

Minutes of the October 12, 2017 Meeting
Board of Trustees of the Beacon Meadows Special Dependent District

Carrollwood Cultural Center, 4537 Lowell Rd., Tampa, Florida

Trustees Present: Michael Fisher (President), Shirley Williams (Vice President), Barbara Appel (Treasurer), Penny Phillips (Secretary), John O'Neill (Trustee), Wendy McCrorey (Trustee)

Trustees Absent: Anne Blevins (Trustee)

Public Present: Allen McCrorey

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

New Fiscal Year Business

- *FY18 Guide for Special Dependent Districts Beginning the New Fiscal Year and Other Topics*
This guide can be accessed at the following website address:
<http://www.hillsboroughcounty.org/library/hillsborough/media-center/documents/budget/special-districts/fy-2018/fy18-guide-to-beginning-new-fiscal-year.pdf?la=en>
Penny referred to the “Checklist for the Beginning of FY18” from the guide.
- *Election of Officers*
After discussion by Trustees, Wendy agreed to serve as President. Therefore, the following slate of officers was presented:
President – Wendy McCrorey
Vice President – Shirley Williams
Treasurer – Barbara Appel
Secretary – Penny Phillips
Barbara made a motion, seconded by Penny, that the slate of officers be approved. The motion was approved by a vote of 6-0.
- *Appointment of Registered Agent*
After discussion by Trustees, Barbara agreed to serve as Registered Agent, since, as Treasurer, she responds to a large percentage of the mail received by the District. Penny made a motion, seconded by John, that Carol Coon be removed as Registered Agent and Barbara Appel be approved as Registered Agent. The motion was approved by a vote of 6-0.
- *Special District Information Form*
Penny will update this form, which includes the names, addresses, and phone numbers of Trustees; the seats they hold; the positions they hold; and their terms. The Registered Agent’s name, address, and phone number is also listed. Copies of the form are distributed according to a distribution list, with copies of Board meeting minutes required for some. This must be accomplished by November 30.
- *Monthly Board Meetings/Advertisement of Meeting Schedule*
Trustees agreed that the monthly meetings should continue to be held at the same day, time, and location as in the past. Barbara made a motion, seconded by Wendy, that monthly Board meetings be held at the Carrollwood Cultural Center on the second Thursday of each month starting at 7:00 p.m. The motion was approved by a vote of 6-0. Barbara agreed to advertise the meeting in the Tampa Bay Times, as required. Penny reported that she needs to send a copy of the Board meeting minutes and a copy of the advertisement to the County Management & Budget Dept. by November 30.
- *Audit of FY17 Financial Records*
Barbara reported that she signed the letter of engagement with King & Walker, the District’s accounting firm, and provided the necessary financial records for the audit. King & Walker

provides required information to appropriate governmental offices by November 30 as part of the process.

- *Public Official Bond*

Barbara reported that she, Wendy, and Shirley are covered by the bond as officers of the Board and \$100 has been paid to RLI for the annual bond fee. Barbara also reported that she, Wendy, and Shirley will need to make arrangements to meet at TD Bank, the District's bank, to sign the signature card so all three of them are able to sign District checks, since all checks must be signed by two officers.

- *Public Depositor ID and Acknowledgement Form*

Barbara reported that the form has been completed and signed by a TD Bank representative and by her. It is retained in the District's records, so she provided a copy for the Secretary's records. This form will have to be completed and signed again only if the District changes its bank or the bank changes its name.

- *Public Depositor Annual Report to CFO*

Barbara reported that she completed this form, as required. Penny agreed to send a copy to the Chief Financial Officer for the State Dept. of Financial Services. This must be accomplished by November 30.

Secretary's Report –The minutes of the September 2017 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 (September 2017)

Revenues: None

Expenditures:

Landscape maintenance - \$775.00

Utilities - \$93.00

Cash in bank: \$56,498.22

Available to spend: \$52,008.00

Wendy asked why there were the two categories of cash in bank and available to spend. Barbara referred to the September 2017 financial statement and provided an explanation.

Old Business

Water Bills for Entrances – Barbara reported that the water bill for the Casey Rd. entrance was now acceptable (\$35). The water bill for the Gunn Hwy. entrance was only \$12, which is the minimum, so she assumed the water was turned off at that entrance, but she didn't know who turned it off. She will not turn it back on immediately, in case some repairs are needed.

Major Repairs to Gunn Hwy. Wall – Barbara reported that she had sent an e-mail to T-3 Construction regarding a potential start date for the project. The response was that T-3 Construction's workload was finally leveling off, so Beacon Meadows' project may now be added to the schedule. Barbara also reported that the worse section of the wall is where tree roots are growing under the wall. T-3 Construction proposed rebuilding that section, which would be very costly. Therefore, addressing that problem will need to be delayed. She had found on Amazon.com a "root shield" that is used to prevent roots from growing under structures such as walls. She requested that Penny contact Aerial Arborist to ask about the effectiveness of inserting a root shield at that section of the wall. Penny agreed to do so.

Referendum to Increase District Assessment – Michael agreed to provide all contact information and any pertinent e-mails and other documentation to Penny so she can take the lead on this project.

Search for New Trustee – Penny reported that she had posted an announcement on Next Door regarding the need for a new Beacon Meadows Trustee and received a response from Angela Lucerno, a resident in the subdivision. Unfortunately, Angela could not attend the October meeting due to a work commitment, but she plans to attend the November meeting. Penny will send her an e-mail reminder before that meeting.

Pressure Cleaning of Walls – Penny reported that Integrity Pressure Cleaning can start work on October 30 to pressure clean the Casey Rd., Gunn Hwy., and Jackson Rd. walls. The work should be completed by October 31. Barbara reported that she contacted Jay’s Property Maintenance regarding trimming shrubbery off the walls and received an estimate of \$1,000 for all trimming. Wendy made a motion, seconded by John, that \$1,000 be allocated (46.00 Repair and Maintenance) for Jay’s Property Maintenance to perform the shrubbery trimming work on all three walls. The motion was approved by a vote of 6-0. Penny agreed to contact Jay’s Property Maintenance to ensure the trimming work is completed before pressure cleaning begins on October 30. She shared with Trustees a draft of an announcement to residents living along the walls to notify them of the project and the need for them to move delicate plants and other objects in their back yards that may be affected by the overspray. Barbara determined that 62 residents would need to be notified and gave Penny a copy of the list of addresses included. Penny agreed to distribute the announcements to each house during the week before October 30.

New Business

Resignation/Appointment of Trustee

Seat BM5 (Expires Sept. 2018)

- Michael submitted a written resignation to the Board, effective immediately. Wendy made a motion, seconded by Penny, that the resignation be accepted, which was approved by a vote of 5-0.
- Allen McCrorey agreed to accept an appointment to this seat. Penny made a motion, seconded by Wendy, that Allen be appointed to Seat BM5, which was approved by a vote of 5-0.

This information will be included in the Special District Information Form referenced above.

Generic E-mail Addresses for New Trustees – Barbara reported that generic Google e-mail addresses are used for all Trustees. She had received a response from Wendy to confirm her e-mail address but had not received a response from Shirley. Shirley agreed to check her junk mail file and respond as appropriate.

There being no further business, Barbara made a motion, seconded by Penny, that the meeting be adjourned, which was approved by a vote of 6-0. Wendy adjourned the meeting at 8:16 p.m.

Penny Phillips, Secretary _____

Wendy McCrorey, President _____