

Minutes of the November 14, 2023 Meeting
Board of Trustees of the Beacon Meadows Special Dependent District
Northdale Recreation Center, 15510 Hooting Owls Place, Tampa, Florida

Trustees Present: Wendy McCrorey (President), Dena Galyardt (Vice President), Barbara Appel (Treasurer), Penny Phillips (Secretary), Allen McCrorey (Trustee), Carol Coon (Trustee), Steve Castry (Trustee)

The meeting was called to order by Wendy at 7:00 p.m.

Secretary's Report – The minutes of the October 2023 Board meeting were read in advance by Trustees. Carol made a motion, seconded by Wendy, that the minutes be approved. The motion was approved by a vote of 7-0.

Treasurer's Report (October 2023) (rounded to nearest dollar)

Revenue from previous month: \$244

Expenses:

- Utilities - \$114 (43.00)
- Landscape maintenance - \$815 (46.00)
- Insurance - \$100 (45.00)
- Meeting schedule advertisement - \$66 (49.00)
- Annual DEO fee - \$175 (49.00)
- Unaudited financial statement fee - \$750 (32.00)

Cash in bank: \$50,696

Available to spend: \$36,197

Old Business

Status of FY24 Budget Package – Penny reported that the Board of County Commissioners approved the budget November 1, 2023.

Status of FY23 Unaudited Financial Statement – Barbara reported that King & Walker (CPA's) provided her with the completed statement, and she submitted it to County Management & Budget. She will be notified by King & Walker when the statement can be certified in the State financial system. Penny submitted to County Management & Budget the minutes of the Board meeting where the unaudited financial statement was authorized and proof of notification to property owners regarding this authorization.

Beginning of FY24: Submission of Required Documents

- Penny submitted to County Management & Budget the minutes of the Board meeting where the FY24 meeting schedule was approved and the October 18, 2023 Tampa Bay Times Bulletin Board advertisement, which was provided to her by Carol.
- Penny emailed the County Special District Information Form with the list of Beacon Meadows Trustees to County Management & Budget and mailed it to four other government agencies.

Overhanging Trees/Shrubs Along Gunn Hwy. Wall – Wendy reported that the trimming is complete. Wendy, Allen, and Penny did the trimming and Wendy and Allen hauled several loads to the County Community Collection Center on Linebaugh Ave.

Florida General Records Schedule (GS1-SL) – Penny reported that revisions to this document were effective in June 2023. This document is used for categorizing public records for retention and destruction purposes (17 item numbers are currently being used by the District). She reviewed the document and all item numbers and did not find revisions that significantly impact the District's records. Also, since meeting minutes are retained

for 10 anniversary years (11 fiscal years), she will check to see if any are older than that and eligible for the destruction process. Carol asked if the number of years for their retention can be reduced. Penny responded that the GS1-SL requires 10 years for minutes but only two years for support documents to the minutes. However, the Board voted to approve 10 anniversary years (11 fiscal years) for both types of records for consistency.

Repairs to Gunn Hwy. Wall – No updates available. This topic was tabled until a future Board meeting.

New Business

Florida Records Management Compliance Statement – Penny reported that this statement must be submitted annually to certify that the District’s records are in compliance and also specify the number of records that have been destroyed through the destruction process. No records have been destroyed this year. Wendy signed the form and Penny will mail it to the Florida Records Management Program, as required.

Florida Dept. of Economic Opportunity Special District Fee – Barbara reported that the annual fee of \$175 has been paid before the end of the year deadline.

Other Business

Inquiries from Beacon Meadows Residents – Wendy responded by email to a question from a presumed resident regarding non-residents parking several feet onto his yard. Penny responded by phone to a resident who asked if having a metal roof installed on her house is allowable, since it is not addressed in the deed restrictions.

Florida Homeowners’ Association Bill of Rights – Dena asked if this new law pertains to Beacon Meadows. Since Beacon Meadows is a Special District and not an HOA, it was agreed by other Trustees that it does not.

There being no further business, Penny made a motion, seconded by Wendy, that the meeting be adjourned at 7:30 p.m. The motion was approved by a vote of 7-0.

Penny Phillips, Secretary _____

Wendy McCrorey, President _____