

Brandon Hills Special Dependent District
Regular Meeting No FY 20-21
Minutes for January 2020 Meeting

The regular meeting of the Brandon Hills Special Dependent District was held at the Brandon Community Center, 502 E. Sadie St., Brandon, Florida on January 2, 2020.

President Janice Doyle called the meeting to order at 7:34 PM.

Present: Janice Doyle, President	Brad Sampson, Vice President
Ralph Almirola, Trustee	Phil Rumore, Trustee
Bobbi Almirola, Treasurer	Claire Formilan, Secretary
Absent: Thomas Lee, Trustee	Visitor: Jeff Davis

Secretary's Report

The minutes of the December 2019 board meeting held December 7 were read by Claire. Ralph moved the minutes be approved as read. Phil seconded the motion. Approved unanimously.

Treasurer's Report

The treasurer's report for November was presented by Bobbi. The beginning balance was \$11,163.86. Income was \$13,704.03. Expenses were \$1,083.60, leaving an ending balance of \$23,784.29 in Bank of America. The ending cash balance for Wells Fargo CD was \$25,328.99. Brad moved approval of Treasurer's report, Phil seconded. Motion passed unanimously.

Old Business:

We were reminded that in order to present a resolution for a vote on the November ballot, the Board needs to decide an amount needed to raise the cap on tax assessments in February. The Board discussion led by Treasurer Bobbi Almirola was to evaluate the upcoming needs for upgrading/remodeling/repairing Brandon Hills assets (pool, cabana, etc) to an adequate level for future needs in order to set the assessment cap. It was acknowledged that the two pressing needs will be complete pool remodel and re-roofing of the cabana. Three bids for the re-roofing the cabana were presented for use in estimating future expenses. Bids for pool remodel were collected three years ago and it was acknowledged that the cost will be much higher in two years.

Bobbi read from the County Guidelines for Special Taxing District to clarify how the budget and use of reserves work. The budget for reserves is in one budget account, however there is a subledger of capital outlay projects and each project has to be identified and reserves budgeted for separately. Meaning there has to be a project form for the pool, a project form for the roof, etc. While there is a mechanism to request a budget transfer from one capital reserve to another, it is tedious and requires county approval. Guidance from the county was that poor planning is not an appropriate use of this mechanism. In an emergency, such as a hurricane blowing the roof off the cabana, we could request reserves from pool to the roof.

Options were discussed regarding the following: (a) The required use of county approved contractors for future work outside of regular maintenance. (b) Raising the cap for assessments that would meet the needs of the District for many years.

The determination of how much to use as the cap on assessments was tabled at this time. It will be further evaluated and voted on at the February meeting.

New Business: With no further business, the president adjourned the meeting at 8:36 PM.
Janice Doyle, President
