

## Minutes of Pine Hollow SDD for November 1, 2016

Meeting called to order 6:30pm.

- Attendee's

Debbie Armstrong, President, Barbara Nees, Treasurer, Connie Asmar, Secretary, Bob Schreiber, Trustee, Gerry Javier, Trustee, and Scott Moskowitz, Trustee.  
With 6 trustees in attendance a quorum was formed for November 1, 2016 meeting.

- Public comment

None

- Meeting minutes

Gerry Javier motioned to approve the meeting minutes from October 4, 2016, Scott Moskowitz seconded the motion.  
Board voted 6 to 0 in approval.

- Treasurer's Report

Treasurers report given by Treasurer, Barbara Nees.  
Beginning balance as of October 1, 2016 \$1,390.96

Three checks written for a total of \$401.04 cleared for September 2016.  
#1557 Clipper Dean \$370.00  
#1558 BOCC \$9.00  
#1559 Teco \$22.04

Deposit

Hillsborough General District \$40.31

BOA Service Fee \$17.00

Ending balance as of October 31, 2016 was \$1,013.23

Connie Asmar motioned to approve the Treasurer's report, Bob Schreiber seconded the motion.  
Board voted 6 to 0 in approval.

Pine Hollow received an invoice from Department Economic Opportunity for \$175.00. This invoice is due November 30, 2016. Debbie Armstrong has made changes on the invoice to reflect the change in contact information from Gerry Javier to herself. The invoice currently has a Pine Hollow email address, so Connie Asmar and Debbie Armstrong will try to forward the current email to Debbie's personal email for ease. If the email cannot be forwarded to Debbie, she will submit a email address change with the invoice as well.

Debbie presented an option to save money on bank charges. TD Bank Business Account has a minimum deposit of \$25.00 to open, a limit of 200 checks per month, and a zero monthly service charge.

Debbie Armstrong motioned to move Pine Hollow SDD banking from Bank of America to TD Bank, Connie Asmar seconded

Board voted 6 to 0 in approval

The account will have Debbie Armstrong, President, Bob Valinoti, Vice President, and Barbara Nees, Treasurer as signers on the account.

- Old business

- Debbie Armstrong, Barbara Nees, and Gerry Javier are to meet with Accountants Monday 11/7/16.
  - During this meeting Debbie and Barbara will meet the accountants for the first time, and give the information to the accounts to start the audit.

- Old business Continued

- Bond paper work has been changed to show the following Trustees Debbie Armstrong, Bob Valinoti, and Barbara Nees.
- The board meetings and location needs to be advertised, and since the Tampa Tribune no longer exist, the Tampa Bay Times has increased the legal add fees from \$30 per year to \$150 per year. Mary Mahoney in the county office informed Pine Hollow SDD that we can submit a regular add, and keep a copy of the add page for proof. Debbie Armstrong stated she will keep the copy of the add in her records.
- Board term forms need to be filled out and turned in by November 30, 2016.
- Pine Hollow website
  - [PINEHOLLOWSDDD.ORG](http://PINEHOLLOWSDDD.ORG) is up and running.
  - A FaceBook page has also been created for Pine Hollow residents to join and post to. Sarah Sisco is the administrator for the FaceBook page.

- New business

- A pine tree on Lowell has been marked to be cut down, and should be removed by the county within a week.
- Debbie Armstrong suggested all 4 board officers have the login and password to Pine Hollow website in order to make changes if needed.  
Gerry Javier motioned to give the login and password to the 4 officers, and Scott Moskowitz seconded.  
Board voted 6 to 0 in approval.
- Next meeting date will be December 6, 2016 at 6:30pm
- Motion to adjourn  
Debbie Armstrong motioned to adjourn, Connie Asmar seconded the motion.  
Board voted 6 to 0 in approval.  
Meeting adjourned 7:15pm