

Supervisor Packet for October 5, 2021 General Meeting

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

7:00 p.m., October 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
 Luis Martinez, Facilities Monitor, 990-7250

<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 – 7:20	<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. September 14, 2021 Meeting Minutes b. Committee Meeting Minutes for September 2021 <ol style="list-style-type: none"> i. Treasurer’s Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. August 2021 Financial Statements d. September 2021 Property Manager Report e. September 2021 Facilities Monitor Report (Separate from packet)

7:20-7:40	9. BRANDON WHALEY, MAINSCAPE REPRESENTATIVE (20 Minutes)
	1. Talking Points – Landscape Presentation
7:40-8:00	10. COMMITTEE REPORTS (20 Minutes)
	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
8:00- 8:10	11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR (10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors
8:10-8:20	12. PROPERTY MANAGER (10 Minutes)
	Items for Consideration by Property Manager - Mark Cooper 1. Property Management Report
8:20–8:25	13. DISTRICT MANAGER (5 Minutes)
	Items for Consideration by District Manager – Adriana Urbina 1. District Manager Report
8:25 –8:35	14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
8:35	ADJOURN



Date: September 14, 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 (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 resident Barbara Brown to host 3 community events. The pumpkin patch will be held on District grounds (field next to clubhouse parking lot) on October 9, a home safety & awareness class will be held on November 4 and an ornament painting pizza party will be held on December in the community clubhouse. Motion also includes waiving the clubhouse rental fee for the events in November and December. Motion passed 5 to 0
1. On **MOTION** by Supervisor Peacock and Second by Supervisor Fannin the Board approved the, September 14, 2021 Consent Agenda consisting of the: August 3, 2021 General Meeting Minutes, the August Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the July 2021 Financial Reports, the Property Manager Report, the Clubhouse Report and the Facility

Monitor July 2021 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0

At 7:15PM, Chair Peacock closed the General Meeting and opened the Public Hearing for the FY 21-22 Budget.

2. On **MOTION** by Supervisor Gianakos and second by Supervisor Fannin, the Board approved Resolution 2021-04 Lake St. Charles District Budget and Assessment Roll Adoption with a change to line#125 Property Manager Salary. Line #125 will be reduced by the amount of \$36,500. This amount will now be reflected on the following line #126 and will be labeled Grant Management (Reimbursed from State of Florida DEP). Motion passed 5 to 0

At 7:37PM, Chair Peacock closed the Public Hearing for the FY 21-22 Budget and reopened the General Meeting.

Property Manager, Mark Cooper shared with the Board details of the meeting he held with ASI, the District's current landscaping company. He informed the Board that he was very dissatisfied with the current service the District was receiving. ASI's representatives met with Mark and made a commitment to bring the District up to satisfactory standards. Mark also informed the Board that Mainscapes Landscaping had previously provided a very competitive bid and that they would be interested in attending the next Board meeting to discuss their previous bid.

3. On **MOTION** by Supervisor Peacock and Second by Supervisor Gianakos, the Board approved to invite Mainscapes Landscaping Company to next month's Board Meeting, while continuing to allow ASI to bring the community up to satisfactory standards. Motion passed 5 to 0
4. On **MOTION** by Supervisor Peacock and Second by Supervisor Fannin, the Board approved the annual performance bonus for all staff. Edward Vargas is to receive his bonus pro-rated to 75% due to his length of employment. Funding has been approved on the FY 20-21 Budget. Motion passed 4 to 0 Supervisor Gianakos abstained from voting. Form 8B will be filed.
5. On **MOTION** by Supervisor Peacock and second by Supervisor Gianakos the Board approved Resolution 2021-05, Lake St. Charles District Annual Meeting Schedule FY21-22, the Board discussed that the July and September meeting dates fall very close to holidays and may affect Supervisor attendance so they will be rescheduled for July 12, 2022 & September 13, 2022. Motion passed 5 to 0

AI: Strategic Planning Committee to review current CIP plan and establish appropriate amounts for future projects.

Supervisor Fannin exited the meeting at 8:26PM

6. On **MOTION** by Supervisor Peacock and Second by Supervisor Gianakos, the Board approved to allow Express Towing to commence automatic sweeps of the District Parking lots between the hours of 10:30PM and 5:30AM. Motion was amended to say the District's Towing Policy will be enforced during the day as well. Motion passed 4 to 0

AI: Notification to be sent out via the APP alerting residents of the enforcement of the District's Towing Policy to commence October 1, 2021.

Meeting adjourned at 8:42PM

Respectfully submitted,

Dave Nelson, Treasurer/Secretary

Sabrina Peacock, Chair

Treasurer's Review Committee Meeting Minutes

Date: *Wednesday, September 15, 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 SouthState Bank Bill Pay.
- The Committee reviewed and signed SouthState Bank statements.

Security - Grounds Committee Meeting Minutes

Date: *Wednesday, September 15, 2021 at 12:30 PM.*

Committee Chairperson: *Supervisor, Rob Fannin*

Operations Manager: *Property Manager, Mark Cooper*

The Grounds and Security Committee did not meet in September. Brandon Whaley of Mainscape's was invited to present information about their company and how they can provide property maintenance services to Lake St Charles.

Management Committee Meeting Minutes

Date: *Thursday, September 16, 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 Management Committee Meeting was canceled.

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, September 21, 2021 @ 10:00 am.*

Committee Chairperson: *Supervisor, Marlon K Brownlee*

Operations Manager: *Property Manager, Mark Cooper*

The Strategic Planning Committee did not meet formally. Supervisor Brownlee worked on updating the CIP plan to include identified 2022 projects. His analysis will be distributed separately.

Lake St. Charles CDD

Funds Statement

Jun '21 - Aug '21

	Jun '21	Jul '21	Aug '21	Category
Bank/Current Asset Accounts				
CenterState Bank Checking	315,848	238,819	178,071	Cash
CenterState Bank Money Market	254,696	254,709	254,731	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	572,077	495,061	434,335	
Cash (Checking/Savings)				
CenterState Bank Checking	315,848	238,819	178,071	
CenterState Bank Money Market	254,696	254,709	254,731	
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	572,077	495,061	434,335	
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	572,077	495,061	434,335	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	254,696	254,709	254,731	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	254,696	254,709	254,731	

Lake St. Charles CDD Disbursement Authorization Report

August 2021

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	08/03/2021	ADP	10000-CenterState Bank Checking	-11,800.09
				District Manager	2,053.60
				Payroll Taxes - Employer Taxes	172.40
				Medical Stipend	200.00
				Facilities Monitor	1,383.20
				Property Maintenance Team Lead	1,280.00
				Property Manager	2,472.00
				Payroll Taxes - Employer Taxes	596.30
				Property Maintenance Part-Time	14.09
				Recreational Assistants	1,085.00
				Medical Stipends	500.00
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
				Full Time Hybrid Employee	960.00
TOTAL					11,800.09
Check	EFT/Auto	08/04/2021	TECO Electric	10000-CenterState Bank Checking	-2,921.95
				53100 - Electric Utility Svs	38.94
				53100 - Electric Utility Svs	37.02
				53100 - Electric Utility Svs	234.25
				53100 - Electric Utility Svs	832.50
				53100 - Electric Utility Svs	59.84
				53100 - Electric Utility Svs	1,200.38
				53100 - Electric Utility Svs	232.56
				53100 - Electric Utility Svs	42.58
				53100 - Electric Utility Svs	27.92
				53100 - Electric Utility Svs	21.79
				53100 - Electric Utility Svs	19.97
				53100 - Electric Utility Svs	19.49
				53100 - Electric Utility Svs	19.11

Lake St. Charles CDD Disbursement Authorization Report

August 2021

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	19.19
				53100 - Electric Utility Svs	19.11
				53100 - Electric Utility Svs	19.38
				53100 - Electric Utility Svs	19.67
				53100 - Electric Utility Svs	19.87
				53100 - Electric Utility Svs	19.19
				53100 - Electric Utility Svs	19.19
TOTAL					<u>2,921.95</u>
Check	EFT/Auto	08/05/2021	TECO Gas Company	10000-CenterState Bank Checking	-273.09
				53200 - Gas Utility Services	273.09
TOTAL					<u>273.09</u>
Check	EFT/Auto	08/05/2021	TECO Electric	10000-CenterState Bank Checking	-18.52
				53100 - Electric Utility Svs	18.52
TOTAL					<u>18.52</u>
Check	EFT/Auto	08/12/2021	Square Inc	10000-CenterState Bank Checking	-292.20
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-7.80
TOTAL					<u>292.20</u>
Check	EFT/Auto	08/13/2021	ADP	10000-CenterState Bank Checking	-145.92
				Payroll Service Charge	13.26
				Payroll Service Charge	66.36
				Supervisor Payroll Service	66.30
TOTAL					<u>145.92</u>
Bill Pmt -Check	EFT/Auto	08/14/2021	SunTrust Credit Card	10000-CenterState Bank Checking	-2,225.41

Lake St. Charles CDD Disbursement Authorization Report

August 2021

Type	Num	Date	Name	Account	Original Amount
Bill	Aug CC Statement	08/24/2021		13500 - SunTrust Visa Card	2,225.41
TOTAL					2,225.41
Check	EFT/Auto	08/17/2021	ADP	10000-CenterState Bank Checking	-8,802.72
				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	468.64
				Full Time Hybrid Employee	960.00
				Property Maintenance Part-Time	28.18
TOTAL					8,802.72
Check	EFT/Auto	08/17/2021	Square Inc	10000-CenterState Bank Checking	-289.50
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-10.50
TOTAL					289.50
Sales Tax Payment	EFT/Auto	08/18/2021	Florida Department of Revenue	10000-CenterState Bank Checking	-20.28
			Florida Department of Revenue	Sales Tax Payable	4.34
			Florida Department of Revenue	Sales Tax Payable	15.94
TOTAL					20.28
Bill Pmt -Check	EFT/Auto	08/18/2021	Verizon Wireless	10000-CenterState Bank Checking	-44.48
Bill	06-24-21 to 07-23-21	07/23/2021		Telephone	44.48
TOTAL					44.48

Lake St. Charles CDD Disbursement Authorization Report

August 2021

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	EFT/Auto	08/24/2021	Ameriscape Services	10000-CenterState Bank Checking	-7,467.50
Bill	Monthly Maintenance	06/01/2021		Landscape Maintenance Contract	7,467.50
TOTAL					7,467.50
Bill Pmt -Check	EFT/Auto	08/24/2021	Cushion Solutions, Inc.	10000-CenterState Bank Checking	-289.45
Bill	30314 Inv #	07/15/2021		Pool Maintenance Repairs	289.45
TOTAL					289.45
Bill Pmt -Check	EFT/Auto	08/24/2021	Ennistymon Equities, LLC	10000-CenterState Bank Checking	-5,681.50
Bill	Final payment for PI	08/01/2021		58003-Future CIP Projects & Res	5,681.50
TOTAL					5,681.50
Bill Pmt -Check	EFT/Auto	08/24/2021	Solitude Lake Management	10000-CenterState Bank Checking	-1,575.00
Bill	Aug Pond Mainten	08/01/2021		Pond & Stormwater Maint	1,110.00
				Pond & Stormwater Maint	465.00
TOTAL					1,575.00
Bill Pmt -Check	EFT/Auto	08/24/2021	Staples	10000-CenterState Bank Checking	-39.99
Bill	Trash Bags	07/15/2021		Office Supplies	39.99
TOTAL					39.99
Bill Pmt -Check	EFT/Auto	08/24/2021	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-214.49
Bill	Pool Enzyme oil remo	08/09/2021		Pool Maintenance Contract	140.00
				Pool Maintenance Repairs	74.49
TOTAL					214.49
Bill Pmt -Check	EFT/Auto	08/24/2021	Ameriscape Services	10000-CenterState Bank Checking	-7,467.50

Lake St. Charles CDD Disbursement Authorization Report

August 2021

Type	Num	Date	Name	Account	Original Amount
Bill	Monthly Maintenance	08/01/2021		Landscape Maintenance Contract	7,467.50
TOTAL					<u>7,467.50</u>
Bill Pmt -Check	EFT/Auto	08/24/2021	Zebra Cleaning Team, Inc.	10000-CenterState Bank Checking	-1,600.00
Bill	August Pool Cleaning	08/09/2021		Pool Maintenance Contract	1,600.00
TOTAL					<u>1,600.00</u>
Check	EFT/Auto	08/27/2021	ADP	10000-CenterState Bank Checking	-128.70
				Payroll Service Charge	21.45
				Payroll Service Charge	107.25
TOTAL					<u>128.70</u>
Check	EFT/Auto	08/27/2021	Square Inc	10000-CenterState Bank Checking	-29.12
				Security/Renters Cards Deposits	30.00
				Security/Renters Cards Deposits	-0.88
TOTAL					<u>29.12</u>
Check	EFT/Auto	08/31/2021	ADP	10000-CenterState Bank Checking	-9,556.27
				District Manager	2,053.60
				Payroll Taxes - Employer Taxes	172.40
				Medical Stipend	200.00
				Facilities Monitor	1,383.20
				Property Maintenance Team Lead	1,280.00
				Property Manager	2,472.00
				Payroll Taxes - Employer Taxes	506.89
				Property Maintenance Part-Time	28.18
				Medical Stipends	500.00
				Full Time Hybrid Employee	960.00
TOTAL					<u>9,556.27</u>

Treasurer's Report - SouthState Account

August 2021

08/1/21 - 08/31/21

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						238,819.45
08/03/2021	EFT/Auto	ADP	P.E. 7-31-21	11,800.09		227,019.36
08/04/2021	EFT/Auto	TECO Electric	06980007400 Acct #	2,921.95		224,097.41
08/05/2021	EFT/Auto	TECO Gas Company	221003603224 Acct #	273.09		223,824.32
08/05/2021	EFT/Auto	TECO Electric	221005960721 Acct #	18.52		223,805.80
08/10/2021			Deposit		29.12	223,834.92
08/11/2021			Deposit		29.12	223,864.04
08/12/2021			Deposit		14.51	223,878.55
08/12/2021	EFT/Auto	Square Inc	A. Pandorf CH Rental Deposit Refund	292.20		223,586.35
08/13/2021	EFT/Auto	ADP	585590663 Inv #	145.92		223,440.43
08/13/2021			Deposit		29.12	223,469.55
08/14/2021	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	2,225.41		221,244.14
08/17/2021	EFT/Auto	ADP	P.E. 8-14-21	8,802.72		212,441.42
08/17/2021	EFT/Auto	Square Inc	\CH Rental Deposit Refund	289.50		212,151.92
08/18/2021	EFT/Auto	Florida Department of Revenue		20.28		212,131.64
08/18/2021	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	44.48		212,087.16
08/20/2021			Deposit		14.51	212,101.67
08/24/2021	EFT/Auto	Ameriscape Services	INV# 143422	7,467.50		204,634.17
08/24/2021	EFT/Auto	Cushion Solutions, Inc.	30314 Inv #	289.45		204,344.72
08/24/2021	EFT/Auto	Ennistymon Equities, LLC	Final payment for Playground Fence	5,681.50		198,663.22
08/24/2021	EFT/Auto	Solitude Lake Management	INV# PI-A00650168	1,575.00		197,088.22
08/24/2021	EFT/Auto	Staples	6011 1000 4086 310	39.99		197,048.23
08/24/2021	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4555	214.49		196,833.74
08/24/2021	EFT/Auto	Ameriscape Services	INV# 144140	7,467.50		189,366.24
08/24/2021	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4554	1,600.00		187,766.24
08/27/2021	EFT/Auto	ADP	586487093 Inv #	128.70		187,637.54
08/27/2021	EFT/Auto	Square Inc	T. Dragoo Guest Pass Deposit Refund	29.12		187,608.42
08/31/2021	EFT/Auto	ADP	P.E. 8-28-21	9,556.27		178,052.15
08/31/2021			Interest		18.96	178,071.11
				60,883.68	135.34	178,071.11

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '20 Aug '21	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
3			Revenue/Expense									
4			Revenue									
5					36100 - Interest Earnings							
6					Interest - General Fund			1,500	1,450	50		1,527
7					Total 36100 - Interest Earnings			1,500	1,450	50		1,527
8					General Fund Assessment-O&M							
9					General Fund Assessment Gross			957,026	958,146	(1,120)		957,284
10					GF Prop Tax Interest			366	0	366		397
11					GF Tax Collector Commissions			(18,412)	(19,163)	751		(18,423)
12					GF Tax Payment Discount			(36,765)	(38,326)	1,561		(36,337)
13					Total General Fund Assessment-O&M			902,215	900,657	1,558		902,922
14												
15					Total 36310 - Special Assessment			902,215	900,657	1,558		902,922
16					36311 - Excess Fees			7,307	7,300	7		7,460
17					36900 - Miscellaneous Revenues							
18					Other Misc Revenue			7,971	6,200	1,771		2,211
19					SunTrust Credit Card Rewards			1,474	1,474	1,474		
20					Rental			273	500	(227)		973
21					Pool Snack Vending			0	0	0		384
22					Total 36900 - Miscellaneous Revenues			9,718	8,174	1,544		3,568
23					Total Revenue			920,740	917,581	3,159		915,477
24												
26					Expense							
27					5110 - Legislative							
28					Employer Taxes			922	1,460	(538)		935
29					Special District Fees			175	175	0		175
30					Supervisor Fees			11,000	12,000	(1,000)		11,015
31					Supervisor Payroll Service			835	900	(65)		827

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '20 Aug '21	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
32							Total 5110 - Legislative	12,932	14,535	(1,603)		12,953
33							51300 - Financial & Admin					
34							Accounting Services	0	500	(500)		0
35							Auditing Services	13,500	13,500	0		13,000
36							Banking & Investment Mgmt Fees	0	200	(200)		0
37							District F&A Employees					
38							District Manager	49,286	53,394	(4,108)		46,313
39							Medical Stipend	2,400	2,400	0		2,000
40							Payroll Service Charge	415	465	(50)		388
41							Payroll Taxes - Employer Taxes	4,003	4,400	(397)		3,745
42							Performance Stipend	0	1,000	(1,000)		0
43							Total District F&A Employees	56,105	61,659	(5,554)		52,445
44							Dues, Licenses & Fees	256	500	(244)		334
45							General Insurance					
46							Crime	565	600	(35)		510
47							General Liability	3,785	3,868	(83)		3,605
48							Public Officials Liability & EP	3,110	3,179	(69)		2,962
49							Total General Insurance	7,460	7,647	(187)		7,077
50							Legal Advertising	937	2,600	(1,664)		1,707
51							Local/Other Taxes	3,229	3,396	(167)		3,197
52							Office Supplies	835	1,000	(165)		832
53							Postage	67	250	(183)		117
54							Printer Supplies	551	2,000	(1,449)		2,614
55							Professional Development	79	1,000	(921)		79
56							Technology Services/Upgrades	1,252	2,000	(748)		514
57							Telephone	3,130	3,100	30		2,737
58							Travel Per Diem	0	200	(200)		0
59							Website Development & Monitor	2,522	2,650	(128)		2,099
60							Total 51300 - Financial & Admin	89,923	102,202	(12,279)		86,753

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '20 Aug '21	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
61							51400 - Legal Counsel					
62							District Counsel	1,326	8,000	(6,674)		1,378
63							Total 51400 - Legal Counsel	1,326	8,000	(6,674)		1,378
64							52100 - Law Enforcement					
65							Car Maintenance & Repairs	401	1,000	(599)		378
66							Car Gas	525	1,500	(975)		349
67							Total 52100 - Law Enforcement	926	2,500	(1,574)		727
68							53100 - Electric Utility Svs	31,006	39,500	(8,494)		29,593
69							53200 - Gas Utility Services	4,293	4,000	293		2,860
70							53400 - Garbage/Solid Waste Svc	2,438	2,880	(442)		2,114
71							53600 - Water/Sewer Services	5,225	9,800	(4,575)		4,279
72							53900 - Physical Environment					
73							Entry & Walls Maintenance	0	2,000	(2,000)		2,629
74							Ford F250 Maintenance & Repair	1,155	2,000	(845)		492
75							Fountain in Lake	1,350	3,000	(1,650)		550
76							Gas - Equipment	182	400	(218)		216
77							Gas - Truck	705	1,800	(1,095)		1,024
78							Irrigation Maintenance	12,049	10,000	2,049		10,319
79							Landscape Maintenance Contract	82,143	89,610	(7,468)		79,750
80							Misc. Landscape-Temporary Staff	0	3,000	(3,000)		808
81							Misc. Landscape Maintenance	8,396	10,500	(2,104)		10,039
82							Mulch	10,063	10,500	(437)		10,500
83							New Plantings	3,022	8,000	(4,978)		6,770
84							Pond & Stormwater Maint Contract	17,325	18,900	(1,575)		17,325
85							Pond#9 Aeration Maintenance	486	500	(14)		486
86							Property Insurance Contract	13,744	12,000	1,744		12,430
87							Sod Replacement	2,293	4,000	(1,707)		653
88							Mitigation Maint Contract	900	900	0		900

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '20 Aug '21	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
89							Midge Treatment Contract	0	0	0		67,578
90							Total 53900 - Physical Environment	153,813	177,110	(23,298)		222,469
91							57200 - Parks & Recreation					
92							Auto Liability	733	755	(22)		715
93							Club Facility Maintenance					
94							Club Facility Maintenance	3,539	5,000	(1,461)		2,790
95							Clubhouse Supplies	2,857	2,300	557		2,308
96							Locks/Keys	71	100	(29)		0
97							Pool Snack Vending Items	0	0	0		258
98							Total Club Facility Maintenance	6,467	7,400	(933)		5,356
99							District Employees Payroll Exp					
100							Employer Workman Comp	5,421	9,000	(3,579)		5,700
101							Facilities Monitor	33,197	35,963	(2,766)		31,188
102							Medical Stipends	5,700	6,000	(300)		5,000
103							Payroll Service Charge	2,144	2,500	(356)		2,040
104							Payroll Taxes - Employer Taxes	12,050	13,500	(1,450)		11,907
105							Performance Stipend	0	2,600	(2,600)		0
106							Full-Time Hybrid Employee	21,922	28,122	(6,200)		23,502
107							Property Maintenance Part-Time	1,677	1,480	197		1,719
108							Property Maintenance Team Lead	32,329	30,651	1,678		26,923
109							Property Manager	59,328	64,272	(4,944)		55,734
110							Recreational Assistants	4,945	8,500	(3,556)		5,156
111							Total District Employees Payroll Exp	178,712	202,588	(23,876)		168,869
112							Dock Maintenance	185	400	(215)		0
113							Drainage/ Nature Path/Trail Maintenance	0	1,800	(1,800)		372
114							Park Facility Maintenance	1,809	6,000	(4,191)		5,815
115							Parks & Rec Cell Phones	1,446	1,700	(254)		1,253
116							Playground Maintenance	405	2,000	(1,595)		0
117							Pool Maintenance Contract	16,420	19,600	(3,180)		16,000

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

	A	B	C	D	E	F	G	H	K	L	M	N
1												
2								Oct '20 Aug '21	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
118							Pool Maintenance Repairs	9,393	12,000	(2,607)		12,538
119							Sec System Monitoring Contract	260	240	20		266
120							Security Repairs	100	5,000	(4,900)		5,683
121							Total 57200 - Parks & Recreation	215,930	259,483	(43,553)		216,867
122							58003- Future CIP Projects and Reserves	289,687	297,571	(7,884)		106,144
123							Total Expense	807,501	917,581	(110,080)		686,137
124							Revenue Less Expenses	113,239	0	113,239		229,341
125							Other Revenue/Expense					
126							Other Revenue					
127							FY 19-20 Carryover	221,332		221,332		
128							DEP & Hills County Grant Reimbursements	0	157,981	(157,981)		
129							Total Other Revenue	4,526,111	0	221,332		
130												
131							Other Expense					
132							Unassigned CIP Projects	171,661	221,332	(49,671)		
133							Funding for District's Reserve Acct	0	0	0		
134							Lake Water Quality & Fountain Sitting Area Project	0	157,981	(157,981)		
135							Total Other Expense	171,661	221,332	(49,671)		
136							Net Other Income	49,671	(221,332)	49,671		
137							Net Income	162,909	(221,332)	162,909		

Lake St. Charles CDD Property Manager Expense Report

	August 2021				
Vendor	Type	Date	Memo	Account	Amount
Ace Hardware	Credit Card Charge	08/03/2021	Glass cleaner & lysol	Club Facility Maintenance	8.62
Cintas Fire Protection	Bill	08/18/2021	Fire Ext. Inspection Corr	Club Facility Maintenance	265.65
Harrell's Nursery Inc.	Credit Card Charge	08/18/2021	Plants	New Plantings	738.50
Hernandez Landscaping II Inc	Bill	08/12/2021	INV# 7050 Tree trimmin;	Misc. Landscape Maintenance	800.00
Home Depot	Credit Card Charge	08/02/2021	rotor sprinkler	Irrigation Maintenance	10.67
	Credit Card Charge	08/05/2021	toilet wand refills	Club Facility Maintenance	5.28
	Credit Card Charge	08/20/2021	Plants	Club Facility Maintenance	59.92
	Credit Card Charge	08/20/2021	PVC pipes & misc	Irrigation Maintenance	22.11
My Broken Phone	Credit Card Charge	08/13/2021	PM Cell phone repair	Misc. Landscape Maintenance	149.00
Seffner Rock & Gravel	Credit Card Charge	08/11/2021	Filldirt	Misc. Landscape Maintenance	24.00
	Credit Card Charge	08/12/2021	Filldirt	Misc. Landscape Maintenance	12.00
Sod X	Credit Card Charge	08/13/2021	Sod	Sod Replacement	120.00
	Credit Card Charge	08/17/2021	Sod	Sod Replacement	140.00
Staples	Bill	08/15/2021	Trash bags, toilet paper	Club Facility Maintenance	186.47
Winn Dixie	Credit Card Charge	08/10/2021	Vinegar for cleaning	Clubhouse Supplies	2.99
	Credit Card Charge	08/19/2021	Water	Clubhouse Supplies	20.00
				TOTAL	2,565

October 5, 2021 Property Manager's Report

In September, I continued to work on the FDEP grant. The second submission of the Required QAPP (Quality Assurance Project Plan) was submitted by its deadline on Friday, September 24.

Once the QAPP plan is approved, the grant work can officially begin. Once approved, the ultrasound devices mounted underneath each buoy will be activated and begin to suppress and eliminate algae. The buoys have been gathering water quality data since they were deployed on July 20. This data provides valuable base information that will be compared to the same time next year after water quality improvement technologies are implemented.

There is a tentative virtual meeting with FDEP late in the week of October 4 where the revised project plan and reimbursement schedule will be reviewed and hopefully approved.

I continued to receive complaints from residents about remote areas not being mowed or maintained by ASI. Some areas have not been address for three service events since Supervisor Fannin and I met with ASI. This week will be the fourth service event since our last meeting with ASI. Starting in October, they are scheduled to start semimonthly service. In past years, they have continued with weekly service well into October to catch up. I will monitor their progress to see if they continue weekly service in an effort to catch up. If they immediately start semimonthly service, it is my recommendation that we terminate ASI immediately as will be a clear indication of their intentions and abilities.