

## MEETING AGENDA

### CONVENE MEETING

State TIME and DATE December 19, 2023  
State PLACE held: Northdale Recreation Center

State those present and titles:  
Mary Ellen Kilbride – President  
Mike Williams – Vice President  
Bill Guerra- Treasurer  
Ann Williams – Secretary  
Karen Emberton – Trustee  
Kathy Moran – Trustee  
Kim Humphries - Trustee

Monique Dailey-Manager

State QUORUM or NOT

Ask for approval of MINUTES OF LAST MEETING(S)  
Last meeting October 17, 2023, no meeting minutes November 21, 2023  
INQUIRE IF ANY CHANGES NEEDED

Motion from trustee to accept minutes  
Second required  
Vote on motion by all trustees and numbers announced

ASK FOR TREASURER'S REPORT – October 2023, November 2023

Questions or corrections?

Motion to accept report for October 2023 and November 2023  
Second required  
Call for vote and announce results

OLD BUSINESS TO CONSIDER (Items discussed at previous meetings)

- Update on existing work orders with the County. – from Mary Ellen and Karen
- Feedback from Public Works Academy attended by Karen, Mary Ellen and Monique
- Update on process to increase annual assessment
- Refund check received from Southern Aquatic- deposited 10/24/23
- Annual bank account form received and submitted to the state
- Ryan Boyer of RLC Landscaping attended the October meeting and the Board discussed their concerns with him. He told us of his ongoing effort to bring their work up to the standard we expected.
- Wall cleaning, repairing, and painting was completed by 10/23/23. Mary Ellen and Rocky looked at the 4 places which still need additional work on 11/9/23. We retained 5% of the

- total cost and will pay the balance when those 4 areas are completed. Discussed painting the inside of the wall with Rocky. Punch list items were started on 12/6/2023.
- Department of Economic Opportunity form and check for \$175 was completed and mailed on November 10, 2023
  - 6 meeting signs were completed by Carrollwood Copy Center and picked up on 10/30/23. They will be put out on December 16, 2023 for our meeting on December 19, 2023.
  - Update on progress of the audit
  - Received acknowledgement that the County Commission approved our budget on November 1, 2023
  - Christmas decorating at the entrance sign was completed December 1, 2023 with Mike, Ann, Kathy, Karen, and Mary Ellen helping.

#### NEW BUSINESS TO CONSIDER

- Received bond certificate valid through November 8, 2024
- Records destruction form due by 12/31/23 – Mary Ellen will complete and mail
- Schedule day to take down decorations – Thursday January 4 or Friday January 5 at 9:00 am?
- Any phone calls of importance to the hotline?

Next meeting is scheduled for January 16, 2024.

All issues should be discussed, motions proposed if actions are necessary, seconds required and then voted on by Board. Results announced.

When done with new business, President entertains motion to adjourn meeting. Second required, and vote. Time of meeting end is stated for record. **Time ending.....**