

Minutes of the May 10, 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), Anne Blevins (Trustee), Allen McCrorey (Trustee)

Trustees Absent: Angela Lucero (Trustee)

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

Secretary's Report – The minutes of the April 2018 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 6-0.

Treasurer's Report (April 2018)

Revenues: \$1,109

Expenditures:

Landscape maintenance - \$775

Utilities - \$111

Cash in bank: \$19,724

Available to spend: \$11,255

Actual available to spend: \$298

Barbara reported that the water bills for the two entrances were approximately \$25 and \$35, which are normal amounts.

Old Business

Major Repairs to Gunn Hwy. Wall – Barbara reported that she posted information about repairs to the wall on the Beacon Meadows website. Wendy had reviewed the information and recommended adding the dates of repairs (month and year) and the number of inches each section was leaning. Barbara agreed to make those additions.

Referendum to Increase District Assessment – Penny reported that there was nothing new to add on this topic, but it will remain on the agenda until the referendum is voted on August 28. 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 (week of July 23 and August 6). Barbara reminded Penny that she needed the advertisement language for the notice of referendum and also asked for clarification of where the advertisement must be placed. Penny responded that she had not yet drafted the language for Barbara but would do so soon. She also responded that, as previously reported, Mary Helen Farris, General Counsel, in the County Attorney's Office stated in an e-mail, "Although I cannot provide you legal advice, the wording of Section 100.342, Florida Statutes, does not require an affidavit." Therefore, Penny documented in an e-mail to Ms. Farris and the Supervisor of Elections Office, "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."

Irrigation Systems and Dead Plants at Entrances – Wendy reported that Jay Kafcas of Jay's Property Maintenance had not yet provided proposals for repairs to the irrigation systems or replacement of dead plants. Therefore, the topic was tabled until the June Board meeting. Allen

reiterated that the drip system at the Casey Rd. entrance is still spraying. Barbara suggested contacting Omni Irrigation if Mr. Kafcas does not submit a proposal in the near future. Allen added that he planned to increase the times on the irrigation system timers due to lack of rain.

Lights at Entrances – Barbara reported that she had asked Carol Coon if she recalled purchasing and installing a new photo cell at the Gunn Hwy. entrance where the sign lights stay on continuously. Carol did not recall doing so. Barbara made a motion, seconded by Anne, that Allen purchase one or two GFIC's and one photo cell to make necessary electrical repairs at the entrances, the amount not to exceed \$80. The motion was approved by a vote of 6-0.

Increase in Cost of Landscape Maintenance – Mr. Kafcas was not present at the meeting. Therefore, the topic was tabled until the June Board meeting.

Records Management Compliance – Penny reported that, in lieu of attending one of the records management seminars sponsored by the Records Management Training Section, Florida Division of Library and Information Services, she will read the on-line manuals "The Basics of Records Management" and "Electronic Records and Records Management Practices" and make recommendations to the Board regarding records retention, as necessary. At the April Board meeting, a seven-year retention period was established for e-mail communications that are not transitory messages.

Generic E-mail Addresses for New Trustees – Barbara reported that Angela's generic e-mail address can now be used.

New Business

Realignment of Budget Categories – Wendy brought to Barbara's attention that the budget preparation guidelines indicate website hosting is assigned to budget category 41.00 (Communications), not 54.00 (Subscriptions). Therefore, Barbara made a motion, seconded by Penny, that the budget categories be realigned so \$175.00 is moved from 54.00 (Subscriptions) to 41.00 (Communications). The motion was approved by a vote of 6-0.

Public Budget Hearing in June – Penny made a motion, seconded by Anne, that the public budget hearing be conducted starting at 7:30 p.m. on June 14, 2018 at the Carrollwood Cultural Center, following the June Board meeting. The motion was approved by a vote of 6-0. Since the budget documents are due to the County by June 11, Wendy sent an e-mail to Mary Mahoney at County Management & Budget to advise her that Beacon Meadows' budget documents would be submitted late. Barbara reported that the hearing must be advertised in the Tampa Times at least 14 days before the date of the meeting, not including the date of the meeting, so she determined the advertisement needs to be published no later than May 30. Wendy proofread and approved the advertisement prepared by Barbara. The advertisement published in the Tampa Times Bulletin Board will cost \$79.20.

Annual Assessment – Barbara reported that she received requests for the assessment roll and Certificate to Non-Ad Valorem Assessment Roll. However, the spreadsheet and form cannot be completed until next fiscal year's special assessment is approved in June. Penny checked the Beacon Meadows periodic responsibilities list and reported that the assessment roll is due to the County by the last business day of August and the Certificate is due to the County by September 15.

Request for Current Information – Barbara reported that she received a request from the County Supervisor of Elections Office for a current list of Beacon Meadows Trustees, which she submitted. She assumed this will be used to distribute the annual Statement of Financial Interests to all Trustees.

Additional Funds – Barbara reported that TD Bank made an adjustment to Beacon Meadows’ checking account in an amount less than \$5 as a settlement from a class action lawsuit. Barbara was uncertain which budget category to use for this purpose, but possibly one related to donations could be used. She will report back to Trustees on this after she has reviewed all budget categories.

There being no further business, Penny made a motion, seconded by Shirley, that the meeting be adjourned, which was approved by a vote of 6-0. Wendy adjourned the meeting at 7:29 p.m.

Penny Phillips, Secretary _____

Wendy McCrorey, President _____