019	Verizon Wireless	10000-CenterState Bank Checking	-43.08
Bill	08-24-19 to 09-23-19	09/23/2019		Telephone	43.08
TOTAL					43.08
Bill Pmt -Check	8440	10/01/2019	Egis Insurance & Risk Advisors, LLC	10000-CenterState Bank Checking	-20,222.00
Bill	Policy#100119567	10/01/2019		Crime	510.00
				General Liability	3,605.00
				Public Officials Liability & EP	2,962.00
				Property Insurance Contract	12,430.00
				Auto Liability	715.00
TOTAL					20,222.00
Bill Pmt -Check	8441	10/16/2019	Aquatic Systems, Inc	10000-CenterState Bank Checking	-225.00
Bill	1st Quater Mitigatio	10/01/2019		Mitigation Maint Contract	225.00
TOTAL					225.00
Bill Pmt -Check	8442	10/16/2019	Chris's Portable Toilets	10000-CenterState Bank Checking	-75.00
Bill	1805-115562 Inv #	10/08/2019		Park Facility Maintenance	75.00
TOTAL					75.00

Lake St. Charles CDD Disbursement Authorization Report

October 2019

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	8443	10/16/2019	Tuscan & Company, PA	10000-CenterState Bank Checking	-1,000.00
Bill	115524 Inv #	10/01/2019		Auditing Services	1,000.00
TOTAL					1,000.00
Bill Pmt -Check	8444	10/16/2019	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,600.00
Bill	Oct Pool Cleaning	10/14/2019		Pool Maintenance Contract	1,600.00
TOTAL					1,600.00
Bill Pmt -Check	8445	10/16/2019	Aquatic Systems, Inc	10000-CenterState Bank Checking	-1,575.00
Bill	Oct Pond Mainten	10/01/2019		Pond & Stormwater Maint	1,110.00
				Pond & Stormwater Maint	465.00
TOTAL					1,575.00
Bill Pmt -Check	8446	10/18/2019	Department of State - Bureau of Election	10000-CenterState Bank Checking	-10.00
Bill	Oath of Office	10/01/2019		Dues, Licenses & Fees	10.00
TOTAL					10.00

Treasurer's Report - CenterState Account

October 2019

10/1/19 - 10/31/19

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						82,194.63
10/01/2019	8437	Egis Insurance & Risk Advisors, LLC	WC Policy#100119567 INV#9928	5,699.74		76,494.89
10/01/2019	8438	SunTrust Credit Card	4223071100091531 Acct #	19,249.61		57,245.28
10/01/2019	8439	Verizon Wireless	Acct# 842082173-00001	43.08		57,202.20
10/01/2019	8440	Egis Insurance & Risk Advisors, LLC	Policy#100119567	20,222.00		36,980.20
10/04/2019	EFT/Auto	TECO Electric	06980007400 Acct #	2,745.09		34,235.11
10/05/2019			Deposit		14.59	34,249.70
10/07/2019	EFT/Auto	TECO Electric	221005960721 Acct #	92.79		34,156.91
10/07/2019	EFT/Auto	TECO Gas Company	221003603224 Acct #	309.47		33,847.44
10/11/2019	EFT/Auto	ADP	543435256 Inv #	122.56		33,724.88
10/15/2019	EFT/Auto	ADP	P.E. 10-12-19	9,476.11		24,248.77
10/16/2019	8441	Aquatic Systems, Inc	INV# 0000457527	225.00		24,023.77
10/16/2019	8442	Chris's Portable Toilets	1805-115562 Inv #	75.00		23,948.77
10/16/2019	8443	Tuscan & Company, PA	115524 Inv #	1,000.00		22,948.77
10/16/2019	8444	Zebra Cleaning Team, Inc.	INV# 3331	1,600.00		21,348.77
10/16/2019	8445	Aquatic Systems, Inc	INV# 0000457526	1,575.00		19,773.77
10/16/2019	EFT/Auto	Florida Department of Revenue		13.93		19,759.84
10/16/2019			Deposit		291.75	20,051.59
10/18/2019	8446	Department of State - Bureau of Election	Oath of Office Filing	10.00		20,041.59
10/19/2019			Deposit		289.35	20,330.94
10/22/2019			Deposit		7,460.29	27,791.23
10/23/2019			Deposit		14.59	27,805.82
10/25/2019	EFT/Auto	ADP	544148461 Inv #	132.81		27,673.01
10/29/2019	EFT/Auto	ADP	P.E. 10-26-19	8,547.22		19,125.79
10/29/2019			Deposit		291.75	19,417.54
10/29/2019	EFT/Auto	Square Inc	K.Burton CH Rental Deposit Refund	291.75		19,125.79
10/31/2019		Clubhouse Rentals			365.00	19,490.79
10/31/2019	EFT/Auto	Square Inc	2.75% Square Processing Fee for CH Rentals	10.04		19,480.75
10/31/2019			Interest		13.45	19,494.20
				71,441.20	8,740.77	19,494.20

Lake St. Charles CDD Profit & Loss Budget Performance October 2019

	A	B	C	D	E	F	G	H	K	L	M	N	
1													
2								Oct '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD	
3	Revenue/Expense												
4	Revenue												
5	36100 - Interest Earnings												
6	Interest - General Fund						61	1,450	(1,389)			84	
7	Total 36100 - Interest Earnings						61	1,450	(1,389)			84	
8	General Fund Assessment-O&M												
9	General Fund Assessment Gross						0	958,146	(958,146)			0	
10	GF Prop Tax Interest						0	0	0			0	
11	GF Tax Collector Commissions						0	(19,163)	19,163			0	
12	GF Tax Payment Discount						0	(38,326)	38,326			0	
13	Total General Fund Assessment-O&M						0	900,657	(900,657)			0	
14													
15	Total 36310 - Special Assessment						0	900,657	(900,657)			0	
16	36311 - Excess Fees						7,460	0	7,460			5,881	
17	36900 - Miscellaneous Revenues								0				
18	Other Misc Revenue						29	1,200	(1,171)			45	
19	Rental						327	1,900	(1,573)			127	
20	Pool Snack Vending						0	475	(475)			0	
21	Total 36900 - Miscellaneous Revenues						356	3,575	(3,219)			172	
22	Total Revenue						7,877	905,682	(897,805)			6,137	
23													
25	Expense												
26	5110 - Legislative												
27	Employer Taxes						84	1,460	(1,377)			84	
28	Special District Fees						175	175	0			175	
29	Supervisor Fees						1,000	12,000	(11,000)			1,000	
30	Supervisor Payroll Service						60	900	(840)			58	
31	Total 5110 - Legislative						1,319	14,535	(13,216)			1,316	

Lake St. Charles CDD Profit & Loss Budget Performance October 2019

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
32							51300 - Financial & Admin					
33							Accounting Services	0	500	(500)		0
34							Auditing Services	1,000	13,000	(12,000)		1,000
35							Banking & Investment Mgmt Fees	0	200	(200)		0
36							District F&A Employees					
37							District Manager	4,027	52,354	(48,327)		3,949
38							Medical Stipend	0	2,400	(2,400)		0
39							Payroll Service Charge	33	465	(433)		31
40							Payroll Taxes - Employer Taxes	308	4,400	(4,092)		302
41							Performance Stipend	0	1,000	(1,000)		0
42							Total District F&A Employees	4,368	60,619	(56,251)		4,282
43							Dues, Licenses & Fees	10	500	(490)		0
44							General Insurance					
45							Crime	510	600	(90)		510
46							General Liability	3,605	3,868	(263)		3,517
47							Public Officials Liability & EP	2,962	3,179	(217)		2,890
48							Total General Insurance	7,077	7,647	(570)		6,917
49							Legal Advertising	0	2,600	(2,600)		213
50							Local/Other Taxes	1	3,396	(3,395)		0
51							Office Supplies	67	1,000	(933)		0
52							Postage	3	250	(247)		0
53							Printer Supplies	47	2,000	(1,953)		0
54							Professional Development	79	1,000	(921)		0
55							Technology Services/Upgrades	0	2,000	(2,000)		140
56							Telephone	43	3,100	(3,057)		276
57							Travel Per Diem	0	200	(200)		57
58							Website Development & Monitor	63	2,650	(2,587)		0
59							Total 51300 - Financial & Admin	12,758	100,662	(87,904)		12,884

Lake St. Charles CDD Profit & Loss Budget Performance October 2019

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
60							51400 - Legal Counsel					
61							District Counsel	0	8,000	(8,000)		0
62							Total 51400 - Legal Counsel	0	8,000	(8,000)		0
63							52100 - Law Enforcement					
64							Car Maintenance & Repairs	0	1,000	(1,000)		0
65							Car Gas	18	1,500	(1,482)		0
66							Total 52100 - Law Enforcement	18	2,500	(2,482)		0
67							53100 - Electric Utility Svs	2,838	39,500	(36,662)		2,849
68							53200 - Gas Utility Services	309	4,000	(3,691)		240
69							53400 - Garbage/Solid Waste Svc	0	2,880	(2,880)		103
70							53600 - Water/Sewer Services	0	8,000	(8,000)		349
71							53900 - Physical Environment					
72							Entry & Walls Maintenance	0	2,000	(2,000)		0
73							Ford F250 Maintenance & Repair	0	2,000	(2,000)		0
74							Fountain in Lake	0	3,000	(3,000)		600
75							Gas - Equipment	0	400	(400)		0
76							Gas - Truck	73	1,800	(1,728)		0
77							Irrigation Maintenance	589	10,000	(9,411)		1,305
78							Landscape Maintenance Contract	7,250	87,000	(79,750)		7,250
79							Misc. Landscape-Temporary Staff	0	3,000	(3,000)		0
80							Misc. Landscape Maintenance	190	9,500	(9,310)		0
81							Mulch	0	10,500	(10,500)		0
82							New Plantings	0	8,000	(8,000)		0
83							Pond & Stormwater Maint Contract	1,575	18,900	(17,325)		1,049
84							Pond#9 Aeration Maintenance	0	500	(500)		0
85							Property Insurance Contract	12,430	12,000	430		11,040
86							Sod Replacement	95	4,000	(3,905)		0
87							Mitigation Maint Contract	225	900	(675)		225

Lake St. Charles CDD Profit & Loss Budget Performance October 2019

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
88							Midge Treatment Contract	9,768	68,376	(58,608)		0
89							Total 53900 - Physical Environment	22,426	241,876	(219,450)		21,469
90							57200 - Parks & Recreation					
91							Auto Liability	715	755	(40)		697
92							Club Facility Maintenance					
93							Club Facility Maintenance	208	5,000	(4,792)		314
94							Clubhouse Supplies	45	2,300	(2,255)		0
95							Locks/Keys	0	100	(100)		0
96							Pool Snack Vending Items	0	300	(300)		0
97							Total Club Facility Maintenance	253	7,700	(7,447)		314
98							District Employees Payroll Exp					
99							Employer Workman Comp	5,700	9,000	(3,300)		808
100							Facilities Monitor	2,712	35,256	(32,544)		2,659
101							Medical Stipends	0	6,000	(6,000)		0
102							Payroll Service Charge	163	2,500	(2,337)		155
103							Payroll Taxes - Employer Taxes	896	13,500	(12,604)		881
104							Performance Stipend	0	2,600	(2,600)		0
105							Full-Time Hybrid Employee	1,769	27,560	(25,791)		1,720
106							Property Maintenance Part-Time	83	1,450	(1,367)		81
107							Property Maintenance Team Lead	2,298	30,052	(27,754)		2,302
108							Property Manager	4,846	63,003	(58,157)		4,752
109							Recreational Assistants	0	7,000	(7,000)		0
110							Total District Employees Payroll Exp	18,467	197,921	(179,454)		13,359
111							Dock Maintenance	0	400	(400)		0
112							Drainage/ Nature Path/Trail Maintenance	100	1,800	(1,700)		0
113							Park Facility Maintenance	354	5,000	(4,646)		150
114							Parks & Rec Cell Phones	0	1,700	(1,700)		115
115							Playground Maintenance	0	2,000	(2,000)		0
116							Pool Maintenance Contract	1,600	19,600	(18,000)		1,600

Lake St. Charles CDD Profit & Loss Budget Performance October 2019

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
117							Pool Maintenance Repairs	404	12,000	(11,596)		0
118							Sec System Monitoring Contract	60	240	(180)		120
119							Security Repairs	324	5,000	(4,676)		4,570
120							Total 57200 - Parks & Recreation	22,276	254,116	(231,840)		20,925
121							58003- Future CIP Projects and Reserves	0	229,613	(229,613)		47,112
122							Total Expense	61,945	905,682	(843,737)		107,248
123							Revenue Less Expenses	(54,068)	0	(54,068)		(101,111)
124							Other Revenue/Expense					
125							Other Revenue					
126							SunTrust Credit Card Rewards	1,223		0		
127							FY 17-18 Carryover	44,859		44,859		
128							Total Other Revenue	46,082	0	44,859		
129												
130							Other Expense					
131							Unassigned CIP Projects	0	39,859	(39,859)		
132							Funding for District's Reserve Acct	0	5,000	(5,000)		
133							Total Other Expense	0	44,859	(44,859)		
134							Net Other Income	44,859	(44,859)	44,859		
135							Net Income	(9,209)	(44,859)	(9,209)		

Lake St. Charles CDD Property Manager Expense Report

October 2019

	Type	Date	Num	Memo	Amount
Ace Hardware	Credit Card Charge	10/09/2019	Bleach & Killzall	Club Facility Maintenance	55.53
	Credit Card Charge	10/09/2019	Misc Items	Club Facility Maintenance	27.74
	Credit Card Charge	10/15/2019	Pruner	Misc. Landscape Maintenance	35.99
Ameriscape Services	Credit Card Charge	10/22/2019	Irrigation	Irrigation Maintenance	589.00
Burnett's Rock & Landscape	Credit Card Charge	10/15/2019	Dirt for trail	NaturePath/Trail/Drainage Maint	100.00
Dog Waste Depot	Credit Card Charge	10/08/2019	Doggie Bags	Park Facility Maintenance	279.01
George's Mower Service Inc.	Credit Card Charge	10/01/2019	Link Power Pruner	Misc. Landscape Maintenance	32.97
	Credit Card Charge	10/07/2019	Sharpen chains	Misc. Landscape Maintenance	44.00
Pinch-A-Penny Pool-Patio-Spa	Credit Card Charge	10/09/2019	Intercam Pole	Misc. Landscape Maintenance	65.99
Sod X	Credit Card Charge	10/17/2019	Sod Drainage Repairs	Sod Replacement	95.00
Stanley Steemer	Credit Card Charge	10/23/2019	Carpet Cleaning	Club Facility Maintenance	125.00
Staples	Bill	10/15/2019	trash bags	Clubhouse Supplies	44.99
				Total	1,495

December 2019 Property Manager's report

Per the recommendation of the Security grounds committee I am seeking a proposal for a tree survey at the dog park area and the playground area to plan and price future improvements.

Regarding strategic planning I am in the process of obtaining additional proposals for geo thermal and solar heating of the pool and for the park restroom. I developed a preliminary restroom design for the purpose of obtaining a design build cost proposal. See the preliminary design attached.

At last month's meeting there were discussions about stenciling the storm drain inlets. I contacted Hillsborough County Environmental Services Division and was able to obtain 200 storm drain plaques for free. I spoke with supervisor Peacock and we will work together to strategize their installation in a manner that can be submitted for a Hillsborough County Neighborhood award such as Neighborhood – Community Partnership Award of Neighborhood “ Make It Happen” Award.

In late November I received a warning letter from SWFWMD stating that Unauthorized Wetland Activity had occurred. I contacted SWFWMD for clarification of the specific area referenced. SWFWMD is to schedule a site visit with me to specifically identify their area of concern. After receiving clarification, I will address the issue.

I want to inform the Board that on a request of a homeowner to get their TECO transformer painted, I canvassed the entire neighborhood and provided a list of 45 transformer numbers and addresses that need painting to TECO. Yesterday their field representative was onsite doing their own assessment. The field rep said he found numerous other issues and will report his findings. He also said they would be replacing several of the transformers. As to the timing of their actions I was not informed. **Update:** TECO reached back out to me and they will be replacing 24 transformers, painting 59 transformers and 4 large switch gear boxes. TECO will notify affected homeowners prior to transformer replacement as it will involve a short power outage. TECO will also be asking homeowners to remove any vegetation (shrubs) within 3' feet of all sides of their transformers.



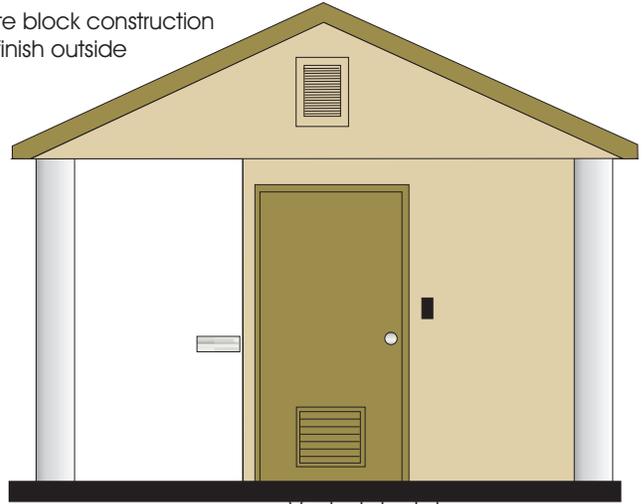
I received 2 clubhouse commercial water softener bids:

One from Curtis Plumbing for \$3,125 and one from EcoWater for \$3,125 (price matched) originally \$4,045.

I recommend Ecowater for the following reasons.

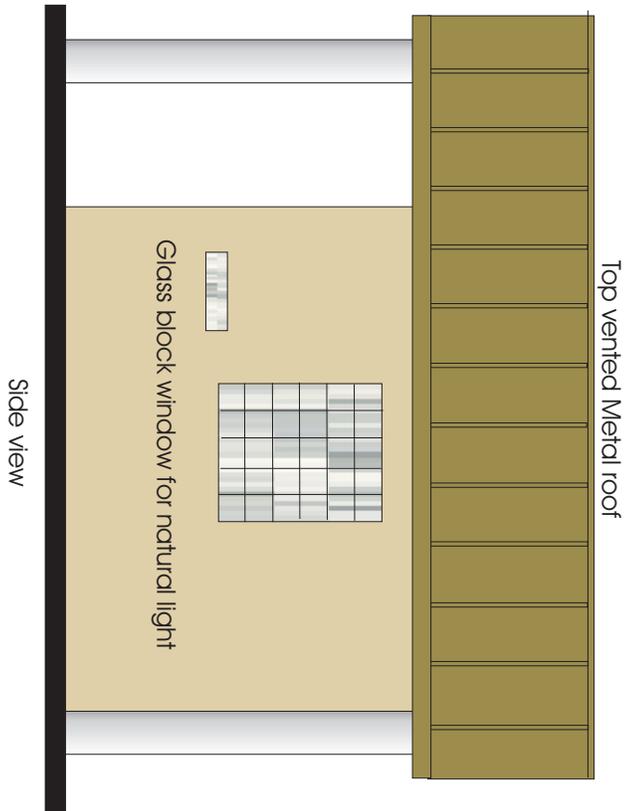
- 1) Aesthetics – Eco Waters system looks better. This unit will be partially buried outside the ADA pool gate.
- 2) Eco water has 5 year warranty, the clack system proposed by Curtis plumbing has a 3 year warranty.
- 3) Eco water will deliver salt every 2 weeks and add as needed for \$6.99 per 50 lb. bag and check system for proper operations. Only billed for salt that is added.

Concrete block construction
stucco finish outside



Front view

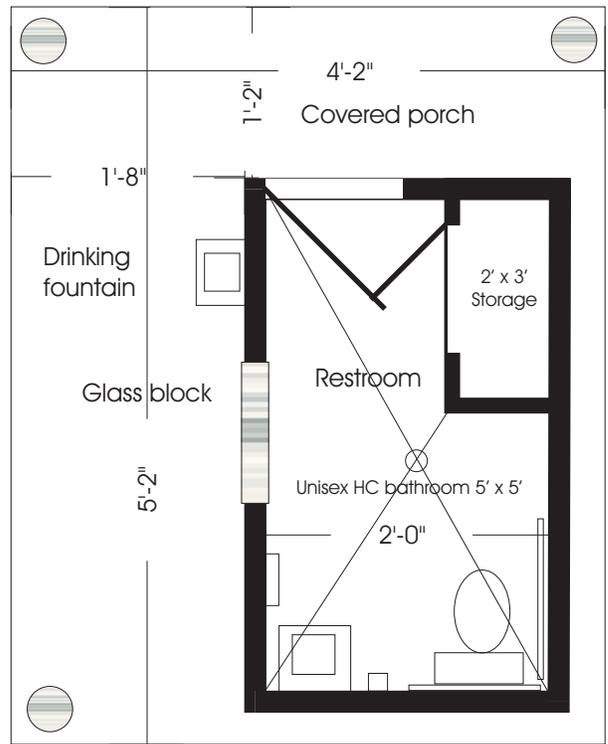
Vented steel door
with access control



Side view

Top vented Metal roof

Glass block window for natural light



Overall plan view

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	1	7	2	0	0	4	3		23	32
Completed Clubhouse Rentals	3	0	0	0	2	6	3	1	1	2	3		21	38
Guest Passes Issued	0	0	0	0	1	6	4	1	1	0	0		13	12
Replacement Cards	3	0	1	1	1	4	2	3	2	0	1		18	7
Resident Access Cards	6	2	2	4	15	28	12	12	5	5	9		100	100
Renters Access Cards	6	4	0	1	5	13	11	4	1	1	1		47	71
Parking Stickers	6	4	2	5	18	21	18	9	8	10	5		106	122
Online Purchases	2	2	2	2	2	3	2	1	2	2	2		22	21
Monthly Total	27	12	9	16	45	88	54	31	20	24	24		350	403

I have received 5 voicemails, with 3 that required a call back.

Mark & Adriana notarized 2 documents.