

# Supervisor Packet for January 4, 2022 General Meeting

Table of Contents .....	i
Agenda for January 4, 2022 .....	1
<b>Consent Agenda</b>	
Minutes from December 7, 2021 General Meeting .....	3
Minutes from December 14, 2021 Special Strategic Planning Meeting .....	6
Minutes from December 16, 2021 Emergency BOS Meeting .....	3
<b>December Committee Minutes</b>	
Treasurer’s Review Committee Minutes .....	8
Grounds and Security Committee Minutes .....	9
Management Committee Minutes.....	10
Strategic Planning Committee Minutes .....	11
<b>November Financial Statements</b>	
Funds Statement .....	12
Disbursement Authorization Report .....	13
Treasurer’s Report SouthState Bank .....	17
Budget Performance Report .....	18
Property Manager Expense Report .....	23
<b>District Staff Reports</b>	
December Property Manager Report .....	24

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

**7:00 p.m., January 4, 2022**

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

Board of Supervisors

Robb Fannin, Chair, 785-5423  
 Dave Nelson, Vice Chair, 293-7979  
 Sabrina Peacock, Secretary/Treasurer 951-8327  
 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><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 FANNIN)</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>	<ol style="list-style-type: none"> <li><b>6. PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 10 MINUTES DESIGNATED)</b></li> </ol>
	<ol style="list-style-type: none"> <li><b>1. Homeowners Requesting to Speak (Please State Name Prior to Remarks)</b></li> </ol>
<b>7:15 – 7:20</b>	<ol style="list-style-type: none"> <li><b>7. CONSENT AGENDA (5 Minutes)</b></li> </ol>
	<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. December 7, 2021 Meeting Minutes</li> <li>b. December 14, 2021 Special Strategic Planning Meeting Minutes</li> <li>c. December 16, 2021 Emergency BOS Meeting Minutes</li> <li>d. Committee Meeting Minutes for December 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>e. November 2021 Financial Statements</li> </ol> </li> </ol>

	<p>f. December 2021 Property Manager Report  g. December 2021 Facilities Monitor Report (Separate from packet)</p>
<b>7:20-7:45</b>	<b>8. COMMITTEE REPORTS (25 Minutes)</b>
	<ol style="list-style-type: none"> <li>1. <b>Treasurer’s Review Committee</b> – Treasurer Peacock</li> <li>2. <b>Grounds/Security Committee</b> – Committee Chair Nelson</li> <li>3. <b>Management Committee</b> – Committee Chair Fannin <ol style="list-style-type: none"> <li>a. The Management Committee recommends a Motion to move forward with increasing the District’s annual assessment to \$1,500.</li> <li>b. The Management Committee recommends a Motion allow District Manager, Adriana Urbina to begin preparing the legal notices needed for the assessment increase and to contact Legal Counsel for further direction.</li> </ol> </li> <li>4. <b>Strategic Planning Committee</b> – Committee Chair Brownlee</li> </ol>
<b>7:45- 7:55</b>	<b>11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR (10 Minutes)</b>
	<b>GENERAL REMARKS</b> – Chair of The Board of Supervisors
<b>7:55-8:05</b>	<b>12. PROPERTY MANAGER (10 Minutes)</b>
	<p><b>Items for Consideration by Property Manager - Mark Cooper</b></p> <ol style="list-style-type: none"> <li>1. Property Management Report</li> </ol>
<b>8:05–8:10</b>	<b>13. DISTRICT MANAGER (5 Minutes)</b>
	<p><b>Items for Consideration by District Manager – Adriana Urbina</b></p> <ol style="list-style-type: none"> <li>1. District Manager Report</li> </ol>
<b>8:10 –8:20</b>	<b>14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)</b>
<b>8:20</b>	<b>ADJOURN</b>



Date: December 7, 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, Robb Fannin  
Vice Chair, Dave Nelson (Via Zoom)  
Secretary/Treasurer, Sabrina Peacock  
Supervisor, Virginia Gianakos  
Supervisor, Marlon K. Brownlee

**Staff:**

Adriana Urbina, District Manager  
Mark Cooper, Property Manager  
Luis Martinez, Facility Monitor

**In attendance:**

Lake St. Charles Residents  
Jeff Novotny & Ashley Henzzel representatives from FDOT

Meeting was called to order at 7:00 p.m. by Chair, Sabrina Peacock

Resident made a comment about that the Pledge of Allegiance and Invocation not being welcoming for all.

Resident made a comment about speeders and if anything can be done, a request was made to install speed bumps. The Board responded that a study would be needed and that majority of resident would have to be in agreement to install speed bumps.

Resident made a comment about installing decorations at the entrance of the Villas. The Board responded that Property Manager, Mark Cooper will have maintenance staff install decorations at the Villas entrance the following day.

Resident made a request to install aeration in the pond located at the entrance of the Villas; the Chair responded that this will be discussed at the next Special Strategic Meeting scheduled on December 14, 2021.

1. On **MOTION** by Supervisor Gianakos and Second by Supervisor Peacock the Board approved the, December 7, 2021 Consent Agenda consisting of the: November 2, 2021 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 2021 Financial Reports, the Property Manager Report and the Facility Monitor November 2021 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 5 to 0

Jeff Novotny & Ashley Henzzel representatives from FDOT presented via Zoom their proposed upcoming projects. This project consists of adding 2 expressway lanes with a median separated by 4 foot wide buffer. The FDOT will be holding a 2<sup>nd</sup> public hearing on January 27, 2022 at the Hilton Garden Inn in Riverview 5:30PM for additional information visit the following website. [Fdotd7studies.com/i75/](https://fdotd7studies.com/i75/)

Supervisor Peacock brought up for discussion the possibility of selling the District's 2013 Hyundai. An offer was received in the amount of \$10,440. If this offer is accepted the Facility Monitor will drive his own vehicle and be compensated the IRS mileage rate. This route will prevent additional expense in maintenance of the vehicle. This discussion was remanded to the Treasurer's Committee for further research.

Supervisor Fannin informed the Board that Mainscape has already made a positive change in appearance of District grounds.

AI: Property Manager, to prepare grant application for specialty lighting at entryway of the community. Project is estimated to cost 15k. Board will discuss at next Special Strategic Meeting

Meeting adjourned at 8:42PM

Respectfully submitted,

Dave Nelson, Treasurer/Secretary

Sabrina Peacock, Chair



Date: December 14, 2021

Time: 6:00 p.m.

Special Strategic Planning Minutes of the Board of Supervisors  
Lake St. Charles Community Development District  
6801 Colonial Lake Drive  
Riverview, FL 33578  
813-741-9768

**Supervisors:**

Chair, Robb Fannin  
Vice Chair, Dave Nelson (Via Zoom)  
Secretary/Treasurer, Sabrina Peacock  
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 6:00 p.m. by Chair, Robb Fannin

Resident made a comment to the Board about vehicles speeding and driving recklessly at the entrance of the community. He offered his WIFI service to Board in case they want to install security cameras in that area. Chairman Fannin has an idea of where these vehicles are coming from and will try to see if he can contact the business owner.

Villa residents made comments on their disapproval of the Board considering an increase to the assessment. They argued that the majority of Villa residents are retired and on a fixed income. The Board responded that the District has not increased assessments in over 20 years. This community has a very low CDD assessment compared to other communities with comparable amenities.

1. On **MOTION** by Supervisor Peacock and Second by Supervisor Fannin the Board approved the December 14, 2021 Consent Agenda. Motion passed 5 to 0

2. On **MOTION** by Supervisor Gianakos and Second by Supervisor Fannin, the Board approved to consider increasing the annual assessment to \$1,500. The Board agreed that repairing the trail, securing the neighborhood, installing security cameras and adding lighting to the Villa's entry pond should be their top priorities. Motion was amended to have District manager, Adriana Urbina update the Capital Improvement spreadsheets with the considered assessment amount of \$1,500. Spreadsheets are to be provided to Board with ample time to review before next meeting. Motion passed 4 to 0

AI: District Manager to create a loan spreadsheet that includes interest rates and borrowing terms of 5 years, 10 years and 15 years

Supervisor Gianakos exited the meeting at 7:35pm

Meeting adjourned at 7:43PM

Respectfully submitted,

Sabrina Peacock, Treasurer/Secretary

Rob Fannin, Chair



Date: December 16, 2021

Time: 1:15 p.m.

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

**Supervisors:**

Chair, Robb Fannin  
Vice Chair, Dave Nelson  
Secretary/Treasurer, Sabrina Peacock  
Supervisor, Virginia Gianakos (Absent)  
Supervisor, Marlon K. Brownlee

**Staff:**

Adriana Urbina, District Manager  
Mark Cooper, Property Manager

**In attendance:**

Meeting was called to order at 1:15 p.m. by Vice-Chair, Dave Nelson

Property Manager, Mark Cooper requested approval to submit the application for a grant from Hillsborough County that is due on Sunday, December 19, 2021 by 5pm. He informed the Board that this grant could be used to enhance the District's boat ramp. He also informed the Board that he would be requesting it for \$5,000 but it is unknown if the full amount will be awarded. The Board members agreed that this grant is of great benefit to the community since this project is currently on the Capital Improvement Plan.

1. On **MOTION** by Supervisor Nelson and Second by Supervisor Peacock, the Board approved submission of the grant application in the amount of \$5,000 for enhancement of the District's boat ramp. Included in the discussion was the reminder that volunteers will be needed if the grant is awarded to the District. Motion passed 4 to 0

Meeting adjourned at 8:08PM

Respectfully submitted,  
Sabrina Peacock, Treasurer/Secretary

Rob Fannin, Chair

# Treasurer's Review Committee Meeting Minutes

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**Date:** *Tuesday, December 21, 2021, 11:00 am*

**Chair:** *Supervisor Sabrina Peacock*

**Operations Manager:** *Adriana Urbina*

**Committee Members:** *Supervisor Sabrina Peacock, District Manager, Adriana Urbina*

## Notice of Meetings – Treasurer's Review Committee

The Treasurer's Review Committee Meeting was canceled.

# Security - Grounds Committee Meeting Minutes

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**Date:** *Wednesday, December 16, 2021 at 4:00 PM.*

**Committee Chairperson:** *Supervisor, Dave Nelson*

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

Meeting commenced at 4:00 pm

The Grounds and Security Committee met by telephone. The discussion centered on the goal of establishing an assessment amount at the January 4, 2022 Board meeting due to schedule for notification that has to be adhered to. Discussion then turned to February's BOS meeting and the need to reevaluate this year's projects based on the outcome of the FDEP and Hillsborough County grants and the need to masterplan the park. It was discussed that a complete tree survey, location of existing facilities, and grade elevations would be necessary for proper planning and incorporation of drainage.

Action Item: Property Manager is to seek survey proposals.

Meeting adjourned at 4:19

# Management Committee Meeting Minutes

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**Date:** *Wednesday, December 15, 2021 @ 12:00 pm*

**Chairperson:** *Chairman Rob Fannin*

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

**In Attendance:** *Chairman Rob Fannin, District Manager, Adriana Urbina, Property Manager, Mark Cooper*

## Notice of Meetings – Management Committee

-The Management Committee Meeting discussed applying for the Hillsborough County Grant to fund the boat launch improvements instead of using it to fund the entry lighting project. This project will be at no cost to the District if the grant is approved.

-The Management Committee requested to have an Emergency Board of Supervisors Meeting on December 16, 2021 1:15PM to review and approve this grant submission.

-The Management Committee discussed the need to make a decision on the increase of the assessment. There are legal notices that need to be prepared and mailed out with ample amount of time.

-The Management Committee recommends a Motion to move forward with increasing the District's annual assessment to \$1,500.

-The Management Committee recommends a Motion allow District Manager, Adriana Urbina to begin preparing the legal notices needed for the assessment increase and to contact Legal Counsel for further direction.

# Strategic Planning Committee Meeting Minutes

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**Date:** *Tuesday, December 14, 2021 @ 6:00 pm.*

**Committee Chairperson:** *Supervisor, Marlon K Brownlee*

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

A special Strategic Planning Board meeting was held to work towards establishing a new sustainable annual assessment. The meeting primarily focused on gaining Board consensus of estimated operational costs increases annually until 2027.

**Lake St. Charles CDD**  
**Funds Statement**  
**Sep '21 - Nov '21**

	Sep '21	Oct '21	Nov '21	Category
<b>Bank/Current Asset Accounts</b>				
CenterState Bank Checking	103,037	79,447	202,416	Cash
CenterState Bank Money Market	254,752	254,772	219,792	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>359,322</b>	<b>335,752</b>	<b>423,741</b>	
<b>Cash (Checking/Savings)</b>				
CenterState Bank Checking	103,037	79,447	202,416	
CenterState Bank Money Market	254,752	254,772	219,792	
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>359,322</b>	<b>335,752</b>	<b>423,741</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>359,322</b>	<b>335,752</b>	<b>423,741</b>	
<b>District Reserve Fund</b>				
SunTrust Money Market	0	0	0	Committed/Assigned
CenterState Bank Money Market	254,752	254,772	219,792	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	254,752	254,772	219,792	

**Lake St. Charles CDD**  
**Disbursement Authorization Report**  
**November 2021**

Type	Num	Date	Name	Account	Original Amount
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>11/01/2021</b>	<b>Mark Cooper</b>	<b>10000-CenterState Bank Checking</b>	<b>-1,922.96</b>
Bill	Reimbursement for pl	09/30/2021		New Plantings	1,922.96
TOTAL					1,922.96
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>11/01/2021</b>	<b>Ameriscape Services</b>	<b>10000-CenterState Bank Checking</b>	<b>-7,467.50</b>
Bill	Monthly Maintenance	10/01/2021		Landscape Maintenance Contract	7,467.50
TOTAL					7,467.50
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>11/01/2021</b>	<b>Solitude Lake Management</b>	<b>10000-CenterState Bank Checking</b>	<b>-1,080.00</b>
Bill	Aerator Mainten 10-0	10/01/2021		Lake#27 Aeration Maint	1,080.00
TOTAL					1,080.00
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>11/01/2021</b>	<b>Zebra Cleaning Team, Inc.</b>	<b>10000-CenterState Bank Checking</b>	<b>-42.50</b>
Bill	Chemical tubes	10/11/2021		Pool Maintenance Repairs	42.50
TOTAL					42.50
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>11/01/2021</b>	<b>Solitude Lake Management</b>	<b>10000-CenterState Bank Checking</b>	<b>-648.00</b>
Bill	Small Aerator Mainte	10/01/2021		Pond 9,22,23,&24 Aeration Maint	648.00
TOTAL					648.00
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>11/01/2021</b>	<b>Zebra Cleaning Team, Inc.</b>	<b>10000-CenterState Bank Checking</b>	<b>-1,725.00</b>
Bill	Oct Pool Cleaning	10/11/2021		Pool Maintenance Contract	1,725.00
TOTAL					1,725.00
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>11/01/2021</b>	<b>Solitude Lake Management</b>	<b>10000-CenterState Bank Checking</b>	<b>-125.00</b>

## Lake St. Charles CDD Disbursement Authorization Report November 2021

Type	Num	Date	Name	Account	Original Amount
Bill	Fountain Mainten 10-	10/01/2021		Fountain Maint #21	125.00
TOTAL					125.00
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>11/01/2021</b>	<b>Solitude Lake Management</b>	<b>10000-CenterState Bank Checking</b>	<b>-225.00</b>
Bill	1st Quater Mitigatio	10/01/2021		Mitigation Maint Contract	225.00
TOTAL					225.00
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>11/01/2021</b>	<b>Solitude Lake Management</b>	<b>10000-CenterState Bank Checking</b>	<b>-1,143.30</b>
Bill	Oct Pond Mainten	10/01/2021		Pond & Stormwater Maint	1,143.30
TOTAL					1,143.30
<b>Check</b>	<b>EFT/Auto</b>	<b>11/03/2021</b>	<b>TECO Electric</b>	<b>10000-CenterState Bank Checking</b>	<b>-3,122.42</b>
				53100 - Electric Utility Svs	54.87
				53100 - Electric Utility Svs	61.07
				53100 - Electric Utility Svs	261.73
				53100 - Electric Utility Svs	851.51
				53100 - Electric Utility Svs	37.09
				53100 - Electric Utility Svs	1,294.79
				53100 - Electric Utility Svs	270.21
				53100 - Electric Utility Svs	47.39
				53100 - Electric Utility Svs	24.59
				53100 - Electric Utility Svs	22.43
				53100 - Electric Utility Svs	20.15
				53100 - Electric Utility Svs	20.05
				53100 - Electric Utility Svs	19.39
				53100 - Electric Utility Svs	19.06
				53100 - Electric Utility Svs	19.29
				53100 - Electric Utility Svs	19.72
				53100 - Electric Utility Svs	20.15
				53100 - Electric Utility Svs	20.15

## Lake St. Charles CDD Disbursement Authorization Report November 2021

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	19.39
				53100 - Electric Utility Svs	19.39
TOTAL					<u>3,122.42</u>
<b>Check</b>	<b>EFT/Auto</b>	<b>11/04/2021</b>	<b>TECO Gas Company</b>	<b>10000-CenterState Bank Checking</b>	<b>-334.74</b>
				53200 - Gas Utility Services	334.74
TOTAL					<u>334.74</u>
<b>Check</b>	<b>EFT/Auto</b>	<b>11/04/2021</b>	<b>TECO Electric</b>	<b>10000-CenterState Bank Checking</b>	<b>-56.51</b>
				53100 - Electric Utility Svs	56.51
TOTAL					<u>56.51</u>
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>11/05/2021</b>	<b>Solitude Lake Management</b>	<b>10000-CenterState Bank Checking</b>	<b>-28,162.80</b>
Bill	LK 27 Aeration	10/01/2021		58004-Lake Water Quality & Pond	28,162.80
TOTAL					<u>28,162.80</u>
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>11/05/2021</b>	<b>Verizon Wireless</b>	<b>10000-CenterState Bank Checking</b>	<b>-44.38</b>
Bill	08-24-21 to 09-23-21	09/23/2021		Telephone	44.38
TOTAL					<u>44.38</u>
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>11/05/2021</b>	<b>Solitude Lake Management</b>	<b>10000-CenterState Bank Checking</b>	<b>-4,029.00</b>
Bill	Aeration install Pon	09/30/2021		Pond & Stormwater Maint	4,029.00
TOTAL					<u>4,029.00</u>
<b>Check</b>	<b>EFT/Auto</b>	<b>11/05/2021</b>	<b>ADP</b>	<b>10000-CenterState Bank Checking</b>	<b>-135.13</b>
				Payroll Service Charge	15.01
				Payroll Service Charge	120.12
					<u>120.12</u>

**Lake St. Charles CDD  
Disbursement Authorization Report  
November 2021**

Type	Num	Date	Name	Account	Original Amount
TOTAL					135.13
Check	EFT/Auto	11/08/2021	Florida Department of Revenue	10000-CenterState Bank Checking	-50.00
				Dues, Licenses & Fees	50.00
TOTAL					50.00
Check	EFT/Auto	11/09/2021	ADP	10000-CenterState Bank Checking	-10,847.18
				District Manager	2,094.40
				Payroll Taxes - Employer Taxes	175.52
				Medical Stipend	200.00
				Facilities Monitor	1,411.20
				Property Maintenance Team Lead	1,305.60
				Property Manager	2,521.60
				Payroll Taxes - Employer Taxes	518.68
				Property Maintenance Part-Time	57.48
				Medical Stipends	500.00
				Full Time Maintenance Employee	979.20
				Supervisor Fees	1,000.00
				Employer Taxes	83.50
TOTAL					10,847.18
Bill Pmt -Check	EFT/Auto	11/12/2021	Egis Insurance & Risk Advisors, LLC	10000-CenterState Bank Checking	-24,021.00
Bill	Policy#100121567	10/01/2021		Crime	585.00
				General Liability	3,917.00
				Public Officials Liability & EP	3,219.00
				Property Insurance Contract	15,542.00
				Auto Liability	758.00
TOTAL					24,021.00
Bill Pmt -Check	EFT/Auto	11/12/2021	Egis Insurance & Risk Advisors, LLC	10000-CenterState Bank Checking	-5,313.38

**Lake St. Charles CDD**  
**Disbursement Authorization Report**  
**November 2021**

Type	Num	Date	Name	Account	Original Amount
Bill	WC Policy#100121567	10/01/2021		Employer Workman Comp	5,313.38
TOTAL					<u>5,313.38</u>
Check	EFT/Auto	11/17/2021	Square Inc	10000-CenterState Bank Checking	-292.10
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-7.90
TOTAL					<u>292.10</u>
Bill Pmt -Check	EFT/Auto	11/19/2021	SunTrust Credit Card	10000-CenterState Bank Checking	-5,357.25
Bill	Nov CC Statement	11/24/2021		13500 - SunTrust Visa Card	5,357.25
TOTAL					<u>5,357.25</u>
Check	EFT/Auto	11/19/2021	ADP	10000-CenterState Bank Checking	-146.44
				Payroll Service Charge	13.34
				Payroll Service Charge	66.55
				Supervisor Payroll Service	66.55
TOTAL					<u>146.44</u>
Check	EFT/Auto	11/23/2021	ADP	10000-CenterState Bank Checking	-9,010.13
				District Manager	2,094.40
				Payroll Taxes - Employer Taxes	160.22
				Facilities Monitor	1,411.20
				Property Maintenance Team Lead	1,305.60
				Property Manager	2,521.60
				Payroll Taxes - Employer Taxes	480.43
				Full Time Maintenance Employee	979.20
				Property Maintenance Part-Time	57.48
TOTAL					<u>9,010.13</u>

**Lake St. Charles CDD**  
**Disbursement Authorization Report**  
**November 2021**

Type	Num	Date	Name	Account	Original Amount
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>11/24/2021</b>	<b>Tampa Bay Times</b>	<b>10000-CenterState Bank Checking</b>	<b>-1,704.00</b>
Bill	AD#194144, 194147, 1	11/07/2021		Legal Advertising	332.00
				Legal Advertising	332.00
				Legal Advertising	354.00
				Legal Advertising	321.00
				Legal Advertising	365.00
TOTAL					<u>1,704.00</u>
<b>Bill Pmt -Check</b>	<b>EFT/Auto</b>	<b>11/24/2021</b>	<b>Verizon Wireless</b>	<b>10000-CenterState Bank Checking</b>	<b>-43.90</b>
Bill	09-24-21 to 10-23-21	10/23/2021		Telephone	43.90
TOTAL					<u>43.90</u>

## Treasurer's Report - SouthState Account

November 2021

11/1/21 - 11/30/21

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						<b>79,446.62</b>
11/01/2021	EFT/Auto	Mark Cooper	Reimbursement for plant purchase on personal credit card	1,922.96		77,523.66
11/01/2021	EFT/Auto	Ameriscape Services	INV# 144931	7,467.50		70,056.16
11/01/2021	EFT/Auto	Solitude Lake Management	INV# PI-A00686275	1,080.00		68,976.16
11/01/2021	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4620	42.50		68,933.66
11/01/2021	EFT/Auto	Solitude Lake Management	INV# PI-A00686274	648.00		68,285.66
11/01/2021	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4619	1,725.00		66,560.66
11/01/2021	EFT/Auto	Solitude Lake Management	INV# PI-A00686276	125.00		66,435.66
11/01/2021	EFT/Auto	Solitude Lake Management	INV# PI-A00686273	225.00		66,210.66
11/01/2021	EFT/Auto	Solitude Lake Management	INV# PI-A00686272	1,143.30		65,067.36
11/01/2021			Funds Transfer Approved by Chair & Treasurer		35,000.00	100,067.36
11/03/2021	EFT/Auto	TECO Electric	06980007400 Acct #	3,122.42		96,944.94
11/03/2021			Deposit		11,064.81	108,009.75
11/04/2021	EFT/Auto	TECO Gas Company	221003603224 Acct #	334.74		107,675.01
11/04/2021	EFT/Auto	TECO Electric	221005960721 Acct #	56.51		107,618.50
11/05/2021	EFT/Auto	Solitude Lake Management	INV# PI-A000645319-A	28,162.80		79,455.70
11/05/2021	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	44.38		79,411.32
11/05/2021	EFT/Auto	Solitude Lake Management	INV# PI-A00645319-F	4,029.00		75,382.32
11/05/2021	EFT/Auto	ADP	583869033 Inv #	135.13		75,247.19
11/06/2021			Deposit		29.12	75,276.31
11/08/2021	EFT/Auto	Florida Department of Revenue	Tax Fee	50.00		75,226.31
11/09/2021	EFT/Auto	ADP	P.E. 11-06-21	10,847.18		64,379.13
11/12/2021	EFT/Auto	Egis Insurance & Risk Advisors, LLC	Policy#100121567	24,021.00		40,358.13
11/12/2021	EFT/Auto	Egis Insurance & Risk Advisors, LLC	WC Policy#100121567	5,313.38		35,044.75
11/12/2021			Deposit		292.10	35,336.85
11/15/2021			Deposit		72,451.75	107,788.60
11/17/2021			Deposit		14.51	107,803.11
11/17/2021	EFT/Auto	Square Inc	C Thomas CH Rental Deposit Refund	292.10		107,511.01
11/19/2021	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	5,357.25		102,153.76
11/19/2021	EFT/Auto	ADP	Inv #	146.44		102,007.32
11/22/2021			Deposit		111,156.12	213,163.44
11/23/2021	EFT/Auto	ADP	P.E. 11-20-21	9,010.13		204,153.31

12/23/2021

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
11/24/2021	EFT/Auto	Tampa Bay Times	Acct# 105743 AD#194144, 194147, 194140, 194148, 194143	1,704.00		202,449.31
11/24/2021	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	43.90		202,405.41
11/30/2021		Interest			10.60	202,416.01
				<b>107,049.62</b>	<b>230,019.01</b>	<b>202,416.01</b>

## Lake St. Charles CDD Profit & Loss Budget Performance October 2021 Through November 2021

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21 Nov' 21	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
2							<b>Revenue/Expense</b>					
3							<b>Revenue</b>					
4							<b>36100 - Interest Earnings</b>					
5							Interest - General Fund	58	1,450	(1,392)		174
6							<b>Total 36100 - Interest Earnings</b>	58	1,450	(1,392)		174
7							<b>General Fund Assessment-O&amp;M</b>					
8							General Fund Assessment Gross	207,030	958,146	(751,116)		149,173
9							GF Prop Tax Interest	0	0	0		0
10							GF Tax Collector Commissions	(3,973)	(19,163)	15,190		(2,861)
11							GF Tax Payment Discount	(8,384)	(38,326)	29,942		(6,110)
12							<b>Total General Fund Assessment-O&amp;M</b>	194,673	900,657	(705,984)		140,202
13												
14							<b>Total 36310 - Special Assessment</b>	194,673	900,657	(705,984)		140,202
15							<b>36311 - Excess Fees</b>	7,512	0	7,512		7,307
16							<b>36900 - Miscellaneous Revenues</b>			0		
17							Other Misc Revenue	87	1,200	(1,113)		7,055
18							Rental	100	500	(400)		0.00
19							Pool Snack Vending	0	475	(475)		0.00
20							<b>Total 36900 - Miscellaneous Revenues</b>	187	2,175	(1,988)		7,055
21							<b>Total Revenue</b>	202,430	904,282	(701,852)		154,738
22												
24							<b>Expense</b>					
25							<b>5110 - Legislative</b>					
26							Employer Taxes	167	1,460	(1,293)		167
27							Special District Fees	0	175	(175)		175
28							Supervisor Fees	2,000	12,000	(10,000)		2,000
29							Supervisor Payroll Service	180	900	(720)		127
30							<b>Total 5110 - Legislative</b>	2,347	14,535	(12,188)		2,469

## Lake St. Charles CDD Profit & Loss Budget Performance October 2021 Through November 2021

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21 Nov' 21	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
31							<b>51300 - Financial &amp; Admin</b>					
32							Accounting Services	0	500	(500)		0
33							Auditing Services	1,000	13,500	(12,500)		1,000
34							Banking & Investment Mgmt Fees	56	200	(144)		0
35							District F&A Employees					
36							District Manager	8,378	54,462	(46,084)		8,214
37							Medical Stipend	400	2,400	(2,000)		400
38							Payroll Service Charge	60	465	(405)		67
39							Payroll Taxes - Employer Taxes	671	4,400	(3,729)		659
40							Performance Stipend	0	1,000	(1,000)		0
41							<b>Total District F&amp;A Employees</b>	<b>9,510</b>	<b>62,727</b>	<b>(53,217)</b>		<b>9,341</b>
42							Dues, Licenses & Fees	244	500	(256)		30
43							General Insurance					
44							Crime	585	600	(15)		565
45							General Liability	3,917	3,868	49		3,785
46							Public Officials Liability & EP	3,219	3,179	40		3,110
47							<b>Total General Insurance</b>	<b>7,721</b>	<b>7,647</b>	<b>74</b>		<b>7,460</b>
48							Legal Advertising	1,704	2,600	(896)		0
49							Local/Other Taxes	0	3,396	(3,396)		0
50							Office Supplies	277	1,000	(723)		17
51							Postage	28	250	(222)		8
52							Printer Supplies	258	2,000	(1,742)		551
53							Professional Development	0	1,000	(1,000)		79
54							Technology Services/Upgrades	3,638	2,000	1,638		690
55							Telephone	312	3,600	(3,288)		44
56							Travel Per Diem	0	200	(200)		0
57							Website Development & Monitor	1,727	2,650	(923)		1,643
58							<b>Total 51300 - Financial &amp; Admin</b>	<b>26,477</b>	<b>103,770</b>	<b>(77,293)</b>		<b>20,862</b>
59							<b>51400 - Legal Counsel</b>					

## Lake St. Charles CDD Profit & Loss Budget Performance October 2021 Through November 2021

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21 Nov' 21	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
60							District Counsel	0	8,000	(8,000)		866
61							<b>Total 51400 - Legal Counsel</b>	0	8,000	(8,000)		866
62							<b>52100 - Law Enforcement</b>					
63							Car Maintenance & Repairs	0	1,000	(1,000)		0
64							Car Gas	147	1,500	(1,353)		89
65							<b>Total 52100 - Law Enforcement</b>	147	2,500	(2,353)		89
66							<b>53100 - Electric Utility Svs</b>	6,392	46,500	(40,108)		5,398
67							<b>53200 - Gas Utility Services</b>	647	4,000	(3,353)		588
68							<b>53400 - Garbage/Solid Waste Svc</b>	218	2,880	(2,663)		166
69							<b>53600 - Water/Sewer Services</b>	714	9,800	(9,086)		782
70							<b>53900 - Physical Environment</b>					
71							Entry & Walls Maintenance	0	2,000	(2,000)		0
72							Ford F250 Maintenance & Repair	0	2,000	(2,000)		1,074
73							Fountain in Lake	0	3,000	(3,000)		500
74							Gas - Equipment	0	400	(400)		19
75							Gas - Truck	75	1,800	(1,725)		152
76							Irrigation Maintenance	493	10,000	(9,507)		1,210
77							Landscape Maintenance Contract	14,935	92,299	(77,364)		14,935
78							Misc. Landscape-Temporary Staff	0	3,000	(3,000)		0
79							Misc. Landscape Maintenance	2,125	10,500	(8,375)		3,655
80							Mulch	258	10,500	(10,242)		0
81							New Plantings	0	8,000	(8,000)		0
82							Pond & Stormwater Maint Contract	2,287	13,720	(11,433)		1,575
83							Pond 9,22,23,&24 Aeration Maint	648	1,296	(648)		0.00
84							Lake#27 Aeration Maint	1,080	2,160	(1,080)		
85							Fountain Maint #21	125	500	(375)		
86							Property Insurance Contract	15,542	14,500	1,042		13,672.00
87							Sod Replacement	0	4,000	(4,000)		0.00
88							Mitigation Maint Contract	225	900	(675)		0.00
89							Midge Survey	0	1,500	(1,500)		0

## Lake St. Charles CDD Profit & Loss Budget Performance October 2021 Through November 2021

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21 Nov' 21	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
90							<b>Total 53900 - Physical Environment</b>	37,793	182,075	(144,282)		36,792
91							<b>57200 - Parks &amp; Recreation</b>					
92							Auto Liability	758	755	3		733.00
93							Club Facility Maintenance					
94							Club Facility Maintenance	1,090	5,000	(3,910)		2,044
95							Clubhouse Supplies	101	2,300	(2,199)		17
96							Locks/Keys	10	100	(90)		0
97							Pool Snack Vending Items	0	300	(300)		0
98							<b>Total Club Facility Maintenance</b>	<b>1,201</b>	<b>7,700</b>	<b>(6,499)</b>		<b>2,061</b>
99							<b>District Employees Payroll Exp</b>					
100							Employer Workman Comp	5,313	9,360	(4,047)		5,138
101							Facilities Monitor	5,645	36,682	(31,037)		5,533
102							Medical Stipends	1,000	6,000	(5,000)		1,000
103							Payroll Service Charge	464	2,500	(2,036)		336
104							Payroll Taxes - Employer Taxes	2,028	16,500	(14,472)		1,888
105							Performance Stipend	0	2,600	(2,600)		0
106							Full-Time Hybrid Employee	3,914	25,460	(21,546)		4,313
107							Property Maintenance Part-Time	230	1,510	(1,280)		141
108							Property Maintenance Team Lead	5,218	33,946	(28,728)		6,095
109							Property Manager	10,086	65,558	(55,472)		9,888
110							Grant Management (Reimbursed)	0	36,500			0
111							Recreational Assistants	0	9,500	(9,500)		0.00
112							Hills Cnty Off Duty Sheriff	0	2,900			0.00
113							<b>Total District Employees Payroll Exp</b>	<b>33,899</b>	<b>249,016</b>	<b>(215,117)</b>		<b>34,331</b>
114							Dock Maintenance	0	400	(400)		185
115							Drainage/ Nature Path/Trail Maintenance	0	1,800	(1,800)		0
116							Park Facility Maintenance	610	7,000	(6,390)		478
117							Parks & Rec Cell Phones	107	1,700	(1,593)		461
118							Playground Maintenance	0	2,000	(2,000)		333
119							Pool Maintenance Contract	1,725	21,100	(19,375)		3,200

**Lake St. Charles CDD**  
**Profit & Loss Budget Performance**  
 October 2021 Through November 2021

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21 Nov' 21	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
120							Pool Maintenance Repairs	43	12,000	(11,958)		1,985
121							Sec System Monitoring Contract	65	240	(176)		0
122							Security Repairs	0	5,000	(5,000)		0
123							<b>Total 57200 - Parks &amp; Recreation</b>	<b>38,407</b>	<b>308,711</b>	<b>(270,305)</b>		<b>43,767</b>
124							58003- Future CIP Projects and Reserves	984	258,011	(257,027)		5,213
125							<b>Total Expense</b>	<b>114,124</b>	<b>940,782</b>	<b>(826,658)</b>		<b>116,991</b>
126							<b>Revenue Less Expenses</b>	<b>88,306</b>	<b>(36,500)</b>	<b>124,806</b>		<b>37,747</b>
127							<b>Other Revenue/Expense</b>					
128							<b>Other Revenue</b>					
129							SunTrust Credit Card Rewards	0				
130							FY 20-21 Carryover	0		0		
131							DEP Grant Reimbursement	0	397,069	(397,069)		
132							<b>Total Other Revenue</b>	<b>0</b>	<b>397,069</b>	<b>0</b>		
133												
134							<b>Other Expense</b>					
135							Unassigned CIP Projects	0	0	0		
136							58004-Lake Water Quality & Pond	28,163	433,569	(405,406)		
137							<b>Total Other Expense</b>	<b>28,163</b>	<b>433,569</b>	<b>(405,406)</b>		
138							<b>Net Other Income</b>	<b>(28,163)</b>	<b>(36,500)</b>	<b>(28,163)</b>		
139							<b>Net Income</b>	<b>60,143</b>	<b>(73,000)</b>	<b>96,643</b>		

## Lake St. Charles CDD Property Manager Expense Report

October 2021

Type	Date	Memo	Account	Amount
<b>Ace Hardware</b>				
Credit Card Charge	11/15/2021	Roundup & Garden Spr	Misc. Landscape Maintenance	74.97
Credit Card Charge	11/15/2021	Soil	Misc. Landscape Maintenance	7.16
Credit Card Charge	11/16/2021	Safety glasses & oil	Misc. Landscape Maintenance	31.48
<b>Amazon.com</b>				
Credit Card Charge	11/13/2021	Screen protectors	Clubhouse Supplies	15.95
<b>FedEx Kinkos</b>				
Credit Card Charge	11/08/2021	Lamination	Clubhouse Supplies	10.97
<b>Florida Flag and Pennant</b>				
Credit Card Charge	11/03/2021	flag order	Club Facility Maintenance	109.00
<b>George's Mower Service Inc.</b>				
Credit Card Charge	11/09/2021	Power pruner	Misc. Landscape Maintenance	79.96
Credit Card Charge	11/15/2021	Sharpen chain & Alumin	Misc. Landscape Maintenance	94.99
<b>Home Depot</b>				
Credit Card Charge	11/01/2021	Padlock	Misc. Landscape Maintenance	20.48
Credit Card Charge	11/17/2021	Misc Tool	Misc. Landscape Maintenance	11.27
<b>Lowe's Commerical Services</b>				
Credit Card Charge	11/18/2021	Christmas Decorations	Irrigation Maintenance	364.64
<b>Pinch-A-Penny Pool-Patio-Spa</b>				
Credit Card Charge	11/10/2021	Chlorine	Club Facility Maintenance	9.28
<b>Quest Industrial Products</b>				
Credit Card Charge	11/02/2021	Paint for playground	Misc. Landscape Maintenance	214.03
Credit Card Charge	11/02/2021	Paint for playground	Misc. Landscape Maintenance	214.03
<b>Security Concepts of Tampa</b>				
Credit Card Charge	11/09/2021	Monitoring Oct-Dec	Sec System Monitoring Contract	64.50
<b>TOTAL</b>				<b>1,323</b>

**January 4, 2022 Property Manager's Report**

The QAPP (Quality Assurance Project Plan) portion of the FDEP grant was submitted just before Christmas. This is the very technical portion that if approved will allow the grant to proceed.

A Hillsborough County grant submission was made by the 12-19-21 5 pm deadline. The submission was for lake access (a ramp) costing \$5,000. See the attached drawings.

