

MINUTES - REGULAR MEETING

Wednesday, September 14, 2016

7:00 p.m

1.0 MEETING AND ORGANIZATION

1.1 Establish Quorum & Roll Call

7:10 pm Meeting called to order by Hunt.

Present: Hunt, Leguillon, Cook, and HRoppel

Staff: Tom Reed

2.0 PUBLIC FORUM

2.1 Public Comment-None

7:10 H.Roppel arrives.

2.2 Committees-None

2.3 Staff Report/Monthly Service Report.

Caretaker Report-See attached

Book Keeper Report. None.

3.0 REGULAR BUSINESS

3.1 Approve July 2016 Regular Meeting minutes.

MOTION: Cook moves to approve the August 2016 Regular Meeting Minutes, HRoppel seconds motion, 4-0-0.

3.2 General Ledger Fund Reports and Expense Report. **MOTION** Cook moves to approve the General Ledger Fund Balance for August in the amount of \$349,268.76, Leguillon seconds the motion. 4-0-0.

3.3 Revenue and Expense Report. **MOTION** Cook moves to approve the Financial Summary with total Revenues in the amount of \$5,352.90 and Expenditures for in the amount of \$9,337.23. HRoppel seconds the motion. 4-0-0.

3.4 Additions to the Agenda-None

4.0 CONTINUING BUSINESS

4.1 Audit update-Management Letter see attached.

4.2 Setting up the new computer system. Hunt to assist with transferring the old files to the new system.

4.3 Records Retention Policy. Hunt revised draft for board to review.

4.4 Transition to digital filing and archives. Hunt and Leguillon to research county contact to review retention policy. Leguillon to contact ABC mobile regarding a quote to scan files.

4.5 Entryway fence update. Scheduled work to begin September 20th.

4.6 Clubhouse restroom improvements. HRoppel to contact architect to put plans out to bid.

4.7 Update on Florida Tow-away zones. Hunt to contact county assessor regarding property lines.

5.0 NEW BUSINESS

5.1 Library Renovations. Hunt updates board on meeting with Library representative.

5.2 Structural inspection for all buildings in the Clubhouse compound. Continued

LSBRD
314 Estrella Ave.
Clubhouse Boardroom

- 5.3 Triangle park designs. HRoppel met with landscaper companies, will present landscaper designers at the next meeting.
 - 5.4 Landscape design for Bachelor Park border. HRoppel to contact common ground design for plans for the border of park area.
 - 5.5 Agenda Letter to Board of Supervisors re. vacancies on board. See attached letter.
 - 5.6 Process for re-assessing staff job descriptions. See attached.
- 6.0 DIRECTORS' REPORTS
- 6.1 Director Reports-Hunt reports to the board that there have been reports of individuals hanging out in the park after hours and over night in the parking lot.
- 7.0 RECAP ACTION ITEMS
- 7.1 Secretary Leguillon read notes as to what action items each board member had.
- 8.0 FUTURE MEETINGS
- Next regular meeting is scheduled for October 19, 2016, at 7:00pm.
- 9.0 ADJOURN REGULAR MEETING
- Adjourned 9:15 pm

Respectfully Submitted:

Dagmar Leguillon, Secretary LSBRD