

**Minutes of the October 8, 2020 Meeting**  
**Board of Trustees of the Beacon Meadows Special Dependent District**  
Carrollwood Cultural Center, 4537 Lowell Rd., Tampa, Florida

**NOTE: Because COVID-19 caused a reduction in hours of operation of the facility, the meeting was conducted by teleconference (Conference Now) with Barbara Appel hosting. Instructions for participating in the teleconference were posted on the Beacon Meadows website and included in the meeting agenda and meeting reminder to Trustees.**

Trustees Participating: Wendy McCrorey (President), Shirley Williams (Vice President), Barbara Appel (Treasurer), Penny Phillips (Secretary), Allen McCrorey (Trustee), Angela Lucero (Trustee), Anne Blevins (Trustee)

Public Participating: Dena Galyardt

The meeting was called to order by Wendy at 7:02 p.m.

**Secretary's Report** – The minutes of the September 2020 meeting were read by Trustees in advance. Shirley made a motion, seconded by Wendy, that the minutes be approved. The motion was approved by a vote of 7-0, with no opposing votes.

**Treasurer's Report (September 2020)** (rounded to nearest dollar)

Revenues: \$0

Expenses:

    Utilities (43.00) - \$101

    Landscape maintenance (46.00) - \$800

    Pressure cleaning (46.00) - \$1,650

    Sprinkler repair (52.00) - \$39

Cash in bank: \$35,917

Available to spend: \$31,417

**Old Business**

**Pressure Washing of Gunn Hwy. and Casey Rd. Walls/Stucco Repair on Gunn Hwy. Wall** – Wendy reported that pressure washing of the Gunn Hwy. and Casey Rd. walls had been completed by Integrity Pressure Cleaning, and the job was well done. She was impressed that the workers even pressure washed the border blocks at the entrances, which was not specified in the estimate. Barbara reported that she paid the invoice of \$1,650 for work performed.

With regards to stucco repair on the Gunn Hwy. wall, Barbara reported that she had contacted T-3 Construction to ask if an estimate for stucco repair could be provided, and she received an affirmative answer. Barbara walked along the wall and found three sections in need of repair. She provided the information to T-3 Construction, so it is hoped that an estimate will be received by the November Board meeting.

**Major Repairs to Gunn Hwy. Wall** – Barbara reported that there was not enough money in the budget until non-ad valorem assessment revenues started to be received. It was agreed by Trustees to table the topic until a future Board meeting.

**Records Management – Revisions to General Records Schedule GS1-SL** – Penny reported that she still had not received notification about the revised document, so she had nothing else to report on this topic.

**Potential Alternate Location/Date for Board Meetings Due to COVID-19** – The Governor's Executive Order effective in August approved "communications media technology" for local governing board meetings/hearings pertaining to non-ad valorem assessments through October 15, but it is unlikely that another extension will be approved. Therefore, Penny contacted a staff member at Jimmy B. Keel Regional Library to

ask when meeting rooms at the library will be available again. The response was that there was no update yet. She then contacted Rob Curry at the Carrollwood Cultural Center to obtain additional information about rental of meeting rooms there.

- The Center will remain open until 9:00 p.m. only on Mondays and Tuesdays, and there are no plans for expanding this schedule.
- Since the Center uses the guidelines of the CDC and Hillsborough County, there are no plans for offering the reading room for meetings until social distancing requirements have been lifted.
- The offer of a half-price rate (\$37.50/hour) for the Carrollwood Village Room and Meeting Room II has been extended through December.
- The \$300 room rental deposit cannot be waived and the rental fee must be paid in advance of the meeting. Total payment is normally due 14 days prior to the meeting, but the Center will allow payment to be made a minimum of five days prior. Payment can only be made with credit/debit card, cash, or money order.
- If Board meetings are changed to the second Tuesday of each month, a meeting room will be available on November 10 and December 8.

Discussion ensued, and Trustees agreed that the only alternative was to change the Board meeting dates and rent a meeting room at the Center at least in November and December at the reduced rate, if the Governor does not extend the “communications media technology” meeting option. Therefore, Penny made a motion, seconded by Wendy, that monthly Board meetings be changed to the second Tuesday of each month. The motion was approved by a vote of 7-0, with no opposing votes. Next, Penny made a motion, seconded by Barbara, in the event the Governor does not extend the “communications media technology” option for applicable meetings, that \$37.50 (total of \$75.00) be allocated for meeting room rental at the Carrollwood Cultural Center for the November 10, 2020 and December 8, 2020 Board meetings. The motion was approved by a vote of 7-0, with no opposing votes. Penny agreed to research potential extension of the Governor’s Executive Order. If not extended, she will reserve rooms at the Center for November and December. Barbara agreed to place the required monthly Board meeting schedule advertisement in the Tampa Times. A copy of the advertisement must be provided to Mary Mahoney, County Management & Budget, by November 30.

### **Special Business**

#### **Beginning of New Fiscal Year Tasks**

- Monthly Board Meeting Schedule – See topic above.
- Appointment of Trustees (for September 30, 2020 term expiration date) – The term expired for Shirley, Angela, and Penny. Since they agreed to continue as Trustees, they will not need to be reappointed. Their new term expiration date will be in four years (September 30, 2024).
- Election of Officers – Officers agreed to remain in their current positions. No election of officers is required, since the slate of officers was voted on in October 2019 and there is a two-year term expiration date.
- Appointment of Registered Agent – Barbara agreed to continue serving as registered agent, so no reappointment is necessary.
- Updated Special Information Form – Penny will update the form using the new required format and include the new term expiration date for Shirley, Angela, and her.
- Public Official Bond – Barbara paid for the bond but is awaiting acknowledgment of receipt of payment.
- Unaudited Financial Statement – Barbara submitted records to the accountant and signed the letter of engagement. A question was raised about the need for an audit at some point in the future. Penny responded that because the District’s budget is less than \$50,000, an unaudited financial statement can continue to be prepared as long as the Board votes to approve it and mails notifications to property owners by the dateline date each fiscal year.
- Public Depositor Annual Report to State Chief Financial Officer – Barbara submitted the report and received an email acknowledgement of receipt.
- Fee to Dept. of Economic Opportunity – Barbara recently received the invoice and will submit payment soon.

**New Business**

No new business was presented for discussion.

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

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

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