

Minutes of the November 14, 2019 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), Allen McCrorey (Trustee), Angela Lucero (Trustee)
Trustees Absent: Anne Blevins (Trustee)
Public Present: Jay Kafcas

The meeting was called to order by Wendy at 7:06 p.m.

Secretary's Report – The minutes of the October 2019 meeting were read by Trustees in advance. Barbara made a motion, seconded by Shirley, that the minutes be approved. The motion was approved by a vote of 6-0.

Treasurer's Report (October 2019) (rounded to nearest dollar)

Revenues: \$199

Expenses:

Accounting (32.00) - \$750

Post Office Box (41.00) - \$250

Utilities (43.00) - \$71

Surety bond (45.00) - \$100

Landscape maintenance (46.00) - \$800 (check cleared at end of FY19)

Annual fee (49.00) - \$175

Advertisement of monthly Board meetings - \$66

Cash in bank: \$20,211

Available to spend: \$5,711

Old Business

Beginning of New Fiscal Year Tasks – Most of the tasks have been completed, including submission of the unaudited financial statement to the County. The only tasks remaining, as listed in the checklist, are for the District's financial statement information to be entered into the State's financial reporting system (LOGGER) and for a copy of the financial statement to be submitted to the State. Barbara reported that LOGGER is not yet available. Also, since the checklist did not indicate who at the State is to receive a copy of the financial statement, she will need to check with the District's accountant.

Mobley Homes Issues (Banner at Casey Rd. and Jackson Rd./Repair, Pressure Washing and Painting of Jackson Rd. Wall/Proposed Landscaping) – No representative from Mobley Homes attended the meeting.

Penny reported that Tim Mobley, Jr. contacted her by email asking if the Board would approve cosmetic improvements to the wall if Mobley Homes helped pay for painting as well as pressure washing. Penny reiterated to him that because repairs need to be made to maintain the structural integrity of the wall, the Board believes it is important that the project be done in a coordinated manner with repairs, pressure washing, and painting completed within the same timeframe. Trustees discussed the fact that the wall needed significant repairs, which could be costly. Barbara pointed out that projects for the District needed to be prioritized, since the increase in the District's non-ad valorem tax was less than \$7,000 a year. The topic was tabled for a future Board meeting.

Hillsborough County 2019 Low-Volume Irrigation Grants – Shirley reported that LeBel Landscaping, the qualified vendor approved by the Board to complete the project, had not submitted an accurate Certificate of Liability Insurance required by the County, so that was causing a delay. She agreed to follow up with LeBel and the County about this matter. Once LeBel has provided the required documentation, the following steps must be taken:

- The County Risk Management team approves the project and vendor.

- The County provides a contract for Wendy to sign and for Shirley to return once signed.
- The vendor is contacted by Shirley to schedule the project.
- Shirley takes pictures of the project before, during, and after completion.
- Once the project is completed, Shirley submits the vendor's invoice to the County with the pictures.
- The County pays the vendor directly for the work completed, up to \$2,500.

The District will pay LeBel \$255 to locate and repair valves, as approved in the October Board meeting. Shirley added that the County may provide a contract for signature before the December Board meeting. Therefore, Penny made a motion, seconded by Shirley, that Wendy be authorized to sign the contract in order for LeBel Landscaping to be hired to complete the project. The motion was approved by a vote of 6-0.

At the October Board meeting, Barbara recommended that amendment and aeration of the soil in the beds be performed, preferably after the old driplines are removed and before the new ones are installed. The Board considered Jay's Property Maintenance and LeBel for this work. Since the Board agreed that it would be more efficient for the entire project to be assigned to LeBel, Shirley requested an estimate for the additional work. However, LeBel's estimate was much higher than the \$500 approved by the Board. Barbara subsequently requested an estimate from Jay's Property Maintenance (see agenda item below) for more comprehensive work.

Dead Plants at Entrances (Jay's Property Maintenance) – Jay Kafcas provided a proposal for landscaping services for both entrances, which he reviewed with Trustees:

- Site preparation, removal of dead plants, turn all soil and haul away - \$400
- Delivery and installation of:
 - 1 cubic yard of topsoil and 1 cubic yard of sand - \$450
 - 16 3-gallon Gold Mound Duranta - \$345
 - 14 3-gallon Loropetalum - \$300
 - 1 40-pound bag of Osmocote slow-release fertilizer (180 days) - \$100
 - 70 3-cubic foot bags of Suwannee River pine bark large nuggets - \$500

Total cost for all supplies and work to be done is \$2,095. Mr. Kafcas indicated that he would coordinate with LeBel Landscaping regarding site preparation and any other work associated with removal of the old driplines and installation of the new driplines. After several questions from Trustees, Allen made a motion, seconded by Wendy, to approve \$2,095 (budget category 46.00) for Jay's Property Maintenance to complete the work outlined in the proposal. The motion was approved by a vote of 6-0.

Records Management Compliance – Penny reported that the annual Records Management Compliance Statement needed to be signed by Wendy and submitted to the Florida Dept. of State by December 29, so Wendy signed the statement. Although Penny had updated the District's records inventory, no records were destroyed during the year.

Future Pressure Washing/Painting of Gunn Hwy. and Casey Rd. Walls - The topic was tabled for a future Board meeting.

Major Repairs to Gunn Hwy. Wall – The topic was tabled for a future Board meeting.

New Business

Two Signatures on Checks and Payment of Expenses Electronically – Penny reported that the requirement for two signatures on checks is in the District's original ordinance (#87-53). Also, she was informed by Mary Mahoney, County Management & Budget, that the County Clerk's Office has authorized electronic payments, but only after the Board votes to approve an expenditure at a meeting and records this in the minutes of the meeting.

Florida Dept. of State Notice of Development of Rulemaking (GS1-SL) – Penny reported that the records series and retention schedules for records management are being revised, primarily in the area of financial

records. Once the revised rule is approved, the GS1-SL records series and retention schedules lists that are on the Beacon Meadows website will need to be updated.

Holiday Decorations at Entrances – Wendy reported that she and Allen would get the decorations from Anne so they could be refurbished. Trustees discussed potential dates for putting them up. Penny made a motion, seconded by Wendy, that the decorations be put up on December 7, starting at 9:00 a.m. at the Casey Rd. entrance. The motion was approved by a vote of 6-0.

There being no further business, Barbara made a motion, seconded by Penny, that the meeting be adjourned, which was approved by a vote of 6-0. Wendy adjourned the meeting at 8:02 p.m.

Penny Phillips, Secretary _____

Wendy McCrorey, President _____