

**Minutes of the June 14, 2018 Meeting**  
**Board of Trustees of the Beacon Meadows Special Dependent District**

Carrollwood Cultural Center, 4537 Lowell Rd., Tampa, Florida

Trustees Present: Wendy McCrorey (President), Shirley Williams (Vice President), Barbara Appel (Treasurer), Penny Phillips (Secretary), Anne Blevins (Trustee), Allen McCrorey (Trustee), Angela Lucero (Trustee)

Trustees Absent: None

The meeting was called to order by Wendy at 7:02 p.m.

**Secretary's Report** – The minutes of the May 2018 meeting were read by Trustees in advance. Anne made a motion, seconded by Allen, that the minutes be approved. The motion was approved by a vote of 7-0.

**Treasurer's Report (May 2018)**

Revenues: \$0

Expenditures:

Landscape maintenance - \$775

Utilities - \$106

Website hosting (WIX) - \$149

Advertisement for budget hearing - \$79

Cash in bank: \$18,615

Available to spend: \$11,140

Actual available to spend: \$184

**Old Business**

**Referendum to Increase District Assessment** – Barbara reported that she submitted to the Tampa Times the language drafted by Penny for advertisement of the notice of referendum in the Bulletin Board. The notice of referendum is to be advertised once in the fifth week and once in the third week prior to the week in which the referendum is to be held (week of July 23 and August 6), so Barbara approved the advertisements to be published July 25 and August 8. The cost is \$70.72 per advertisement. Penny proofread the advertisement at Barbara's request. Penny commented that she had drafted the language based on the Pine Hollow District's notice of referendum advertisement, which had been published in the Tampa Times Bulletin Board. This was further confirmation that the Bulletin Board was appropriate for the advertisement. Barbara recommended that postcards be mailed to all Beacon Meadows residents with information regarding the referendum in an effort to encourage them to vote in favor of it. She had provided suggested language for the postcards in an e-mail sent to Trustees in advance of the meeting. She agreed to obtain an estimate of the cost of printing and mailing the postcards by the company that had been used in the past. If the cost was more than the actual money available to spend in the budget (\$184), Wendy recommended that postcards or flyers be distributed door-to-door. It was agreed by Trustees that the postcards or flyers should be distributed after the August 8 advertisement was published and at least a week before the August 28 election. Penny offered to prepare a draft using Barbara's suggestions.

**Records Management Compliance** – Penny reported that she read the on-line manual "Electronic Records and Records Management Practices" and will read the on-line manual "The Basics of Records Management." She will make recommendations to the Board regarding records management compliance and records retention after reading the second manual.

**Irrigation Systems and Dead Plants at Entrances** –Jay Kafcas of Jay’s Property Maintenance has not yet provided proposals for repairs to the irrigation systems or replacement of dead plants. Therefore, the topic was tabled until the July Board meeting.

**Lights at Entrances** –Allen reported that he discovered the extension cord for the sign lights on the west side of the Gunn Hwy. entrance had been severed. He spliced the ends together. He also reported that he installed the new photo cell at the Gunn Hwy. entrance and one new GFIC at each entrance. The total bill for parts was \$59.74, which was within the \$80 expenditure approved for these parts at the June Board meeting. Barbara reported that Carol Coon informed her she did find the new photo cell previously purchased for the Gunn Hwy. entrance, so there is an extra one for future use. Wendy inquired about the dim sign lights on the south side of the Casey Rd. entrance. Barbara responded that the rope lights needed to be replaced and that she has a set of lights but has not had an opportunity to replace the old ones. Allen offered to replace the rope lights on that sign.

**Increase in Cost of Landscape Maintenance** – Mr. Kafcas was not present at the meeting. Therefore, the topic was tabled until the July Board meeting.

**Additional Funds** – Barbara reported that the less than \$5 adjustment made by TD Bank to Beacon Meadows’ checking account as a settlement from a class action lawsuit can be considered interest, as recommended by the District’s CPA.

**Public Budget Hearing** – The hearing is to be conducted starting at 7:30 p.m. after the monthly Board meeting.

**New Business**

**2017 Statement of Financial Interests** – This form and accompanying instructions had been mailed to all Trustees by the County Supervisor of Elections Office in May. Trustees were reminded that the form must be completed and returned no later than July 2 and that failure to comply can result in a significant fine which the individual is obligated to pay.

There being no further business, Barbara made a motion, seconded by Anne, that the meeting be adjourned, which was approved by a vote of 7-0. Wendy adjourned the meeting at 7:17 p.m.

Penny Phillips, Secretary \_\_\_\_\_

Wendy McCrorey, President \_\_\_\_\_