

# Supervisor Packet for September 1, 2020 General Meeting

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

**7:00 p.m., September 1, 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>
<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 Gianakos)</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. August 4, 2020 Meeting Minutes</li> <li>b. Committee Meeting Minutes for August 2020                             <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. July 2020 Financial Statements</li> <li>d. August 2020 Clubhouse Report</li> </ol> </li> </ol>

	e. August 2020 Facilities Monitor Report
7:20-7:45	8. SOLITUDE LAKE MANAGEMENT MIDGE PRESENTATION (25 Minutes)
7:45-8:15	9. PUBLIC HEARING FOR FY 2020-2021 BUDGET ADOPTION (30 Minutes)
	<ol style="list-style-type: none"> <li>1. Talking Points – Treasurer Sabrina Peacock</li> <li>2. Board Discussion– Chair Virginia Gianakos</li> <li>3. Resident Comments</li> <li>4. Motion to approve Resolution 2020-06 Lake St. Charles District Budget and Assessment Roll Adoption.</li> </ol> <p style="text-align: center;"><b>Close Budget Adoption Hearing &amp; open Rule Amendment Hearing</b></p>
8:15-8:35	9. COMMITTEE REPORTS (20 Minutes)
	<ol style="list-style-type: none"> <li>1. Treasurer’s Review Committee – Treasurer Peacock</li> <li>2. Grounds/Security Committee – Committee Chair Fannin</li> <li>3. Management Committee – Committee Chair Gianakos <ol style="list-style-type: none"> <li>a. The Management Committee recommends approving the annual performance bonus for all staff. Funding was approved on the FY 19-20 budget.</li> <li>b. The Management Committee recommends approving Resolution 2020-07 Lake St. Charles District Annual Meeting Schedule FY20-21.</li> </ol> </li> <li>4. Strategic Planning Committee – Committee Chair Simon</li> </ol>
8:35- 8:45	11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR GIANAKOS(10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors
8:45 -8:50	12. PROPERTY MANAGER (5 Minutes)
	<p style="text-align: center;"><b>Items for Consideration by Property Manager - Mark Cooper</b></p> <ol style="list-style-type: none"> <li>1. Property Management Report</li> </ol>
8:50–8:55	13. DISTRICT MANAGER (5 Minutes)
	<p style="text-align: center;"><b>Items for Consideration by District Manager – Adriana Urbina</b></p> <ol style="list-style-type: none"> <li>1. District Manager Report</li> </ol>
8:55 –9:05	14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
9:05	ADJOURN



Date: August 4, 2020

Time: 7:00 p.m.

Minutes of the Board of Supervisors (Zoom Meeting)  
Lake St. Charles Community Development District  
6801 Colonial Lake Drive  
Riverview, FL 33578  
813-741-9768

**Supervisors:**

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

**Staff:**

Adriana Urbina, District Manager  
Mark Cooper, Property Manager

**In attendance:**

Lake St. Charles Residents

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

1. On **MOTION** by Supervisor Simon and Second by Supervisor Gianakos the Board approved the, August 4, 2020 Consent Agenda consisting of the: July 14, 2020 General Meeting Minutes, the July Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the June 2020 Financial Reports, the Property Manager Report, the Clubhouse Report and the Facility Monitor July 2020 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0
2. On **MOTION** by Supervisor Fannin and Second by Supervisor Peacock, the Board approved to an informational post on the District's APP, informing residents to call the Hillsborough County Sheriff's Department if they notice trespassing or any criminal mischief occurring in the community. Motion passed 5 to 0

AI: Property Manager, Mark Cooper to look for landscaping options for the community's gazebo area.

3. On **MOTION** by Supervisor Peacock and Second by Supervisor Simon, the Board approved for Property Manager, Mark Cooper to contact Maggie Mooney (District's Counsel) to discuss the possibility of selling property within District boundaries to residents. Motion was amended to say not to exceed 1 hour. Motion passed 5 to 0
4. On **MOTION** by Supervisor Gianakos and Second by Supervisor Nelson, the Board approved Resident Andre & Nancy Tamburello seawall/dock application. Motion passed 5 to 0
5. On **MOTION** by Supervisor Gianakos and Second by Supervisor Nelson, the Board approved to send a cease and desist letter to the Kirk's Residence. The letter shall state that the District will revoke the permit issued and they will no longer be allowed to perform any clearing of property. Motion passed 5 to 0
6. On **MOTION** by Supervisor Peacock and Second by Supervisor Simon the Board approved to extend the General Meeting by 15 minutes until 8:25PM. Motion passed 5 to 0
7. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock the Board approved Property Manager, Mark Cooper to research and pursue a grant for an ultrasonic algae control device for the District Lake. Motion passed 5 to 0
8. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock the Board approved to hold the September 1<sup>st</sup> Board of Supervisors General Meeting via Zoom. Motion passed 5 to 0
9. On **MOTION** by Supervisor Fannin and Second by Supervisor Simon the Board approved to not make any rule changes until a meeting in person can be held. Motion passed 5 to 0

Meeting adjourned at 8:19PM

Respectfully submitted,

Sabrina Peacock, Treasurer/Secretary

Virginia Gianakos, Chair

LAKE ST.CHARLES COMMUNITY DEVELOPMENT DISTRICT

# LSC CDD Resolution 2020-06

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[Lake St. Charles District Budget and Assessment  
Roll Adoption ]

Approved by the Lake St. Charles BOS of Supervisors per M09-01-2020-0x  
9/01/2020

**RESOLUTION No. 2020-06  
OF THE  
LAKE ST. CHARLES  
COMMUNITY DEVELOPMENT DISTRICT**

**WHEREAS**, the Lake St. Charles Community Development District (the “District”) is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

**WHEREAS**, the District is located in Hillsborough County, Florida (the “County”); and

**WHEREAS**, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District’s adopted capital improvement plan and Chapter 190, Florida Statutes; and

**WHEREAS**, the Board of Supervisors (the “Board”) of the District hereby determines to undertake various operations and maintenance activities described in the District’s budget(s) for Fiscal Year 2020-2021 (“Budget”), attached hereto as **Exhibit “A”** and incorporated by reference herein; and

**WHEREAS**, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the District’s Budget; and

**WHEREAS**, the provision of such services, facilities, and operations is a benefit to lands within the District; and

**WHEREAS**, Chapter 190, Florida Statutes, provides that the District may impose special assessments on benefitted lands within the District; and

**WHEREAS**, Chapter 197, Florida Statutes, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“Uniform Method”); and

**WHEREAS**, the District has previously evidenced its intention to utilize this Uniform Method; and

**WHEREAS**, the District has approved an Agreement with the Property Appraiser and Tax Collector of the County to provide for the collection of the special assessments under the Uniform Method; and

**WHEREAS**, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Budget; and

**WHEREAS**, it is in the best interests of the District to adopt the assessment roll of the Lake St. Charles Community Development District (the “Assessment Roll”) attached to this Resolution as **Exhibit “B”** and incorporated as a material part of this Resolution by this reference, and to certify the portion of the Assessment Roll on platted property to the County Tax Collector pursuant to the Uniform Method and to directly collect the portion of the Assessment Roll relating to unplatted property; and

**WHEREAS**, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll adopted herein, including that portion certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

**WHEREAS**, prior to the adoption of the proposed annual budget of the District (the “Proposed Budget”), the District filed a copy of the Proposed budget with Hillsborough County Clerk of the Circuit Court as Clerk to Hillsborough on June 4, 2020; and

**WHEREAS**, the District ratified Resolution 2020-04 approving the Proposed Budget for FY 20-21 and set September 1, 2020 as the date for a public hearing thereon and caused notice of such public hearing to be published pursuant to section 190.008(2)(b), Florida Statutes; and

**NOW, THEREFORE, BE IT RESOLVED BY THE LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT IN A SPECIAL BUDGET HEARING MEETING ASSEMBLED THIS FIRST DAY OF SEPTEMBER, 2020 THAT:**

**1. Budget:** The District Manager’s Proposed FY20-21 Budget with revisions and recommended by the Treasurer’s Review Committee, which is Attachment A hereto, is hereby adopted in accordance with the provision of section 190.008(2)(a), Florida Statutes and incorporated herein by reference.

**2. Appropriations:** There is hereby appropriated out of the revenues of the District for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (the “Fiscal Year”), the sum of Nine Hundred Fifty-Eight Thousand One Hundred Forty-Six Dollars to be raised by the levy of assessments and otherwise, which sum is deemed by the Board of Supervisors to be necessary to defray all expenditures of the District during said budget year, appropriated in the following fashion:

<b>OPERATION &amp; MAINTANANCE</b>	<b>\$ 683,661</b>
<b>CAPITAL IMPROVEMENT</b>	<b>\$ 216,996</b>
<b>TOTAL</b>	<b>\$ 900,657</b>

**3. Supplemental Appropriations:** The Board may authorize by resolution supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the fiscal year as follows:

a. The Board may authorize a transfer of the unexpended balance or portion thereof any appropriation item.

b. The Board may authorize an appropriation from the non-appropriated balance of any fund.

c. The Board may increase any revenue or income budget account to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or non-appropriated balance.

**4. BENEFIT.** The provision of the services, facilities, and operations as described in **Exhibit “A”** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the costs of the assessments. The allocation of the costs to the specially benefitted lands is shown in **Exhibits “A” and “B,”** and is hereby found to be fair and reasonable.

**5. ASSESSMENT IMPOSITION.** Pursuant to Chapter 190 of the Florida Statutes, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District and in accordance with **Exhibits “A” and “B.”** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution.

**6. COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.**

A. Uniform Method Assessments. The collection of the operation and maintenance special assessments on platted lots and developed lands shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in **Exhibits “A” and “B.”**

B. Future Collection Methods. The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

**7. ASSESSMENT ROLL.** The District's Assessment Roll, attached to this Resolution as **Exhibit “B,”** is hereby certified. That portion of the District’s Assessment Roll which includes developed lands and platted lots is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds there from shall be paid to the Lake St. Charles Community Development District.

**8. ASSESSMENT ROLL AMENDMENT.**

- A. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the District's Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.
- B. The District adopts its assessment roll for the assessment levy as prepared by the District Manager and submitted electronically to the Hillsborough County Property Appraiser and Tax Collector on August 21, 2020 File SD051.xls. The District Manager has received certification for receipt of this levy and said assessment roll by the Hillsborough County Property Appraiser and Tax Collector, in accordance with the applicable provisions of law, as required by Chapters 170, 190, and 197, Florida Statutes, **Exhibit C**.

**9. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**10. EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board of Supervisors of the Lake St. Charles Community Development District

**LAKE ST. CHARLES COMMUNITY  
DEVELOPMENT DISTRICT**

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Virginia Gianakos, Chair

**STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH COUNTY**

I, Sabrina Peacock, Secretary/Treasurer of the Lake St. Charles Community Development District, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of Resolution adopted by the Lake St. Charles Community Development District, at its meeting of September 1, 2020, as the same appears of record in the Minute Book of the Lake St. Charles Community Development District.

WITNESS my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Sabrina Peacock, Secretary/Treasurer

						Actuals Oct '19 - Jul '20	FY 20 Annual Budget	FY 21 Proposed Budget	FY 20 to FY 21 Increase (Decrease)	Comments
<b>Revenue/Expense</b>										
<b>Revenue</b>										
36100 - Interest Earnings										
Interest - General Fund						1,415	1,450	1,450	0	
<b>Total 36100 - Interest Earnings</b>						1,415	1,450	1,450	0	
<b>General Fund Assessment-O&amp;M</b>										
General Fund Assessment Gross						957,284	958,146	958,146	0	
GF Prop Tax Interest						397	0	0	0	
GF Tax Collector Commissions						(18,423)	(19,163)	(19,163)	0	
GF Tax Payment Discount						(36,337)	(38,326)	(38,326)	0	
<b>Total General Fund Assessment-O&amp;M</b>						902,922	900,657	900,657	0	
<b>Total 36310 - Special Assessment</b>						902,922	900,657	900,657	0	
36311 - Excess Fees						7,460	0	0	0	
<b>36900 - Miscellaneous Revenues</b>										
Other Misc Revenue						1,659	1,200	1,200	0	
Rental						973	1,900	1,900	0	
Pool Snack Vending						382	475	475	0	
<b>Total 36900 - Miscellaneous Revenues</b>						3,015	3,575	3,575	0	
<b>Total Revenue</b>						914,812	905,682	905,682	0	
<b>Budgeted Carryforward</b>							305,051	305,051	0	Carryforward balance from FY 18 Audit
<b>Total Revenue</b>							1,210,733	1,210,733	0	
<b>Expense</b>										
5110 - Legislative										
Employer Taxes						852	1,460	1,460	0	









Assessment Adjustments and Summary FY 20-21

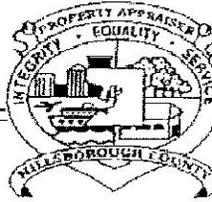
Exhibit B

No Operating & Maintenance Fees		
Folio Number	Owner	Total
0739885000	7510 RESIDENTIAL HOA	\$0
0739885010	7510 RESIDENTIAL HOA	\$0
0739885020	7510 RESIDENTIAL HOA	\$0
0739913128	7510 RESIDENTIAL HOA	\$0
0739913502	7510 RESIDENTIAL HOA	\$0
0739913504	8900 MUNICIPAL	\$0
0739913506	7510 RESIDENTIAL HOA	\$0
0739914732	8900 MUNICIPAL	\$0
0739914933	7510 RESIDENTIAL HOA	\$0
0739914978	7510 RESIDENTIAL HOA	\$0
0740900550	8600 COUNTY OWNED	\$0
0741246600	7510 RESIDENTIAL HOA	\$0
0741246602	8900 MUNICIPAL	\$0
0741246604	7510 RESIDENTIAL HOA	\$0
0741247182	7510 RESIDENTIAL HOA	\$0
0741247184	8900 MUNICIPAL	\$0
0741247186	8900 MUNICIPAL	\$0
0741247188	8600 COUNTY OWNED	\$0
0761510730	8900 MUNICIPAL	\$0
0761510732	7510 RESIDENTIAL HOA	\$0

		Total	Rev FY 20-21
40	Townhomes (per townhome)	\$1,120	\$44,800
785	Single Family Homes (per home)	\$1,120	\$879,200
10.83	Acres Commercial Property (per acre)	\$3,153	\$34,146
	<b>Total</b>		<b>\$958,146</b>

0740900500	BRE Mariner LAKE ST CHARLES LLC	\$24,246	7.69
0740900560	Lake St. Charles Medical Center LLP (Strip Center)	\$5,171	1.64
0740900570	NCJ Investment Co. (Conv store/gas)	\$4,729	1.5
	<b>Total</b>	<b>\$34,146</b>	<b>10.83</b>

**Bob Henriquez**  
Hillsborough County Property Appraiser



County Center, 16th Floor  
601 East Kennedy Boulevard  
Tampa, Florida 33602-4932

Telephone: (813) 272-6100  
Fax: (813) 307-4448  
www.hcpafl.org

Adriana Urbina  
Lake St. Charles CDD 051  
6801 Colonial Lake Dr  
Riverview, FL 33578-8318

Dear Adriana Urbina

Please review the information generated from your non-Ad valorem Assessment Roll. Compare this information with the information certified with the Tax Collector.

Parcel Count	848
Total "0" Assessments	20
Assessed Parcel Count	828
Assessment Total	\$958,146.00

If there are questions regarding this information please contact me at (813) 276-8916 or Chris Weiss at (813) 273-3742.

*Tracy Torres*

Tracy Torres  
Assessment Roll Coordinator  
Hillsborough County Property Appraiser  
torrest@hcpafl.org  
(813)276-8916

DR-408A

Rvsd 02/01

**CERTIFICATE  
TO  
NON-AD VALOREM ASSESSMENT ROLL**

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of \_\_\_\_\_  
(Name of local government)

located in Hillsborough County, Florida; as such I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid county is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

I further certify that upon completion of this certificate and the attachment of same to the herein described Non-Ad Valorem Assessment Roll as a part thereof, said Non-Ad Valorem Assessment Roll will be delivered to the Tax Collector of this county.

In witness whereof, I have subscribed this certificate and caused the same to be attached to and made a part of the above described Non-Ad Valorem Assessment Roll this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Total Record Count \_\_\_\_\_  
Zeroed Item Count \_\_\_\_\_  
Assessment Record Count \_\_\_\_\_  
Total Assessment \$\_\_\_\_\_

\_\_\_\_\_  
(Chairman of the Board or Authorized Agent)  
of \_\_\_\_\_,  
(Name of local government)

Hillsborough County, Florida

# Treasurer's Review Committee Meeting Minutes

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**Date:** *Thursday, August 20, 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 (3<sup>rd</sup>) Thursday of each month at 1:00 pm.**

The next Treasurer's Review Committee Meeting will be **Thursday, September 17, 2020 at 1:00 pm.**

- The Committee reviewed and discussed the different midge treatment options that will be presented to the Board.
- The Committee was informed of updates to the park restroom project.
- The Committee reviewed the tentative project list for the upcoming year.
- The Committee reviewed the fencing project to secure the park.

# Security - Grounds Committee Meeting Minutes

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**Date:** *Wednesday, August 19<sup>th</sup> 2020 at 12:30 PM.*

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

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

**Meeting started at 12:30 pm**

The Grounds and Security Committee discussed:

- 1) The status of the park restroom project. Construction drawings have been received and are being finalized by CXT before they send them to the State of Florida for Florida State approval. That process they say should take about 4 weeks. Once the State approves the drawings, we will receive final state approved drawing to submit to Hillsborough County for a local / site building permit. I do not anticipate that the project will completed and installed until at least February / March of 2021?
- 2) Maggie received my e mail detailing our request for advice and direction regarding the sale of land to adjacent homeowners -three so far. She is preparing an estimate for board approval as she does not provide answers to our requests under time/ billing constraints. She will provide an estimate to provide a complete and through answer for Board approval.
- 3) The playground purchase must be made in December of this year. I have received all of the fall sales catalogs and will be consumed with that project's design, selection and bidding until the purchase is approved at the December board meeting.
- 4) All of the park security proposals were reviewed in the Grounds and Security committee.
- 5) All of the aeration proposals were reviewed in the Grounds and Security Committee.

**Meeting adjourned at 1:30 pm**

# Management Committee Meeting Minutes

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**Date:** *Thursday, August 20, 2020 @ 11:30 am*

**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, September 17, 2020 at 11:30 am.**

-The Committee was informed of updates to the park restroom project.

-The Committee reviewed the tentative project list for the upcoming year.

-The Committee discussed waiving the District's Purchase Policy#3150. Motion will be requested if the Board decides to move forward with the lake aeration project.

-The Committee reviewed the fencing project to secure the park.

-The Committee Chair discussed HOA/CDD merging matters.

-The Committee Chair performed reviews for staff.

**The Management Committee recommends a Motion to approve annual performance bonus stipend for all staff.**

LAKE ST.CHARLES COMMUNITY DEVELOPMENT DISTRICT

# LSC CDD Resolution 2020-07

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[Lake St. Charles District Annual Meeting Schedule FY 20-21]

Approved by the Lake St. Charles BOS of Supervisors per M09-01-2020-xx

9/01/20

**RESOLUTION 2020-07**  
**RESOLUTION DESIGNATING DATE, TIME AND LOCATION FOR**  
**REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE**  
**LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT**  
**FY 20-21**

WHEREAS, the Lake St. Charles Community Development District is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Hillsborough County, Florida (hereinafter the “District”);

WHEREAS, the District’s Board of Supervisors (hereinafter the “Board”), is statutorily authorized to exercise the powers granted to the District, but has not heretofore met;

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes;

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Community Affairs, a schedule of its regular meetings;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LAKE ST. CHARLES COMMUNITY DEVELOPMENT DISTRICT;**

1. Regular meetings of the Board of Supervisors of the Lake St. Charles Community Development District shall be held as provided on the schedule, which is attached hereto and made part heretofore as Exhibit A.
2. In accordance with Section 189.015, Florida Statutes, the District’s District Manager is hereby directed to file annually with Hillsborough County a schedule of the District’s regular meetings.

**PASSED AND ADOPTED THIS 1<sup>st</sup> DAY OF SEPTEMBER, 2020.**

**LAKE ST. CHARLES COMMUNITY  
DEVELOPMENT DISTRICT**

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**Virginia Gianakos, Chair of the Board**

**EXHIBIT A**

**MEETINGS NOTICE  
Lake St. Charles Community Development District**

The Lake St. Charles Community Development District's ("District") Board of Supervisors' fiscal year 2020-2021 regular meetings will be held at 7:00 p.m. at 6801 Colonial Lake Dr., Riverview, FL 33578 (the "Community Clubhouse") on the following dates: Oct. 6, 2020; Nov. 3, 2020; Dec. 1, 2020; Jan. 5, 2021; Feb. 2, 2021; Mar. 2, 2021; Apr. 6, 2021; May 4, 2021; Jun. 1, 2021; Jul. 13, 2021; Aug. 3, 2021; and Sep. 14, 2021. The District's Board of Supervisors may attend the Lake St. Charles Homeowners Association meetings at 6:30 p.m. at the Community Clubhouse on the following dates: Oct. 12, 2020; Nov. 9, 2020; Dec. 14, 2020; Jan. 11, 2021; Feb. 8, 2021; Mar. 8, 2021; Apr. 12, 2021; May 10, 2021; Jun. 14, 2021; Jul. 12, 2021; Aug. 9, 2021; and Sep. 13, 2021.

Persons with disabilities needing special accommodations to participate in any District meeting may call the District Manager, Adriana Urbina, at 813-741-9768 at least 48 hours before the meeting.

If a person decides to appeal any decision made by the District with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

# Strategic Planning Committee Meeting Minutes

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**Date:** *Tuesday, August 19th 2020 @ 10:00 am.*

**Chairperson:** *Supervisor Jim Simon*

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

Meeting started at 10:00 am

The Strategic Planning Committee met and discussed the proposed projects for FY 20=21

- 1) The park restroom project is entirely funded out of this year's funds.
- 2) The board has already committed to the park playground replacement project and a \$200,000 budget for that project.
- 3) Based on those projects there should be about \$100,000 available for additional projects.

The committee discussed the large lake aeration project with bided costs of:

Aeration system - \$63,284

Electrical costs to bring power to aerators - \$25,787.99

Annual maintenance costs for aerators \$2,636 per year.

Estimated annual electric operating costs \$12,000 (they operate 24/7/365)

**Project total (excluding operational / maintenance costs) \$89,072**

**Aeration can also be added to:**

**Pond #20 - \$1,998**

**Pond #21 - \$2,248**

**Pond #23 - \$2,234**

**Pond #24 - \$1,998**

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**Total: \$8,478**

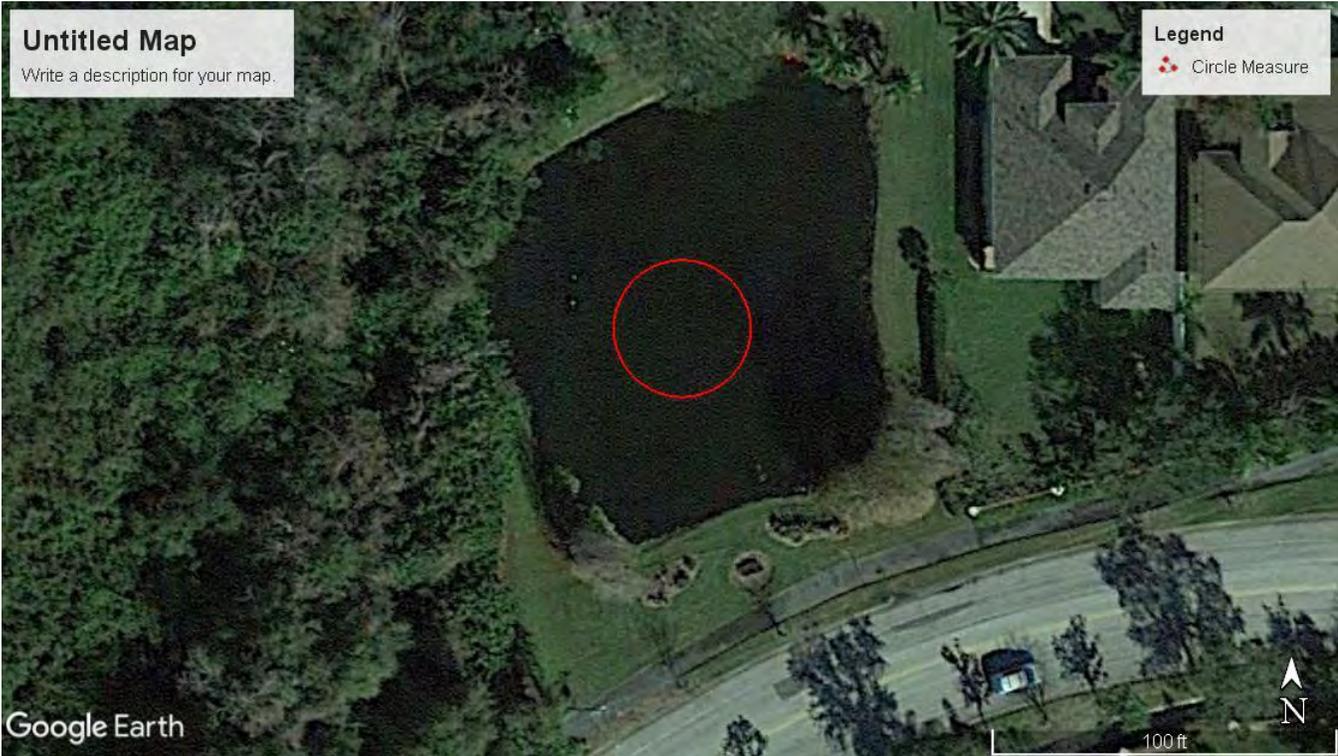
**Aeration project total including the 4 ponds \$97,550**

The quarterly maintenance pricing for the four Pond systems will be \$416.00 per event (\$1,664.00 per year).

All of these ponds were dredged within the last 20 months.



A decorative fountain (\$6,444) could be added or substituted for the aeration system (\$2,248) at pond # 21 on Lake St Charles Blvd. Annual maintenance for the fountain would be \$500 year. See the fountain below. It is a 2 HP pump and the pattern is 16' tall x 40' wide.



**Kasco**  
**FOUNTAINS**

New 2HP J Series Fountain with New Mahogany Premium Nozzle

REDESIGNED J SERIES FOR IMPROVED PERFORMANCE & PATTERN DEFINITION

1-PIECE TAPERED FLOATS FOR EASIER ASSEMBLY & IMPROVED LOOK

**NEW**

**WHERE BEAUTY MEETS PERFORMANCE**

Enhance the aesthetics and improve the health of your body of water with Kasco Fountains. All fountains deliver reliable and efficient performance, and feature marine-grade stainless steel components for protection in harsh environments such as salt water. Explore the multiple pattern options in our J Series line and aerating power of the VFX fountain.

[kascoseries.com](http://kascoseries.com) // 715-282-4488 // [sales@kascoseries.com](mailto:sales@kascoseries.com)



The committee also reviewed the second project under consideration  
; Securing the Park

Gates / fencing and gate operators are \$40,000 as priced from a bid received in December of 2017. Additional costs will include:  
Power to the gate operators and access control at drive and pedestrian gates.

I am fairly confident that this project could be completed for around \$100,000 but current and complete bids need to be obtained.

The initial phase is to secure both the north and south areas of the park. **See the attached drawings.** In committee discussions, it was suggested to obtain costs to secure the trail, volleyball court and the clubhouse parking lot as an additional option.

Currently we spend \$62,790 on 7 midge treatments in the big lake and Pond # 9 behind Bucks Ford Dr.

Solitude Lake Management is proposing an additional \$27,475 annually for the addition of granular treatments in the large lake which they say should result in greater control of the midge populations. That would bring our midge control expenditure to \$90,265 annually.

Mosquito Nix can provide adult control by fogging the area around the clubhouse along the lake / trail and through the park for \$3,510 per treatment. This is only effective for a few days on the adults that come into contact with the fogging. They would offer residential back yard treatments to residents who scheduled for the same treatment day for \$50 / back yard.

They further propose a permanent misting system around the pool fence perimeter for \$4,500 with annual maintenance of the misters and chemical refills at \$1,000 annually.

Meeting adjourned at 11:00 am



## Park Enclosure - Colonial Lake Drive





## Park Enclosure - Waterton Drive

# Untitled Map

Write a description for your map.



## Colonial Lake Dr. Park Enclosure



# Waterton Dr. Park Enclosure



# Clubhouse Trail Enclosure

Based on these options, The Strategic planning committee recommends and makes a motion to forgo next year's midge treatments and redirect that \$62,790 towards securing the park. This may mean utilizing approximately \$40,000 from reserves to cover the costs of the project.

Currently we are \$40,000 over our reserve funding target.

Lake St. Charles CDD  
Funds Statement  
May '20 - Jul '20

	May '20	Jun '20	Jul '20	Category
<b>Bank/Current Asset Accounts</b>				
CenterState Bank Checking	425,303	373,508	338,354	Cash
CenterState Bank Money Market	254,302	254,333	254,366	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	1,162	1,443	1,533	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>680,767</b>	<b>629,284</b>	<b>594,253</b>	
<b>Cash (Checking/Savings)</b>				
CenterState Bank Checking	425,303	373,508	338,354	
CenterState Bank Money Market	254,302	254,333	254,366	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	1,162	1,443	1,533	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
<b>Total Cash Accounts</b>	<b>680,767</b>	<b>629,284</b>	<b>594,253</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>680,767</b>	<b>629,284</b>	<b>594,253</b>	
<b>District Reserve Fund</b>				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	254,302	254,333	254,366	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	254,302	254,333	254,366	

## Lake St. Charles CDD Disbursement Authorization Report

July 2020

Type	Num	Date	Name	Account	Original Amount
<b>Bill Pmt -Check</b>		<b>07/28/2020</b>	<b>Florida Department of Health</b>	<b>10000-CenterState Bank Checking</b>	<b>0.00</b>
Bill	29-60-02055,56,57	06/05/2020	Florida Department of Health	Accounts Payable	-575.35
TOTAL					<u>-575.35</u>
<b>Bill Pmt -Check</b>		<b>07/28/2020</b>	<b>Tampa Bay Times</b>	<b>10000-CenterState Bank Checking</b>	<b>0.00</b>
Bill	AD#87947	06/07/2020	Tampa Bay Times	Accounts Payable	-288.00
TOTAL					<u>-288.00</u>
<b>Check</b>	<b>EFT/Auto</b>	<b>07/03/2020</b>	<b>ADP</b>	<b>10000-CenterState Bank Checking</b>	<b>-130.76</b>
				Payroll Service Charge	13.08
				Payroll Service Charge	52.28
				Supervisor Payroll Service	65.40
TOTAL					<u>130.76</u>
<b>Check</b>	<b>EFT/Auto</b>	<b>07/06/2020</b>	<b>TECO Electric</b>	<b>10000-CenterState Bank Checking</b>	<b>-2,121.56</b>
				53100 - Electric Utility Svs	42.05
				53100 - Electric Utility Svs	47.14
				53100 - Electric Utility Svs	159.83
				53100 - Electric Utility Svs	793.67
				53100 - Electric Utility Svs	55.83
				53100 - Electric Utility Svs	576.06
				53100 - Electric Utility Svs	175.21
				53100 - Electric Utility Svs	33.50
				53100 - Electric Utility Svs	22.58
				53100 - Electric Utility Svs	22.65
				53100 - Electric Utility Svs	19.11
				53100 - Electric Utility Svs	19.26
				53100 - Electric Utility Svs	19.70
				53100 - Electric Utility Svs	19.56

## Lake St. Charles CDD Disbursement Authorization Report

July 2020					
Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	19.48
				53100 - Electric Utility Svs	19.33
				53100 - Electric Utility Svs	19.19
				53100 - Electric Utility Svs	19.26
				53100 - Electric Utility Svs	19.11
				53100 - Electric Utility Svs	19.04
TOTAL					2,121.56
<b>Check</b>	<b>EFT/Auto</b>	<b>07/07/2020</b>	<b>ADP</b>	<b>10000-CenterState Bank Checking</b>	<b>-11,255.27</b>
				District Manager	2,013.60
				Payroll Taxes - Employer Taxes	169.34
				Facilities Monitor	1,356.00
				Property Maintenance Team Lead	1,444.80
				Property Manager	2,423.20
				Payroll Taxes - Employer Taxes	639.98
				Full Time Hybrid Employee	1,053.38
				Misc. Landscape- Temporary Staf	365.97
				Medical Stipend	200.00
				Medical Stipends	500.00
				Recreational Assistants	1,089.00
TOTAL					11,255.27
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>07/07/2020</b>	<b>SunTrust Credit Card</b>	<b>10000-CenterState Bank Checking</b>	<b>-7,008.76</b>
Bill	June CC Statement	06/24/2020		13500 - SunTrust Visa Card	7,008.76
TOTAL					7,008.76
<b>Check</b>	<b>EFT/Auto</b>	<b>07/07/2020</b>	<b>TECO Gas Company</b>	<b>10000-CenterState Bank Checking</b>	<b>-20.64</b>
				53200 - Gas Utility Services	20.64
TOTAL					20.64
<b>Check</b>	<b>EFT/Auto</b>	<b>07/07/2020</b>	<b>TECO Electric</b>	<b>10000-CenterState Bank Checking</b>	<b>-68.81</b>

## Lake St. Charles CDD Disbursement Authorization Report

		July 2020			
Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	68.81
TOTAL					<u>68.81</u>
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>07/15/2020</b>	<b>Brandon Lock &amp; Safe, Inc.</b>	<b>10000-CenterState Bank Checking</b>	<b>-374.50</b>
Bill	Tennis Court Repair	07/01/2020		Club Facility Maintenance	374.50
TOTAL					<u>374.50</u>
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>07/15/2020</b>	<b>Centra Care</b>	<b>10000-CenterState Bank Checking</b>	<b>-140.00</b>
Bill	pool monitor drug te	06/01/2020		Dues, Licenses & Fees	140.00
TOTAL					<u>140.00</u>
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>07/15/2020</b>	<b>Persson &amp; Cohen, P.A.</b>	<b>10000-CenterState Bank Checking</b>	<b>-421.70</b>
Bill	Dock & Seawall Quest	07/02/2020		District Counsel	72.60
Bill	Dock & Seawall Quest	07/02/2020		District Counsel	349.10
TOTAL					<u>421.70</u>
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>07/15/2020</b>	<b>Solitude Lake Management</b>	<b>10000-CenterState Bank Checking</b>	<b>-2,043.00</b>
Bill	4th Quater Mitigatio	07/01/2020		Mitigation Maint Contract	225.00
Bill	July Pond Mainten	07/01/2020		Pond & Stormwater Maint	1,110.00
				Pond & Stormwater Maint	465.00
Bill	Lake aeration mainte	07/01/2020		Pond #9 Aeration Maint	243.00
TOTAL					<u>2,043.00</u>
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>07/15/2020</b>	<b>Staples</b>	<b>10000-CenterState Bank Checking</b>	<b>-157.25</b>
Bill	Trash Bags	06/15/2020		Office Supplies	96.46
				Club Facility Maintenance	60.79
TOTAL					<u>157.25</u>

## Lake St. Charles CDD Disbursement Authorization Report

July 2020

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	EFT/Auto	07/15/2020	Still Water Aquatics LLC	10000-CenterState Bank Checking	-275.00
Bill	INV #202029	06/26/2020		Misc. Landscape Maintenance	275.00
TOTAL					275.00
Bill Pmt -Check	EFT/Auto	07/15/2020	Verizon Wireless	10000-CenterState Bank Checking	-42.58
Bill	05-24-20 to 06-23-20	06/23/2020		Telephone	42.58
TOTAL					42.58
Sales Tax Paymen	EFT/Auto	07/17/2020	Florida Department of Revenue	10000-CenterState Bank Checking	-21.62
			Florida Department of Revenue	Sales Tax Payable	6.36
			Florida Department of Revenue	Sales Tax Payable	15.26
TOTAL					21.62
Check	EFT/Auto	07/17/2020	ADP	10000-CenterState Bank Checking	-130.76
				Payroll Service Charge	13.08
				Payroll Service Charge	52.28
				Supervisor Payroll Service	65.40
TOTAL					130.76
Check	EFT/Auto	07/21/2020	ADP	10000-CenterState Bank Checking	-11,191.39
				District Manager	2,013.60
				Payroll Taxes - Employer Taxes	154.04
				Facilities Monitor	1,356.00
				Property Maintenance Team Lead	1,313.87
				Property Manager	2,423.20
				Payroll Taxes - Employer Taxes	572.17
				Full Time Hybrid Employee	1,060.00
				Property Maintenance Part-Time	145.01
				Supervisor Fees	1,000.00

## Lake St. Charles CDD Disbursement Authorization Report

July 2020

Type	Num	Date	Name	Account	Original Amount
				Employer Taxes	83.50
				Recreational Assistants	1,070.00
TOTAL					11,191.39
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>07/31/2020</b>	<b>Staples</b>	<b>10000-CenterState Bank Checking</b>	<b>-213.39</b>
Bill	Trash Bags	07/15/2020		Park Facility Maintenance	213.39
TOTAL					213.39
<b>Check</b>	<b>EFT/Auto</b>	<b>07/31/2020</b>	<b>ADP</b>	<b>10000-CenterState Bank Checking</b>	<b>-141.01</b>
				Payroll Service Charge	9.40
				Payroll Service Charge	84.61
				Supervisor Payroll Service	47.00
TOTAL					141.01
<b>Check</b>	<b>EFT/Auto</b>	<b>07/31/2020</b>	<b>Square Inc</b>	<b>10000-CenterState Bank Checking</b>	<b>-1.51</b>
				Pool Snack Vending	1.51
TOTAL					1.51

**Treasurer's Report - CenterState Account**  
**July 2020**  
**07/1/20 - 07/31/20**

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						<b>373,507.72</b>
07/02/2020			Deposit		435.00	373,942.72
07/03/2020	EFT/Auto	ADP	Inv #	130.76		373,811.96
07/06/2020	EFT/Auto	TECO Electric	06980007400 Acct #	2,121.56		371,690.40
07/07/2020	EFT/Auto	ADP	P.E. 07-04-20	11,255.27		360,435.13
07/07/2020	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	7,008.76		353,426.37
07/07/2020	EFT/Auto	TECO Gas Company	221003603224 Acct #	20.64		353,405.73
07/07/2020	EFT/Auto	TECO Electric	221005960721 Acct #	68.81		353,336.92
07/10/2020			Deposit		14.51	353,351.43
07/14/2020			Deposit		14.51	353,365.94
07/15/2020	EFT/Auto	Brandon Lock & Safe, Inc.	48794 Inv #	374.50		352,991.44
07/15/2020	EFT/Auto	Centra Care	24489445 Acct# 2448944501-20200601 Inv #	140.00		352,851.44
07/15/2020	EFT/Auto	Persson & Cohen, P.A.		421.70		352,429.74
07/15/2020	EFT/Auto	Solitude Lake Management		2,043.00		350,386.74
07/15/2020	EFT/Auto	Staples	6011 1000 4086 310	157.25		350,229.49
07/15/2020	EFT/Auto	Still Water Aquatics LLC	INV #202029	275.00		349,954.49
07/15/2020	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	42.58		349,911.91
07/17/2020	EFT/Auto	Florida Department of Revenue		21.62		349,890.29
07/17/2020	EFT/Auto	ADP	560318085 Inv #	130.76		349,759.53
07/17/2020			Deposit		14.51	349,774.04
07/21/2020	EFT/Auto	ADP	P.E. 07-18-20	11,191.39		338,582.65
07/28/2020		Florida Department of Health	QuickBooks generated zero amount transaction for bill payment stub		0.00	338,582.65
07/28/2020		Tampa Bay Times	QuickBooks generated zero amount transaction for bill payment stub		0.00	338,582.65
07/28/2020			Deposit		14.51	338,597.16
07/31/2020	EFT/Auto	Staples	6011 1000 4086 310	213.39		338,383.77
07/31/2020		Vending Sales			23.00	338,406.77
07/31/2020	EFT/Auto	ADP	561032028 Inv #	141.01		338,265.76
07/31/2020	EFT/Auto	Square Inc	2.6% + .10 Square processing fees for CH Rentals	1.51		338,264.25
07/31/2020			Interest		90.00	338,354.25
				<b>35,759.51</b>	<b>606.04</b>	<b>338,354.25</b>

## Lake St. Charles CDD Profit & Loss Budget Performance October 2019 through July 2020

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '19 Jul '20</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
3			<b>Revenue/Expense</b>									
4			<b>Revenue</b>									
5			<b>36100 - Interest Earnings</b>									
6						<b>Interest - General Fund</b>	1,415	1,450	(35)		1,363	
7						<b>Total 36100 - Interest Earnings</b>	1,415	1,450	(35)		1,363	
8			<b>General Fund Assessment-O&amp;M</b>									
9						<b>General Fund Assessment Gross</b>	957,284	958,146	(862)		958,146	
10						<b>GF Prop Tax Interest</b>	397	0	397		827	
11						<b>GF Tax Collector Commissions</b>	(18,423)	(19,163)	740		(18,450)	
12						<b>GF Tax Payment Discount</b>	(36,337)	(38,326)	1,989		(36,249)	
13						<b>Total General Fund Assessment-O&amp;M</b>	902,922	900,657	2,265		904,275	
14												
15						<b>Total 36310 - Special Assessment</b>	902,922	900,657	2,265		904,275	
16						<b>36311 - Excess Fees</b>	7,460	0	7,460		5,881	
17						<b>36900 - Miscellaneous Revenues</b>			0			
18						<b>Other Misc Revenue</b>	1,659	1,200	459		7,457	
19						<b>Rental</b>	973	1,900	(927)		1,020	
20						<b>Pool Snack Vending</b>	382	475	(93)		261	
21						<b>Total 36900 - Miscellaneous Revenues</b>	3,015	3,575	(561)		8,738	
22						<b>Total Revenue</b>	914,812	905,682	9,130		920,256	
23												
25			<b>Expense</b>									
26			<b>5110 - Legislative</b>									
27						<b>Employer Taxes</b>	852	1,460	(608)		835	
28						<b>Special District Fees</b>	175	175	0		175	
29						<b>Supervisor Fees</b>	10,015	12,000	(1,985)		10,000	
30						<b>Supervisor Payroll Service</b>	701	900	(199)		531	
31						<b>Total 5110 - Legislative</b>	11,743	14,535	(2,792)		11,541	

**Lake St. Charles CDD**  
**Profit & Loss Budget Performance**  
 October 2019 through July 2020

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '19 Jul '20</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
32							<b>51300 - Financial &amp; Admin</b>					
33							Accounting Services	0	500	(500)		0
34							Auditing Services	13,000	13,000	0		12,500
35							Banking & Investment Mgmt Fees	0	200	(200)		0
36							District F&A Employees					
37							District Manager	42,286	52,354	(10,068)		41,462
38							Medical Stipend	1,800	2,400	(600)		1,800
39							Payroll Service Charge	363	465	(102)		345
40							Payroll Taxes - Employer Taxes	3,422	4,400	(978)		3,359
41							Performance Stipend	0	1,000	(1,000)		0
42							<b>Total District F&amp;A Employees</b>	<b>47,870</b>	<b>60,619</b>	<b>(12,749)</b>		<b>46,966</b>
43							Dues, Licenses & Fees	194	500	(306)		327
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							<b>Total General Insurance</b>	<b>7,077</b>	<b>7,647</b>	<b>(570)</b>		<b>6,917</b>
49							Legal Advertising	1,265	2,600	(1,335)		1,495
50							Local/Other Taxes	3,197	3,396	(199)		3,196
51							Office Supplies	619	1,000	(381)		841
52							Postage	110	250	(140)		172
53							Printer Supplies	2,614	2,000	614		2,298
54							Professional Development	79	1,000	(921)		305
55							Technology Services/Upgrades	470	2,000	(1,530)		791
56							Telephone	2,694	3,100	(406)		2,463
57							Travel Per Diem	0	200	(200)		112
58							Website Development & Monitor	2,050	2,650	(600)		2,383
59							<b>Total 51300 - Financial &amp; Admin</b>	<b>81,238</b>	<b>100,662</b>	<b>(19,424)</b>		<b>80,767</b>
60							<b>51400 - Legal Counsel</b>					

**Lake St. Charles CDD**  
**Profit & Loss Budget Performance**  
 October 2019 through July 2020

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '19 Jul '20</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
61							District Counsel	555	8,000	(7,445)		916
62							<b>Total 51400 - Legal Counsel</b>	555	8,000	(7,445)		916
63							<b>52100 - Law Enforcement</b>					
64							Car Maintenance & Repairs	311	1,000	(689)		186
65							Car Gas	329	1,500	(1,171)		588
66							<b>Total 52100 - Law Enforcement</b>	640	2,500	(1,860)		774
67							<b>53100 - Electric Utility Svs</b>	27,165	39,500	(12,335)		28,820
68							<b>53200 - Gas Utility Services</b>	2,840	4,000	(1,160)		2,505
69							<b>53400 - Garbage/Solid Waste Svc</b>	2,114	2,880	(766)		1,342
70							<b>53600 - Water/Sewer Services</b>	3,942	8,000	(4,058)		3,024
71							<b>53900 - Physical Environment</b>					
72							Entry & Walls Maintenance	2,629	2,000	629		29
73							Ford F250 Maintenance & Repair	492	2,000	(1,508)		3,245
74							Fountain in Lake	550	3,000	(2,450)		1,200
75							Gas - Equipment	216	400	(184)		201
76							Gas - Truck	955	1,800	(845)		1,213
77							Irrigation Maintenance	10,319	10,000	319		10,229
78							Landscape Maintenance Contract	72,500	87,000	(14,500)		61,500
79							Misc. Landscape-Temporary Staff	566	3,000	(2,434)		0
80							Misc. Landscape Maintenance	9,379	9,500	(121)		5,399
81							Mulch	10,500	10,500	0		10,228
82							New Plantings	6,770	8,000	(1,230)		6,590
83							Pond & Stormwater Maint Contract	15,750	18,900	(3,150)		10,490
84							Pond#9 Aeration Maintenance	486	500	(14)		0
85							Property Insurance Contract	12,430	12,000	430		11,040
86							Sod Replacement	295	4,000	(3,705)		743
87							Mitigation Maint Contract	900	900	0		900
88							Midge Treatment Contract	67,578	68,376	(798)		0
89							<b>Total 53900 - Physical Environment</b>	212,315	241,876	(29,561)		123,008

**Lake St. Charles CDD**  
**Profit & Loss Budget Performance**  
 October 2019 through July 2020

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '19 Jul '20	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
90							<b>57200 - Parks &amp; Recreation</b>					
91							Auto Liability	715	755	(40)		697
92							Club Facility Maintenance					
93							Club Facility Maintenance	2,790	5,000	(2,210)		1,918
94							Clubhouse Supplies	2,216	2,300	(84)		1,131
95							Locks/Keys	0	100	(100)		122
96							Pool Snack Vending Items	258	300	(42)		302
97							<b>Total Club Facility Maintenance</b>	<b>5,264</b>	<b>7,700</b>	<b>(2,436)</b>		<b>3,473</b>
98							<b>District Employees Payroll Exp</b>					
99							Employer Workman Comp	5,700	9,000	(3,300)		6,719
100							Facilities Monitor	28,476	35,256	(6,780)		27,922
101							Medical Stipends	4,500	6,000	(1,500)		4,500
102							Payroll Service Charge	1,927	2,500	(573)		1,809
103							Payroll Taxes - Employer Taxes	10,850	13,500	(2,650)		10,133
104							Performance Stipend	0	2,600	(2,600)		0
105							Full-Time Hybrid Employee	21,382	27,560	(6,178)		19,170
106							Property Maintenance Part-Time	1,595	1,450	145		826
107							Property Maintenance Team Lead	24,602	30,052	(5,450)		23,333
108							Property Manager	50,887	63,003	(12,116)		49,673
109							Recreational Assistants	4,315	7,000	(2,685)		4,024
110							<b>Total District Employees Payroll Exp</b>	<b>154,235</b>	<b>197,921</b>	<b>(43,686)</b>		<b>148,109</b>
111							Dock Maintenance	0	400	(400)		426
112							Drainage/ Nature Path/Trail Maintenance	372	1,800	(1,428)		0
113							Park Facility Maintenance	5,440	5,000	440		3,431
114							Parks & Rec Cell Phones	1,139	1,700	(561)		1,018
115							Playground Maintenance	0	2,000	(2,000)		0
116							Pool Maintenance Contract	14,400	19,600	(5,200)		15,100
117							Pool Maintenance Repairs	12,328	12,000	328		7,726
118							Sec System Monitoring Contract	266	240	26		120
119							Security Repairs	5,683	5,000	683		4,992

## Lake St. Charles CDD Profit & Loss Budget Performance October 2019 through July 2020

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '19 Jul '20</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
120							<b>Total 57200 - Parks &amp; Recreation</b>	199,842	254,116	(54,274)		185,093
121							58003- Future CIP Projects and Reserves	106,144	229,613	(123,469)		336,179
122							<b>Total Expense</b>	648,538	905,682	(257,144)		773,969
123							<b>Revenue Less Expenses</b>	266,274	0	266,274		146,287
124							<b>Other Revenue/Expense</b>					
125							<b>Other Revenue</b>					
126							SunTrust Credit Card Rewards	1,223		0		
127							FY 17-18 Carryover	44,859		44,859		
128							<b>Total Other Revenue</b>	46,082	0	44,859		
129												
130							<b>Other Expense</b>					
131							Unassigned CIP Projects	0	39,859	(39,859)		
132							Funding for District's Reserve Acct	5,000	5,000	0		
133							<b>Total Other Expense</b>	5,000	44,859	(39,859)		
134							<b>Net Other Income</b>	39,859	(44,859)	39,859		
135							<b>Net Income</b>	306,133	(44,859)	306,133		

**Lake St. Charles CDD**  
**Property Manager Expense Report**  
**July 2020**

<b>Ace Hardware</b>					
	Credit Card Charge	07/06/2020	Sprayer & W	Clubhouse Supplies	89.95
	Credit Card Charge	07/13/2020	Paint for F	Misc. Landscape Maintenance	10.00
	Credit Card Charge	07/14/2020	Misc Items	Club Facility Maintenance	32.73
	Credit Card Charge	07/30/2020	Posthole di	Club Facility Maintenance	39.99
<b>Amazon.com</b>					
	Credit Card Charge	07/10/2020	Disposable	Clubhouse Supplies	71.25
<b>Brandon Lock &amp; Safe, Inc.</b>					
	Bill	07/01/2020	Tennis Court Repair	Club Facility Maintenance	374.50
<b>Dog Waste Depot</b>					
	Credit Card Charge	07/24/2020	Doggie Bags	Park Facility Maintenance	289.65
<b>George's Mower Service Inc.</b>					
	Credit Card Charge	07/13/2020	Pole Saw &	Misc. Landscape Maintenance	53.98
<b>Harrell's Nursery Inc.</b>					
	Credit Card Charge	07/29/2020	new plantin	New Plantings	550.00
<b>Hillsborough County Code Enforcement Dept</b>					
	Credit Card Charge	07/31/2020	Watering Vi	Misc. Landscape Maintenance	100.00
<b>Home Depot</b>					
	Credit Card Charge	07/27/2020	Mulch	Misc. Landscape Maintenance	39.52
<b>O'Reilly Auto Parts</b>					
	Credit Card Charge	07/01/2020	Parts for p	Misc. Landscape Maintenance	39.44
	Credit Card Charge	07/13/2020	Wiper Fluid	Ford F250 Maintenance & Repair	11.48
<b>Sports Facilities Group</b>					
	Credit Card Charge	07/21/2020	Single Base	Misc. Landscape Maintenance	85.40
<b>Staples</b>					
	Bill	07/15/2020	Trash Bags	Park Facility Maintenance	213.39
<b>Total Urban Forestry LLC</b>					
	Credit Card Charge	07/13/2020	Debris Pick	Misc. Landscape Maintenance	438.00
<b>Winn Dixie</b>					
	Credit Card Charge	07/15/2020	Water	Clubhouse Supplies	43.92
<b>Zee Medical Service</b>					
	Bill	07/16/2020	089195410 Inv #	Clubhouse Supplies	109.55
<b>TOTAL</b>					<b>2,592.75</b>

# 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	0	0	0	0	0	0					4	23
Completed Clubhouse Rentals	3	3	0	0	0	2	0	0					8	25
Guest Passes Issued	0	1	0	0	0	0	0	0					1	13
Replacement Cards	0	1	0	0	1	4	1	2					9	18
Resident Access Cards	4	4	0	0	15	33	14	8					78	105
Renters Access Cards	2	0	0	0	11	4	6	4					27	48
Parking Stickers	6	5	0	0	15	29	15	12					82	114
Online Purchases	3	2	0	0	4	3	2	2					16	24
HOA Assistance	0	12	0	0	5	6	5	6					34	
Monthly Total	20	30	0	0	51	81	43	34	0	0	0	0	259	370

I have received 7 voicemails, with 5 that required a call back.

Mark & Adriana notarized 4 documents.