

**Minutes of the December 14, 2017 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: John O'Neil (Trustee)

Public Present: Ashley Vail, Angela Lucero

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

**Secretary's Report** – The minutes of the October 2017 meeting were read by Trustees in advance. Barbara made a motion, seconded by Anne, that the minutes be approved. The motion was approved by a vote of 6-0. No meeting was conducted in November 2017 due to lack of a quorum.

**Treasurer's Report (November 2017)**

Revenues: \$6,143

Expenditures:

Landscape maintenance - \$775

Utilities - \$128

Cash in bank: \$56,552

Available to spend: \$43,657

**Old Business**

**New Fiscal Year Business Update** – Penny reported that all paperwork has been processed, and Barbara reported that the audit has been completed. Penny requested reimbursement for purchase of postage stamps for Board-related mailings. Barbara made a motion, seconded by Wendy, that Penny be reimbursed \$9.80 (Budget Category 41.00 – Communication Svcs.) for postage stamps. The motion was approved by a vote of 6-0.

**Irrigation System at Gunn Hwy. Entrance** – Barbara reported that she investigated why the irrigation system at the Gunn Hwy. entrance was not working. She adjusted the timer and made other modifications but then discovered it was an electrical problem at the non-grounded outlet. She called Jay's Property Maintenance, but the repair fee is now \$65 per hour plus parts. Therefore, she purchased a GFIC and cover but found that the entire box needed to be replaced. Since Barbara would not be able to do the repairs anytime in the near future, Allen volunteered to do the repairs. Barbara requested reimbursement up to \$40 for parts. Anne made a motion, seconded by Wendy, that Barbara be reimbursed up to \$40 (Budget Category 46.00 - Repair and Maintenance) for parts. The motion was approved by a vote of 6-0. Barbara will reimburse Allen from that money for parts he must purchase.

**Major Repairs to Gunn Hwy. Wall** – Barbara presented the proposal and recommendations from T-3 Construction for repairing the foundation of several sections of the wall. Repair costs are \$7,000 for each 40-foot section and \$2,000 for each 4-foot section. If the sections leaning the most (as identified by T-3 Construction) were all approved to be repaired, the total cost would be \$43,000. Those sections are 6, 7, 8, 11, 13, 14, 52, 53, and 57. Barbara recommended that two other sections, 19 and 21, which are leaning as much as the others, be included. This would bring the total to \$52,000. Discussion ensued among Trustees. There was concern that spending too much money could put the District in a financial bind if one or more sections were damaged during repair and additional repair or total

reconstruction was required. On the other hand, T-3 Construction may not be available again in the near future to repair additional sections, so it may be in the Board's best interest to have all 11 sections repaired at this time. Trustees finally agreed that up to \$52,000 should be allocated for all 11 sections (6, 7, 8, 11, 13, 14, 19, 21, 52, 53 and 57), with section 19 (a 40-foot section/\$7,000 repair cost) contingent upon successful repair of all other sections first. Wendy made a motion, seconded by Anne, that up to \$52,000 (Budget Category 46.00 - Repair and Maintenance) be allocated for repair of sections 6, 7, 8, 11, 13, 14, 19, 21, 52, 53 and 57), with repair of section 19 contingent upon successful repair of all other sections first, and that the final contract be signed by Wendy or Barbara. The motion was approved by a vote of 6-0. Barbara agreed to contact T-3 Construction so a contract can be generated and a projected start date can be established. Residents with houses adjacent to the wall will need to be notified of the project start date once it has been established. Penny recommended that the notices be mailed and asked for help determining the addresses for the 11 sections. Wendy offered to help.

Note: Section 12, although one of the sections leaning the most, will not be included due to numerous large exposed cypress tree roots running the full length of the section, which may require reconstruction of the section.

**Referendum to Increase District Assessment** – Penny was unable to obtain documentation from Michael pertaining to the referendum, so she reconstructed the file and contacted Mary Helen Farris, General Counsel, in the County Attorney's Office for assistance. Ms. Farris indicated that she cannot give legal advice but can review the language for the notice of referendum. Penny presented a draft of the language to Trustees for their review. It was agreed that it looked appropriate and Penny should submit it to Ms. Farris for review. Penny added that the referendum must be submitted to the Supervisor of Elections no later than 12:00 p.m. on June 22, 2018, and the notice of referendum must 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). Barbara requested clarification of the timing of the advertisements, and Penny agreed to ask Ms. Farris for clarification. A question from Wendy about the maximum assessed tax of \$250 was addressed by Penny and Barbara (i.e., the maximum is for possible unanticipated major repairs or other expenses and for inflation protection to prevent the need for another referendum in the near future), and a question from Shirley about how the referendum would be announced to homeowners, if passed, was answered by Barbara (i.e., it will be posted on the Beacon Meadows website).

**Pressure Cleaning of Walls** – Penny reported that Integrity Pressure Cleaning completed all pressure cleaning on the Casey Rd., Gunn Hwy., and Jackson Rd. walls at the end of October. She requested reimbursement of \$11.24 for the cost of copies of flyers and masking tape for notifying residents with houses adjacent to the walls about the pressure cleaning project. Wendy made a motion, seconded by Shirley, that Penny be reimbursed \$11.24 for the cost of copies of flyers and masking tape (Budget Category 51.00 – Office Supplies). The motion was approved by a vote of 6-0. Barbara added that she painted the stains on the Gunn Hwy. wall that had been identified after pressure cleaning was completed.

**Generic E-mail Addresses for New Trustees** – Barbara reported that generic Google e-mail addresses have been established for all new Trustees and will be established for any new Trustees in the future.

**Search for New Trustee** – Penny reported that, as a result of posting an announcement on Next Door regarding the need for a new Beacon Meadows Trustee, she received a response from Angela Lucero, who is a resident in the District. Angela was asked if she would like to become a Board member and replacement for John, and she accepted.

**Resignation/Appointment of Trustees** – Penny reported that she had John’s written resignation with an effective date of December 14. Therefore, Wendy made a motion, seconded by Penny, that John’s resignation be accepted and Angela Lucero be appointed to position BM1 to replace John as Trustee. The motion was approved by a vote of 6-0. Penny agreed to update the Special District Information Form and distribute as required. Barbara agreed to establish a Google e-mail address for Angela.

**New Business**

**Increase in Cost of Landscape Maintenance** – Jay’s Property Maintenance notified Barbara that the cost of services would increase from \$775 to \$800 per month. Jay Kafcas had planned to attend the meeting but did not. Penny had located the original contract with Jay’s Property Maintenance, which was effective December 1, 2006 through September 30, 2007. No contract was issued after the end date of the first contract. The cost of services had increased once from \$750 to \$775 per month during the 11-year period. Although it is reasonable to periodically expect an increase, and \$25 per month is not excessive, Barbara was concerned that some of the tasks in the original contract were no longer being performed. Also, complaints had been received from a homeowner in the District about less than satisfactory work. Because of Mr. Kafcas’ absence, the topic was tabled until the next Board meeting. Wendy agreed to compile a list of concerns/complaints to present at the meeting.

**Records Management Compliance Statement** – Penny reported that Carol Coon had forwarded to her correspondence from the Florida Dept. of State regarding the requirement in the Florida Administrative Code to submit annually to the Division of Library and Information Services a signed statement attesting to the District’s compliance with records disposition laws, rules, and procedures. The accompanying form (Records Management Compliance Statement) is required to be completed and signed to report the District’s compliance status. Penny indicated that she had not destroyed any official District documents (e.g., minutes, correspondence, support documentation) during the reporting period (FY 2016-2017). Barbara added that she had not destroyed any official District financial documents that were not posted on the Beacon Meadows website. However, Penny was not sure how to respond to the question regarding disposition of records in electronic form; in particular, e-mails. Discussion ensued, and it was agreed that the question could be answered “no,” that official District e-mails had not been disposed of. Therefore, Wendy signed the form indicating that the District was in compliance with applicable Florida Statutes, Rules, and Administrative Code. However, Penny will include a request for assistance regarding interpretation of the definition of “public records” in the Florida Statutes for future disposition of e-mails. Also, Penny agreed to serve as RMLO (Records Management Liaison Officer) to replace Carol.

**Removal of Holiday Decorations** – It was agreed by Trustees that holiday decorations will be removed from the entrances on January 6 starting at 9:00 a.m. at the Casey Rd. entrance. Anne requested reimbursement of \$64.75 for the cost of items needed to refurbish the wreaths and Barbara requested reimbursement of Dennis Murphy for the cost of holiday lights (\$78.76). Wendy made a motion, seconded by Penny, that \$64.75 and \$78.76 (Budget Category 52.00 – Operating Supplies) be allocated for these reimbursements. The motion was approved by a vote of 7-0.

There being no further business, Barbara made a motion, seconded by Shirley, that the meeting be adjourned, which was approved by a vote of 7-0. Wendy adjourned the meeting at 8:32 p.m.

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

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