

Supervisor Packet for February 4, 2020 General Meeting

Table of Contents	i
Agenda for February 4, 2020	1
Consent Agenda	
Minutes from January 7, 2020 General Meeting	3
January Committee Minutes	
Treasurer’s Review Committee Minutes	5
Midge Fly Update	6
Grounds and Security Committee Minutes	7
Camera Installation Cost	8
Pool Wi-Fi Cost.....	9
Management Committee Minutes.....	10
Policy #5050 Goals & Objectives of the Board of Supervisors, Managers	11
Strategic Planning Committee Minutes	13
December Financial Statements	
Funds Statement	14
Disbursement Authorization Report	15
Treasurer’s Report Centerstate Bank	21
Budget Performance Report	23
Property Manager Expense Report	28
District Staff Reports	
January Property Manager Report.....	29
January Clubhouse Report.....	30

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

7:00 p.m., February 4, 2020

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. January 7, 2020 Meeting Minutes b. Committee Meeting Minutes for January 2020 <ol style="list-style-type: none"> i. Treasurer’s Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. December 2019 Financial Statements d. January 2020 Property Manager Monthly Report

	<p>e. January 2020 Clubhouse Monthly Report</p> <p>f. January 2020 Facilities Monitor Report</p>
7:20-7:50	8. COMMITTEE REPORTS (30 Minutes)
	<ol style="list-style-type: none"> 1. Treasurer’s Review Committee – Treasurer Peacock <ol style="list-style-type: none"> a. Midge Update 2. Grounds/Security Committee – Committee Chair Fannin <ol style="list-style-type: none"> a. Ground and Security Committee recommends a Motion to approve \$1,850.00 as a performance bonus for the research, purchase and installation of the new camera system to Facility Monitor, Luis Martinez. b. Ground and Security Committee recommends a Motion to approve \$600.00 as a performance bonus for the research, purchase and installation of the pool area Wi-Fi hotspot to Facility Monitor, Luis Martinez. 3. Management Committee – Committee Chair Gianakos <ol style="list-style-type: none"> a. The Committee Chairman recommends a Motion to approve Policy #5050 FY19-20 Goals & Objectives of the Board of Supervisors, Managers. 4. Strategic Planning Committee – Committee Chair Simon <ol style="list-style-type: none"> a. Future Projects Discussion
7:50- 8:00	11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR GIANAKOS(10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors
8:05 -8:10	12. PROPERTY MANAGER (5 Minutes)
	<p>Items for Consideration by Property Manager - Mark Cooper</p> <ol style="list-style-type: none"> 1. Property Management Report
8:10–8:15	13. DISTRICT MANAGER (5 Minutes)
	<p>Items for Consideration by District Manager – Adriana Urbina</p> <ol style="list-style-type: none"> 1. District Manager Report
8:15 –8:25	14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
8:25	ADJOURN



Date: January 7, 2020

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

Staff:

Adriana Urbina, District Manager
Mark Cooper, Property Manager

In attendance:

Lake St. Charles Residents

Meeting was called to order at 7:00 p.m. by Chair, Ginny Gianakos

1. On **MOTION** by Supervisor Nelson and second by Supervisor Fannin the Board approved the, January 7, 2020 Consent Agenda consisting of the: December 3, 2019 General Meeting Minutes, the December Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the November 2019 Financial Reports, the Property Manager, District Administrative Assistant reports, and the Facility Monitor December 2019 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0
2. On **MOTION** by Supervisor Gianakos and Second by Supervisor Simon, the Board approved Policy #5000 FY19-20 Goals and Objectives of the Board of Supervisors. Motion passed 5 to 0

3. On **MOTION** by Supervisor Simon and Second by Supervisor Nelson, the Board approved the proposed 3 year Capital Improvement Plan with the understanding that the plan will be reviewed annually for updates and revisions. Motion was amended to say the plan will be reviewed as needed. Motion passed 5 to 0

Meeting adjourned at 7:53PM

Respectfully submitted,

Sabrina Peacock, Treasurer/Secretary

Virginia Gianakos, Chair

Treasurer's Review Committee Meeting Minutes

Date: *Thursday, January 16, 2020, 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, February 20, 2020 at 1:00 pm.**

-The Treasurer reviewed and signed checks

-The Treasurer reviewed the CIP expense chart and was updated on current projects status.

-The committee discussed the redemption of the 1% SunTrust credit card cash back rewards and decided to continue funding the reserve account as stated in the District's Budget Policy #3200.

FY 19-20 Midge Update (Ongoing)

- 1st Midge treatment 10-25-2019 \$9,768
- 2nd Midge treatment 11-07-2019 \$9,768
- 3rd Midge treatment 11-22-2019 \$9,768

Total to date \$29,304.00

Budget amount for 7 treatments \$68,376

Aeration (Installation) for Lake#27 is estimated at \$70,213.77 plus an additional estimated \$30,000 for electrical service upgrades to run pumps. **\$100,213.77**

\$100 monthly anticipated electricity cost to run pumps or **\$12,000 annually**

FY 18-19 Midge Treatments (1st Year Treatments)

1. Fish stocking Lake#27	\$7,304	One time
2. Fish stocking Pond #9	\$704	One time
3. Fish Stocking Pond#14	\$1,029	One time
Total	\$9,037	
1. Algae Control Lake#27	\$465	12 treatments
Total	\$5,580	
1. Alum Application Lake#27	\$47,664	One time
Total	\$47,664	
1. Midge treatments Lake#27	\$8,970	7 Treatments (4 Spring & 3 Fall)
2. Midge Treatments Pond#9	\$798	7 Treatments (4 Spring & 3 Fall)
Total	\$68,376	
1. Aeration Pond#9	\$8,371	One time
Total	\$8,371	
1. Planktonic Algae Lake#27	\$22,000	One time
Total	\$22,000	

Grand Total: \$161,028

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, January 22nd 2030 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.

The Grounds Committee reviewed the preliminary restroom bids and discussed the long term need of having 2 unisex restrooms if it could be accomplished near our estimated budget.

The property manager will continue to work with the 3 leading prefab manufacturers to firm up options and pricing including site prep and delivery restrictions. An estimate is also to be secured for utility engineering i.e. sewer connection.

Supervisor Fannin was informed of the new, better picnic table selection (at a cost savings over the originally quoted tables) and the purchase of 3 new matching trash cans for \$1,639.55. 1 is for the picnic area and the other two are for the pool deck. The trash cans will be purchased out of the Park Facility maintenance operational budget. The picnic area should be completed by mid-March.

Supervisor Fannin was shown the new security cameras and system which is being replaced within the security/repairs operational budget. The new system covers all of the pool deck, the parking lot the building interior, the volleyball area and the dock and trail looking west. The new system features a 16 channel, 3 TB- DVR which should hold up to 2 months or more of recordings with remote viewing from a phone or computer. It has perimeter/ tripwire protection and push notifications, cat 6 wiring and the new cameras are 4K – 8 MP ultra HD with color night vision and 200' IR. The warranty is for 6 years.

Supervisor Fannin was informed of the anticipated commencement of the dredging, tennis court resurface and basketball court repair projects to start in February. All of the homeowners effected by the dredging project have been notified and have given their written consent for property access.

The meeting adjourned at 1:30 pm.

Security Camera Cost

	Cost
2,000 Linear Feet of Cat 6 Cable	\$100
Tools & Miscellaneous	\$200
4k Monitor	\$269.97
Montavue 16 Channel, 4k, 12 Camera Package	\$2,308.75
Research & Labor (80 Hours)	\$ 1,850.00
Total Cost	\$4,729

Montavue Camera Package Cost includes a 20% discount redeemed at time of purchase.

Package includes 4 dome commercial grade 4k cameras, 8 bullet commercial grade 4k cameras and a 3TB NVR(Network Video Recorder) Capable of storing approximately 2 months of recordings. Camera package has a 6 year warranty

Security repair line item budget for FY19-20 was set at \$5,000

Grounds & Security Committee requests a motion to approve \$1,850.00 as a performance bonus for the research, purchase and installation of new camera system to Facility Monitor, Luis Martinez.

To be funded from Security/Repair line item.

WiFi Access Point (Pool Area)

	Cost
Ubiquiti Unifi HD (Long range access point)	\$ 361.00
Installation & Set-up	\$ 600.00
Total Cost	\$ 961.00

Wifi access point has approximately 400ft in range

Access point has a 4 year warranty

Installation includes running cat6 wiring through attic, mounting access point outside, and programming router.

Grounds & Security Committee requests a motion to approve \$600.00 as a performance bonus for the research, purchase and installation of the pool area WiFi Hotspot to Facility Monitor, Luis Martinez.

\$961.00 to be funded from the pool maintenance line item, with a current budget of \$12,000.00.

Management Committee Meeting Minutes

Date: *Thursday, January 16, 2020 @ 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, February 20, 2020 at 11:30 pm.**

- The Committee Chair reviewed and signed checks.

- The Committee Chair was updated on current projects status.

-The Committee Chair reviewed Policy #5050 FY19-20 Goals & Objectives of the Board of Supervisors (Managers).

The Committee Chair recommends a Motion to approve Policy #5050 FY19-20 Goals & Objectives of the Board of Supervisors (Managers).

Lake St. Charles Community Development District

POLICY HANDBOOK

POLICY TITLE: FY 19-20 Goals and Objectives of the Board of Supervisors, Managers (FY-Years 2019-2020)

POLICY NUMBER: 5050

BOARD MOTION: M01-07-2020-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. **Adriana**

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

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 2025.

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 made at Board’s discretion. \$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 projects 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. **Mark ongoing**

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

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.

Mark & Adriana

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. Mark & Adriana

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. Adriana as needed

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. Mark & Adriana

5000.4.3 Maintain and update policy manual, making adopted policies easier to reference. Adriana

5000.4.4 Maintain and update LSC Records Management Project. Adriana

5000.4.5 Maintain internal controls for employee hours worked and evaluate management and staffing requirements based on cyclical needs or District demands. Mark & Adriana

5000.4.6 Periodically review plans to maintain grounds and resident services during staff absences, illness, vacation, holiday and PTO. Adriana

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. Mark & Adriana

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, January 21st, 2020 @ 10:00 am.*

Chairperson: *Supervisor Jim Simon*

Operations Manager: *Property Manager, Mark Cooper*

Meeting commenced at 10:00 am. Resident Terry Peacock was in attendance.

The Strategic Planning Committee reviewed the preliminary restroom bids and discussed the long term need of having 2 unisex restrooms if it could be accomplished near our estimated budget.

The property manager will continue to work with the 3 leading prefab manufacturers to firm up options and pricing including site prep and delivery restrictions. An estimate is also to be secured for utility engineering i.e. sewer connection.

There was a brief discussion of the geo thermal heating of the pool in the project priorities and the committee felt that aeration of the lake could yield cost savings over time as well as yield better year round midge control which is generally more beneficial as a priority over heating the pool. This decision should be revisited in a year or two after there is additional data from pond #9's aeration and after there is treatment reduction at pond #9.

The strategic planning committee was informed of the progress of the picnic area and that it would likely be completed by mid-March.

The committee was reminded that the restroom project while scheduled for next year, could and should occur in this year's CIP projects as the funds are already available this year and there is no reason to delay commencement.

Meeting adjourned at 11:00 am.

Lake St. Charles CDD

Funds Statement

Oct '19 - Dec '19

	Oct '19	Nov '19	Dec '19	Category
Bank/Current Asset Accounts				
CenterState Bank Checking	19,494	60,457	692,592	Cash
CenterState Bank Money Market	242,777	242,823	254,095	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	1,182	1,182	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	263,453	304,462	947,869	
Cash (Checking/Savings)				
CenterState Bank Checking	19,494	60,457	692,592	
CenterState Bank Money Market	242,777	242,823	254,095	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	1,182	1,182	1,182	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
Total Cash Accounts	263,453	304,462	947,869	
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	263,453	304,462	947,869	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	242,777	242,823	254,095	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	242,777	242,823	254,095	

Lake St. Charles CDD Disbursement Authorization Report

December 2019

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	12/05/2019	TECO Electric	10000-CenterState Bank Checking	-2,820.30
				53100 - Electric Utility Svs	36.98
				53100 - Electric Utility Svs	44.58
				53100 - Electric Utility Svs	158.10
				53100 - Electric Utility Svs	838.19
				53100 - Electric Utility Svs	65.68
				53100 - Electric Utility Svs	1,170.76
				53100 - Electric Utility Svs	220.59
				53100 - Electric Utility Svs	42.61
				53100 - Electric Utility Svs	23.75
				53100 - Electric Utility Svs	23.75
				53100 - Electric Utility Svs	19.45
				53100 - Electric Utility Svs	19.45
				53100 - Electric Utility Svs	20.01
				53100 - Electric Utility Svs	19.35
				53100 - Electric Utility Svs	19.92
				53100 - Electric Utility Svs	19.63
				53100 - Electric Utility Svs	19.45
				53100 - Electric Utility Svs	19.35
				53100 - Electric Utility Svs	19.35
				53100 - Electric Utility Svs	19.35
TOTAL					<u>2,820.30</u>
Check	EFT/Auto	12/06/2019	TECO Electric	10000-CenterState Bank Checking	-46.27
				53100 - Electric Utility Svs	46.27
TOTAL					<u>46.27</u>
Check	EFT/Auto	12/06/2019	TECO Gas Company	10000-CenterState Bank Checking	-366.34
				53200 - Gas Utility Services	366.34

Lake St. Charles CDD Disbursement Authorization Report

December 2019

Type	Num	Date	Name	Account	Original Amount
TOTAL					366.34
Check	EFT/Auto	12/06/2019	ADP	10000-CenterState Bank Checking	-122.56
				Payroll Service Charge	20.43
				Payroll Service Charge	102.13
TOTAL					122.56
Check	EFT/Auto	12/10/2019	ADP	10000-CenterState Bank Checking	-10,293.51
				District Manager	2,013.60
				Payroll Taxes - Employer Taxes	169.34
				Facilities Monitor	1,356.00
				Property Maintenance Team Lead	1,011.36
				Property Manager	2,423.20
				Payroll Taxes - Employer Taxes	485.33
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
				Full Time Hybrid Employee	1,023.56
				Property Maintenance Part-Time	27.62
				Medical Stipend	200.00
				Medical Stipends	500.00
TOTAL					10,293.51
Check	EFT/Auto	12/17/2019	Square Inc	10000-CenterState Bank Checking	-292.10
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-7.90
TOTAL					292.10
Check	EFT/Auto	12/17/2019	Square Inc	10000-CenterState Bank Checking	-82.66
				Rental	85.00

Lake St. Charles CDD Disbursement Authorization Report

December 2019

Type	Num	Date	Name	Account	Original Amount
				Rental	-2.34
TOTAL					<u>82.66</u>
Check	EFT/Auto	12/18/2019	Square Inc	10000-CenterState Bank Checking	-82.69
				Rental	85.00
				Rental	-2.31
TOTAL					<u>82.69</u>
Check	EFT/Auto	12/20/2019	ADP	10000-CenterState Bank Checking	-132.81
				Payroll Service Charge	12.07
				Payroll Service Charge	60.39
				Supervisor Payroll Service	60.35
TOTAL					<u>132.81</u>
Sales Tax Payment	EFT/Auto	12/20/2019	Florida Department of Revenue	10000-CenterState Bank Checking	-25.67
			Florida Department of Revenue	Sales Tax Payable	7.73
			Florida Department of Revenue	Sales Tax Payable	17.94
TOTAL					<u>25.67</u>
Check	EFT/Auto	12/24/2019	ADP	10000-CenterState Bank Checking	-8,603.48
				District Manager	2,013.60
				Payroll Taxes - Employer Taxes	154.04
				Facilities Monitor	1,356.00
				Property Maintenance Team Lead	1,155.84
				Property Manager	2,423.21
				Payroll Taxes - Employer Taxes	457.35
				Full Time Hybrid Employee	1,043.44
TOTAL					<u>8,603.48</u>

Lake St. Charles CDD Disbursement Authorization Report

December 2019

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	12/31/2019	Square Inc	10000-CenterState Bank Checking	-292.10
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-7.90
TOTAL					<u>292.10</u>
Check	EFT/Auto	12/31/2019	Square Inc	10000-CenterState Bank Checking	-292.10
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-7.90
TOTAL					<u>292.10</u>
Check	EFT/Auto	12/31/2019	Square Inc	10000-CenterState Bank Checking	-292.20
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-7.80
TOTAL					<u>292.20</u>
Bill Pmt -Check	8467	12/03/2019	Solitude Lake Management	10000-CenterState Bank Checking	-9,768.00
Bill	3rd Midge Treatment	11/22/2019		Midge Treatment Contract	<u>9,768.00</u>
TOTAL					9,768.00
Bill Pmt -Check	8468	12/03/2019	Hawkins Service Company	10000-CenterState Bank Checking	-620.00
Bill	replace main board h	11/22/2019		Pool Maintenance Repairs	<u>620.00</u>
TOTAL					620.00
Bill Pmt -Check	8469	12/03/2019	Infinity Power Wash, LLC	10000-CenterState Bank Checking	-735.00
Bill	Pressure wash sidewa	11/25/2019		Misc. Landscape Maintenance	<u>735.00</u>
TOTAL					735.00

Lake St. Charles CDD Disbursement Authorization Report

December 2019

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	8470	12/03/2019	Joe's A/C Appliance Service, Inc.	10000-CenterState Bank Checking	-45.00
Bill	Troubleshoot stove	11/21/2019		Club Facility Maintenance	45.00
TOTAL					45.00
Bill Pmt -Check	8471	12/03/2019	SunTrust Credit Card	10000-CenterState Bank Checking	-13,899.12
Bill	Nov CC Statement	11/24/2019		13500 - SunTrust Visa Card	13,899.12
TOTAL					13,899.12
Bill Pmt -Check	8472	12/03/2019	Verizon Wireless	10000-CenterState Bank Checking	-43.16
Bill	10-24-19 to 11-23-19	11/23/2019		Telephone	43.16
TOTAL					43.16
Bill Pmt -Check	8473	12/19/2019	Alley Cat Pest Control	10000-CenterState Bank Checking	-85.00
Bill	pest control	10/25/2019		Club Facility Maintenance	85.00
TOTAL					85.00
Bill Pmt -Check	8474	12/19/2019	Persson & Cohen, P.A.	10000-CenterState Bank Checking	-48.40
Bill	FL DEO Form	12/04/2019		District Counsel	48.40
TOTAL					48.40
Bill Pmt -Check	8475	12/19/2019	Planeng, Inc.	10000-CenterState Bank Checking	-239.23
Bill	INV# 2429	12/16/2019		58003-Future CIP Projects & Res	239.23
TOTAL					239.23
Bill Pmt -Check	8479	12/19/2019	Zoller Engineering LLC	10000-CenterState Bank Checking	-1,500.00
Bill	SWFWMD Inspection Re	12/17/2019		58003-Future CIP Projects & Res	1,500.00

Lake St. Charles CDD Disbursement Authorization Report

December 2019

Type	Num	Date	Name	Account	Original Amount
TOTAL					1,500.00
Bill Pmt -Check	8480	12/19/2019	Solitude Lake Management	10000-CenterState Bank Checking	-1,575.00
Bill	Dec Pond Mainten	12/01/2019		Pond & Stormwater Maint	1,110.00
				Pond & Stormwater Maint	465.00
TOTAL					<u>1,575.00</u>
Bill Pmt -Check	8481	12/19/2019	Still Water Aquatics LLC	10000-CenterState Bank Checking	-275.00
Bill	INV #201959	12/06/2019		Misc. Landscape Maintenance	275.00
TOTAL					<u>275.00</u>
Bill Pmt -Check	8482	12/19/2019	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,600.00
Bill	Dec Pool Cleaning	12/10/2019		Pool Maintenance Contract	1,600.00
TOTAL					<u>1,600.00</u>

Treasurer's Report - CenterState Account
December 2019
12/1/19 - 12/31/19

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						60,457.07
12/03/2019	8467	Solitude Lake Management	INV# 0000462743	9,768.00		50,689.07
12/03/2019	8468	Hawkins Service Company	INV#198394	620.00		50,069.07
12/03/2019	8469	Infinity Power Wash, LLC	INV# 3616	735.00		49,334.07
12/03/2019	8470	Joe's A/C Appliance Service, Inc.	211326 Inv #	45.00		49,289.07
12/03/2019	8471	SunTrust Credit Card	4223071100091531 Acct #	13,899.12		35,389.95
12/03/2019	8472	Verizon Wireless	Acct# 842082173-00001	43.16		35,346.79
12/04/2019			Funds Transfer per Resolution 2019-01	5,000.00		30,346.79
12/04/2019			Funds Transfer per Resolution 2020-01	5,000.00		25,346.79
12/04/2019			Funds Transfer Suntrust Rewards	1,223.39		24,123.40
12/05/2019	EFT/Auto	TECO Electric	06980007400 Acct #	2,820.30		21,303.10
12/06/2019			Deposit		665,564.86	686,867.96
12/06/2019	EFT/Auto	TECO Electric	221005960721 Acct #	46.27		686,821.69
12/06/2019	EFT/Auto	TECO Gas Company	221003603224 Acct #	366.34		686,455.35
12/06/2019	EFT/Auto	ADP	546598918 Inv #	122.56		686,332.79
12/10/2019	EFT/Auto	ADP	P.E. 12-07-19	10,293.51		676,039.28
12/12/2019			Deposit		30,976.74	707,016.02
12/13/2019			Deposit		292.10	707,308.12
12/17/2019	EFT/Auto	Square Inc	C. Shao CH Rental Deposit Refund	292.10		707,016.02
12/17/2019	EFT/Auto	Square Inc	A. Lang All Day CH Cancellation	82.66		706,933.36
12/18/2019	EFT/Auto	Square Inc	M. Norflee All Day CH Cancellation	82.69		706,850.67
12/19/2019	8473	Alley Cat Pest Control	1075 Acct #	85.00		706,765.67
12/19/2019	8474	Persson & Cohen, P.A.	Acct # LakStCharles INV#23373	48.40		706,717.27
12/19/2019	8475	Planeng, Inc.	INV# 2429	239.23		706,478.04
12/19/2019	8480	Solitude Lake Management	INV# PI-A00328653	1,575.00		704,903.04
12/19/2019	8481	Still Water Aquatics LLC	INV #201959	275.00		704,628.04
12/19/2019	8482	Zebra Cleaning Team, Inc.	INV# 3369	1,600.00		703,028.04
12/19/2019	8479	Zoller Engineering LLC	INV# 2479	1,500.00		701,528.04
12/19/2019			Deposit		292.10	701,820.14
12/20/2019	EFT/Auto	ADP	547355396 Inv #	132.81		701,687.33
12/20/2019	EFT/Auto	Florida Department of Revenue		25.67		701,661.66

1/28/2020

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
12/20/2019			Deposit		292.10	701,953.76
12/24/2019	EFT/Auto	ADP	P.E. 12-21-19	8,603.48		693,350.28
12/31/2019	EFT/Auto	Square Inc	N. Kulkarni CH Rental Deposit Refund	292.10		693,058.18
12/31/2019	EFT/Auto	Square Inc	A. Garcia CH Rental Deposit Refund	292.10		692,766.08
12/31/2019	EFT/Auto	Square Inc	R. Lewis CH Rental Deposit Refund	292.20		692,473.88
12/31/2019			Interest		118.09	692,591.97
				65,401.09	697,535.99	692,591.97

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

	A	B	C	D	E	F	G	H	K	L	M	N	
1													
2								Oct '19	Dec '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
3			Revenue/Expense										
4			Revenue										
5					36100 - Interest Earnings								
6					Interest - General Fund			284	1,450	(1,166)			347
7					Total 36100 - Interest Earnings			284	1,450	(1,166)			347
8					General Fund Assessment-O&M								
9					General Fund Assessment Gross			848,826	958,146	(109,320)			883,918
10					GF Prop Tax Interest			0	0	0			0
11					GF Tax Collector Commissions			(16,296)	(19,163)	2,867			(16,969)
12					GF Tax Payment Discount			(34,050)	(38,326)	4,276			(35,461)
13					Total General Fund Assessment-O&M			798,480	900,657	(102,177)			831,488
14													
15					Total 36310 - Special Assessment			798,480	900,657	(102,177)			831,488
16					36311 - Excess Fees			7,460	0	7,460			5,881
17					36900 - Miscellaneous Revenues					0			
18					Other Misc Revenue			58	1,200	(1,142)			97
19					Rental			462	1,900	(1,438)			283
20					Pool Snack Vending			0	475	(475)			2
21					Total 36900 - Miscellaneous Revenues			520	3,575	(3,055)			380
22					Total Revenue			806,745	905,682	(98,937)			838,096
23													
25					Expense								
26					5110 - Legislative								
27					Employer Taxes			251	1,460	(1,210)			251
28					Special District Fees			175	175	0			175
29					Supervisor Fees			3,000	12,000	(9,000)			3,000
30					Supervisor Payroll Service			181	900	(719)			173
31					Total 5110 - Legislative			3,607	14,535	(10,928)			3,598

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

	A	B	C	D	E	F	G	H	K	L	M	N	
1													
2								Oct '19	Dec '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	12,082	52,354	(40,272)		11,846	
38							Medical Stipend	400	2,400	(2,000)		400	
39							Payroll Service Charge	98	465	(368)		93	
40							Payroll Taxes - Employer Taxes	955	4,400	(3,445)		937	
41							Performance Stipend	0	1,000	(1,000)		0	
42							Total District F&A Employees	13,534	60,619	(47,085)		13,276	
43							Dues, Licenses & Fees	194	500	(306)		20	
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	977	2,600	(1,623)		1,289	
50							Local/Other Taxes	3,197	3,396	(199)		3,196	
51							Office Supplies	67	1,000	(933)		104	
52							Postage	94	250	(156)		66	
53							Printer Supplies	47	2,000	(1,953)		200	
54							Professional Development	79	1,000	(921)		0	
55							Technology Services/Upgrades	200	2,000	(1,800)		241	
56							Telephone	588	3,100	(2,512)		817	
57							Travel Per Diem	0	200	(200)		57	
58							Website Development & Monitor	1,700	2,650	(950)		0	
59							Total 51300 - Financial & Admin	28,755	100,662	(71,907)		27,183	

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

	A	B	C	D	E	F	G	H	K	L	M	N	
1													
2								Oct '19	Dec '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
60							51400 - Legal Counsel						
61							District Counsel	133		8,000	(7,867)		71
62							Total 51400 - Legal Counsel	133		8,000	(7,867)		71
63							52100 - Law Enforcement						
64							Car Maintenance & Repairs	0		1,000	(1,000)		37
65							Car Gas	119		1,500	(1,381)		145
66							Total 52100 - Law Enforcement	119		2,500	(2,381)		182
67							53100 - Electric Utility Svs	8,632		39,500	(30,868)		8,860
68							53200 - Gas Utility Services	1,000		4,000	(3,000)		889
69							53400 - Garbage/Solid Waste Svc	326		2,880	(2,554)		422
70							53600 - Water/Sewer Services	842		8,000	(7,158)		1,095
71							53900 - Physical Environment						
72							Entry & Walls Maintenance	1,950		2,000	(50)		0
73							Ford F250 Maintenance & Repair	24		2,000	(1,976)		2,699
74							Fountain in Lake	0		3,000	(3,000)		600
75							Gas - Equipment	18		400	(382)		42
76							Gas - Truck	223		1,800	(1,578)		300
77							Irrigation Maintenance	4,683		10,000	(5,317)		3,084
78							Landscape Maintenance Contract	21,750		87,000	(65,250)		20,250
79							Misc. Landscape-Temporary Staff	0		3,000	(3,000)		0
80							Misc. Landscape Maintenance	3,824		9,500	(5,676)		1,490
81							Mulch	0		10,500	(10,500)		266
82							New Plantings	0		8,000	(8,000)		998
83							Pond & Stormwater Maint Contract	4,725		18,900	(14,175)		3,147
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 through December 2019

	A	B	C	D	E	F	G	H	K	L	M	N	
1													
2								Oct '19	Dec '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
88							Midge Treatment Contract	29,304	68,376	(39,072)		0	
89							Total 53900 - Physical Environment	79,250	241,876	(162,626)		44,142	
90							57200 - Parks & Recreation						
91							Auto Liability	715	755	(40)		697	
92							Club Facility Maintenance						
93							Club Facility Maintenance	788	5,000	(4,212)		623	
94							Clubhouse Supplies	276	2,300	(2,024)		278	
95							Locks/Keys	0	100	(100)		0	
96							Pool Snack Vending Items	0	300	(300)		0	
97							Total Club Facility Maintenance	1,064	7,700	(6,636)		901	
98							District Employees Payroll Exp						
99							Employer Workman Comp	5,700	9,000	(3,300)		5,013	
100							Facilities Monitor	8,136	35,256	(27,120)		7,978	
101							Medical Stipends	1,000	6,000	(5,000)		1,000	
102							Payroll Service Charge	488	2,500	(2,012)		464	
103							Payroll Taxes - Employer Taxes	2,802	13,500	(10,698)		2,722	
104							Performance Stipend	0	2,600	(2,600)		0	
105							Full-Time Hybrid Employee	5,833	27,560	(21,727)		5,432	
106							Property Maintenance Part-Time	166	1,450	(1,284)		366	
107							Property Maintenance Team Lead	6,935	30,052	(23,117)		6,513	
108							Property Manager	14,539	63,003	(48,464)		14,256	
109							Recreational Assistants	0	7,000	(7,000)		0	
110							Total District Employees Payroll Exp	45,598	197,921	(152,323)		43,743	
111							Dock Maintenance	0	400	(400)		266	
112							Drainage/ Nature Path/Trail Maintenance	100	1,800	(1,700)		0	
113							Park Facility Maintenance	504	5,000	(4,496)		938	
114							Parks & Rec Cell Phones	344	1,700	(1,356)		341	
115							Playground Maintenance	0	2,000	(2,000)		0	
116							Pool Maintenance Contract	4,800	19,600	(14,800)		4,800	

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

	A	B	C	D	E	F	G	H	K	L	M	N	
1													
2								Oct '19	Dec '19	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
117							Pool Maintenance Repairs	1,893		12,000	(10,107)		1,407
118							Sec System Monitoring Contract	60		240	(180)		120
119							Security Repairs	324		5,000	(4,676)		4,570
120							Total 57200 - Parks & Recreation	55,402		254,116	(198,714)		57,784
121							58003- Future CIP Projects and Reserves	12,683		229,613	(216,930)		130,089
122							Total Expense	190,749		905,682	(714,933)		274,315
123							Revenue Less Expenses	615,995		0	615,995		563,781
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	5,000		5,000	0		
133							Total Other Expense	5,000		44,859	(39,859)		
134							Net Other Income	39,859		(44,859)	39,859		
135							Net Income	655,854		(44,859)	655,854		

Lake St. Charles CDD
Property Manager Expense Report

December 2019

Type	Date	Num	Memo	Amount
Ace Hardware				
Credit Card Charge	12/04/2019	Misc Items	Misc. Landscape Maintenance	10.37
Chris' Plumbing				
Credit Card Charge	12/13/2019	Backflow test	Club Facility Maintenance	75.00
Credit Card Charge	12/13/2019	Backflow test	Park Facility Maintenance	75.00
Home Depot				
Credit Card Charge	12/03/2019	Battery Packs	Misc. Landscape Maintenance	79.00
Credit Card Charge	12/03/2019	Battery Packs	Misc. Landscape Maintenance	158.00
Credit Card Charge	12/20/2019	Pliers and GFCI	Misc. Landscape Maintenance	57.83
O'Reilly Auto Parts				
Credit Card Charge	12/04/2019	Gas treatment	Ford F250 Maintenance & Repair	23.86
Signs Now				
Credit Card Charge	12/13/2019	No Trespassing Sign	Misc. Landscape Maintenance	151.62
Still Water Aquatics LLC				
Bill	12/06/2019	INV #201959 Treated bu	Misc. Landscape Maintenance	275.00
Total Urban Forestry LLC				
Credit Card Charge	12/19/2019	Debris Pick-up	Misc. Landscape Maintenance	438.00
			Total	1,344

February 2020 Property Manager's report

In addition to the items mentioned in the Security / grounds committee report, I have research ways to improving the appearance and drainage of the volleyball court. I have found a cost effective way to provide edging to get a crisp clean separation between the sand and turf. It would cost approximately \$1,100. I may implement the project later in the year after reviewing operational expenditures and budgets. If not this year I will upgrade the volleyball court through next year's park facility operational line item.

Staff completed adding red infield clay to the baseball diamond.

I met with Frontier about better Wi-Fi at the pool deck and received a detailed proposal for a Wi-Fi point of connection at the pool for \$2,744.50. Luis reviewed the proposal and proposed equipment and believes he can provide the same or better Wi-Fi point of connection at a much lower cost. He is preparing a proposal.

After speaking with Luis and Frontier representatives, Adriana was able to upgrade our Frontier router internet service from 75/75 to 500/500 at the same price we are currently paying. This broader band width helps with the camera system and the many residents that will use the free Wi-Fi if we precede with the pool deck Wi-Fi enhancement.

Frontier will also be expanding their FiOS service line to the edge of the park (at no cost to us) for a future connection point for an internet router needed for security cameras and park Wi-Fi connection points.

The villas fence sections that were vandalized just before Christmas were replaced / repaired and Danielle fence also built and installed a new kid pool gate with a child safety latch. The existing gate broke.

The truck received come cosmetic upgrades as staff replaced the headlights and painted the bumpers.

In February staff will perform some selective tree trimming around the picnic area and will be working on cleaning up the conservation edge located just after the lift station on North Colonial Lake Drive opposite the Cambridge entry sign.

I have also met with a paving company ACPLM to obtain budget pricing for trail repairs, overlays and potential replacement with concrete. They will be providing some guidance and pricing for the entire trail in specified segments.

I have ordered this year's playground equipment catalogs from several manufacturers to assist with the upcoming playground area design.

2020 Clubhouse Monthly Status Report

	January	February	March	April	May	June	July	August	September	October	November	December	Yearly Total	2019 Total
Scheduled Clubhouse Rentals	2												2	23
Completed Clubhouse Rentals	3												3	25
Guest Passes Issued	0												0	13
Replacement Cards	0												0	18
Resident Access Cards	4												4	105
Renters Access Cards	2												2	48
Parking Stickers	6												6	114
Online Purchases	3												3	24
Monthly Total	20	0	0	0	0	0	0	0	0	0	0	0	20	370

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

Mark & Adriana notarized 3 document.