

**Minutes of the October 10, 2019 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)

The meeting was called to order by Wendy at 7:03 p.m.

**Secretary's Report** – The minutes of the September 2019 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 (September 2019)** (rounded to nearest dollar)

Revenues: \$0

Expenses:

    Utilities - \$73

    Landscape maintenance - \$800

    Repair of PVC pipe leak at Gunn Hwy. entrance - \$30

Cash in bank: \$21,423

Available to spend: \$16,923

**Special Business (Beginning of New Fiscal Year Tasks)**

**Monthly Board Meeting Schedule** – Barbara made a motion, seconded by Penny, that the monthly Board meetings be held on the second Thursday of each month in the reading room of the Carrollwood Cultural Center starting at 7:00 p.m. The motion was approved by a vote of 5-0. Barbara will advertise the meeting schedule in the Tampa Bay Times. As required, Penny will mail a copy of the advertisement and these minutes to the County Management & Budget Dept.

**Election of Officers** – Since current officers agreed to serve during the new fiscal year, Barbara made a motion, seconded by Shirley, that the following slate of officers be approved:

    Wendy McCrorey, President

    Shirley Williams, Vice President

    Barbara Appel, Treasurer

    Penny Phillips, Secretary

The motion was approved by a vote of 5-0.

**Appointment of Registered Agent** – Since Barbara agreed to continue as registered agent, no action was necessary.

**Updated Special Information Form** – Penny will update the form with the new District mailing address and box number and distribute the form, as required, with a copy to all Trustees.

**Public Official Bond** – Barbara mailed a check to pay for the bond.

**Unaudited Financial Statement** – Barbara submitted all required documents to the District's auditor to start the process.

**Public Depositor Annual Report to State Chief Financial Officer** – Barbara submitted this report.

**Fee to Dept. of Economic Opportunity** – Barbara mailed a check to the DEO in the amount of \$175.

**Old Business**

**Post Office Box for District** – Wendy reported that the cost of the letter-sized box for 15 months was \$250, which included a \$10 key charge. Because the box was rented for a year, rent is free for three months. The address for the box (#166) is 12094 Anderson Rd., Tampa, 33625. Wendy will be notified when there is mail that does not fit in the box, such as large envelopes and packages.

**Mobley Homes Issues (Banner at Casey Rd. and Jackson Rd./Repair, Pressure Washing and Painting of Jackson Rd. Wall/Proposed Landscaping)** – Tim Mobley, Jr. attended the meeting and reported that Mobley Homes was offering to pressure wash the Jackson Rd. wall as soon as possible. He was advised that, if the Board approved that pressure washing be done, the work could not start for about two weeks, since residents living along the wall needed to be notified and given time to prepare (e.g., move plants and other items in their backyards away from the wall). After Mr. Mobley left the meeting, the Board discussed the offer. The Board decided that the wall should not be pressure washed at this time. The wall was pressure washed about two years ago. Because of repairs that need to be made to maintain the structural integrity of the wall, the Board believes it is important that the project be done in a coordinated manner with repairs, pressure washing, and painting completed within the same timeframe. Also, there was concern that pressure washing the wall now could result in removal of paint, which would then require immediate attention. Penny agreed to notify Mr. Mobley of the Board's decision.

**Hillsborough County 2019 Low-Volume Irrigation Grants** – Shirley reported that the District's grant application was approved by the County, so the following are the steps in the process:

- The Board approves a qualified vendor to complete the project, based on estimates received.
- Once approved, Shirley sends an email to the County with the name of the vendor selected and a copy of the vendor's W-9, proof of insurance and FIS membership, and estimate.
- The County Risk Management team approves the project and vendor.
- The County provides a contract for Wendy to sign and for Shirley to return once signed.
- The vendor is contacted by Shirley to schedule the project.
- Shirley takes pictures of the project before, during, and after completion.
- Once the project is completed, Shirley submits the vendor's invoice to the County with the pictures.
- The County pays the vendor directly for the work completed, up to \$2,500.

The Board reviewed the three estimates received: Green Bandit Lawn Care (\$1,460), Massey Landscape Services (\$1,784), and LeBel Landscaping (\$2,461). Although LeBel's estimate was the highest, the Board agreed that it included all the essential elements for completion of the project. Also, LeBel provided an estimate for location and repair of valves (\$255), which was necessary for the irrigation system work to be completed. Therefore, Penny made a motion, seconded by Wendy that LeBel be approved to locate and repair valves for \$255, to be paid by the District. The motion was approved by a vote of 5-0. Next, Shirley made a motion, seconded by Penny, that LeBel be approved to complete the irrigation system replacement work, as outlined in the estimate, for \$2,461, to be paid by the County. The motion was approved by a vote of 5-0.

Barbara recommended that amendment and aeration of the soil in the beds be performed, preferably after the old driplines are removed and before the new ones are installed. The Board discussed this recommendation and considered Jay's Property Maintenance and LeBel for this work. The Board agreed that it would be more efficient for the entire project to be assigned to LeBel, so Shirley agreed to request an estimate for the additional work. Penny made a motion, seconded by Wendy, that LeBel be approved to perform soil amendment and aeration for up to \$500 (\$125 per bed), to be paid by the District. The motion was approved by a vote of 5-0.

**Irrigation System Issues at Entrances** – Most of the issues should be resolved when the low-volume irrigation grant project is completed, except for some broken pop-ups, which Allen is willing to replace.

**Dead Plants at Entrances (Jay's Property Maintenance)** – The topic was tabled for a future Board meeting.

**Records Management Compliance** – The topic was tabled for a future Board meeting.

**Future Pressure Washing/Painting of Gunn Hwy. and Casey Rd. Walls** - The topic was tabled for a future Board meeting.

**Major Repairs to Gunn Hwy. Wall** – The topic was tabled for a future Board meeting.

**New Business**

**Bank Checks for District** – Barbara reported that she would need to purchase more bank checks at some point and asked if the new District mailing address and box number should be printed on the checks. Discussion ensued but no decision was made. The topic was tabled for a future Board meeting.

There being no further business, Penny made a motion, seconded by Barbara, that the meeting be adjourned, which was approved by a vote of 5-0. Wendy adjourned the meeting at 8:08 p.m.

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

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