

**Minutes of the September 13, 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), Anne Blevins (Trustee)

Trustees Absent: None

Public Present: Dena Galyardt, Pat Mallory

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

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

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

Revenues: \$0

Expenses:

Landscape maintenance - \$775

Utilities - \$95

Referendum advertisement (second) - \$71

Cash in bank: \$15,712

Available to spend: \$11,222

Actual available to spend from budget: \$164

**Old Business**

**Referendum to Increase District Assessment** – The referendum passed 95 to 48 (based on a majority of votes cast). Only 143 votes were cast out of 463 registered voters. Penny was provided with instructions for implementing the assessment increase. She will first obtain the official election results from the Supervisor of Elections Office and submit them to the Tax Collector's Office, then she will request clarification regarding additional implementation requirements.

**Records Management Compliance** – Penny contacted Tim Few in the Florida Bureau of Archives and Records Management and requested clarification as to how a required retention period of "10 anniversary years" specified in the GS1-SL can be applied to the District's meeting minutes that are maintained on a fiscal year basis. He responded that they should be retained for 11 fiscal years. He also clarified that duplicate paper records of the District can be destroyed without any documentation of their destruction. Penny reported that the next step in the process is to inventory the District's paper records and specify which GS1-SL categories they fall under. She and Barbara will need to do this for the records in their possession. Once a list has been compiled, the Board will have the opportunity to approve longer retention periods for any or all paper records.

**Irrigation Systems and Dead Plants at Entrances** – Jay Kafcas of Jay's Property Maintenance attended the meeting. Problems with the irrigation systems and dead plants were discussed with him. As a result, Mr. Kafcas agreed to submit a proposal for replacement of all drip lines at both entrances and to look at the plants that have died and make recommendations for replacement, which could include splitting up some of the flax plants that are thriving. However, it was agreed that irrigation system issues needed to be resolved first.

**Increase in Cost of Landscape Maintenance** – Mr. Kafcas presented a proposal (attached) to the Board for future landscape maintenance. The total cost was increased from \$775 to \$785 per month, less than the \$800 per month he had previously proposed. However, some maintenance tasks had been removed that had been done in the past. After discussion of this topic, Mr. Kafcas agreed to include the following additional maintenance tasks for \$800 per month: mow along Jackson Rd. wall once per year, apply herbicide along Jackson Rd. wall for weed control twice per year, and check irrigation systems at both entrances monthly (make minor repairs without cost or submit proposal for more complex repairs). He also agreed to spread mulch at the monuments at both entrances once per year for a charge, based on the cost of mulch at the time the job is completed. Penny made a motion, seconded by Wendy, that the work to be performed, with the additions agreed upon, be approved at \$800 per month, for an October 1, 2018 effective date. The motion was approved by a vote of 7-0. Mr. Kafcas agreed to submit the revised document in the near future.

**Future Pressure Washing/Painting of Walls** – Penny contacted Florida Paints (previously Scott Paints) to request information on the type of Scott Paints coating used by Noel Painting in 2015 to paint the perimeter walls. Although the representative was very willing to provide assistance with the project, after three e-mails from Penny with the same question, the representative still did not provide the information. After a brief discussion of the topic, it was tabled for a future Board meeting.

**List of Accomplishments for District** – Penny reported that, due to her other more pressing responsibilities for the Board, she has not had a chance to compile the list to post on the District website and distribute via Nextdoor.

### **New Business**

**Meeting Space Approval/Donation** – Penny obtained approval from the Carrollwood Cultural Center for use of the Reading Room for Board meetings on the second Thursday of each month (7-9 p.m.) for October 1, 2018 – September 30, 2019. Barbara made a \$100 donation to the Center for use of the room, which had previously been approved by the Board as an ongoing annual donation.

**Gunn Hwy. Entrance Lights, Weeds, and Ant Infestation** – Barbara reported that she reset the GFIC for the lights on the west side of the entrance and discovered fire ants in the receptacle. Then while pulling weeds on the east side of the entrance, she discovered a major infestation of fire ants. Therefore, both sides of the entrance need to be treated for fire ants and the extension cord on the west side of the entrance may need to be replaced if resetting the GFIC doesn't solve the problem.

**Repainting of Entrance Signs** – This topic was tabled for a future Board meeting.

**Reappointment of Expiring Seats** – Seats 4 (Wendy), 5 (Allen), 6 (Barbara), and 7 (Anne) expire September 30, 2018. Since these Trustees agreed to serve again, Penny made a motion, seconded by Anne, that the following reappointments be made for a four-year term until September 30, 2022: Seats 4 (Wendy), 5 (Allen), 6 (Barbara), and 7 (Anne). The motion was approved by a vote of 7-0. Penny will update and submit the required Special District Information Form after the October 2018 Board meeting.

**Preparation of FY18 Audit** – Barbara reported that she is gathering information for submission to the District's CPA.

**Beginning of New Fiscal Year** – Since a quorum is needed for the October 2018 Board meeting, Trustees were asked who would be attending. All Trustees plan to attend.

### **Additional Business**

**Holiday Decorations** – Anne requested that the date for putting up the holiday decorations at the entrances be set. December 1, 2018 was agreed upon. Barbara made a motion, seconded by Shirley, that holiday decorations be put up on December 1, 2018. The motion was approved by a vote of 7-0.

**Public Comment** – Pat Mallory asked if the pavers being installed over the entire yard at a house on Ridge Point Drive was a violation of the County code. Since this is not an area of responsibility of the Board, no answer could be provided. It was suggested that someone contact County Code Enforcement to inquire about this. Wendy volunteered to do so.

There being no further business, Barbara made a motion, seconded by Angela, that the meeting be adjourned, which was approved by a vote of 7-0. Wendy adjourned the meeting at 8:19 p.m.

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

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