

**Minutes of the March 8, 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), Penny Phillips (Secretary), Angela Lucero (Trustee), Allen McCrorey (Trustee)

Trustees Absent: Barbara Appel (Treasurer), Anne Blevins (Trustee)

Public Present: Jay Kafcas (Jay's Property Maintenance)

The meeting was called to order by Wendy at 7:05 p.m.

**Secretary's Report** – The minutes of the February 2018 meeting were read by Trustees in advance. Shirley made a motion, seconded by Wendy, that the minutes be approved. The motion was approved by a vote of 5-0.

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

Revenues: \$383

Expenditures:

Landscape maintenance - \$775

Utilities - \$140

GFIC replacement - \$30

Gunn Hwy. wall repair - \$50,000 (total)

Cash in bank: \$19,930

Available to spend: \$9,471

Barbara had indicated in an e-mail to Trustees that, due to constraints in the Repair and Maintenance budget category, "available to spend" in that category was about \$109.00.

**Old Business**

**Major Repairs to Gunn Hwy. Wall** – Penny reported that all repair work approved by the Board had been completed by T-3 Construction, all contracts had been signed by Wendy, and all invoices had been paid by Barbara (\$50,000 total). This included repair of section 12 (with the problematic cypress tree roots), at a cost of \$5,000, and repair of sections 52, 53, and 57, at a cost of \$16,000.

**Referendum to Increase District Assessment** – Penny reported that she received the referendum language in both English and Spanish from Gerri Kramer, Director of Communications, in the County Supervisor of Elections Office. Penny verified the accuracy of the English version, and an acquaintance of hers, who does translation as part of her job, verified the accuracy of the Spanish version. Penny responded in an e-mail to Ms. Kramer that the language was accurate and also asked: "Can the notice of referendum be published in the Bulletin Board instead of as a legal advertisement?" Ms. Kramer referred the question to Mary Helen Farris, General Counsel, in the County Attorney's Office (who had originally referred it to the Supervisor of Elections Office). Ms. Farris responded, "Although I cannot provide you legal advice, the wording of Section 100.342, Florida Statutes, does not require an affidavit." Therefore, Penny responded in an e-mail to Ms. Farris and Ms. Kramer, "Since an affidavit is not required, we will advertise the referendum in the Tampa Times Bulletin Board and will make sure we have a copy of the newspaper issue in which the advertisement is published, as we do with other official announcements." Penny reiterated that the notice of referendum is to be advertised in the Tampa Times once in the fifth week and once in the third week prior to the week in which the referendum is to be held (August 28, 2018).

**List of Periodic Responsibilities of Board** – Penny reported that she had reorganized the items in a logical order and made necessary corrections and additions. She distributed copies of the final list to Trustees and agreed to request that Barbara include the list on the Beacon Meadows website.

**Room Reservation for Board Meetings** – Penny reported that she had contacted Carrollwood Cultural Center staff to request that the reading room be reserved for Board meetings for the entire fiscal year. The request was approved. In the future, she will contact Center staff in September to request that the reading room be reserved for Board meetings (as indicated on the list referenced above).

**Irrigation System and Lights at Casey Rd. Entrance** – Allen reported again (as he did in the March Board meeting) that the sign lights had been unplugged, so he plugged them back in. Also, he reported that the irrigation system had two leaks that resulted in water spraying into the ground. He spliced the hose and fastened the pieces together. He also reset the timer for 6 to 7 minutes. Wendy noted that utility expenses had decreased \$17, as reflected in the Treasurer's report, but the cost of water at the two entrances had not been reported separately.

**Dead Plants and Ants at Entrances** – Allen reported that he had applied insecticide at both entrances to eliminate the ant problem. He did not request reimbursement for the insecticide. Also, he reported that, at the Gunn Hwy. entrance, the drip lines were not working in all places and some were buried, and he could not find any valves. The dead plants may have partially been the result of irrigation system problems. Jay Kafcas from Jay's Property Management indicated that the drip irrigation system had been in place for many years, and corrosion can clog or wear out the emitters, so the emitters may need to be replaced or the system may need to be converted to pop-ups. Also, he recommended that the timers be set at 1 hour, since that is necessary for drip systems to work properly. Mr. Kafcas offered to meet with Allen to inspect the irrigation systems and plants at both entrances. It was agreed that they would meet on March 12 at 10 a.m.

**Increase in Cost of Landscape Maintenance** – Mr. Kafcas was presented with the list of concerns/complaints of the Board and was informed that they will need to be addressed before the increase in cost of services from \$775 to \$800 per month can be approved by the Board; in particular, the items with asterisks (mulching of plant beds twice a year, spraying of Jackson Rd. wall monthly with herbicide, inspection of sprinklers and drip lines each visit, and continuous weeding of plant beds at entrances). He responded that he would do that by preparing a preliminary contract with the issues addressed, since he was aware that a contract had not been submitted to the Board for many years. (Note: The original contract was effective December 1, 2006 through September 30, 2007, with no additional contract issued after the end date of the first one.) Mr. Kafcas agreed to attend the April 12 Board meeting to present the preliminary contract.

### **New Business**

**Records Management Compliance** – Penny reported she was informed that records management seminars, conducted by the Florida Division of Library & Information Services, are scheduled for May (Brandon) and August (Clearwater). The cost of the full-day seminar is \$90.00. However, she also received an e-mail from Tim Few (one of the seminar facilitators) with information regarding electronic communications as public records, which was the concern reported in the Records Management Compliance Statement signed by Wendy in December 2017. Penny did not have an opportunity to read all the information provided in the e-mail but agreed to do so before the April Board meeting. If the information is sufficient, she may not have to attend one of the seminars. Penny reiterated that she was concerned about how District-related e-mails were being retained on Trustees' personal e-mail accounts. Discussion ensued among Trustees. The issue was tabled until the April Board meeting.

**Generic E-mail Addresses for New Trustees** – Barbara had indicated in an e-mail to Trustees that Angela had not responded to the request to activate her generic e-mail address. Angela replied that she had not remembered getting one. Therefore, Penny agreed to ask Barbara to resend the request to Angela, followed by a text from Barbara to notify Angela that the request had been resent.

There being no further business, Shirley made a motion, seconded by Wendy, that the meeting be adjourned, which was approved by a vote of 5-0. Wendy adjourned the meeting at 8:04 p.m.

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

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