

Waterford Special Dependent District

13317 Waterford Run Drive, Riverview, Florida 33569

Meeting Agenda

Monday, May 10, 2021

Meeting site: Home of John and Janet Hamm, 10004 Hunt Cliff Dr.

Any persons that may need reasonable accommodations under the ADA, please contact any member of the WSDD Board or Frank Bragg@ 813-671-7223

- **7:30PM-Convene / Open Meeting / Establish Quorum**

- **Review / Revise / Approve Agenda/Introduce guests**

- **Review / Approve April 2021- Josh** Corrections: __N/A__

Motion by __Jenn__ 2nd __Janet__

Confirm budget meeting ad. The Budget Meeting and Monthly Scheduled Meeting advertisement will be run in May. The affidavit will be sent as part of the annual submission to the County in July.

- **Review of Financial Reports-Janet**

- General expenses/account balances:

Ck \$ _40,345.79__ Sv \$ _190,042.80__

Motion by __Josh__ 2nd __Vince__

- Tennis courts (\$3k) and Road work advance (\$4,100) expenditures were included.

- Presentation of proposed Budget. Note the Capital Outlay consists of \$190k estimated for the Road Resurface.

- We discussed the Budget, with approximately \$204k carry over, \$264k total revenue, and total expenditures are approximately \$65,400.

- Where \$62k is anticipated for next year's assessments (actual should be \$57 – 59k)

- **General Agenda Items:**

1. Old Business:

- a. Approve repair/materials for bridge and picnic table repair. Motion to approve up to \$500 for Vince reimbursement of concrete reinforcements and repairs.

- b. Motion by __Frank__ 2nd __Josh__

2. New Business:

- a. Confirm Site of June meeting at Redeemer Church, which is ADA compliant.

- b. Timeline for Hillsborough County requirements include:

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- a. April: Hillsborough County send out taxing district and budgetary guidance for the coming year
<https://www.hillsboroughcounty.org/en/government/budget/special-districts/budget-process-for-dependent-districts> Updates and modified requirements are common, so it requires all TDD members visibility for review.
- b. Mid-April: Secretary sends add to Tampa Bay Times (TBT) Legal for placement (add should run no later than 2 full weeks prior to the June Annual Budget Meeting, for sufficient notice). Treasurer prepares draft budget for review during May meeting.
- c. Mid-May: At May meeting, Treasurer discusses draft budget during meeting, and adjust for June presentation and vote. TBT runs advertisement and sends affidavit to the WSDD Registered Agent at the Waterford Run address. Set discussion points and prepare documents for June meeting.
- d. 14 Jun: At 7:15pm, Annual Budget meeting will be held at Redeemer Church, with the public invited (read through the resolution, agree on the annual assessments from residence of the community, discuss any adjustments, etc.). At 7:30pm, conduct the Routine monthly meeting at the same location. Vote on the acceptance of the budget. Confirm the meeting schedule (second Monday of each month). Vote for and confirm positions of officers, as required (prepare the WSDD Data Identification Form for submission). Go over any appeals of decisions, as required.
- e. Mid-July: At the July Meeting, approve the minutes of the previous month along with resolving all signatures required for the annual submission to Hillsborough County. Following the meeting submit the required documents to Hillsborough County (Attn: Mary Mahoney, MahoneyM@hillsboroughcounty.org). The deadline suspense for submission is 12 July 2021, this year.
- f. Mid-September: Hillsborough County Management and Budget Department requires a copy of select documentation, as well. Send the tax roll file, assessments and Non-Ad Valorem at minimum. (Attn: Ashley Hepburn, and Tracy Torres). Contact information is hepburna@hillstax.org **Phone:** (813) 635-5210 X 5448 | **Fax:** (813) 612-6773
Email: hepburna@hillstax.org | **Website:** www.hillstax.org **Address:** Processing Operations Tampa, FL 33619 and for Tracy Torres **Phone:** (813) 276-

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8916 **Fax:** (813) 635-8036 **Email:** torrest@hcpafl.org **Website:** www.hcpafl.org

Address 311 Pauls Dr Brandon, FL 33511

c. HOA report-Jennifer

Move to adjourn_Frank__ Adjournment of Meeting @_7:45_PM