

**Minutes of the August 9, 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), Allen McCrorey (Trustee), Angela Lucero (Trustee)

Trustees Absent: Anne Blevins (Trustee)

Public Present: Dena Galyardt

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

**Secretary's Report** – The minutes of the July 2018 meeting were read by Trustees in advance. Barbara made a motion, seconded by Wendy, that the minutes be approved. The motion was approved by a vote of 6-0.

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

Revenues: \$0

Expenditures:

Landscape maintenance - \$775

Utilities - \$103

Backflow prevention device testing - \$70

Referendum advertisement - \$71

Cash in bank: \$16,752

Available to spend: \$11,267

Actual available to spend from budget: \$210

**Old Business**

**Referendum to Increase District Assessment** – Flyers announcing the referendum were delivered door-to-door by Trustees on July 28. Barbara received only one negative response from a resident who was concerned about the \$250 ceiling. Barbara explained the rationale for the \$250 ceiling to him and also added information to the Beacon Meadows website regarding the ceiling.

**Records Management Compliance** – Penny reviewed the GS1-SL (General Records Schedule for State and Local Government Agencies) to identify general retention schedules applicable to the District's records. Although 35 apply or could potentially apply to the records, only a few apply to the vast majority of documents maintained, such as meeting minutes and financial reports. No individual retention schedules need to be established for the District. Penny documented her findings by highlighting the 35 item numbers on a PDF version of the GS1-SL. Then as Records Management Liaison Officer (RMLO) for the District, she retroactively authorized and documented minutes and supporting documents previously destroyed for the period December 1987 - September 1999. In 2014, based on an interpretation provided by the County that District minutes could be destroyed after five years, the District established a seven-year retention schedule for them. However, the GS1-SL revised in 2017 requires that such minutes be retained 10 anniversary years. However, the District is still in compliance, since Penny has minutes dating back to October 1999. Further discussion of District records management policies was tabled for a future meeting.

**Irrigation Systems and Dead Plants at Entrances** – Al reported that he had reduced the amount of time on the timers for the irrigation systems because of the rainy season. However, it was agreed that

there are still problems with the irrigation systems on the north side of the Casey Rd. entrance and east side of the Gunn Hwy. entrance. The topic was tabled until the September Board meeting.

**Increase in Cost of Landscape Maintenance** – Jay Kafcas of Jay’s Property Maintenance was not present at the meeting. Therefore, the topic was tabled until the September Board meeting.

**Annual Backflow Prevention Device Inspection** – After Penny was unable to reach Just Testing via phone calls and texts, she reviewed the County’s list of certified inspectors and contacted A-Affordable Testing; cost of inspection was \$35 per device, \$15 less per device than Just Testing. The inspections were completed promptly and reports submitted to the County prior to the July 28 deadline. Penny received the reports by e-mail and forwarded the \$70 bill to Barbara for payment.

**New Business**

**Assessment Roll (Due 8/31/18) and Certificate to Non-Ad Valorem Assessment Roll (Due September 15)** – Barbara reported that both were submitted to the County in June 2018.

**Future Pressure Washing/Painting of Walls** – Barbara reported that Claudio Pinneiro, owner of Bay Pro and a resident of Beacon Meadows, offered to paint the Gunn Hwy. and Casey Rd. walls for \$5,500. This would include pressure washing using his own water source and painting with Sherwin Williams or PPC paint. Also, he can repair stucco and do masonry work, as needed. Noel Painting used a product by Scott Paint to paint the walls in 2015, which had a three-year warranty and was developed specifically to hold up under Florida sun. Penny agreed to contact a representative of Scott Paint to ask about the product used.

**List of Accomplishments for District** – Shirley recommended that the Board share with residents of Beacon Meadows accomplishments for the fiscal year. After discussion by Trustees, Penny agreed to review minutes for the fiscal year and develop a list that can be posted on the District website and distributed via Nextdoor.

**Additional Future Project** – Trustees agreed another project that needs to be considered for the upcoming fiscal year is repainting of the Beacon Meadows entrance signs.

There being no further business, Barbara made a motion, seconded by Shirley, that the meeting be adjourned, which was approved by a vote of 6-0. Wendy adjourned the meeting at 7:47 p.m.

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

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