

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

**7:00 p.m., May 4, 2021**

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

LSC CDD Staff

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

Adriana Urbina, District Manager, 741-9768  
Mark Cooper, Property Manager, 990-7555  
Bryant Urbina, Maintenance Staff, 526-2063  
Edwardo Vargas, Maintenance Staff,  
Luis Martinez, Facilities Monitor, 990-7250  
Greg Gianakos, Maintenance Staff, 695-1995

<i><b>Time</b></i>	<i><b>Item</b></i>
<b>7:00 – 7:05</b>	<ol style="list-style-type: none"> <li><b>1. CALL TO ORDER</b></li> <li><b>2. PLEDGE OF ALLEGIANCE</b></li> <li><b>3. INVOCATION (CHAIR PEACOCK)</b></li> <li><b>4. ACKNOWLEDGMENT OF SUPERVISORS AND STAFF PRESENT</b></li> <li><b>5. INTRODUCTION OF HOMEOWNERS, RESIDENTS AND PUBLIC AND IDENTIFICATION OF PARTIES WISHING TO MAKE PUBLIC COMMENTS</b></li> </ol>
<b>7:05 – 7:15</b>	<b>6. PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 10 MINUTES DESIGNATED)</b>
	<b>1. Homeowners Requesting to Speak (Please State Name Prior to Remarks)</b>
<b>7:15 – 7:20</b>	<b>8. CONSENT AGENDA (5 Minutes)</b>
	<ol style="list-style-type: none"> <li><b>1. Approval of additions to the agenda and removal of additional consent agenda items with questions as requested by board members.</b></li> <li><b>2. Approval of Consent Item Agenda</b> <ol style="list-style-type: none"> <li>a. April 6, 2021 Meeting Minutes</li> <li>b. Committee Meeting Minutes for April 2021                             <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. March 2021 Financial Statements</li> <li>d. April 2021 Property Manager Report</li> <li>e. April 2021 Facilities Monitor Report</li> </ol> </li> </ol>

<b>7:20-7:35</b>	<b>9. DEPUTY SLATER PRESENTATION (15 Minutes)</b>
<b>7:35-8:00</b>	<b>10. COMMITTEE REPORTS (25 Minutes)</b>
	<ol style="list-style-type: none"> <li><b>1. Treasurer’s Review Committee – Treasurer Nelson</b></li> <li><b>2. Grounds/Security Committee – Committee Chair Fannin</b></li> <li><b>3. Management Committee – Committee Chair Peacock</b> <ol style="list-style-type: none"> <li><b>a. The Management Committee recommends a motion to approve Policy #2105 Unauthorized Vehicle Towing Policy.</b></li> <li><b>b. The Management Committee recommends a motion to approve sending a community wide notification of the approved towing policy, up to \$600 for postage, paper, and envelopes.</b></li> <li><b>c. The Management Committee recommends a motion to approve Policy# 2901 Job Description-District Manager and Policy # 2902 Job Description-Property Manager.</b></li> <li><b>d. The Management Committee recommends a motion to approve an expense up to \$3,383 for items required to install drainage in park area.</b></li> <li><b>e. The Management Committee recommends a motion to approve an expense up to \$600 for the removal of the broken plastic playground located in front of the clubhouse.</b></li> </ol> </li> <li><b>4. Strategic Planning Committee – Committee Chair Brownlee</b></li> </ol>
<b>8:00- 8:10</b>	<b>11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR (10 Minutes)</b>
	<b>GENERAL REMARKS – Chair of The Board of Supervisors</b>
<b>8:10-8:20</b>	<b>12. PROPERTY MANAGER (10 Minutes)</b>
	<b>Items for Consideration by Property Manager - Mark Cooper</b> <ol style="list-style-type: none"> <li><b>1. Property Management Report</b></li> </ol>
<b>8:20–8:25</b>	<b>13. DISTRICT MANAGER (5 Minutes)</b>
	<b>Items for Consideration by District Manager – Adriana Urbina</b> <ol style="list-style-type: none"> <li><b>1. District Manager Report</b></li> </ol>
<b>8:25 –8:35</b>	<b>14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)</b>
<b>8:35</b>	<b>ADJOURN</b>



Date: April 6, 2021  
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  
Secretary/Treasurer, Dave Nelson  
Supervisor, Virginia Gianakos  
Supervisor, Marlon K. Brownlee

**Staff:**

Adriana Urbina, District Manager  
Mark Cooper, Property Manager

**In attendance:**

Lake St. Charles Residents  
Tuscan Auditor (Jeff Tuscan & Lisa McKenzie)

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, April 6, 2021 Consent Agenda consisting of the: March 2, 2021 General Meeting Minutes, the March Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the February 2021 Financial Reports, the Property Manager Report, the Clubhouse Report and the Facility Monitor March 2021 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0

Auditor Jeff Tuscan with Tuscan and Company made a presentation to those present on the District's Audit Report. He stated that the audit received the highest level of opinion they could render and that no deficiencies in internal control could be identified. Jeff advised the Board to consider an evaluation of the current

assessment as the District assets are depreciating and the Board will need to start reinvesting into the community at a higher rate.

2. On **MOTION** by Supervisor Peacock and Second by Supervisor Gianakos, the Board approved the Fiscal Year 2019-2020 Annual Audit. Motion passed 5 to 0
3. On **MOTION** by Supervisor Nelson and second by Supervisor Gianakos, the Board discussed contracting Instant Green or similar company to enhance landscaping in the cul-de-sac located in Stratford not to exceed \$1,120. Mark informed the Board that there is no irrigation to support the cul-de-sac. Supervisor Fannin made a comment that Property Manager, Mark Cooper should contact ASI and have them make a professional recommendation. Motion was amended to say Property Manager, Mark Cooper is to contact ASI and see what economical options can be offered to enhance the landscaping of the community cul-de-sacs. Motion passed 5 to 0
- Action Item: District Manager, Adriana Urbina to research the cost of hiring HCSO to secure the community park areas.
4. On **MOTION** by Supervisor Peacock and Second by Supervisor Nelson, the Board approved to add the parking component to the drawings that will be submitted for the fence permit. Motion passed 5 to 0
5. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board approved to extend the General Meeting to 8:30PM. Motion passed 5 to 0
6. On **MOTION** by Supervisor Gianakos and Second by Supervisor Fannin, the Board approved Express Towing Contract. Express Towing is not to tow any vehicle without direct authorization from staff or Board. Motion passed 5 to 0
7. On **MOTION** by Supervisor Gianakos and Second by Supervisor Fannin, the Board approved to list All Board members, all management staff and all maintenance staff on authorized to tow contract. Motion passed 5 to 0
8. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board approved to extend the General Meeting to 8:40PM. Motion passed 5 to 0
9. On **MOTION** by Supervisor Fannin and Second by Supervisor Nelson, the Board approved to accept Hawkins Service Company for the removal and reinstallation of the pavers located in front of Hampton. Not to exceed \$4,246. Motion passed 5 to 0
10. On **MOTION** by Supervisor Fannin and Second by Supervisor Gianakos, the Board approved to remove the 15 bike racks from the park and store them in the

community shed. Bike racks may be reinstalled if the need arises. Motion passed 5 to 0

11. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock, the Board approved to extend the General Meeting to 8:50PM. Motion passed 5 to 0

12. On **MOTION** by Supervisor Peacock and Second by Supervisor Gianakos, the Board approved to accept John Martini's resignation as of March 30, 2021, promote Bryant Urbina to Maintenance Team Lead and to offer Edward Vargas the full time maintenance position. Full time position will include full time PTO benefits and monthly medical stipend. Motion passed 5 to 0

Meeting adjourned at 8:49PM

Respectfully submitted,

Dave Nelson, Treasurer/Secretary

Sabrina Peacock, Chair

# Treasurer's Review Committee Meeting Minutes

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**Date:** *Wednesday, April 21, 2021, 1:00 pm*

**Chair:** *Supervisor Dave Nelson*

**Operations Manager:** *Adriana Urbina*

**Committee Members:** *Supervisor Dave Nelson, Adriana Urbina*

## Notice of Meetings – Treasurer's Review Committee

- The Committee reviewed and signed confirmation pages of payments made by Centerstate Bill Pay.
- The Committee reviewed and signed Centerstae bank statements.
- The Committee reviewed and discussed Unauthorized Vehicle Towing Policy #2105.
- The Committee reviewed HCSO estimate.

# Security - Grounds Committee Meeting Minutes

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**Date:** *Wednesday, April 21, 2021 at 12:30 PM.*

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

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

**This committee report will be distributed separately via e-mail and separate hard copies will be provided for the meeting.**

# Management Committee Meeting Minutes

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**Date:** *Thursday, April 15, 2021 @ 1:00 pm*

**Chairperson:** *Chairman Sabrina Peacock*

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

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

## Notice of Meetings – Management Committee

-The Committee reviewed and signed confirmation pages of payments made by Centerstate Bill Pay.

-The Committee reviewed and discussed Policy# 2105 Unauthorized Vehicle Towing Policy. Updates include only allowing certain staff and all Board members as authorized agents to tow.

The Management Committee recommends a motion to approve Policy #2105 Unauthorized Vehicle Towing Policy.

The Management Committee recommends a motion to approve sending a community wide notification of the approved towing policy, up to \$600 for postage, paper, and envelopes.

-The Committee reviewed and discussed Policy# 2901 Job Description-District Manager and Policy # 2902 Job Description-Property Manager. The committee discussed that it is beneficial to have the management staff salary based instead of hourly because as it allows for better time management and less restrictions to how many hours can be worked in a week. The Management Committee recommends a motion to approve Policy # 2901 Job Description-District Manager and Policy # 2902 Job Description-Property Manager.

-The Committee reviewed and discussed the drainage that needs to be installed in park area.

The Management Committee recommends a motion to approve an expense up to \$3,383 for items required to install drainage in park area.

-The Committee reviewed and discussed the removal of the broken playground and fence located in front of the clubhouse. The Management Committee recommends a motion to approve an expense up to \$600 for the removal of the broken plastic playground located in front of the clubhouse.

-The Committee reviewed and discussed the current CIP chart.

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# 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, **Off Duty HCSO Officer**

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 one (1) notice regarding violation of this Policy and at least 24 hours have passed since the issuance of the first notice;

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

**0.4.5 Vehicles may be automatically towed if they are parked on any CDD property between the hours of 10:30PM and 5:30AM.**

2105.5 Authorized Agents of the District may have any unauthorized vehicle parked on CDD common property 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.

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# Lake St. Charles Community Development District

## POLICY HANDBOOK

POLICY TITLE: Job Description – District Manager

POLICY NUMBER: 2901

~~WORK HOURS: Forty Hours Weekly~~

~~WAGES: \$20.00 – \$30.00 per hour Salary~~

**2901.1** Mission Statement: To Administer the highest standard of service to the Board of Supervisors regarding the stewardship of economic well-being of the Community Development District and to maintain and insure the integrity of all business proceedings of Lake St. Charles Community Development District

**2901.1** General Job Description Duties

Under the direction of the Board of Supervisor and with a minimum of supervision, provides District general operational support:

- (a) Fulfills responsibilities and general duties as designated by Florida Statute 190.008 and 190.009, including having charge and supervision of the financial operations of the District;
- (b) Ensures that the District is in compliance with proper state, county and local government statutes and regulations
- (c) Consults with and advise the Board on matters related to the administrative and financial operations of the District;
- (d) Participates in relevant District Committees and Subcommittees;
- (e) Develops and implements all procedures and policies regarding the administration of the District as directed by the Board of Supervisors;
- (e) Provides explanation to the Board of Supervisors regarding Auditor's Field Letter to Management;
- (f) Initiate and implement all changes form the Auditor's Field Letter to Management as directed by the Board of Supervisors;
- (g) Responsible for the coordination of personnel activities as defined by the District's Employee Handbook;
- (h) Provides all services necessary to effectively manage the operation of the District;
- (i) Prepares on or before each June 15<sup>th</sup>, a proposed budget for the ensuing fiscal year estimating revenue and expenses;
- (j) Administers the Adopted Budget of the District;
- (k) Work with legal counsel and public agencies as necessary for District's compliance with proper state, county and local government statutes and regulations
- (l) Custody of the District's Corporate Seal
- (m) Working knowledge of statutory contract requirements to prepare, develop and administer Requests for Proposals (RFPs) or Requests for Qualifications (RFQs) as requested by the Board of Supervisors
- (n) Point of Contact for the District's Legal Counsel
- (o) Responsible for securing proper District Insurance Policies
- (p) Primary Contact for District's Insurance Carriers

**2901.2 Meeting Administration Duties – Florida Sunshine Compliance and Board Policy**

- (a) Ensures that all public hearings, meetings and workshops are legally and correctly advertised;
- (b) Proves administrative coverage and support for workshops, hearings, projects and other District Board meetings;
- (c) Develops and upon approval of the Chair of the Board of Supervisors, publish and distribute the meeting agenda one week in advance of the board meeting;
- (d) Prepare, publish and distribute Supervisor Meeting Packets one week in advance of board meeting
- (e) Records Board meeting minutes;
- (f) Drafts and revises meeting minutes;
- (g) Distributes meeting minutes;
- (h) Maintains meeting minutes in accordance with statutory requirements;
- (i) Work with legal counsel and public agencies to ensure that the District is in compliance with proper state, county and local government statutes and regulations;
- (j) Provide information and documentation to public agencies as required;
- (k) Maintain the Action Item Log;
- (l) Maintain the Motions Index;
- (m) Develop resolutions for the Operations of the District ~~Daily Operations~~ as required by State Statute and Board policy development
- (n) Administer and maintain the District's Resolutions Book

**2901.3 Records Management Compliance Duties – Public Records Law**

- (a) Provide information and documentation to individuals as required under the Public Records Law;
- (b) Develop, implement and maintain a Records Management System in compliance with statutory requirements, Public Records Law and District Policies;
- (c) Track and report destruction of public records to the State Archives and Records Management Division;

**2901.4 Human Resources Compliance Duties**

- (a) Responsible for the administration of the District's Employee Handbook and Standard Operating Procedures as directed by the BOS;
- (b) Responsible for the distribution of the Employee Handbook and receipt of staff acknowledgement form;
- (c) Responsible for the oversight of the Employee Files;
- (d) Provide HR Assistance as outlined in the Employee Handbook;
- (e) Report compliance issues to the COO and/or discussion at the Management Committee meetings;
- (f) Responsible for filing Worker's Comp claims and other Insurance claims;
- (g) Responsible for communicating HR law changes as notified by attorneys or outside expert resources to Board and Staff;
- (h) Responsible for the Administration of the District's Payroll and Board approved benefits;
- (i) Responsible for reporting HR infractions, including payroll time reporting and the District's Timesheet Policy, to the COO and the District's Treasurer;

**2901.5 Accounting Administration Duties**

- (a) Working knowledge of the District's existing financial management reporting system to allow the District to present fairly and with full disclosure the financial position and results of the District's financial operations and position;
- (b) Point of Contact for the District's Auditors;
- (c) Point of Contact with District Banks;
- (d) Responsible for Compliance with State Banking Statutes, including a working knowledge of the Qualified Public Depositor (QPD) process;
- (e) Working knowledge of GASB 34 standards and Funds Reporting and Generally Accepted Accounting Principles (GAAP);
- (f) Works with the District's auditors to implement all new Audit Rulings and Laws as applicable to Special Districts;
- (g) Develops and implements Standard Operating Procedures for Board approval in audit areas such as Cash Receipts Policy, Credit Card Usage Policy, and Whistleblower Policy;
- (h) Reports infractions such as missing cash receipts and personal credit card usage to the District's Treasurer;
- (i) Oversees compliance with finance-related legal and contractual provisions and report infractions to the District's Treasurer;
- (j) Oversees compliance with the District's Purchasing Policy and report infractions to the District's Treasurer;
- (k) Responsible for the District's Accounts Payable Processing, calling or contacting vendors as needed;
- (l) Prepares and makes all District bank deposits
- (m) Reconciles all District bank statements
- (n) Prepares and distributes monthly financial reports to include: Budget Performance Report, Treasurer's Report, Disbursement Authorization Report, Funds Statement and Property Manager's Monthly Expense Report;
- (o) Provides Monthly Budget analysis for presentation to the Board of Supervisors at their general meeting, to include any potential or actual budgetary issues including unplanned or unforeseen expenses;
- (p) Works with Treasurer and the Treasurer's Review Committee to make recommendation regarding budget line item allocation for expenses;
- (q) Works with the Treasurer to resolve cash flow issues;
- (r) Working knowledge of the District's Financial Investment Policy, the Budget Policy and all other financial policies adopted by the Board;

**2901.6 Bond Administration Duties – Dissemination Agent**

- (a) Working knowledge of the District's Bond Indenture;
- (b) Point of Contact with the District's Bond Trustees;
- (c) Oversee and review the District's Trustee Bond Accounts as administered by the District's Bond Trustees, including reconciling monthly statements;
- (d) Responsible for compliance with SEC reporting of District's Audit Statements and other reporting as required;
- (e) Responsible ensuring that the District's debt service and interest payments are paid timely

**2901.7 Revenue Collection Duties**

- (a) Prepare the District's Annual Tax Assessment per the District's contract with the Hillsborough County Tax Collector's Office
- (b) Distribute revenue per appropriate funds using the District's Special Allocation Report
- (c) Administer Resident Prepays;
- (d) Responsible for monitoring and reporting to the board sale of resident tax certificates within the Community

**2901.8 District Administration**

- (a) Point of contact for all communications regarding resident facility services;
- (b) Possess working knowledge of the District's approved Facilities Usage Rules for administrative and enforcement purposes;
  - 1. Issue and maintain facility access cards and parking stickers to community residents;
  - 2. Issue guest access cards;
  - 3. Coordinate all clubhouse rentals;
  - 4. Issue guest parking permits;
  - 5. Regulates compliance with District Facilities Usage Rules.
  - 6. Working knowledge of the District's Security Access Software program
- (c) Update CDD signage at Districts directories as required for proper communication with District residents;
- (d) Update the Clubhouse glass cases on a monthly basis;
- (e) Point of Contact for the purchase of District office and clubhouse supplies;
- (f) Maintain the Clubhouse and Calendar pages on the District website;
- (g) Maintain a calendar for all scheduled District Events and coordinate events as required;
- (h) Possess working knowledge of District approved rules and policies related to the HOA for implementation purposes;
- (i) Maintain Clubhouse office equipment
- (j) Maintains the District roster of all current residents;
- (k) Issues business cards for supervisors and other staff as requested or required;
- (l) Working knowledge of the District's camera/security system software located in the Clubhouse to assist Property Manager, Facilities Monitor and Pool Monitors;
- (m) Supports the Facility Monitor in the tasks related to pool monitors, including final preparation of biweekly timesheets, scheduling shifts and the follow-up on the Daily Activity Reports for rule compliance issues;
- (n) Supports the Property Manager in updating the District's Website

**2901.9 Prerequisite Qualifications**

**2901.9.1** Knowledge of Florida Statue Chapter 190

**2901.9.2** Working knowledge of Microsoft Office Suite including Outlook, Word, Excel and PowerPoint;

**2901.9.3** Basic bookkeeping and accounting skills;

**2901.9.4** Project Management, multi-tasking and prioritization Skills

**2901.9.5** Knowledge of correct English grammar, spelling and punctuation; ability to write and speak effectively with all levels of district staff and external contacts.

**2901.9.6** Ability to manage time independently and prioritize projects in order to meet established deadlines.

**2901.10** Desirable Qualifications.

**2903.10.1** Bachelor of Science in Accounting or equivalent accounting experience;

**2903.10.2** Masters in Business Administration or CPA

**2903.10.3** Certified District Manager (CDM) or equivalent certification

**2903.10.4** Certificate of completion for Florida's Public Record Act, Florida's Code of Ethics, and Florida's Government in the Sunshine Law

**2901.11** District Policy and Procedural Compliance

**2901.11.1** Follows all District Policies, Rules and Procedures as well as federal, state and local laws including employment.

**2901.11.1** Maintain a professional image.

**ACKNOWLEDGMENT**

I acknowledge the description of my job description and understand the duties, responsibilities and requirements to perform the job. In addition, my supervisor has provided me with answers to all the questions I have had.

I as an employee know that I am expected and required to perform the duties outlined in this job description. Any refusal or willful violation to perform the duties outlined in this job description may result in disciplinary action.

I am also aware that this position will include and involve all (various) duties assigned to ensure the proper functioning in the department/area. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is determined by the Board of Supervisors to be a reasonable assignment to the position.

\_\_\_\_\_  
Employee Name (Printed)                  Employee Name (Signed)                  Date

\_\_\_\_\_  
Supervisor Name (Printed)                  Supervisor Name (Signed)                  Date

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# Lake St. Charles Community Development District

## POLICY HANDBOOK

POLICY TITLE: Job Description – Property Manager

POLICY NUMBER: 2902

~~WORK HOURS: Forty Hours Weekly~~

~~WAGES: \$20.00 – \$35.00 per hour – Salary~~

**2902.1** Mission Statement: Maintain and improve the high quality appearance, efficiency and safety of the community by continually monitoring conditions, overseeing the performance of all services provided, promptly addressing emergent issues and indentifying potential areas for improvement.

**2902.2** General Job Description Duties

Under the direction of the Board of Supervisor and with a minimum of supervision, provides District property manager operational support:

- (a) Performs all Board authorized directives, action items and work tasks;
- (b) Complies with the District's Purchasing Policy;
- (c) Monitors monthly and annual expenditures as they relate to items within the Property Manager's monthly allowance and Budget line item allocations;
- (d) Complies with the District's Records Management Policy;
- (e) Complies with District's Records Management Policy and Public Records Law;
- (e) Working knowledge and compliance with the District's Policies and Employee Handbook;
- (f) Provide a monthly Property Manager Report distributed one week in advance to Board Supervisors and presented at the monthly Board of Supervisor Meetings;
- (g) Attend and participate in District committee/subcommittee meetings;
- (h) Provides all services necessary to effectively manage the property management operation of the District;
- (i) Working knowledge of Requests for Proposals (RFPs) and Contracts;
- (j) Maintain and Revise the District's Requisition Planner, including 10 year and 20 year project forecasts and estimated costs;
- (k) Works proactively to identify and recommend upcoming maintenance needs and projects;
- (l) Acts as the District's Safety Coordinator. Administers and coordinates safety in the work place education to staff;
- (m) Works with District Manager on preparing the budget for property maintenance line items;
- (n) Hires, fires and supervises Property Manager Staff in accordance with staff job descriptions, the Employee Handbook and other District Policies; wages must be approved by the Board of Supervisors prior to extending any hiring offers;
- (o) Responsible for signing off on all reporting staff timesheets;
- (p) Responsible for reporting all supervising staff's Worker's Comp claims and coordinating with District Manager and District's Worker's Comp insurance carrier;
- (q) Maintain Warranty File;
- (r) Coordinates with the Clubhouse Manager on dock owner insurance requirements;

- (s) Disaster Recovery Coordinator; maintain the Disaster Recovery Plan.
- (t) Attend all Board meetings and tape the meetings;
- (u) Investigate pool monitors, staff and residents reports of pool infractions;
- (v) Enforce the District's Rules regarding disciplinary procedures for Pool Rule Infractions;
- (w) Coordinates Safety Program;
- (x) Assist the Facility Monitor with Hiring, firing and supervising pool monitors in accordance with staff job descriptions, the Employee Handbook and other District Policies; wages must be approved by the Board of Supervisors prior to extending any offer;
- (y) Assist District Manager with District tasks; as needed

### 2902.3 District Administration

- (a) Alternate point of contact for all communications regarding resident facility services;
- (b) Possess working knowledge of the District's approved Facilities Usage Rules for administrative and enforcement purposes;
  1. Issue and maintain facility access cards and parking stickers to community residents;
  2. Issue guest access cards;
  3. Coordinate all clubhouse rentals;
  4. Issue guest parking permits;
  5. Regulates compliance with District Facilities Usage Rules.
  6. Working knowledge of the District's Security Access Software program
- (c) Update CDD signage at Districts directories as required for proper communication with District residents;
- (d) Update the Clubhouse glass cases on a monthly basis;
- (e) Back up contact for the purchase of District office and clubhouse supplies;
- (f) Back up maintenance of the Clubhouse and Calendar pages on the District website;
- (g) Back up maintenance of calendar for all scheduled District Events and coordinate events as required;
- (h) Possess working knowledge of District approved rules and policies related to the HOA for implementation purposes;
- (i) Maintain Clubhouse office equipment
- (j) Maintains the District roster of all current residents;
- (k) Issues business cards for supervisors and other staff as requested or required;
- (l) Working knowledge of the District's camera/security system software located in the Clubhouse to assist Facilities Monitor and Pool Monitors;
- (m) Supports the Facility Monitor in the tasks related to pool monitors, including final preparation of biweekly timesheets, scheduling shifts and the follow-up on the Daily Activity Reports for rule compliance issues;

### 2902.4 Prerequisite Qualifications

**2902.4.1** Five or more years experience in property/field management; knowledgeable in Botany or Horticulture

**2902.4.2** Working knowledge of Microsoft Office Suite including Outlook, Word, Excel and PowerPoint;

2902.4.3 Project Management, multi-tasking and prioritization Skills

2902.4.4 Knowledge of correct English grammar, spelling and punctuation; ability to write and speak effectively with all levels of district staff and external contacts.

2902.4.5 Ability to manage time independently and prioritize projects in order to meet established deadlines.

2902.5 Desirable Qualifications.

2902.5.1 Degree in Architectural Landscaping or Horticulture

2902.6 District Policy and Procedural Compliance

2902.6.1 Follows all District Policies, Rules and Procedures as well as federal, state and local laws including employment.

2902.6.2 Maintain a professional image.

**ACKNOWLEDGMENT**

I acknowledge the description of my job description and understand the duties, responsibilities and requirements to perform the job. In addition, my supervisor has provided me with answers to all the questions I have had.

I as an employee know that I am expected and required to perform the duties outlined in this job description. Any refusal or willful violation to perform the duties outlined in this job description may result in disciplinary action.

I am also aware that this position will include and involve all (various) duties assigned to ensure the proper functioning in the department/area. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is determined by the Board of Supervisors to be a reasonable assignment to the position.

\_\_\_\_\_  
Employee Name (Printed)      Employee Name (Signed)      Date

\_\_\_\_\_  
Supervisor Name (Printed)      Supervisor Name (Signed)      Date

# Strategic Planning Committee Meeting Minutes

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**Date:** *Tuesday, April 20, 2021 @ 10:00 am.*

**Chairperson:** *Supervisor Marlon K Brownlee*

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

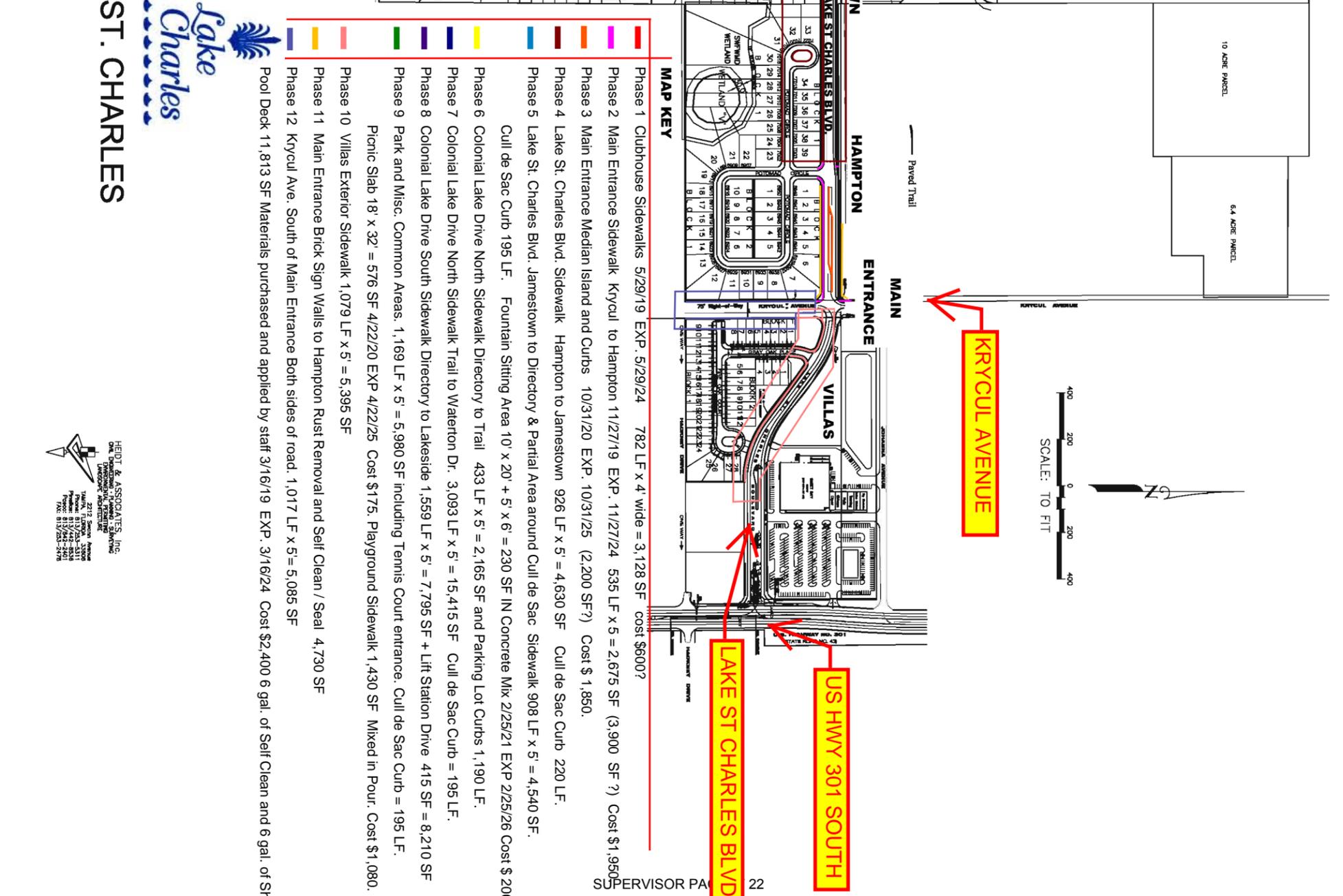
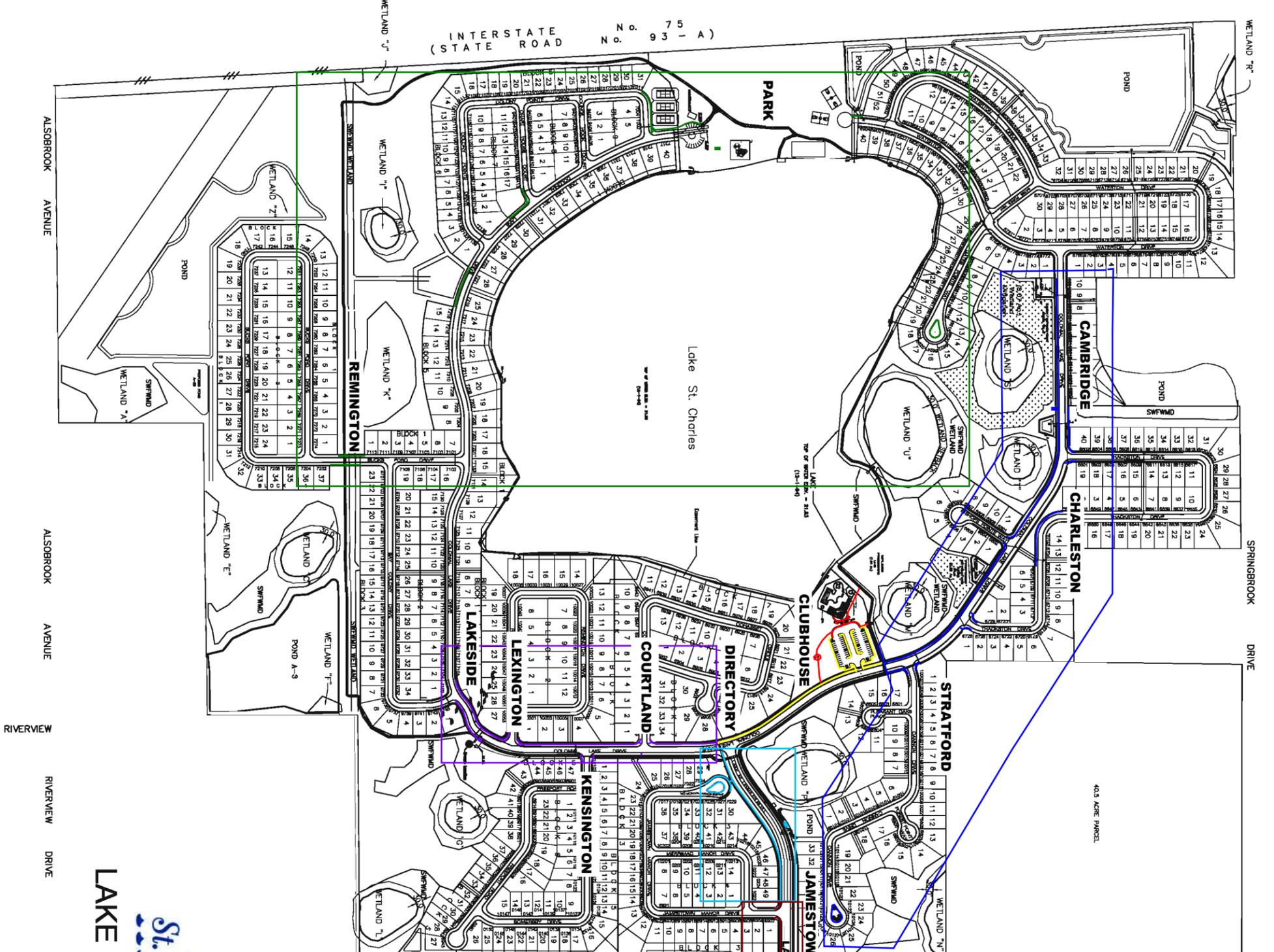
The April Strategic Planning Committee meeting began the process of identifying potential projects for next year's CIP projects.

The committee began to Identify Projects, project costs and priority of projects for FY 21-22.

The following chart captures the initial information to date.

The committee would like input / discussion from the Board at the May meeting regarding projects and priorities for next year.

	A	B	C	D
1	Fiscal Year 22 - October 1, 2021 - September 30, 2022			Issued: 4/16/21
2	<b>Projects</b>	<b>Cost Estimate</b>	<b>Proposal Cost</b>	<b>Actual Cost</b>
3	Park gates / fencing / access control -	\$135,000		\$135,000
4	Phase 1 trail replacement overlay with concrete (See phase map)	\$45,000	\$41,000	\$45,000
5	Survey and layout for phase 1 trail	\$5,000		\$5,000
6	Fill / Grading, Sod slope stabilization phase 1 trail	\$12,000		\$12,000
7	Clubhouse roof / Solar power	\$45,000	\$40,000	\$45,000
8	Pond 2 - Villas- Main entrance fountain		\$6,678	\$6,678
9	Pond 2 - electrical work			
10	Pond 21 LSC Blvd sitting area fountain replacement programable color lights		\$12,136	\$12,136
11	Pond21 electrical work			
12	Pond 20 and 21 aeration		\$3,772	\$3,772
13	Pond 18 - Aeration- Cambridge		\$2,237	\$2,237
14	Pond 18 electrical workfor aeration and fountain			
15	Pressure washing self clean and seal all common area sidewalks ( see phase map)		\$41,000	\$41,000
16	New copy machine \$4,000 or \$8,000		\$8,000	\$8,000
17	Strip and Re powdercoat 15 bike racks - black		\$1,875	\$1,875
18	Concrete to reinstall bike racks	\$120		\$120
19	Wood Bollards for south cull de sac at park	\$1,500		\$1,500
20	Pond embankment restoration, sod and turtle fence / barrier	\$6,000		\$6,000
21	Removal of Clubhouse playground \$1,500 and Fencing \$400		\$1,900	\$2,000
22	Drainage in Park / Playground		\$1,500	\$1,500
23	<b>RESERVE FUNDING</b>			?
24	Additional Funding of Reserve Account - balance with funding if any: <b>\$254,000</b>			
25	<b>TOTAL EXPENDITURE</b>			<b>\$328,818</b>
26	<b>Actual budget funds available are 905,682 assessment income - O &amp;M budgeted at \$621,710 = \$283,972</b>			<b>\$283,972</b>
27	Verified carryover + Grant Reimbursement + Excess Fees + CC rewards =			
28			<b>TOTAL Funds Available</b>	<b>\$283,972</b>
29	Completed projects		<b>Unassigned Funds</b>	<b>-\$44,846</b>
30	Pending Projects			
31	Projects underway			
32	<b>Other possible projects</b>			



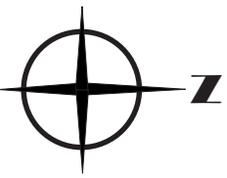
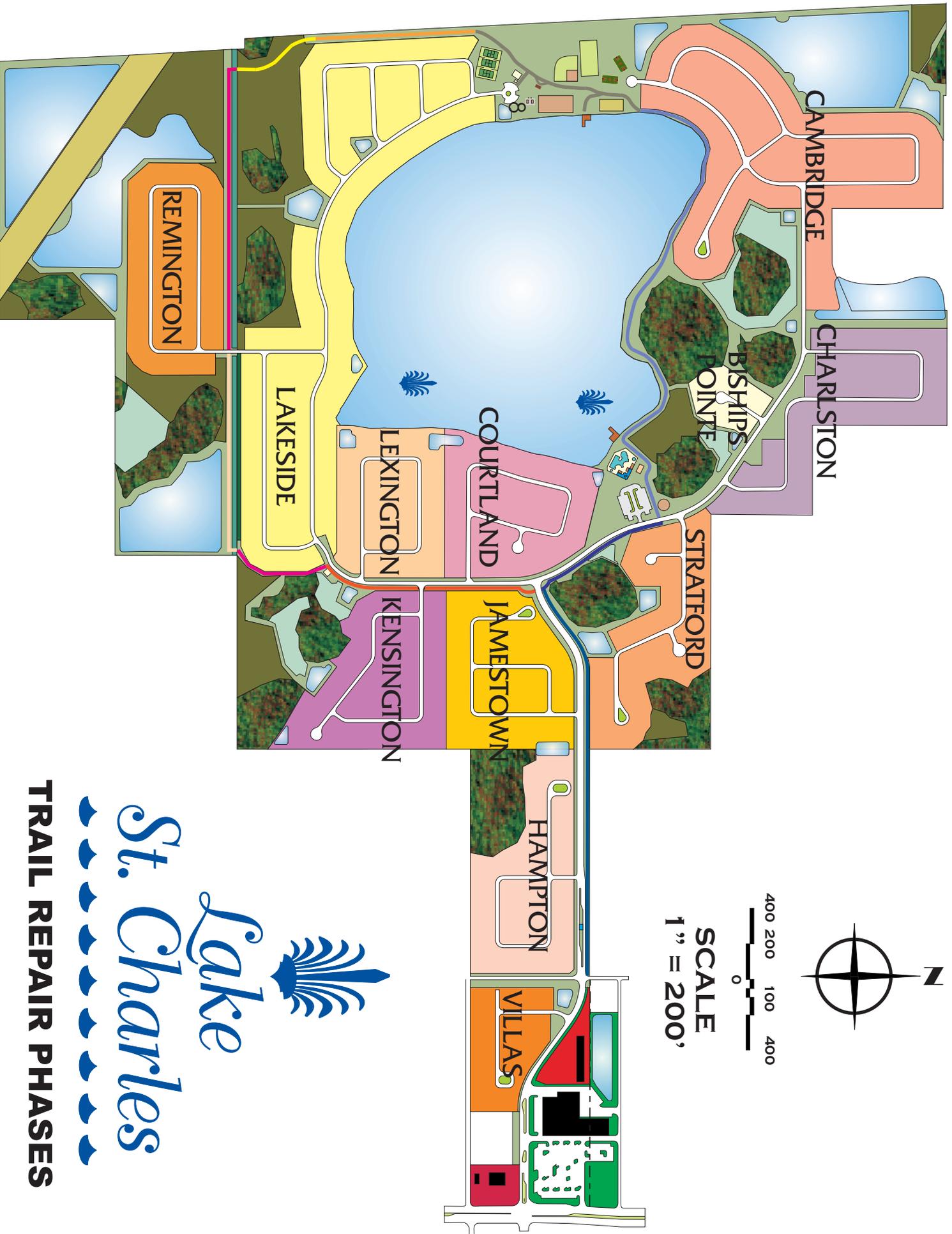
# LAKE ST. CHARLES



- Phase 1 Clubhouse Sidewalks 5/29/19 EXP. 5/29/24 782 LF x 4' wide = 3,128 SF cost \$600?
- Phase 2 Main Entrance Sidewalk Krycul to Hampton 11/27/19 EXP. 11/27/24 535 LF x 5' = 2,675 SF (3,900 SF?) Cost \$1,950?
- Phase 3 Main Entrance Median Island and Curbs 10/31/20 EXP. 10/31/25 (2,200 SF?) Cost \$ 1,850.
- Phase 4 Lake St. Charles Blvd. Sidewalk Hampton to Jamestown 926 LF x 5' = 4,630 SF Cull de Sac Curb 220 LF.
- Phase 5 Lake St. Charles Blvd. Jamestown to Directory & Partial Area around Cull de Sac Sidewalk 908 LF x 5' = 4,540 SF. Cull de Sac Curb 195 LF. Fountain Sitting Area 10' x 20' + 5' x 6' = 230 SF IN Concrete Mix 2/25/21 EXP 2/25/26 Cost \$ 200.
- Phase 6 Colonial Lake Drive North Sidewalk Directory to Trail 433 LF x 5' = 2,165 SF and Parking Lot Curbs 1,190 LF.
- Phase 7 Colonial Lake Drive North Sidewalk Trail to Waterton Dr. 3,093 LF x 5' = 15,415 SF Cull de Sac Curb = 195 LF.
- Phase 8 Colonial Lake Drive South Sidewalk Directory to Lakeside 1,559 LF x 5' = 7,795 SF + Lift Station Drive 415 SF = 8,210 SF
- Phase 9 Park and Misc. Common Areas. 1,169 LF x 5' = 5,980 SF including Tennis Court entrance. Cull de Sac Curb = 195 LF. Picnic Slab 18' x 32' = 576 SF 4/22/20 EXP 4/22/25 Cost \$175. Playground Sidewalk 1,430 SF Mixed In Pour. Cost \$1,080.
- Phase 10 Villas Exterior Sidewalk 1,079 LF x 5' = 5,395 SF
- Phase 11 Main Entrance Brick Sign Walls to Hampton Rust Removal and Self Clean / Seal 4,730 SF
- Phase 12 Krycul Ave. South of Main Entrance Both sides of road. 1,017 LF x 5' = 5,085 SF

Pool Deck 11,813 SF Materials purchased and applied by staff 3/16/19 EXP. 3/16/24 Cost \$2,400 6 gal. of Self Clean and 6 gal. of Shield

HEINT & ASSOCIATES, INC.  
 Civil, Mechanical, Electrical, Sanitary  
 Engineering, Architecture  
 2712 Sunset Avenue  
 Suite 100  
 Houston, TX 77056  
 Phone: 813/442-8828  
 Fax: 813/283-2478



**SCALE**  
1" = 200'



*St. Charles Lake*

**TRAIL REPAIR PHASES**

Trail Repair or Replacement Estimates 4-1-2020

PRIORITY	AREA	DISCRIPTION- Concrete	COST
8	Colonial Lake Drive Cull de Sac	1" asphalt* overlay	\$8,659
1	I-75 wall to Western Bridge	4" of new concrete 9' wide formed on top of existing asphalt	\$44,364
4	Western Bridge to Bucks Ford Drive	4" of new concrete 9' wide formed on top of existing asphalt	\$58,470
5	Eastern Bridge to Bucks Ford Drive	4" of new concrete 9' wide formed on top of existing asphalt	\$46,199
6	Eastern Bridge to CLD Lift Station	4" of new concrete 9' wide formed on top of existing asphalt	\$28,320
2	Lift Station at CLD to LSC Blvd.	4" of new concrete 9' wide formed on top of existing asphalt	\$45,532
3	LSC Blvd to clubhouse	4" of new concrete 9' wide formed on top of existing asphalt	\$31,518
11	Clubhouse to Park	4" of new concrete 9' wide formed on top of existing asphalt	\$97,950
10	Park to Tennis Courts	4" of new concrete 9' wide formed on top of existing asphalt	\$60,150
9	Tennis court to end of I-75 wall	4" of new concrete 9' wide formed on top of existing asphalt	\$40,782
7	LSC Blvd - Krycul Ave to CLD	4" of new concrete 9' wide formed on top of existing asphalt	\$84,354

TOTAL \$546,298

**Lake St. Charles CDD**  
**Funds Statement**  
**Jan '21 - Mar '21**

	Jan '21	Feb '21	Mar '21	Category
<b>Bank/Current Asset Accounts</b>				
CenterState Bank Checking	742,965	716,747	622,573	Cash
CenterState Bank Money Market	254,558	254,588	254,620	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
<b>Total Bank/Current Asset Accounts</b>	<b>999,056</b>	<b>972,868</b>	<b>878,726</b>	
<b>Cash (Checking/Savings)</b>				
CenterState Bank Checking	742,965	716,747	622,573	
CenterState Bank Money Market	254,558	254,588	254,620	
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	
<b>Total Cash Accounts</b>	<b>999,056</b>	<b>972,868</b>	<b>878,726</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>999,056</b>	<b>972,868</b>	<b>878,726</b>	
<b>District Reserve Fund</b>				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	254,558	254,588	254,620	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	254,558	254,588	254,620	

# Lake St. Charles CDD Disbursement Authorization Report

**March 2021**

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	03/02/2021	ADP	10000-CenterState Bank Checking	-9,984.44
				District Manager	2,053.60
				Payroll Taxes - Employer Taxes	172.40
				Facilities Monitor	1,383.20
				Property Maintenance Team Lead	1,629.98
				Property Manager	2,472.00
				Payroll Taxes - Employer Taxes	570.99
				Full Time Hybrid Employee	960.00
				Property Maintenance Part-Time	42.27
				Medical Stipend	200.00
				Medical Stipends	500.00
TOTAL					9,984.44
Check	EFT/Auto	03/05/2021	TECO Electric	10000-CenterState Bank Checking	-2,824.00
				53100 - Electric Utility Svs	58.30
				53100 - Electric Utility Svs	57.15
				53100 - Electric Utility Svs	174.72
				53100 - Electric Utility Svs	832.50
				53100 - Electric Utility Svs	76.70
				53100 - Electric Utility Svs	1,109.61
				53100 - Electric Utility Svs	226.05
				53100 - Electric Utility Svs	46.71
				53100 - Electric Utility Svs	24.66
				53100 - Electric Utility Svs	22.06
				53100 - Electric Utility Svs	20.15
				53100 - Electric Utility Svs	19.67
				53100 - Electric Utility Svs	19.38
				53100 - Electric Utility Svs	19.49
				53100 - Electric Utility Svs	19.38
				53100 - Electric Utility Svs	19.87

## Lake St. Charles CDD Disbursement Authorization Report

**March 2021**

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	20.15
				53100 - Electric Utility Svs	19.58
				53100 - Electric Utility Svs	19.49
				53100 - Electric Utility Svs	19.38
				53100 - Electric Utility Svs	-1.00
TOTAL					<u>2,824.00</u>
<b>Check</b>	<b>EFT/Auto</b>	<b>03/08/2021</b>	<b>TECO Electric</b>	<b>10000-CenterState Bank Checking</b>	<b>-83.22</b>
				53100 - Electric Utility Svs	83.22
TOTAL					<u>83.22</u>
<b>Check</b>	<b>EFT/Auto</b>	<b>03/08/2021</b>	<b>TECO Gas Company</b>	<b>10000-CenterState Bank Checking</b>	<b>-581.26</b>
				53200 - Gas Utility Services	581.26
TOTAL					<u>581.26</u>
<b>Check</b>	<b>EFT/Auto</b>	<b>03/16/2021</b>	<b>ADP</b>	<b>10000-CenterState Bank Checking</b>	<b>-10,298.08</b>
				District Manager	2,053.60
				Payroll Taxes - Employer Taxes	157.10
				Facilities Monitor	1,383.20
				Property Maintenance Team Lead	1,629.98
				Property Manager	2,472.00
				Payroll Taxes - Employer Taxes	514.53
				Supervisor Fees	1,000.00
				Employer Taxes	85.40
				Full Time Hybrid Employee	960.00
				Property Maintenance Part-Time	42.27
TOTAL					<u>10,298.08</u>
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>03/16/2021</b>	<b>SunTrust Credit Card</b>	<b>10000-CenterState Bank Checking</b>	<b>-30,136.05</b>

## Lake St. Charles CDD Disbursement Authorization Report

<b>March 2021</b>					
Type	Num	Date	Name	Account	Original Amount
Bill	March CC Statemen	03/24/2021		13500 - SunTrust Visa Card	7,723.85
				13500 - SunTrust Visa Card	<u>22,412.20</u>
TOTAL					30,136.05
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>03/19/2021</b>	<b>Ameriscape Services</b>	<b>10000-CenterState Bank Checking</b>	<b>-7,467.50</b>
Bill	Monthly Maintenance	01/01/2021		Landscape Maintenance Contract	<u>7,467.50</u>
TOTAL					7,467.50
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>03/19/2021</b>	<b>Architectural Fountains, Inc.</b>	<b>10000-CenterState Bank Checking</b>	<b>-850.00</b>
Bill	Supply and install 2	03/02/2021		Fountain in Lake	<u>850.00</u>
TOTAL					850.00
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>03/19/2021</b>	<b>Brandon Business Machines</b>	<b>10000-CenterState Bank Checking</b>	<b>-140.00</b>
Bill	Scanning and printer	03/03/2021		Technology Services/Upgrades	<u>140.00</u>
TOTAL					140.00
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>03/19/2021</b>	<b>Cushion Solutions, Inc.</b>	<b>10000-CenterState Bank Checking</b>	<b>-289.45</b>
Bill	29592 Inv #	03/04/2021		Pool Maintenance Repairs	<u>289.45</u>
TOTAL					289.45
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>03/19/2021</b>	<b>Solitude Lake Management</b>	<b>10000-CenterState Bank Checking</b>	<b>-1,575.00</b>
Bill	Dec Pond Mainten	12/01/2020		Pond & Stormwater Maint	1,110.00
				Pond & Stormwater Maint	<u>465.00</u>
TOTAL					1,575.00
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>03/19/2021</b>	<b>Tuscan &amp; Company, PA</b>	<b>10000-CenterState Bank Checking</b>	<b>-12,000.00</b>
Bill	116728 Inv #	02/26/2021		Auditing Services	<u>12,000.00</u>

## Lake St. Charles CDD Disbursement Authorization Report

**March 2021**

Type	Num	Date	Name	Account	Original Amount
TOTAL					12,000.00
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>03/19/2021</b>	<b>Verizon Wireless</b>	<b>10000-CenterState Bank Checking</b>	<b>-44.44</b>
Bill	12-24-20 to 01-23-21	01/23/2021		Telephone	44.44
TOTAL					44.44
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>03/19/2021</b>	<b>Verizon Wireless</b>	<b>10000-CenterState Bank Checking</b>	<b>-44.44</b>
Bill	01-24-21 to 02-23-21	02/23/2021		Telephone	44.44
TOTAL					44.44
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>03/22/2021</b>	<b>Ameriscape Services</b>	<b>10000-CenterState Bank Checking</b>	<b>-7,467.50</b>
Bill	Monthly Maintenance	03/01/2021		Landscape Maintenance Contract	7,467.50
TOTAL					7,467.50
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>03/22/2021</b>	<b>Solitude Lake Management</b>	<b>10000-CenterState Bank Checking</b>	<b>-1,575.00</b>
Bill	Mar Pond Mainten	03/01/2021		Pond & Stormwater Maint	1,110.00
				Pond & Stormwater Maint	465.00
TOTAL					1,575.00
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>03/25/2021</b>	<b>Hardeman Landscape Nursery, Inc</b>	<b>10000-CenterState Bank Checking</b>	<b>-4,394.00</b>
Bill	Concrete for pond sl	03/05/2021		58003-Future CIP Projects & Res	4,394.00
TOTAL					4,394.00
<b>Check</b>	<b>EFT/Auto</b>	<b>03/26/2021</b>	<b>ADP</b>	<b>10000-CenterState Bank Checking</b>	<b>-141.62</b>
				Payroll Service Charge	11.80
				Payroll Service Charge	70.82
				Supervisor Payroll Service	59.00

**Lake St. Charles CDD  
Disbursement Authorization Report**

**March 2021**

Type	Num	Date	Name	Account	Original Amount
TOTAL					141.62
<b>Check</b>	<b>EFT/Auto</b>	<b>03/30/2021</b>	<b>ADP</b>	<b>10000-CenterState Bank Checking</b>	<b>-8,826.59</b>
				District Manager	2,053.60
				Payroll Taxes - Employer Taxes	157.10
				Facilities Monitor	1,383.20
				Property Maintenance Team Lead	1,280.00
				Property Manager	2,472.00
				Payroll Taxes - Employer Taxes	478.42
				Full Time Hybrid Employee	960.00
				Property Maintenance Part-Time	42.27
TOTAL					<u>8,826.59</u>
<b>Check</b>	<b>EFT/Auto</b>	<b>03/31/2021</b>	<b>ADP</b>	<b>10000-CenterState Bank Checking</b>	<b>-130.85</b>
				Payroll Service Charge	18.69
				Payroll Service Charge	112.16
TOTAL					<u>130.85</u>

**Treasurer's Report - CenterState Account**  
**February 2021**  
**03/1/21 - 03/31/21**

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						<b>716,804.97</b>
03/02/2021	EFT/Auto	ADP	P.E. 02-27-21	9,984.44		706,820.53
03/04/2021			Deposit		4,346.49	711,167.02
03/05/2021	EFT/Auto	TECO Electric	06980007400 Acct #	2,824.00		708,343.02
03/08/2021	EFT/Auto	TECO Electric	221005960721 Acct #	83.22		708,259.80
03/08/2021	EFT/Auto	TECO Gas Company	221003603224 Acct #	581.26		707,678.54
03/16/2021	EFT/Auto	ADP	P.E. 03-13-21	10,298.08		697,380.46
03/16/2021	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	30,136.05		667,244.41
03/19/2021	EFT/Auto	Ameriscape Services	INV# 141416	7,467.50		659,776.91
03/19/2021	EFT/Auto	Architectural Fountains, Inc.	03022112E Inv #	850.00		658,926.91
03/19/2021	EFT/Auto	Brandon Business Machines	LS47 Acct # I210038 Inv #	140.00		658,786.91
03/19/2021	EFT/Auto	Cushion Solutions, Inc.	29592 Inv #	289.45		658,497.46
03/19/2021	EFT/Auto	Solitude Lake Management	INV# PI-A00519102	1,575.00		656,922.46
03/19/2021	EFT/Auto	Tuscan & Company, PA	116728 Inv #	12,000.00		644,922.46
03/19/2021	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	44.44		644,878.02
03/19/2021	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	44.44		644,833.58
03/19/2021			Deposit		43.73	644,877.31
03/22/2021	EFT/Auto	Ameriscape Services	INV# 142166	7,467.50		637,409.81
03/22/2021	EFT/Auto	Solitude Lake Management	INV# PI-A00561606	1,575.00		635,834.81
03/24/2021			Deposit		29.12	635,863.93
03/25/2021	EFT/Auto	Hardeman Landscape Nursery, Inc	INV# 37051	4,394.00		631,469.93
03/25/2021			Deposit		14.51	631,484.44
03/26/2021	EFT/Auto	ADP	576520575 Inv #	141.62		631,342.82
03/30/2021	EFT/Auto	ADP	P.E. 12-19-20	8,826.59		622,516.23
03/31/2021	EFT/Auto	ADP	575636590 Inv #	130.85		622,385.38
03/31/2021			Deposit		14.51	622,399.89
03/31/2021			Interest		172.82	622,572.71
				<b>98,853.44</b>	<b>4,621.18</b>	<b>622,572.71</b>

## Lake St. Charles CDD Profit & Loss Budget Performance October 2020 through March 2021

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '20 Mar '21</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>	1,033	1,450	(417)		816	
7						<b>Total 36100 - Interest Earnings</b>	1,033	1,450	(417)		816	
8			<b>General Fund Assessment-O&amp;M</b>									
9						<b>General Fund Assessment Gross</b>	928,556	958,146	(29,590)		928,954	
10						<b>GF Prop Tax Interest</b>	30	0	30		175	
11						<b>GF Tax Collector Commissions</b>	(17,836)	(19,163)	1,327		(17,852)	
12						<b>GF Tax Payment Discount</b>	(36,732)	(38,326)	1,594		(36,337)	
13						<b>Total General Fund Assessment-O&amp;M</b>	874,017	900,657	(26,640)		874,940	
14												
15						<b>Total 36310 - Special Assessment</b>	874,017	900,657	(26,640)		874,940	
16						<b>36311 - Excess Fees</b>	7,307	0	7,307		7,460	
17						<b>36900 - Miscellaneous Revenues</b>			0			
18						<b>Other Misc Revenue</b>	7,404	1,200	6,204		948	
19						<b>Rental</b>	0	500	(500)		1,058	
20						<b>Pool Snack Vending</b>	0	475	(475)		0	
21						<b>Total 36900 - Miscellaneous Revenues</b>	7,404	2,175	5,229		2,006	
22						<b>Total Revenue</b>	889,761	904,282	(14,521)		885,223	
23												
25			<b>Expense</b>									
26			<b>5110 - Legislative</b>									
27						<b>Employer Taxes</b>	503	1,460	(957)		501	
28						<b>Special District Fees</b>	175	175	0		175	
29						<b>Supervisor Fees</b>	6,000	12,000	(6,000)		6,000	
30						<b>Supervisor Payroll Service</b>	423	900	(477)		356	
31						<b>Total 5110 - Legislative</b>	7,100	14,535	(7,435)		7,032	

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '20 Mar '21</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	13,500	(500)		12,000
35							Banking & Investment Mgmt Fees	0	200	(200)		0
36							District F&A Employees					
37							District Manager	26,697	53,394.00	(26,697)		26,177
38							Medical Stipend	1,200	2,400	(1,200)		1,200
39							Payroll Service Charge	232	465	(233)		238
40							Payroll Taxes - Employer Taxes	2,183	4,400	(2,217)		2,143
41							Performance Stipend	0	1,000	(1,000)		0
42							<b>Total District F&amp;A Employees</b>	<b>30,312</b>	<b>61,659</b>	<b>(31,347)</b>		<b>29,758</b>
43							Dues, Licenses & Fees	30	500	(470)		194
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							<b>Total General Insurance</b>	<b>7,460</b>	<b>7,647</b>	<b>(187)</b>		<b>7,077</b>
49							Legal Advertising	223	2,600.00	(2,377)		977
50							Local/Other Taxes	3,229	3,396.00	(167)		3,197
51							Office Supplies	193	1,000.00	(807)		364
52							Postage	16	250.00	(234)		94
53							Printer Supplies	551	2,000.00	(1,449)		2,614
54							Professional Development	79	1,000.00	(921)		79
55							Technology Services/Upgrades	1,076	2,000.00	(924)		121
56							Telephone	1,400	3,100.00	(1,700)		1,416
57							Travel Per Diem	0	200.00	(200)		0
58							Website Development & Monitor	2,023	2,650.00	(627)		1,850
59							<b>Total 51300 - Financial &amp; Admin</b>	<b>59,593</b>	<b>102,202</b>	<b>(42,609)</b>		<b>59,741</b>
60							<b>51400 - Legal Counsel</b>					

**Lake St. Charles CDD**  
**Profit & Loss Budget Performance**  
 October 2020 through March 2021

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '20 Mar '21</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
61							District Counsel	1,326	8,000	(6,674)		133
62							<b>Total 51400 - Legal Counsel</b>	1,326	8,000	(6,674)		133
63							<b>52100 - Law Enforcement</b>					
64							Car Maintenance & Repairs	79	1,000	(921)		69
65							Car Gas	266	1,500	(1,234)		217
66							<b>Total 52100 - Law Enforcement</b>	344	2,500	(2,156)		287
67							<b>53100 - Electric Utility Svs</b>	16,655	39,500.00	(22,845)		16,818
68							<b>53200 - Gas Utility Services</b>	2,804	4,000.00	(1,196)		2,463
69							<b>53400 - Garbage/Solid Waste Svc</b>	836	2,880.00	(2,044)		1,061
70							<b>53600 - Water/Sewer Services</b>	3,291	9,800.00	(6,509)		2,184
71							<b>53900 - Physical Environment</b>					
72							Entry & Walls Maintenance	0	2,000.00	(2,000)		2,454
73							Ford F250 Maintenance & Repair	1,074	2,000.00	(926)		480
74							Fountain in Lake	1,350	3,000.00	(1,650)		0
75							Gas - Equipment	86	400.00	(314)		33
76							Gas - Truck	385	1,800.00	(1,415)		509
77							Irrigation Maintenance	2,283	10,000.00	(7,717)		4,769
78							Landscape Maintenance Contract	44,805	89,610.00	(44,805)		29,000
79							Misc. Landscape-Temporary Staff	0	3,000.00	(3,000)		0
80							Misc. Landscape Maintenance	5,324	10,500.00	(5,176)		6,338
81							Mulch	0	10,500.00	(10,500)		0
82							New Plantings	1,199	8,000.00	(6,802)		952
83							Pond & Stormwater Maint Contract	9,450	18,900.00	(9,450)		9,450
84							Pond#9 Aeration Maintenance	243	500.00	(257)		243
85							Property Insurance Contract	13,672	12,000.00	1,672		12,430
86							Sod Replacement	33	4,000.00	(3,967)		95
87							Mitigation Maint Contract	450	900.00	(450)		450
88							Midge Treatment Contract	0	0	0		29,304
89							<b>Total 53900 - Physical Environment</b>	80,353	177,110	(96,757)		96,506

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '20 Mar '21</b>	<b>Annual Budget</b>	<b>\$ Over Annual Budget</b>	<b>Comments</b>	<b>Last Year YTD</b>
90							<b>57200 - Parks &amp; Recreation</b>					
91							<b>Auto Liability</b>	733	755	(22)		715
92							<b>Club Facility Maintenance</b>					
93							<b>Club Facility Maintenance</b>	2,462	5,000	(2,538)		2,062
94							<b>Clubhouse Supplies</b>	1,089	2,300	(1,211)		890
95							<b>Locks/Keys</b>	0	100	(100)		0
96							<b>Pool Snack Vending Items</b>	0	300	(300)		0
97							<b>Total Club Facility Maintenance</b>	<b>3,552</b>	<b>7,700</b>	<b>(4,148)</b>		<b>2,952</b>
98							<b>District Employees Payroll Exp</b>					
99							<b>Employer Workman Comp</b>	5,221	9,000	(3,779)		5,700
100							<b>Facilities Monitor</b>	17,982	35,963.00	(17,981)		17,628
101							<b>Medical Stipends</b>	3,000	6,000.00	(3,000)		3,000
102							<b>Payroll Service Charge</b>	1,247	2,500.00	(1,253)		1,214
103							<b>Payroll Taxes - Employer Taxes</b>	6,362	13,500.00	(7,138)		6,554
104							<b>Performance Stipend</b>	0	2,600.00	(2,600)		0
105							<b>Full-Time Hybrid Employee</b>	12,959	28,122.00	(15,163)		13,005
106							<b>Property Maintenance Part-Time</b>	592	1,480.00	(888)		559
107							<b>Property Maintenance Team Lead</b>	18,590	30,651.00	(12,061)		15,021
108							<b>Property Manager</b>	32,136	64,272.00	(32,136)		31,502
109							<b>Recreational Assistants</b>	0	8,500.00	(8,500)		0
110							<b>Total District Employees Payroll Exp</b>	<b>98,089</b>	<b>202,588</b>	<b>(104,499)</b>		<b>94,184</b>
111							<b>Dock Maintenance</b>	185	400.00	(215)		0
112							<b>Drainage/ Nature Path/Trail Maintenance</b>	0	1,800.00	(1,800)		100
113							<b>Park Facility Maintenance</b>	1,179	6,000.00	(4,821)		3,000
114							<b>Parks &amp; Rec Cell Phones</b>	906	1,700.00	(794)		684
115							<b>Playground Maintenance</b>	333	2,000.00	(1,667)		0
116							<b>Pool Maintenance Contract</b>	8,000	19,600.00	(11,600)		9,600
117							<b>Pool Maintenance Repairs</b>	7,143	12,000.00	(4,857)		5,093
118							<b>Sec System Monitoring Contract</b>	195	240.00	(45)		201
119							<b>Security Repairs</b>	100	5,000.00	(4,900)		5,806

## Lake St. Charles CDD Profit & Loss Budget Performance October 2020 through March 2021

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								<b>Oct '20 Mar '21</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>	120,415	259,783	(139,368)		122,334
121							58003- Future CIP Projects and Reserves	211,561	283,972.00	(72,411)		29,045
122							<b>Total Expense</b>	504,280	904,282	(400,002)		337,603
123							<b>Revenue Less Expenses</b>	385,481	0	385,481		547,620
124							<b>Other Revenue/Expense</b>					
125							<b>Other Revenue</b>					
126							SunTrust Credit Card Rewards	1,474				
127							FY 19-20 Carryover	221,332		221,332		
128							<b>Total Other Revenue</b>	222,806	0	221,332		
129												
130							<b>Other Expense</b>					
131							Unassigned CIP Projects	0	221,332	(221,332)		
132							Funding for District's Reserve Acct	0	0	0		
133							<b>Total Other Expense</b>	0	221,332	(221,332)		
134							<b>Net Other Income</b>	221,332	(221,332)	221,332		
135							<b>Net Income</b>	606,813	(221,332)	606,813		

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

March 2021

Type	Date	Memo	Account	Amount
<b>Amazon.com</b>				
Credit Card Charge	03/04/2021	Cable tester tool kit	Misc. Landscape Maintenance	9.99
Credit Card Charge	03/04/2021	ethernet extender	Misc. Landscape Maintenance	50.97
<b>AmeriTech</b>				
Credit Card Charge	03/04/2021	Hose	Misc. Landscape Maintenance	255.00
<b>Architectural Fountains, Inc.</b>				
Bill	03/02/2021	Supply and install 2 light Fountain in Lake		850.00
<b>Buckeye Cleaning Center</b>				
Bill	03/12/2021	Hand sink soap	Clubhouse Supplies	62.73
<b>Harrell's Nursery Inc.</b>				
Credit Card Charge	03/11/2021	new plantings	New Plantings	250.00
Credit Card Charge	03/16/2021	new plantings	New Plantings	348.50
Credit Card Charge	03/18/2021	new plantings	New Plantings	200.00
Credit Card Charge	03/23/2021	new plantings	New Plantings	400.00
<b>Home Depot</b>				
Credit Card Charge	03/02/2021	Drain pipe & grate	Misc. Landscape Maintenance	181.21
Credit Card Charge	03/02/2021	Gloves & masks	Clubhouse Supplies	57.87
Credit Card Charge	03/10/2021	Sod	Sod Replacement	32.87
<b>Total</b>				<b>2,699.14</b>