

Minutes of the November 10, 2020 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)
Trustees Absent: Anne Blevins (Trustee), Angela Lucero (Trustee)
Public Present: Dena Galyardt

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

Secretary's Report – The minutes of the October 2020 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 5-0.

Treasurer's Report (October 2020) (rounded to nearest dollar)

Revenues: \$245

Expenses:

Utilities (43.00) - \$84

Landscape maintenance (46.00) - \$800

Bond (45.00) - \$100

Annual fee (DEO) (49.00) - \$175

Meeting schedule advertisement (49.00) - \$68

Cash in bank: \$34,934

Available to spend: \$20,434

Old Business

Beginning of New Fiscal Year Tasks (Status Update) – Penny and Barbara reported that they completed all required tasks outlined in the October minutes. Barbara added that the unaudited financial statement was completed by the accountant and sent to Mary Mahoney, County Management & Budget, and the accountant was paid. The only task remaining is for Barbara to verify the data which is to be entered by the accountant into the State's LOGER website, which becomes available for use in the next few months.

Potential Alternate Location for Board Meetings Due to COVID-19 – Penny reported that Mary Mahoney, County Management & Budget, notified Tax Districts that rooms for Board meetings could be reserved at County recreation centers. Penny contacted a representative at the Northdale Recreation Center, 15550 Spring Pine Dr., in Tampa to inquire about reserving a room there. She was told that a room could be reserved 7:00-8:00 p.m. the second Tuesday of each month starting in January 2021 at no charge, as long as the Tax District was registered with County Neighborhood Relations. Penny verified that Beacon Meadows is registered there, and she provided updated information online. One major drawback was the requirement for \$100,000 in general liability insurance to reserve a room. Penny pursued this with County Risk Management, and it was determined that insurance would not be required for HOA's and Tax Districts to reserve rooms for business meetings. Penny added that the no-cost room would be available only for the one hour allotted and could not be occupied before 7:00 p.m. or after 8:00 p.m. Discussion ensued, and Trustees agreed that the new location was acceptable. Therefore, Penny made a motion, seconded by Allen, that monthly Board meetings be held at the Northdale Recreation Center the second Tuesday of each month from 7:00 p.m. to 8:00 p.m. The motion was approved by a vote of 5-0. Wendy signed the documents required to reserve the room and Penny agreed to submit them. Barbara will advertise the new monthly meeting schedule in the Tampa Times, which she estimates will cost between \$68 and \$80.

Major Repairs to Gunn Hwy. Wall – The topic has been tabled until a future Board meeting after enough non-ad valorem assessment has been collected to fund repairs.

Stucco Repair to Gunn Hwy. Wall – Barbara reported that T-3 Construction found six four-foot sections where stucco repair was needed. Several stair-step cracks were also found. The estimate for repairing the

stucco is \$3,186, which does not include painting. Wendy commented that she and Allen had found four sections needing stucco repair but not six. Barbara replied that T-3 Construction had not described exactly where the repairs were needed. Wendy agreed to contact T-3 Construction to inquire about the exact location of the six sections and the rationale for the cost. However, it was decided that the vote should not be delayed. Therefore, Barbara made a motion, seconded by Penny, that T-3 Construction be approved to repair stucco on six four-foot sections of the Gunn Hwy. wall for up to \$3,186. The motion was approved by a vote of 5-0.

Records Management – Revisions to General Records Schedule GS1-SL – Penny reported that she completed the comparison of the previous and revised GS1-SL. Two items had been removed and one had been revised that were financial in nature and potentially could have been used by Barbara. Penny added that she established two files, one for backflow prevention device inspection documentation and another for rental agreements and related documents, and she updated the records inventory. Barbara and Penny will determine how to update the Beacon Meadows website to reflect the changes and items added.

Penny also reported that she received the annual notice from the Dept. of State requesting completion and submission of the Records Management Compliance Statement. Penny completed the form specifying 2.0 cubic feet of properly documented and destroyed records. Wendy signed the form and Penny agreed to submit it.

New Business

Holiday Decorations – After some discussion by Trustees, Penny made a motion, seconded by Barbara, that decorations be put up on November 28, 2020 starting at 9:00 a.m. at the Casey Rd. entrance and that they be taken down on January 2, 2021 starting at 9:00 a.m. at the Casey Rd. entrance. The motion was approved by a vote of 5-0.

Irrigation Problem at Gunn Hwy. Entrance – Allen reported that the timer at the Gunn Hwy. entrance could not be set, so he replaced it with a new timer. Penny made a motion, seconded by Shirley, that Allen be reimbursed \$40.99 for the new timer. The motion was approved by a vote of 5-0. Allen also reported that a sprinkler on the east side of the entrance is broken again, so the timer is off. He agreed to investigate to determine the problem.

Sign Light Problem at Casey Rd. Entrance – Wendy reported that the sign light on the south side of the Casey Rd. entrance was not working. Allen agreed to investigate to determine the problem.

There being no further business, Penny made a motion, seconded by Shirley, that the meeting be adjourned, which was approved by a vote of 5-0. Wendy adjourned the meeting at 7:40 p.m.

Penny Phillips, Secretary _____

Wendy McCrorey, President _____