

Supervisor Packet for January 5, 2021 General Meeting

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

7:00 p.m., January 5, 2021

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

Board of Supervisors

Sabrina Peacock, Chair 951-8327
 Robb Fannin, Vice Chair, 785-5423
 Dave Nelson, Secretary/Treasurer, 293-7979
 Virginia Gianakos, Supervisor, 293-4728
 Marlon K, Brownlee, Supervisor, 813-485-5685

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, 695-199

<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 PEACOCK) 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 – 7:40	<ol style="list-style-type: none"> 7. INTRODUCTION OF STATE HOUSE REPRESENTATIVE: ANDREW LEARNED (25 Minutes)
7:40 – 7:45	<ol style="list-style-type: none"> 8. 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. December 1, 2020 Meeting Minutes b. Committee Meeting Minutes for December 2020 <ol style="list-style-type: none"> i. Treasurer’s Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee

	<ul style="list-style-type: none"> c. November 2020 Financial Statements d. December 2020 Clubhouse Report e. December 2020 Property Manager Report f. December 2020 Facilities Monitor Report
7:45-8:00	9. PUBLIC HEARING ON RULE AMENDMENTS OF THE DISTRICT AMENITIES USAGE POLICY & UNAUTHORIZED VEHICLE TOWING POLICY – CHAIR PEACOCK (15 Minutes)
	<ol style="list-style-type: none"> 1. Board Discussion– Chair Peacock Discussion of Changes to District’s Amenity Usage Policy # 6000. 2. Resident comments regarding revisions. 3. The Management Committee recommends a Motion to approve the District’s Amenity Usage Rules Policy #6000 as revised per the attached draft. 4. The Management Committee recommends a Motion to approve Unauthorized Vehicle Towing Policy #2105 as revised per the attached draft. <p>Close Rule Amendment Hearing and Reopen the General Meeting.</p>
8:00-8:15	10. COMMITTEE REPORTS (15 Minutes)
	<ol style="list-style-type: none"> 1. Treasurer’s Review Committee – Treasurer Nelson 2. Grounds/Security Committee – Committee Chair Fannin 3. Management Committee – Committee Chair Peacock 4. Strategic Planning Committee – Committee Chair Brownlee
8:15- 8:25	11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR (10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors
8:25-8:30	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
8:30–8:35	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
8:35 –8:45	14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
8:45	ADJOURN



Date: December 1, 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, Sabrina Peacock
Vice Chair, Robb Fannin (Via Zoom)
Secretary/Treasurer, Dave Nelson (Via Zoom)
Supervisor, Virginia Gianakos
Supervisor, Marlon K. Brownlee

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, Sabrina Peacock

1. On **MOTION** by Supervisor Gianakos and Second by Supervisor Brownlee the Board approved the, December 1, 2020 Consent Agenda consisting of the: November 3, 2020 General Meeting Minutes, the November Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the October 2020 Financial Reports, the Property Manager Report, the Clubhouse Report and the Facility Monitor November 2020 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0
2. On **MOTION** by Supervisor Gianakos and second by Supervisor Nelson, the Board approved Miracle's Playground proposal not to exceed \$185,000. The Board discussed adjustments that will be requested including removing the chimes and changing the height of the webscape feature from 4 meters to 6 meters. Mark also

informed the Board that the zip line is measured at 67 feet compared to other manufacturers at 75 feet. Motion passed 5 to 0

3. On **MOTION** by Supervisor Brownlee and Second by Supervisor Gianakos, the Board approved to increase the security gates at the park project from the previously approved amount of \$103,281 to \$120,117. The increase is due to the additional concrete needed for the project. Motion passed 5 to 0

Meeting adjourned at 7:39PM

Respectfully submitted,

Dave Nelson, Treasurer/Secretary

Sabrina Peacock, Chair

Lake St. Charles Community Development District

POLICY HANDBOOK

POLICY TITLE: Amenities Usage Rules

POLICY NUMBER: 6000

~~APPROVED: Motion 09-10-19-xx~~

6000.1 General District Rules for Lake St. Charles Amenity Usage

1. These rules are intended to ensure the continued operation and maintenance of the District's facilities and protect the health, safety and welfare of the District's residents, guests and authorized users of District facilities. Residents issued an access card must comply with all District rules.
"Resident" shall be defined as a homeowner, lessee, tenant or roommate who resides in a home within the District.
2. "Household" shall be defined as all residents and authorized occupants (including but not limited to family members, children, and roommates) residing within a home within the District.
3. "Guest" shall be defined as person's visiting a resident. Who must be accompanied by the resident at all times when using District facilities or having a valid District guest pass.
4. Applicants for Access Cards must provide proof that they are a resident within Lake St. Charles. The access card issued will have a photo id of the cardholder for identification.
5. Each application will be checked against the District's roster for residency.
6. Residents and their minor children over the age of twelve (12) are eligible to receive an access card.
7. Resident minors ages twelve (12) through eighteen (18), must have their own access cards if using facilities without being accompanied by a resident adult.
8. Resident minors ages twelve (12) through eighteen (18), must be accompanied by an adult resident in order to be issued an access key card.
9. If a resident is a lessee or tenant, the homeowner must sign the Lake St. Charles Community Development District Landlord/Tenant Agreement before access cards can be issued and upon renewal.
10. Lessee or tenant will need to provide \$15 per access card issued. During registration and for every renewal thereafter.
11. Copy of signed lease is required for new access card issuance and for renewals.
12. Access cards will only be issued to lessee or tenants named on the lease.
13. Lessee's or tenant's access card will be deactivated at the end of the rental lease agreement.
14. Roommates of residents will be issued access cards if accompanied by the resident.
15. Residents may have a maximum of two (2) cards issued to roommates at any one time.
16. Replacement Cards for lost and/or damaged cards will cost \$15.00 each
17. Residents are requested to visibly wear the District's access cards when using park, nature path and docks, and to have access cards readily available in the pool deck area, tennis courts and basketball courts or other community facilities. Residents using facilities without visible access cards may be asked for alternate verification of residency by **District staff**, pool area staff in uniform, private security officer and/or local law enforcement officer.
18. Non-residents using District facilities who are not guests will be considered trespassers.
19. Each household is permitted to have up to five (5) guests at the tennis court and pool.

20. Each household is permitted to have up to ten ~~(40)~~(5) guests in the District's common areas. ~~except the tennis court and pool (see Rule #19 above).~~
21. Resident minors ages twelve (12) through eighteen (18), are permitted two (2) guests per household when using the tennis court and pool and five (5) guests when using the District's common areas.
22. Guests who have not been issued an active guest pass must be accompanied by a resident at all times when using District facilities.
23. Guests can be issued their own access card if they qualify for a guest pass. A \$15.00 deposit for each guest pass card will be required. The deposit will be forfeited for all guest cards not returned within 10 days of the guest's expiration date.
24. Security camera recordings of vandalism, property destruction or rule-breaking will automatically result in disabling card access to the District's facilities including the pool and may result in criminal prosecution.
25. Trespassers will be issued a trespass warning for the first offense and prosecuted as allowable under the law for subsequent offenses.
26. No illegal activity may be conducted within any District properties or facilities. Violators will be prosecuted.
27. All deactivated cards are the property of the LSC CDD.
28. No dumping of yard waste and / or trash on any District property.
29. Lending your access card to any other person will result in immediate deactivation. A \$25 reactivation fee will apply.
30. Access card fees, rental fees and deposits are to be made by certified funds, such as cash, credit/debit cards, cashier's check or money order. The District does not accept personal checks.
31. Failure to follow the District rules may result in the revocation of District facility privileges and the deactivation of the resident's and household's access cards.
32. Offense schedule is as followed:
 - 1st Offense:** Written notice to offending resident's household with a 7 days suspension on offending resident's access card and a \$25 reactivation fee.
 - 2nd Offense:** Written notice to offending resident's household with 14 days suspension on offending resident's access card and \$50 reactivation fee.
 - 3rd Offense:** Written notice to offending resident's household with suspension until Board of Supervisors reinstatement (on all household access cards) and \$75 reactivation fee per card. With an amount not to exceed \$150.
33. Offending residents shall not be allowed to use any District amenities while access is suspended.
34. All written notices for rule non-compliance will be permanently on file.

12. Resident Waiver:

I understand that the Lake St. Charles Community Development District, and its agents, supervisors, officers, directors, employees and staff assume no responsibility for injuries or illness that I or my guests may sustain as a result of my physical condition or resulting from my participation in any activities: sports, use of the pool, use of the playground or use of any District amenity. I expressly acknowledge on behalf of myself, my heirs and my guests that I assume the risk for any and all injuries and illness that may result from my participation in these activities. I hereby release and discharge Lake St. Charles Community Development District, its agents, supervisors, officers, directors, employees, and staff from any claims for injury, illness, death, loss or damage that I may suffer as a result of my participation in these activities. I understand that Lake St. Charles Community Development District is not responsible for personal property lost or stolen from the amenity facilities.

13. Guest Waiver:

All guests using the District facilities assume the risk the risk for any and all injuries and illness that may result from my participation in these activities. I hereby release and discharge Lake St. Charles Community Development District, its agents, supervisors, officers, directors, employees, and staff from any claims for injury, illness, death, loss or damage that I may suffer as a result of my participation in these activities. I understand that Lake St. Charles Community Development

District is not responsible for personal property lost or stolen from the amenity facilities.

6000.2 Parking Rules

1. Per Board Motion M03-06-2012-05, parking stickers are required to park in all Lake St. Charles CDD parking areas including, Clubhouse parking lot and Colonial Lake Drive cul-de-sac at the park.
2. **Parking is only allowed on designated parking spaces, located at the Clubhouse and Colonial Lake Drive cul-de-sac at the park.**
3. No parking is allowed in the Waterton Drive cul-de-sac.
4. Guests of residents who park in the Lake St. Charles CDD parking areas are required to obtain a temporary parking permit from the clubhouse during posted office hours or from a pool monitor, if on duty.
5. Violators will be towed, according to Lake St. Charles CDD towing policy.
6. The District assumes no liability to vehicles and/or property parked or abandoned on District property.

6000.3 Pool Rules

1. The pool and hot tub are open from 6:00 am until 10:00 pm.
2. Showering is mandatory before use of the pool facilities.
3. **Use of towels is mandatory while using pool furniture.**
4. No glass or animals in the fenced pool area.
5. No food or beverages allowed in the pool or on the wet deck
6. Food and beverages must remain behind the painted line on the pool deck.
7. No trespassing. Use of pool is limited to Lake St. Charles residents or authorized user with proper identification. Proof of residency is required.
8. Pool users may be asked to provide access card for picture ID verification. If the picture ID does not match, the access card will be confiscated and access will be disabled from the card.
9. Management, Facility Monitor, and/or Pool Monitors reserve the right to refuse admittance, to eject from the pool premises, or suspend pool privileges of any person or family.
10. Each household is permitted to have up to five (5) guests at the pool, but must accompany their guest at all times.
11. Resident minors ages twelve (12) through eighteen (18) are permitted two (2) guests per household when using the pool.
12. Children under the age of 12 must be accompanied by an adult at all times while using the pool facilities.
13. Toddlers and babies not toilet trained must wear a swim diaper. Parents are responsible for ensuring that their children do not urinate or defecate in the pool. Any parent or person found to allow pool contamination will be charged \$100 for the pool fecal cleanup service call to treat the pool.
14. Proper swimming attire must be worn while using the pool facilities (T-shirt allowed over swimming attire). No T Back swimwear allowed.
15. No alcohol or smoking is allowed in the pool facilities.
16. Alcohol consumption on any District grounds by resident and/or guest will result in an immediate 3- month deactivation of access card and a \$25 reactivation fee.
17. Smoking in the pool area will result in immediate 7 day deactivation of access card and a \$25 reactivation fee.
18. Do not swallow the water or spit or spout into the pool.
19. Person's ill with diarrhea cannot enter the pool, spa or wade pool per the Florida Department of Health.

20. No running, rough housing, chicken fighting, boisterous or rough play, or excessive noise allowed.
21. Radios brought to the pool shall be kept at reasonable volumes in consideration of others using the pool facilities.
22. No bicycles, skateboards, or other wheeled items deemed inappropriate by the clubhouse staff are allowed on the pool deck.
23. No throwing any type of toys, balls, or water balloons in pool facility.
24. No flotation devices that interfere with the use or enjoyment of the facilities by others are allowed in the pool at the judgment of the staff
25. Persons having open blisters, cuts, or infectious disease are prohibited from using the pool.
26. Pool furniture shall not be removed from the pool deck area or placed into the swimming pool.
27. Belongings left in the pool facilities after dusk shall be placed in the clubhouse "Lost & Found" for a period of one week. If the items are not claimed they will be discarded.
28. Use of the pool and spa when closed is considered trespassing
29. Be able to provide proof of residency to District staff when using the pool facilities.
30. Do not give anyone unknown to you access to the pool area.
31. Lifeguards will not be present at the pool facilities. All persons using the pool and other clubhouse facilities do so at their own risk.
32. All persons using the pool facilities shall obey the pool capacity requirements as defined by Hillsborough County Health Department.
33. No charcoal/gas grills allowed in or around the clubhouse or pool facility except for community sponsored events approved by the Board of Supervisors
34. Appropriate physical and verbal behavior must be maintained as this is a family friendly environment. Any inappropriate conduct as determined by management and/or staff may result in immediate expulsion from the facilities and the suspension of access privileges.
35. **No hanging/holding onto lap lanes. Damages to lap lanes will incur a fee.**

6000.4 Spa Rules

1. Shower before entering spa
2. Children under 12 must have adult supervision.
3. No food, drink, glass or animals in spa or pool.
4. Pregnant women, small children, people with health problems, and people using alcohol, narcotics, or other drugs that cause drowsiness should not use the spa without first consulting a physician.
5. Do not drink the spa or pool water.

6000.5 Kid Pool Rules

1. Children must be supervised by an adult at all times.
2. Kid pool is for use of children under the age of 10.
3. Toddlers and babies not toilet trained must wear a swim diaper. Parents are responsible for ensuring that their children do not urinate or defecate in the pool. Any parent or person found to allow pool contamination will be charged \$100 for the pool fecal cleanup service call to treat the pool

6000.6 Park and Nature Path Rules

1. Use of the park, lake, docks and nature path is limited to Lake St. Charles residents or authorized users. Unauthorized users will be considered trespassers and may be prosecuted for such offense.
2. Use of the park, lake, docks and nature path is at your own risk.
- ~~3. No Trespassing~~

4. Maximum of ~~(10)~~ (5) ~~ten~~ five guests per household in district common areas. ~~except the tennis court and pool where a maximum of (5) five guests is permitted.~~
5. Pets must be on a leash at all times except in Dog Park.
6. All pet waste must be picked up and properly disposed of by owner.
7. No alcoholic beverages permitted.
8. No unauthorized motorized vehicles allowed in the park or on the asphalt trail.
9. No fires are permitted.
10. No weapons of any kind as permitted by law.
11. Plant or animal removal, destruction or harassment is prohibited.
12. No parking at the cul-de-sac on Waterton.
13. Overnight camping and large inflatable devices are prohibited, unless approved by the LSC CDD Board of Supervisors.
14. No dumping of yard waste and / or trash on any District property.

6000.7 Dog Park Rules

1. Use of Dog Parks is at your own risk and your dogs; liability waivers apply.
2. Dog Parks is limited to resident and resident guest pets only.
3. Dog waste cleanup stations are provided for your convenience. Please pick up after your pets. All applicable conditions of the Hillsborough County Animal Ordinance 00-26 as amended by Ordinance 03-8 apply.

6000.8 Tennis Court Rules

1. Tennis Courts are open from 7:00 AM to 9:30 PM.
2. Per Article VI, Section 30 of the Lake ST. Charles HOA Master Declarations, "Lighting of the tennis courts is prohibited after 9:30 PM on any evening until the following sunrise."
3. Each household is permitted to have up to five (5) guests at the tennis courts, but must accompany their guest at all times.
4. Resident minors ages twelve (12) through eighteen (18), are permitted two (2) guests per household when using the tennis court
5. No rollerblades, skateboards or bicycles on tennis courts. Courts are to be used for tennis **and pickle ball** only.

6000.9 Basketball Court Rules

1. Each household is permitted to have up to ~~(10)~~ (5) ~~ten~~ guests at the basketball courts, but must accompany their guest at all times.
2. Resident minors ages twelve (12) through eighteen (18), are permitted two (2) guests per household when using the basketball court
3. No rollerblades, skateboards or bicycles on basketball courts. Courts are to be used for basketball only.

6000.10 District Dock and Boat Launch Rules

1. Use of lake, docks, nature path and park is limited to Lake St. Charles residents or authorized users.
2. **No Trespassing**
3. Unauthorized users will be considered trespassers and may be prosecuted for such offense.
4. Use of the park, lake, docks and nature path is at your own risk.
5. No alcoholic beverages permitted on any CDD property.
6. No weapons of any kind on CDD property as permitted by law.

7. No unauthorized motorized vehicles allowed in the park or on the ~~path~~ paved trail.
8. Only electric "trolling" motor boats or devices allowed on the lakes and ponds. Gasoline-powered boats or devices are prohibited on all lakes and ponds
9. There shall be no use of the lake area and lake, except natural recreational uses which do not injure or scar the lake area or lake, increase the cost of maintenance thereof, or cause unreasonable embarrassment, disturbance or annoyance to owners in their enjoyment of their private areas, or in their enjoyment of the lake area.
10. No swimming or wading in the lake or ponds
11. No diving or jumping off of the dock
12. Pets must be on a leash at all times except in Dog Park.
13. All pet waste must be removed by owner.
14. No fires are permitted.
- ~~15. Maximum of (10) ten (5) five guests per household in District common areas. except the tennis court and pool where a maximum of (5) five guests is permitted.~~

6000.11 Clubhouse Rental Rules

1. Only District Residents can rent the Clubhouse unless approved by the Board of Supervisors.
2. Alcohol on premise during a clubhouse rental is strictly prohibited and will result in forfeiture of the entire \$300 deposit.
3. Clubhouse reservations are taken on a first come first serve basis. Payment of \$55 for half day rentals or \$85 for full day rentals and a \$300 deposit must be collected before scheduling of clubhouse rental.
4. Rental fee and deposit are to be made by certified funds, such as cash, credit/debit cards, cashier's check or money order. The District does not accept personal checks.
5. Non-payment of any fines assessed due to clubhouse rental rule non-compliance will result in the deactivation of the resident's personal access card. A \$25 reactivation fee will apply.
6. Resident renting clubhouse will need to be present for the entire rented timeframe and supervise all guests and minors at all times.
7. The use of the pool facilities/furniture is NOT included in the rental of the clubhouse.
8. Clubhouse furniture shall not be removed from clubhouse at any time.
9. No Fog/Smoke machines allowed in or around clubhouse or pool facility.
10. No charcoal/gas grills allowed in or around the clubhouse or pool facility except for community sponsored events approved by the Board of Supervisors.
11. Your reserved rental time includes both set up and cleans up times.
12. Renters may arrive anytime after specified starting time and must leave by end of reserve time. Note your access card will not work outside of the rental time.
13. The facility shall be left in the same condition it was found prior to the event. See clubhouse rental check out form for non-compliance fees.
14. No animals allowed in Clubhouse except for service animals.
15. Renter must supply all kitchen and cleaning supplies.
16. No glitter or confetti is allowed in the clubhouse facility. If tape is used, it must be removed completely from all surfaces. No nails or holes in the walls permitted.
17. If helium balloons are used they must be weighted down.
18. Renter shall agree to give notice of cancellation at least 15 days in advance or resident's rental check for \$55.00/\$85.00 will be forfeited.
19. Clubhouse rentals are for private parties. We ask the renter to not allow non-invitees access through the clubhouse into the pool deck area. All non-invitees should access the pool deck through the pool gates on either side of the clubhouse.
20. No wet bathing suits are permitted inside the clubhouse.
21. If the in-house smoke alarm is set off during a rental, any and all charges will be the responsibility of the resident renting the clubhouse.

22. If the security alarm is set off during a rental, there will be an automatic \$50 deduction from the renters deposit.
23. Failure to uphold any portion of the Clubhouse Agreement Form may result in forfeiture of \$300 deposit plus any cost incurred in excess of the deposit amount.
24. Lake St. Charles CDD has a NO SOLICITATION policy. Any clubhouse rental for the purpose of selling merchandise EXCLUDES solicitation of residents using District facilities.
25. General Liability insurance will need to be provided for third party vendors. Ex: bounce houses

6000.12 Clubhouse Rental Checklist with Associated Fees

1. All damages incurred to clubhouse walls, paint, flooring, tables, chairs, fans, appliances, window treatments etc. will result in deduction of replacement or repair cost from deposit. Resident renter will be billed and responsible for any additional cost in excess of deposit amount.
2. Tables to be wiped down and chairs set up in the correct configuration.
\$25.00 fee applied if not in compliance
3. All items placed in the refrigerator, microwave and oven must be removed. Counters wiped down and were clean, water completely turned off.
\$15.00 fee applied if not in compliance.
4. Floors are to be vacuumed and mopped
\$25.00 fee applied if not in compliance
5. Garbage to be taken to dumpster.
\$15.00 fee applied if not in compliance.
6. All lights and fans are to be turned off.
\$15.00 fee applied if not in compliance.
7. Walls are not to be damaged; paint not to be marred
Dollar amount based on repair cost
8. No tape to be left on walls, doors or ceilings
\$15.00 fee applied if not in compliance.
9. Access Card to be returned by placing under clubhouse door.
\$15.00 fee applied if not in compliance.
10. If door is left unlocked a \$75 fee will apply. The renter will also be held liable for any theft and any damage done to clubhouse as a result of door being left unlocked.
11. If Alarm Not Set by designated Rental End Time: _____
\$75 fee applied. Renter will also be held liable for any and all damages done to clubhouse if not in compliance.
12. Fire/Security alarm set off at any time during rental
\$50 fee applied
13. No usage of pool and/or pool deck
\$300.00 fee applied if not in compliance.
14. Renting resident is to be present at all times.
\$75.00 fee applied if not in compliance.
15. If there is failure to provide General Liability Insurance for third party vendors.
\$300 fee applied if not in compliance.

6000.13 Guest Pass Rules

1. Guest Access key cards are only issued to guest that meet one of the following criteria:
Guest that will be residing overnight within the resident's home or guest who provides a service to the residents such as babysitting, pet-sitting or a function that lends itself to amenity usage.
2. Guest cards will only be issued for a maximum of 14 days. One extension can be requested for up to 7 days. Additional extensions must be approved by management-
3. Guest cards will require a \$15 deposit, refundable upon return. Deposit will be forfeited if card is not returned within 10 days of expiration.
4. Extended guest passes can be issued to anyone providing a service such as babysitters, nannies or pet-sitters to a resident for a \$15 fee. Extended guest pass will be issued for a maximum of 6 months.

5. There will be a limit of two (2) guest passes issued at any one time to a household.
6. Guests of residents are not permitted to bring other guest into District facilities.
7. Resident is responsible for his/her guest conduct and their compliance to Lake St. Charles CDD amenity rules.
8. Guest non-compliance of amenity rules may result in guest card deactivation and resident forfeiture of future guest pass privileges.

Lake St. Charles Community Development District

POLICY HANDBOOK

POLICY TITLE: Unauthorized Vehicle Towing Policy
POLICY NUMBER: 2105

2105.1 The purpose of this policy is to remove unauthorized vehicles that are in violation of this Towing Policy from CDD common property. Specifically the clubhouse parking lot, the cul-de-sac on Colonial Lake Drive, the cul-de-sac on Waterton Drive and the recreation park.

2105.2 "Unauthorized" means any vehicle which does not display the free resident Parking Sticker, Temporary Parking Permit or Temporary RV Parking Permit.

2105.3 "Vehicle" means any mobile item which normally uses wheels, whether motorized or not.

2105.4 Vehicles parked on CDD common property in violation of this Towing Policy may be towed under the following circumstances:

0.4.1 The request to tow an unauthorized vehicle originated from an Authorized Agent of the District.

Authorized Agents of the District are defined as:

0.4.1(a): Property Manager or Facility Monitor

0.4.1(b): Contracted private security officer; or,

0.4.1(c): Any current member of the Lake St Charles CDD Board of Supervisors;

0.4.2 Signage has been posted at all entrances warning the public that the CDD tows unauthorized vehicles;

0.4.3 The vehicle has been issued at least ~~two (2)~~ **one (1)** notice regarding violation of this Policy and at least 24 hours have passed since the issuance of the ~~second~~ **first** notice;

0.4.4 The vehicle is parked on ~~private property~~ **CDD common property** and lacks an engine, transmission, wheels, tires, doors, windshield or another major part or equipment necessary to operate safely.

2105.5 ~~Any~~ Authorized Agents of the District may ~~cause~~ **have** any **unauthorized** vehicle parked on CDD common property ~~without permission to be removed~~ by a person regularly engaged in the business of towing vehicles, without liability for the costs of removal, transportation, or storage or damages caused by such removal, transportation, or storage.

Treasurer's Review Committee Meeting Minutes

Date: *Thursday, December 17, 2020, 2:00 pm*

Chair: *Supervisor Dave Nelson*

Operations Manager: *Adriana Urbina*

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

Notice of Meetings – Treasurer's Review Committee

The Treasurer's Review Committee Meeting was canceled.

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, December 16th 2020 at 12:30 PM.*

Operations Manager: *Property Manager, Mark Cooper*

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

Update on playground. Awaiting final pricing on requested changes of larger 6M net and 30 M zip line w deletion of chimes and additional costs associated with larger features i.e. mulch, fencing and borders.

Management Committee Meeting Minutes

Date: *Thursday, December 17, 2020 @ 1:00 pm*

Chairperson: *Chairman Sabrina Peacock*

Operations Manager: *District Manager, Adriana Urbina*

In Attendance: *Chairman Sabrina Peacock, Property Manager, Mark Cooper, District Manager, Adriana Urbina,*

Notice of Meetings – Management Committee

The Management Committee Meeting was canceled.

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, December 15th 2020 @ 10:00 am.*

Chairperson: *Supervisor Marlon K Brownlee*

Operations Manager: *Property Manager, Mark Cooper*

The Strategic Planning Committee meeting was canceled.

Lake St. Charles CDD

Funds Statement

Sept '20 - Nov '20

	Sept '20	Oct '20	Nov '20	Category
Bank/Current Asset Accounts				
CenterState Bank Checking	238,152	192,621	278,977	Cash
CenterState Bank Money Market	254,430	254,462	254,493	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	1,533	1,533	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
Total Bank/Current Asset Accounts	494,115	448,616	535,003	
Cash (Checking/Savings)				
CenterState Bank Checking	238,152	192,621	278,977	
CenterState Bank Money Market	254,430	254,462	254,493	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	1,533	1,533	1,533	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
Total Cash Accounts	494,115	448,616	535,003	
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	494,115	448,616	535,003	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	254,430	254,462	254,493	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	254,430	254,462	254,493	

Lake St. Charles CDD Disbursement Authorization Report

November 2020

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	11/03/2020	TECO Electric	10000-CenterState Bank Checking	-2,607.33
				53100 - Electric Utility Svs	43.57
				53100 - Electric Utility Svs	50.92
				53100 - Electric Utility Svs	164.35
				53100 - Electric Utility Svs	818.90
				53100 - Electric Utility Svs	59.23
				53100 - Electric Utility Svs	989.88
				53100 - Electric Utility Svs	192.70
				53100 - Electric Utility Svs	46.93
				53100 - Electric Utility Svs	24.09
				53100 - Electric Utility Svs	23.30
				53100 - Electric Utility Svs	19.76
				53100 - Electric Utility Svs	19.50
				53100 - Electric Utility Svs	19.14
				53100 - Electric Utility Svs	19.23
				53100 - Electric Utility Svs	19.14
				53100 - Electric Utility Svs	19.50
				53100 - Electric Utility Svs	19.32
				53100 - Electric Utility Svs	19.41
				53100 - Electric Utility Svs	19.23
				53100 - Electric Utility Svs	19.23
TOTAL					2,607.33
Check	EFT/Auto	11/05/2020	TECO Gas Company	10000-CenterState Bank Checking	-587.76
				53200 - Gas Utility Services	587.76
TOTAL					587.76
Check	EFT/Auto	11/05/2020	TECO Electric	10000-CenterState Bank Checking	-81.54
				53100 - Electric Utility Svs	81.54
TOTAL					81.54

Lake St. Charles CDD Disbursement Authorization Report

November 2020

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	11/06/2020	ADP	10000-CenterState Bank Checking	-128.70
				Payroll Service Charge	21.45
				Payroll Service Charge	107.25
TOTAL					<u>128.70</u>
Bill Pmt -Check	EFT/Auto	11/06/2020	Ameriscape Services	10000-CenterState Bank Checking	-784.28
Bill	Irrigation Repairs	10/23/2020		Irrigation Maintenance	784.28
TOTAL					<u>784.28</u>
Bill Pmt -Check	EFT/Auto	11/06/2020	Circle A Enterprises	10000-CenterState Bank Checking	-5,212.50
Bill	1st drawings for par	10/19/2020		58003-Future CIP Projects & Res	5,212.50
TOTAL					<u>5,212.50</u>
Bill Pmt -Check	EFT/Auto	11/06/2020	Staples	10000-CenterState Bank Checking	-94.08
Bill	Trash Bags	10/15/2020		Club Facility Maintenance	94.08
TOTAL					<u>94.08</u>
Bill Pmt -Check	EFT/Auto	11/06/2020	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,600.00
Bill	Oct Pool Cleaning	10/13/2020		Pool Maintenance Contract	1,600.00
TOTAL					<u>1,600.00</u>
Check	EFT/Auto	11/09/2020	ADP	10000-CenterState Bank Checking	-10,042.54
				District Manager	2,053.60
				Payroll Taxes - Employer Taxes	172.40
				Facilities Monitor	1,383.20
				Property Maintenance Team Lead	589.44
				Property Manager	2,472.00

Lake St. Charles CDD Disbursement Authorization Report

November 2020

Type	Num	Date	Name	Account	Original Amount
				Payroll Taxes - Employer Taxes	464.53
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
				Full Time Hybrid Employee	1,081.60
				Property Maintenance Part-Time	42.27
				Medical Stipend	200.00
				Medical Stipends	500.00
TOTAL					10,042.54
Bill Pmt -Check	EFT/Auto	11/18/2020	Verizon Wireless	10000-CenterState Bank Checking	-43.84
Bill	09-24-20 to 10-23-20	10/23/2020		Telephone	43.66
TOTAL					43.66
Bill Pmt -Check	EFT/Auto	11/18/2020	SunTrust Credit Card	10000-CenterState Bank Checking	-8,641.95
Bill	October CC Statement	10/24/2020		13500 - SunTrust Visa Card	8,641.95
TOTAL					8,641.95
Check	EFT/Auto	11/20/2020	ADP	10000-CenterState Bank Checking	-139.46
				Payroll Service Charge	12.68
				Payroll Service Charge	63.38
				Supervisor Payroll Service	63.40
TOTAL					139.46
Check	EFT/Auto	11/24/2020	ADP	10000-CenterState Bank Checking	-7,894.64
				District Manager	2,053.60
				Payroll Taxes - Employer Taxes	157.10
				Facilities Monitor	1,383.20
				Property Maintenance Team Lead	349.98
				Property Manager	2,472.00
				Payroll Taxes - Employer Taxes	403.92

Lake St. Charles CDD Disbursement Authorization Report

November 2020

Type	Num	Date	Name	Account	Original Amount
				Full Time Hybrid Employee	1,074.84
TOTAL					<u>7,894.64</u>
Bill Pmt -Check	EFT/Auto	11/24/2020	Chris's Portable Toilets	10000-CenterState Bank Checking	-75.00
Bill	1805-132964 Inv #	11/08/2020		Park Facility Maintenance	75.00
TOTAL					<u>75.00</u>
Bill Pmt -Check	EFT/Auto	11/24/2020	Persson & Cohen, P.A.	10000-CenterState Bank Checking	-164.00
Bill	Easement Recording f	11/05/2020		District Counsel	164.00
TOTAL					<u>164.00</u>
Bill Pmt -Check	EFT/Auto	11/24/2020	Tuscan & Company, PA	10000-CenterState Bank Checking	-1,000.00
Bill	116412 Inv #	10/30/2020		Auditing Services	1,000.00
TOTAL					<u>1,000.00</u>
Bill Pmt -Check	EFT/Auto	11/24/2020	Persson & Cohen, P.A.	10000-CenterState Bank Checking	-133.10
Bill	Dept of Economic for	11/05/2020		District Counsel	133.10
TOTAL					<u>133.10</u>
Bill Pmt -Check	EFT/Auto	11/25/2020	Ameriscape Services	10000-CenterState Bank Checking	-7,467.50
Bill	Monthly Maintenance	11/01/2020		Landscape Maintenance Contract	7,467.50
TOTAL					<u>7,467.50</u>
Bill Pmt -Check	EFT/Auto	11/25/2020	Architectural Fountains, Inc.	10000-CenterState Bank Checking	-500.00
Bill	Replaced Breaker	10/19/2020		Fountain in Lake	500.00
TOTAL					<u>500.00</u>
Bill Pmt -Check	EFT/Auto	11/25/2020	Solitude Lake Management	10000-CenterState Bank Checking	-1,575.00

Lake St. Charles CDD Disbursement Authorization Report

November 2020

Type	Num	Date	Name	Account	Original Amount
Bill	Nov Pond Mainten	11/01/2020		Pond & Stormwater Maint	1,110.00
				Pond & Stormwater Maint	<u>465.00</u>
TOTAL					1,575.00
Bill Pmt -Check	EFT/Auto	11/25/2020	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,600.00
Bill	Nov Pool Cleaning	11/16/2020		Pool Maintenance Contract	<u>1,600.00</u>
TOTAL					1,600.00
Bill Pmt -Check	EFT/Auto	11/25/2020	Ameriscape Services	10000-CenterState Bank Checking	-255.00
Bill	Irrigation Repairs	11/13/2020		Irrigation Maintenance	<u>255.00</u>
TOTAL					255.00
Bill Pmt -Check	EFT/Auto	11/25/2020	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-411.72
Bill	kiddie pool &spa car	11/16/2020		Pool Maintenance Repairs	<u>411.72</u>
TOTAL					411.72

12/28/2020

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Treasurer's Report - CenterState Account

November 2020

11/1/20 - 11/30/20

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						188,246.39
11/03/2020	EFT/Auto	TECO Electric	06980007400 Acct #	2,607.33		185,639.06
11/05/2020	EFT/Auto	TECO Gas Company	221003603224 Acct #	587.76		185,051.30
11/05/2020	EFT/Auto	TECO Electric	221005960721 Acct #	81.54		184,969.76
11/06/2020	EFT/Auto	ADP	566977271 Inv #	128.70		184,841.06
11/06/2020			Deposit		14,812.33	199,653.39
11/06/2020	EFT/Auto	Ameriscape Services	INV# 140531	784.28		198,869.11
11/06/2020	EFT/Auto	Circle A Enterprises	1st drawings for park restrooms	5,212.50		193,656.61
11/06/2020	EFT/Auto	Staples	6011 1000 4086 310	94.08		193,562.53
11/06/2020	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4164	1,600.00		191,962.53
11/09/2020	EFT/Auto	ADP	P.E. 11-07-20	10,042.54		181,919.99
11/13/2020			Deposit		61,114.37	243,034.36
11/17/2020			Deposit		14.51	243,048.87
11/18/2020	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	43.84		243,005.03
11/18/2020	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	8,641.95		234,363.08
11/18/2020			Deposit		1,474.03	235,837.11
11/20/2020	EFT/Auto	ADP	567785140 Inv #	139.46		235,697.65
11/21/2020			Deposit		14.51	235,712.16
11/24/2020	EFT/Auto	ADP	P.E. 11-21-20	7,894.64		227,817.52
11/24/2020			Deposit		64,275.45	292,092.97
11/24/2020	EFT/Auto	Chris's Portable Toilets	1805-132964 Inv #	75.00		292,017.97
11/24/2020	EFT/Auto	Persson & Cohen, P.A.	Acct # LakStCharles INV#25345	164.00		291,853.97
11/24/2020	EFT/Auto	Tuscan & Company, PA	116412 Inv #	1,000.00		290,853.97
11/24/2020	EFT/Auto	Persson & Cohen, P.A.	Acct # LakStCharles INV#25342	133.10		290,720.87
11/25/2020	EFT/Auto	Ameriscape Services	INV# 140646	7,467.50		283,253.37
11/25/2020	EFT/Auto	Architectural Fountains, Inc.	10192003E Inv #	500.00		282,753.37
11/25/2020	EFT/Auto	Solitude Lake Management	INV# PI-A00504172	1,575.00		281,178.37
11/25/2020	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4201	1,600.00		279,578.37
11/25/2020	EFT/Auto	Ameriscape Services	INV# 140856	255.00		279,323.37
11/25/2020	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4187	411.72		278,911.65
11/30/2020			Interest		55.06	278,966.71
				51,039.94	141,760.26	278,966.71

Lake St. Charles CDD Profit & Loss Budget Performance October 2020 through November 2020

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '20 Nov '20	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
3			Revenue/Expense									
4			Revenue									
5			36100 - Interest Earnings									
6						Interest - General Fund	174	1,450	(1,276)		117	
7						Total 36100 - Interest Earnings	174	1,450	(1,276)		117	
8			General Fund Assessment-O&M									
9						General Fund Assessment Gross	149,173	958,146	(808,973)		108,502	
10						GF Prop Tax Interest	0	0	0		0	
11						GF Tax Collector Commissions	(2,861)	(19,163)	16,302		(2,080)	
12						GF Tax Payment Discount	(6,110)	(38,326)	32,216		(4,482)	
13						Total General Fund Assessment-O&M	140,202	900,657	(760,455)		101,939	
14												
15						Total 36310 - Special Assessment	140,202	900,657	(760,455)		101,939	
16						36311 - Excess Fees	7,307	0	7,307		7,460	
17						36900 - Miscellaneous Revenues			0			
18						Other Misc Revenue	7,055	1,200	5,855		58	
19						Rental	0	500	(500)		627	
20						Pool Snack Vending	0	475	(475)		0	
21						Total 36900 - Miscellaneous Revenues	7,055	2,175	4,880		685	
22						Total Revenue	154,738	904,282	(749,544)		110,201	
23												
25			Expense									
26			5110 - Legislative									
27						Employer Taxes	167	1,460	(1,293)		167	
28						Special District Fees	175	175	0		175	
29						Supervisor Fees	2,000	12,000	(10,000)		2,000	
30						Supervisor Payroll Service	127	900	(773)		121	
31						Total 5110 - Legislative	2,469	14,535	(12,066)		2,463	

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '20 Nov '20	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	13,500	(12,500)		1,000
35							Banking & Investment Mgmt Fees	0	200	(200)		0
36							District F&A Employees					
37							District Manager	8,214	53,394.00	(45,180)		8,054
38							Medical Stipend	400	2,400	(2,000)		200
39							Payroll Service Charge	67	465	(398)		65
40							Payroll Taxes - Employer Taxes	659	4,400	(3,741)		631
41							Performance Stipend	0	1,000	(1,000)		0
42							Total District F&A Employees	9,341	61,659	(52,318)		8,951
43							Dues, Licenses & Fees	30	500	(470)		10
44							General Insurance					
45							Crime	565	600	(35)		510
46							General Liability	3,785	3,868	(83)		3,605
47							Public Officials Liability & EP	3,110	3,179	(69)		2,962
48							Total General Insurance	7,460	7,647	(187)		7,077
49							Legal Advertising	0	2,600.00	(2,600)		977
50							Local/Other Taxes	0	3,396.00	(3,396)		3,197
51							Office Supplies	17	1,000.00	(983)		67
52							Postage	8	250.00	(242)		69
53							Printer Supplies	551	2,000.00	(1,449)		47
54							Professional Development	79	1,000.00	(921)		79
55							Technology Services/Upgrades	690	2,000.00	(1,310)		0
56							Telephone	44	3,100.00	(3,056)		316
57							Travel Per Diem	0	200.00	(200)		0
58							Website Development & Monitor	1,643	2,650.00	(1,007)		113
59							Total 51300 - Financial & Admin	20,862	102,202	(81,340)		21,902
60							51400 - Legal Counsel					

Lake St. Charles CDD Profit & Loss Budget Performance October 2020 through November 2020

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '20 Nov '20	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
61							District Counsel	866	8,000	(7,134)		85
62							Total 51400 - Legal Counsel	866	8,000	(7,134)		85
63							52100 - Law Enforcement					
64							Car Maintenance & Repairs	0	1,000	(1,000)		0
65							Car Gas	89	1,500	(1,411)		76
66							Total 52100 - Law Enforcement	89	2,500	(2,411)		76
67							53100 - Electric Utility Svs	5,398	39,500.00	(34,102)		5,766
68							53200 - Gas Utility Services	588	4,000.00	(3,412)		634
69							53400 - Garbage/Solid Waste Svc	166	2,880.00	(2,714)		163
70							53600 - Water/Sewer Services	782	9,800.00	(9,018)		673
71							53900 - Physical Environment					
72							Entry & Walls Maintenance	0	2,000.00	(2,000)		1,950
73							Ford F250 Maintenance & Repair	1,074	2,000.00	(926)		0
74							Fountain in Lake	500	3,000.00	(2,500)		0
75							Gas - Equipment	19	400.00	(381)		18
76							Gas - Truck	152	1,800.00	(1,648)		148
77							Irrigation Maintenance	1,210	10,000.00	(8,790)		867
78							Landscape Maintenance Contract	14,935	89,610.00	(74,675)		14,500
79							Misc. Landscape-Temporary Staff	0	3,000.00	(3,000)		0
80							Misc. Landscape Maintenance	3,655	10,500.00	(6,845)		2,654
81							Mulch	0	10,500.00	(10,500)		0
82							New Plantings	0	8,000.00	(8,000)		0
83							Pond & Stormwater Maint Contract	1,575	18,900.00	(17,325)		3,150
84							Pond#9 Aeration Maintenance	0	500.00	(500)		0
85							Property Insurance Contract	13,672	12,000.00	1,672		12,430
86							Sod Replacement	0	4,000.00	(4,000)		95
87							Mitigation Maint Contract	0	900.00	(900)		225
88							Midge Treatment Contract	0	0	0		29,304
89							Total 53900 - Physical Environment	36,792	177,110	(140,318)		65,341

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '20 Nov '20	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
90							57200 - Parks & Recreation					
91							Auto Liability	733	755	(22)		715
92							Club Facility Maintenance					
93							Club Facility Maintenance	2,044	5,000	(2,956)		713
94							Clubhouse Supplies	17	2,300	(2,283)		252
95							Locks/Keys	0	100	(100)		0
96							Pool Snack Vending Items	0	300	(300)		0
97							Total Club Facility Maintenance	2,061	7,700	(5,639)		965
98							District Employees Payroll Exp					
99							Employer Workman Comp	5,138	9,000	(3,862)		5,700
100							Facilities Monitor	5,533	35,963.00	(30,430)		5,424
101							Medical Stipends	1,000	6,000.00	(5,000)		500
102							Payroll Service Charge	336	2,500.00	(2,164)		325
103							Payroll Taxes - Employer Taxes	1,888	13,500.00	(11,612)		1,859
104							Performance Stipend	0	2,600.00	(2,600)		0
105							Full-Time Hybrid Employee	4,313	28,122.00	(23,809)		3,766
106							Property Maintenance Part-Time	141	1,480.00	(1,339)		138
107							Property Maintenance Team Lead	6,095	30,651.00	(24,556)		4,768
108							Property Manager	9,888	64,272.00	(54,384)		9,693
109							Recreational Assistants	0	8,500.00	(8,500)		0
110							Total District Employees Payroll Exp	34,331	202,588	(168,257)		32,173
111							Dock Maintenance	185	400.00	(215)		0
112							Drainage/ Nature Path/Trail Maintenance	0	1,800.00	(1,800)		100
113							Park Facility Maintenance	478	6,000.00	(5,522)		429
114							Parks & Rec Cell Phones	461	1,700.00	(1,239)		227
115							Playground Maintenance	333	2,000.00	(1,667)		0
116							Pool Maintenance Contract	3,200	19,600.00	(16,400)		3,200
117							Pool Maintenance Repairs	1,985	12,000.00	(10,015)		1,893
118							Sec System Monitoring Contract	0	240.00	(240)		60
119							Security Repairs	0	5,000.00	(5,000)		324

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2020 through November 2020

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '20 Nov '20	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
120							Total 57200 - Parks & Recreation	43,767	259,783	(216,016)		40,085
121							58003- Future CIP Projects and Reserves	5,213	283,972.00	(278,760)		644
122							Total Expense	116,991	904,282	(787,291)		137,831
123							Revenue Less Expenses	37,747	0	37,747		(27,630)
124							Other Revenue/Expense					
125							Other Revenue					
126							SunTrust Credit Card Rewards	1,474				
127							FY 19-20 Carryover	221,332		221,332		
128							Total Other Revenue	222,806	0	221,332		
129												
130							Other Expense					
131							Unassigned CIP Projects	0	221,332	(221,332)		
132							Funding for District's Reserve Acct	0	0	0		
133							Total Other Expense	0	221,332	(221,332)		
134							Net Other Income	221,332	(221,332)	221,332		
135							Net Income	259,079	(221,332)	259,079		

Lake St. Charles CDD Property Manager Expense Report

November 2020

Type	Date	Memo	Account	Amount
Ameriscape Services				
Bill	11/13/2020	Irrigation Repairs	Irrigation Maintenance	255.00
Home Depot				
Credit Card Charge	11/04/2020	Weed spray & gloves	Misc. Landscape Maintenance	75.85
Credit Card Charge	11/10/2020	Paint and pvc pipes	Misc. Landscape Maintenance	33.24
Credit Card Charge	11/12/2020	conduit pipe for new side	Misc. Landscape Maintenance	23.22
Credit Card Charge	11/16/2020	conduit pipe for new side	Misc. Landscape Maintenance	31.37
Credit Card Charge	11/17/2020	soil for irrigation	Misc. Landscape Maintenance	2.58
O'Reilly Auto Parts				
Credit Card Charge	11/17/2020	Battery for pressure was	Misc. Landscape Maintenance	49.99
Sports Facilities Group				
Credit Card Credit	11/16/2020	Refund for bases	Park Facility Maintenance	-85.40
Credit Card Charge	11/16/2020	Base set	Park Facility Maintenance	123.26
Winn Dixie				
Credit Card Charge	11/03/2020	Water	Clubhouse Supplies	8.97
			TOTAL	518.08

January 5, 2021 Property Manager's Report

The final playground colors were selected and the payment was sent to purchase the playground. We received an additional 2% discount for paying for the equipment in full which saved us \$1,800 that we can use towards needed tree removals.

With the payment-in-full discount, the total for the playground came to \$182,560. This reflects the deletion of the chimes and the inclusion of the 6M rope climber and the 30 M zip line and additional fencing and mulch for the larger area.

I will have a schedule for delivery and installation sometime early in January 2021.

Once I have the schedule for installation, I will apply for the tree removal permit and once obtained have the trees removed to accommodate the new equipment placement.

The electrical work for the pond aeration and pond fountain is underway.

The pond fountain will hopefully be installed on Wednesday, December 23, 2020.

The pond aerators should be installed in early January.

The electrical work for the 3 large lake aerators will start in early January.

I received comments on the park restroom building permit and made the requested changes and added the additional requested information. I returned the file to the general contractor who resubmitted the drawings addressing Hillsborough County's comments on December 23, 2020

I received word that we received the Department of Environmental Protection's grant for \$524,000. Shortly after the first of the year, we should receive direction on completing their requested information such as project plans etc. I did confirm that invoices are to be paid by us and submitted to DEP for reimbursement. They indicated to me that reimbursement is usually performed between 7 to 14 days. I will need to advise them of our plans to aerate the big lake and get approval from them before proceeding as it may skew the data they want to obtain. If they do not want the traditional aeration I think we should complete the required electrical work and postpone the purchase and installation of the large lake aerators until next year if possible. One issue with the grant is that DEP is short funded this year and if a red tide causes a fish kill that needs cleanup that clean-up has to be funded from the grant pool of money. They are currently watching a red tide event off the coast of South West Florida but think that the cold weather will dissipate the algae bloom. We should be notified for certain either way in early January 2021.

I have yet to get back to the drawings for the park gate permits but will do so after I return on January 4th. I think it is probably good that we do not submit for the gate permits until the restroom permit is obtained as it may cause issues with the restroom permit. Particularly as they are looking at the parking, handicapped parking and the accessible route to the restroom building as part of the restroom permit.

LAKE ST. CHARLES RIVERVIEW, FLORIDA



SUPERVISOR PACKET 32

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