

Minutes of the November 13, 2014 Meeting
Board of Trustees of the Beacon Meadows Special Dependent District

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

Trustees Present: Carol Coon (President), Barbara Appel (Treasurer), Penny Phillips (Secretary), Violeta Seda (Trustee), Anne Blevins (Trustee)
Trustees Absent: John O'Neill (Trustee)
Public Present: Michael Fisher, Vicki Fisher

The meeting was called to order by Carol at 7:08 p.m.

Old Business

Appointment of New Trustee - Michael Fisher, 4606 Cypress Tree Drive, volunteered to become a Trustee. Carol made a motion, seconded by Penny, that Michael be appointed to Seat 5 for a four-year term. The motion was approved by a vote of 5-0.

Reappointment of Current Trustees – Trustees whose terms ended on September 30, 2014 needed to be reappointed. Carol made a motion, seconded by Penny, for the following reappointments to four-year terms: Violeta (Seat 4), Barbara (Seat 6), and Anne (Seat 7). The motion was approved by a vote of 6-0.

New Business

FY15 Guide for Special Dependent Districts (Beginning the New Fiscal Year and Other Topics) – This information guide can be downloaded from the following website:
<http://www.hillsboroughcounty.org/DocumentCenter/View/4890>. Carol reported that one change reflected in the guide is where special dependent district audits are to be submitted. She explained that the State used to consider all special dependent districts as part of the County, but those districts are now audited separately by the State.

Election of Officers – Trustees volunteered to be officers as follows: Carol – President, Violeta – Vice President, Barbara – Treasurer, Penny – Secretary. Carol made a motion, seconded by Anne, that the slate of officers be approved for two-year terms. The motion was approved by a vote of 6-0.

Registered Agent – Carol has been registered agent in the past and agreed to continue as registered agent. No vote is required.

Day, Time, and Place of Board Meetings – Meetings have been conducted on the second Thursday of each month at 7:00 p.m. in the Carrollwood Cultural Center's Reading Room. Anne made a motion, seconded by Michael, that this arrangement continues for the new fiscal year. The motion was approved by a vote of 6-0. Barbara will advertise the meeting schedule in the Tampa Bay Times.

Audit of FY14 Financial Records – The records were audited in accordance with the contract with King & Walker approved by the Board in 2012. A quote will be needed for Board approval of the cost of next year's audit. As indicated above, there are new requirements regarding where special dependent district audits must be submitted. Michele Martinez of King & Walker confirmed that the Beacon Meadows audit must be uploaded to the State website for local government financial reporting (<https://apps.fldfs.com/localgov/>) and the audit numbers must be certified by the President and Treasurer. Therefore, it was uploaded by Ms. Martinez and certified as required. Additionally, all special dependent districts with a budget of \$50,000 or more must submit both an electronic and paper copy of audits to the State Auditor General, which Carol was notified she must do for Beacon Meadows. Failure to do so could result in dissolution of the special dependent district.

Public Official Bond – As in the past, a bond must be maintained on the President, Vice President, and Treasurer. The cost of the bond has traditionally been \$100, with a small processing fee, which is an expense from budget category 45.00 (Insurance). Carol confirmed that the bond bill had been received in the mail by her. Barbara reported that she, Carol, and Violeta must go to TD Bank together to sign the signature card to add

Violeta as a Trustee authorized to sign checks for Beacon Meadows. Also, a copy of the meeting minutes reflecting Caroleen's resignation and Violeta's appointment to Vice President are required to be provided to the bank.

County Special District Information Form – This form with the seat number, name, address, phone number, Board office, and term of each Trustee will be updated by Carol and verified by Penny for submission to the appropriate governmental offices.

Secretary's Report – The minutes of the September 2014 meeting were read by Trustees in advance. Penny summarized the minutes for Michael's benefit. Carol made a motion, seconded by Barbara, to approve the minutes. The motion was approved by a vote of 6-0. There was no meeting conducted in October 2014 due to lack of a quorum.

Treasurer's Report (October 2014)

Revenues: \$126.33 (excess fees)
Expenditures: \$826.74 (normal expenses), \$450.00 (Jay's Property Maintenance for planting around Casey Rd. entrance backflow prevention device), \$900.00 (King & Walker for completing FY14 audit)
Cash in Bank: \$29,147.93
Available to Spend: \$15,308

Additional Old Business

Irritation System at Casey Rd. Entrance – Barbara reported there was a water leak close to the street and sidewalk that may have been caused by vehicles parking on the grass and dislodging a PVC pipe in the ground. As a result, there was a \$57.00 water bill. Barbara's husband, Dennis, shut off the water at the water meter after the leak was reported by a resident. Jay's Property Maintenance fixed the leak without a charge. Barbara filled the hole with topsoil. With respect to the water meters, the County still has not billed Beacon Meadows the \$900.00 for relocating them at the entrances.

Annual Certification of Backflow Prevention Devices – It was recommended by a resident of Beacon Meadows that Cass Plumbing be contacted to perform the annual certification of the devices. It is assumed that the County will notify the Board when the annual certification must be performed.

Broken Cover on Service Box at Gunn Hwy. Entrance – The service box in the ground at the east side of the Gunn Hwy. entrance has a broken cover. Carol recalled that the cover used to have the inscription "Verizon" on it. Penny agreed to call Verizon to see if the cover could be repaired or the service box could be removed.

Other Business

Sharing of Official Documents – Barbara reported that she is considering uploading official documents to SharePoint. She will obtain information about using SharePoint to report at the next Board meeting.

Holiday Decorations at Entrances – Violeta and Penny have the wreaths and lights for the entrances. Since the wreaths will no doubt need some refurbishing, Penny agreed to purchase bows, flowers, etc. Carol made a motion, seconded by Barbara, that \$80.00 be allocated for purchasing necessary items to refurbish the wreaths. The motion was approved by a vote of 6-0. Violeta and Penny agreed to do the refurbishing and to put up the wreaths at both entrances the first week of December. The lights will be added on December 6 by Penny, Violeta, and Barbara.

There being no further business, Carol made a motion, seconded by Violeta, that the meeting be adjourned, which was approved by a vote of 6-0. Carol adjourned the meeting at 8:13 p.m.

Penny Phillips, Secretary _____

Carol Coon, President _____