

Minutes of the September 8, 2016 Meeting
Board of Trustees of the Beacon Meadows Special Dependent District
Carrollwood Cultural Center, 4537 Lowell Rd., Tampa, Florida

Trustees Present: Carol Coon (President), Michael Fisher (Vice President), Barbara Appel (Treasurer), Penny Phillips (Secretary), Anne Blevins (Trustee)
Trustees Absent: John O'Neill (Trustee), Kathy Boyd (Trustee)
Public Present: Dave duCille

The meeting was called to order by Carol at 7:10 p.m.

New Fiscal Year Business

Guide for Beginning New Fiscal Year – Carol reviewed pertinent information and FAQ's and provided Trustees with a copy of the checklist for beginning the new fiscal year. The guide can be accessed on-line at: www.hillsboroughcounty.org/index.aspx?NID=2892

Appointment of Trustees (Seats 1, 2, and 3) – Carol reported that she would not be continuing as a member of the Board when her term (Seat 3) expired on September 30, 2016. However, she offered to continue serving as registered agent for the District. As a replacement for Carol, Dave duCille (4836 Cypress Tree Dr.) agreed to become a Trustee. Carol made a motion, seconded by Michael, that John be reappointed to Seat 1, Penny be reappointed to Seat 2, and Dave be appointed to Seat 3 for four-year terms effective October 1, 2016. The motion was approved by a vote of 5-0.

Election of Officers – Since Dave agreed to serve as Vice President, Carol recommended that Michael be the new President. After consideration by Michael, he agreed to serve in that role. Carol made a motion, seconded by Anne, that the following slate of officers be approved for an effective date of October 1, 2016:

Michael Fisher – President
Dave duCille – Vice President
Barbara Appel – Treasurer
Penny Phillips – Secretary

The motion was approved by a vote of 5-0. Barbara added that a new signature card will need to be signed at TD Bank by Michael, Dave, and her so they can all sign checks for the District.

Penny expressed appreciation on behalf of the Board for Carol's many years of dedicated service to the District.

Appointment of Registered Agent – Since Carol volunteered to continue as registered agent, Penny made a motion, seconded by Anne, that Carol be reappointed as registered agent for the new fiscal year. The motion was approved by a vote of 5-0. Michael recommended that a generic e-mail address be established for this role.

Monthly Board Meetings – It was agreed that the day, time, and place for meetings should remain the same in the new fiscal year. Penny made of motion, seconded by Michael, that meetings be conducted on the second Thursday of each month starting at 7:00 p.m. in the Reading Room of the Carrollwood Cultural Center. The motion was approved by a vote of 5-0. Barbara agreed to advertise the meeting schedule, as required.

Audit of FY16 Financial Records – Barbara reported that the audit would cost between \$900 and \$1,000. Carol made a motion, seconded by Penny, that necessary funding be approved for the audit to be conducted by King & Walker, CPA's. The motion was approved by a vote of 5-0. Barbara added that the completed audit will be provided to the appropriate agencies, as required.

Public Official Bond – Carol reported that this bond must be maintained on the President, Vice President, and Treasurer. Annual cost in the past was \$100, with a small processing fee (budget category 45.00 – Insurance).

County Special District Information Form – This form must be revised to reflect the newly appointed Trustees and newly elected officers. Penny agreed to revise the form before September 30, 2016 for Carol's signature and distribute copies of it to required offices.

Secretary's Report – The minutes of the August 2016 meeting were read by Trustees in advance. Barbara made a motion, seconded by Anne, to approve the minutes. The motion was approved by a vote of 5-0.

Treasurer's Report (August 2016)

Revenues: \$0

Cash in bank: \$16,611

Available to spend: \$12,121

Barbara reported that there were no unusual expenditures in August.

Old Business

Major Repairs to Gunn Hwy. Wall – Barbara reported that she has not received any update from T-3 Construction regarding progress on the project. She added that Penny provided to T-3 Construction the name and phone number of the County arborist and Aerial Arborist, the company approved by the Board to perform necessary root pruning.

Replacement of Plants at Gunn Hwy. Entrance – Barbara reported that Jay's Property Maintenance has still not replaced the plants at the Gunn Hwy. entrance (the \$268 expense was approved by the Board in December 2015). She has not been informed of the cause of the significant delay.

Lights at Casey Rd. Entrance – Carol reported that the new rope lights, which were approved for purchase at the April 2016 Board meeting, have not been installed by her because of physical mobility issues she is experiencing. Barbara volunteered to install the rope lights at her first opportunity.

New Business

Beacon Meadows Website – Carol reported that the Board must ensure the website is in compliance with any changes based on State requirements. One change in particular she noted is that Board meeting agendas are to be posted on the website at least two days in advance of the monthly meetings. After some discussion, Michael volunteered to research using generic e-mail addresses for Trustees on the website domain.

Board Meeting Signs – Barbara reported that Sharman Hurd found the meeting sign she posts at the Casey Rd. entrance had been damaged once again. Jim Callandra welded the sign to repair it. Carol commented that signs are not technically required to be posted at the entrances, but they are an effective way for Board meetings to be announced to residents of Beacon Meadows. After some discussion, Dave offered to research options for new signs, posts, and locations in an effort to prevent future damage.

There being no further business, Barbara made a motion, seconded by Anne, that the meeting be adjourned, which was approved by a vote of 5-0. Carol adjourned the meeting at 8:18 p.m.

Penny Phillips, Secretary

Carol Coon, President
