



Carrollwood Recreation District  
**December 9, 2024**

Board of Trustees

**Executive Committee Meeting - 6:00 p.m.**

Mark Snellgrove  
President

**Regular Meeting Agenda - 6:30 p.m.**

Dr. Anna Brown  
Vice President  
Recreation Center/  
Tennis Chairwoman

**1. Executive Committee Meeting**

- Review & make corrections to the November 11<sup>th</sup>, 2024, regular meeting minutes.
- Review & finalize the December regular meeting agenda items.

Mark Georgiades  
Treasurer

**2. Call Regular Meeting to Order**

Kristy Taylor  
Secretary

**3. Roll Call**

- Mark Snellgrove
- Dr. Anna Brown
- Mark Georgiades
- Kristy Taylor
- Jared Brown
- Jack Griffie
- Matt Lavisky
- Dan Seeley
- Kevin Shidler

Jared Brown  
Community  
Development  
Chairman

Jack Griffie  
Scotty Cooper Park  
Chairman

**4. Determination of Quorum**

Matthew J. Lavisky  
Original Carrollwood  
Park Chairman

**5. Public Comment**

Dan Seeley  
Grounds Chairman

**6. Motion to Approve the Consent Agenda**

- Approval of December 9, 2024, Regular Meeting Agenda
- Approval of November 2024, Independent Accountant's Compilation Report
- Approval of November 11, 2024, Executive Committee Meeting Minutes
- Approval of November 11, 2024, Regular Meeting Minutes

Kevin Shidler  
White Sands Beach  
Chairman

**7. Regular Agenda Items**

**CCA Liaison:**

**Treasurer:**

- Review & approve annual engagement letter for the district's accountant



## Carrollwood Recreation District

### Board of Trustees

Mark Snellgrove  
President

Dr. Anna Brown  
Vice President  
Recreation Center/  
Tennis Chairwoman

Mark Georgiades  
Treasurer

Kristy Taylor  
Secretary

Jared Brown  
Community  
Development  
Chairman

Jack Griffie  
Scotty Cooper Park  
Chairman

Matthew J. Lavisky  
Original Carrollwood  
Park Chairman

Dan Seeley  
Grounds Chairman

Kevin Shidler  
White Sands Beach  
Chairman

### President:

- **Vote** to Approve the 2025 meeting schedule for a legal notice publication in the Tampa Bay Times newspaper as follows:

The Carrollwood Recreation District, a Florida independent special district, meets on the 2<sup>nd</sup> Monday of each month, at 6:30 p.m. The meetings are open to the public and held at the Carrollwood Recreation Center located at: 3515 McFarland Road, Tampa, Florida 33618. More information on the District can be found online at: [www.originalcarrollwoodcrd.com](http://www.originalcarrollwoodcrd.com)

➤ Regular Monthly Executive Committee Meeting	6:00 pm, Monday, January 13, 2025
➤ Annual Organizational Session	6:30 pm, Monday, January 13, 2025
➤ Regular Monthly Board of Trustees Meeting	6:30 pm, Monday, January 13, 2025
➤ Monthly Committee Meeting	10:00 am, Saturday, January 25, 2025
➤ Regular Monthly Executive Committee Meeting	6:00 pm, Monday, February 10, 2025
➤ Regular Monthly Board of Trustees Meeting	6:30 pm, Monday, February 10, 2025
➤ Monthly Committee Meeting	10:00 am, Saturday, February 22, 2025
➤ Regular Monthly Executive Committee Meeting	6:00 pm, Monday, March 10, 2025
➤ Regular Monthly Board of Trustees Meeting	6:30 pm, Monday, March 10, 2025
➤ Monthly Committee Meeting	10:00 am, Saturday, March 29, 2025
➤ Regular Monthly Executive Committee Meeting	6:00 pm, Monday, April 14, 2025
➤ Regular Monthly Board of Trustees Meeting	6:30 pm, Monday, April 14, 2025
➤ Monthly Committee Meeting	10:00 am, Saturday, April 26, 2025
➤ Regular Monthly Executive Committee Meeting	6:00 pm, Monday, May 12, 2025
➤ Regular Monthly Board of Trustees Meeting	6:30 pm, Monday, May 12, 2025
➤ Monthly Committee Meeting	10:00 am, Saturday, May 24, 2025
➤ Regular Monthly Executive Committee Meeting	6:00 pm, Monday, June 9, 2025
➤ Public Hearing: 2026 Fiscal Year Ending Budget	6:30 pm, Monday, June 9, 2025
➤ Regular Monthly Board of Trustees Meeting	6:35 pm, Monday, June 9, 2025
➤ Monthly Committee Meeting	10:00 am, Saturday, June 28, 2025
➤ Regular Monthly Executive Committee Meeting	6:00 pm, Monday, July 14, 2025
➤ Regular Monthly Board of Trustees Meeting	6:30 pm, Monday, July 14, 2025
➤ Monthly Committee Meeting	10:00 am, Saturday, July 26, 2025
➤ Regular Monthly Executive Committee Meeting	6:00 pm, Monday, August 11, 2025
➤ Regular Monthly Board of Trustees Meeting	6:30 pm, Monday, August 11, 2025
➤ Monthly Committee Meeting	10:00 am, Saturday, August 30, 2025
➤ Regular Monthly Executive Committee Meeting	6:00 pm, Monday, September 8, 2025
➤ Regular Monthly Board of Trustees Meeting	6:30 pm, Monday, September 8, 2025
➤ Monthly Committee Meeting	10:00 am, Saturday, September 27, 2025
➤ Regular Monthly Executive Committee Meeting	6:00 pm, Monday, October 13, 2025
➤ Regular Monthly Board of Trustees Meeting	6:30 pm, Monday, October 13, 2025



## Carrollwood Recreation District

### Board of Trustees

**Mark Snellgrove**  
President

- |   |                                       |
|---|---------------------------------------|
| ➤ Monthly Committee Meeting                   | 10:00 am, Saturday, October 25, 2025  |
| ➤ Regular Monthly Executive Committee Meeting | 6:00 pm, Monday, November 10, 2025    |
| ➤ Regular Monthly Board of Trustees Meeting   | 6:30 pm, Monday, November 10, 2025    |
| ➤ Monthly Committee Meeting                   | 10:00 am, Saturday, November 22, 2025 |
| ➤ Regular Monthly Executive Committee Meeting | 6:00 pm, Monday, December 8, 2025     |
| ➤ Regular Monthly Board of Trustees Meeting   | 6:30 pm, Monday, December 8, 2025     |
| ➤ Monthly Committee Meeting                   | 10:00 am, Saturday, December 20, 2025 |

**Dr. Anna Brown**  
Vice President  
Recreation Center/  
Tennis Chairwoman

### Recreation Center/ Tennis Chairwoman:

**Mark Georgiades**  
Treasurer

### Original Carrollwood Park Chairman:

**Kristy Taylor**  
Secretary

### White Sands Beach Chairman:

- Review lab results from the swim side

**Jared Brown**  
Community  
Development  
Chairman

### Scotty Cooper Park Chairman:

**Jack Griffie**  
Scotty Cooper Park  
Chairman

### Grounds Chairman:

- Review White Sands Beach access control gate proposals and vote to award a contract.

**Matthew J. Lavisky**  
Original Carrollwood  
Park Chairman

### Community Development Chairman:

**Dan Seeley**  
Grounds Chairman

### 8. Other Business

- Reopen Public Comment

**Kevin Shidler**  
White Sands Beach  
Chairman

### 9. Adjourn



**Carrollwood Recreation District Board  
Executive Committee Meeting  
Regular Meeting Minutes  
November 11, 2024 – Not Yet Approved**

THESE MEETING MINUTES ARE NOT A WORD FOR WORD TRANSCRIPT OF WHAT WAS SAID.  
THE NOTES CAPTURE THE ESSENCE AND MEANING OF THE MEETING DIALOGUE WHILE  
TRANSCRIBING EXACT PHRASING AS CLOSELY AS POSSIBLE.

**1. Executive Committee Meeting**

- Review & make corrections to the October 14, 2024, regular meeting minutes.
- Review & finalize the November regular meeting agenda items.

**2. Call Regular Meeting to Order**

- Meeting called to order at 6:31PM

**3. Roll Call**

- |                      |  |             |
|----------------------|--|-------------|
| • Mark Snellgrove    | President                              | Present     |
| • Dr. Anna Brown     | Vice President Rec Center/Tennis Chair | Present     |
| • Mark Georgiades    | Treasurer                              | Present     |
| • Kristy Taylor      | Secretary                              | Not Present |
| • Jared Brown        | Community Development Chair            | Not Present |
| • Jack Griffie       | Scotty Cooper Park Chair               | Present     |
| • Matthew J. Lavisky | Original Carrollwood Park Chair        | Present     |
| • Dan Seeley         | Grounds Chair                          | Not Present |
| • Kevin Shidler      | White Sands Beach Chair                | Present     |

**4. Determination of Quorum**

- Quorum established: six members present

**5. Public Comment**

- Ethan Pliskow reported that several streetlights are out in the community. He will provide the address range and the pole numbers for Janet so she can report them.
- Public commented closed at 6:32

**6. Motion to Approve the Consent Agenda**

- Approval of November 11, 2024, Regular Meeting Agenda
- Approval of September 2024, Independent Accountant's Compilation Report
- Approval of September 9, 2024, Executive Committee Meeting Minutes
- Approval of September 9, 2024, Regular Meeting Minutes
- Approval of October 14, 2024, Independent Accountant's Compilation Report
- Approval of October 14, 2024, Executive Committee Meeting Minutes
- Approval of October 14, 2024, Regular Meeting Minutes

- **Trustee Griffie** made a motion to approve.
- **Motion** Seconded by **Trustee Georgiades**
- **Vote:** 6-in favor – 0-opposed

## 7. Regular Agenda Items

### **CCA Liaison:**

- CCA board president John Schinka came to mention that the CCA elections are coming up in December. The annual New Years Eve fireworks show has been scheduled. November is the timeline the District typically pays the rent check to the CCA so that check will be coming soon. The Octoberfest went well and had a good turnout. CCA will be trying to better promote the event for the next one.

### **Treasurer:**

- Trustee Georgiades reported that we are in good financial shape while we are waiting for the tax revenue to begin flowing in.

### **President:**

- Previously there was a question as to whether we (CRD) should file an insurance claim for the storm damage from Hurricane Milton. Mark Snellgrove estimates that the cost to us for repairs is about \$40,000.00. Our insurance agent reminded us that we must consider the wind deductible and/or mitigate cost, when possible, to avoid making a claim. The board consensus is that since the deductibles are for each community park separately, we should absorb the cost.
- There is damage to the wall behind the house at the corner of Phoenix Circle and Orange Grove Drive, a tree fell over the wall and into the preserve behind the tennis courts. It crushed a section of the block wall. The homeowners were asking what portion we would pay for. Trustee Shidler stated that the insurance companies usually say that the tree is the responsibility of the homeowner. The wall repair is our responsibility. The consensus of the board is that since we have repaired the walls at our cost on at least two other occasions, we should follow that precedent and assume the cost of the wall repair. Trustee Lavisky will draft a letter to the homeowners stating that the tree has fallen onto District property and has caused damage. We will ask for their insurance company's information.
- President Snellgrove recommended Perimeter Solutions Group for hurricane fence repairs as follows:
  - \$4,802.18 - Tennis Court Repair
  - \$1,008.75 – Original Carrollwood Park repair

- \$2,709.00 - the fence along Orange Grove Drive
- \$1,938.00 - Scotty Cooper Park Repair
- A total of \$10,457.93 for all hurricane damage to fences.
- **Trustee Dr. Anna Brown** made a motion to exercise our ability to authorize emergency repair work and to award a contract to West Florida Fence, a division of Perimeter Solutions Group (PSG) in the amount of \$10,457.93 for multiple fence repairs due to hurricane damage.
- **Motion** Seconded by **Trustee Griffie**
- **Vote:** 6-in favor – 0-opposed

#### **Recreation Center/ Tennis Chairwoman:**

- Reviewed the proposals to add more monitoring cameras to the recreation center and incorporate additional cameras to monitor the tennis courts.
- **Trustee Dr. Anna Brown** made a motion to award a contract to OTC Security Cameras Tampa for the Tennis Courts in the amount of \$4,495.55; and to award another contract to OTC for additional cameras at the recreation center in the amount of \$2,140.03.
- **Motion** Seconded by **Trustee Lavisky**
- **Vote:** 6-in favor – 0-opposed

#### **Original Carrollwood Park Chairman:**

- Trustee Lavisky reported about a large amount of vandalism at OCP. He also recommends replacing the ball field lights since the original lights & poles were toppled by hurricane Milton. The batting cage was completely destroyed also.
- The price to replace the lights & poles is \$17,375.00
- The estimated price for the batting cage is \$6,000.00
- Trustee Georgiades stated there is room in the budget for this expense.
- Trustee Dr. Anna Brown agreed that the lights are needed for evening use and community events. President Snellgrove agreed. Trustee Griffie asked about how often the batting cage gets utilized. Trustee Lavisky believes that we should get a few more quotes on the batting cages while making the light replacement a priority. Trustee Shidler mentioned that the old lights were not tall enough and did not light the field properly. The recommended height for light poles at a Little League park is 30-50 feet high. Trustee Shidler recommended increasing the pole height. Trustee Lavisky will work on this and report back at the December meeting.

- **Trustee Lavisky** made a motion to exercise our ability to authorize emergency repair work and to award a contract to LDH Electrical Service in the amount not to exceed \$24,000.00; to remove the old poles and lights and install new poles and lights; with Trustee Lavisky authorized to work with LDH on proper pole height specifications.
- **Motion** Seconded by **Trustee Shidler**
- **Vote:** 6-in favor – 0-opposed

**White Sands Beach Chairman:**

- The swimming area has tested with values below the limit and White Sands beach park is open again.
- The winter guard service hours are: Friday-Sunday 8-hour days.

**Scotty Cooper Park Chairman:**

- Trustee Griffie requested who we can use to treat the aquatic weeds. President Snellgrove said that Horner Environmental has been used in the past but been difficult to restart up again. Trustee Shidler recommended we reach out to the contractor that is treating Lake Lipsey. President Snellgrove will follow up on this.

**Grounds Chairman:**

- President Snellgrove reported that Trustee Seeley has just authorized ASI Landscape Management to complete tree work and debris removal from hurricane Milton at all the community properties.

**Community Development Chairman:**

- No report.

**8. Other Business**

- Public Comment reopened at 7:39.

A member of the public asked: can we get a crosswalk on Schefflera Road or Latania Drive. Bowman Academy preschool students do-not have a crosswalk. Trustee Shidler said the county will have to do a study to determine if a crosswalk is warranted. President Snellgrove mentioned taking this matter up with CCA and perhaps reach out to county government.

**9. Adjourn**

- **Motion** by **Trustee Shidler** to Adjourn
- Motion Seconded by **Treasurer Griffie**
- **Vote:** 6-in favor – 0-opposed
  - Time: 7:41pm

*Meeting minutes recorded by Trustee Dr. Anna Brown*

**Carrollwood Recreation District Board  
Executive Committee Meeting  
Regular Meeting Minutes  
September 9, 2024 – Board Approved**

THESE MEETING MINUTES ARE NOT A WORD FOR WORD TRANSCRIPT OF WHAT WAS SAID.  
THE NOTES CAPTURE THE ESSENCE AND MEANING OF THE MEETING DIALOGUE WHILE  
TRANSCRIBING EXACT PHRASING AS CLOSELY AS POSSIBLE.

**1. Executive Committee Meeting**

- Review & make corrections to the August 12, 2024, regular meeting minutes.
- Review & finalize the September regular meeting agenda items.

**2. Regular Meeting**

- President Mark Snellgrove called the regular meeting to order at 6:32pm.

**3. Roll Call**

- |                      |  |             |
|----------------------|--|-------------|
| • Mark Snellgrove    | President                              | Present     |
| • Dr. Anna Brown     | Vice President Rec Center/Tennis Chair | Present     |
| • Mark Georgiades    | Treasurer                              | Present     |
| • Kristy Taylor      | Secretary                              | Present     |
| • Jared Brown        | Community Development Chair            | Present     |
| • Jack Griffie       | Scotty Cooper Park Chair               | Not Present |
| • Matthew J. Lavisky | Original Carrollwood Park Chair        | Present     |
| • Dan Seeley         | Grounds Chair                          | Present     |
| • Kevin Shidler      | White Sands Beach Chair                | Present     |

**4. Determination of Quorum**

- Yes: eight trustees present at 6:32pm.

**5. Public Comment**

- Ethan Pliskow
  - First meeting and wants to get involved.
- Bennett Jacobson: no comment
- Paul Siddall: no comment
- Sheriff's Office community resource deputy – Brendan Fitzgerald stopped by to introduce himself.
- Deputy Hoffman who works with the homelessness also stopped by.
- Sheila Santafemia
  - Commented that the inlet at Scotty Cooper Park (around the fishing dock) is overgrown and asked the board to look into getting it cleaned up.



- Public comment closed at 6:41pm

## 6. Motion to Approve the Consent Agenda

- Approval of September 9, 2024, Regular Meeting Agenda
- Approval of August 2024, Independent Accountant's Compilation Report
- Approval of August 12, 2024, Executive Committee Meeting Minutes
- Approval of August 12, 2024, Regular Meeting Minutes
- **Trustee Dr. Anna Brown** made a motion to approve.
- **Motion** Seconded by **Trustee Jared Brown**
- **Vote:** 8-in favor – 0-opposed

## 7. Regular Agenda Items

### Treasurer Georgiades

- The District is financially healthy headed into the next fiscal year, which begins October 1<sup>st</sup>.
- Treasurer Georgiades is projecting that we will come in under budget by approximately \$85K for this fiscal year that ends on September 30<sup>th</sup>.

### President Snellgrove

- The Board discussed ethics training – everyone must complete annually.
- White Sands Beach water lab results were 34.4 at the latest sample testing. Lab testing is no longer required by the state, but we still have a volunteer who draws one monthly sample and delivers the sample to the lab.
- If there are any alarming lab results, swim advisory signs can be posted alerting residents.

### Recreation Center/ Tennis Chair Dr. Anna Brown

- New security cameras are working great.
- The guard for the tennis courts is in place temporarily. There were non-residents damaging the fence who were asked to leave, and the Sheriff's office was called for assistance. It's a liability issue if we allow non-residents to use the facilities. We have the ability to post a guard as a deterrent to non-residents. The guard service cost is covered in the budget. The guard will leave if there's no activity.

### Original Carrollwood Park Chair Lavisky

- Nothing to report.

### White Sands Beach Chair Shidler

- Lab results are good for September.

- Board discussion with the deputies regarding the procedure on how to trespass non-residents.
  - Discussed the procedure of how to trespass and track a non-resident when someone is asked to leave.
  - If a deputy is called and can get the person's name, they can issue a trespassing ticket. If the person leaves before law enforcement arrives, they cannot be trespassed.
  - The security guard can engage them and can see if it's a repeat offender and call the Sheriff's office.
- The no diving sign was ripped off the post near the swim platform.
- No additional alligator sightings.
  - There's an alligator trapper number if any residents see an alligator. Call (866) 392-4286 to report, this is the statewide nuisance alligator program.
- Fans are still being evaluated.

#### Scotty Cooper Park Chair Griffie

- Not present.

#### Grounds Chair Seeley

- Reported on replacement of concrete slabs and new plastic benches at WSB.
- Tree trimming was recently completed at OCP.
- The original fence contractor that Trustee Seeley was working with fell through and a quote was never received. A new fence company has been contacted for a design and quote for the access control gate system.
  - 6' tall black metal fence/gate with automatic 1,000 fobs. 1 fob per household, but additional fobs cost will be considered.
- Trustee Shidler suggested adding "No Smoking" signs at all parks.

#### Community Development Chair Jared Brown

- Will work on no-smoking & smoke-free facilities signs.

#### CCA Liaison:

- Not present.
- Trustee Seeley suggested moving CCA Liaison to the top of the meeting agenda. That way the liaison can comment before they need to leave to attend the CCA meeting.

### 8. Other Business

- A resident asked if the vines can be cleaned around fence at the Rec Center.
- A resident asked if the deputies that patrol our community know & understand our community rules.
  - Board discussion: law enforcement can only enforce laws - not rules. Continue to work with law enforcement when there is an issue.

## **9. Adjournment**

- **Motion** by **Trustee Shidler** to Adjourn
- Motion Seconded by **Treasurer Georgiades**
- **Vote:** 8-in favor – 0-opposed
- Time: 7:42pm

*Meeting minutes recorded by Secretary Taylor*

**Carrollwood Recreation District Board  
Executive Committee Meeting  
Regular Meeting Minutes  
October 14, 2024 – Board Approved**

THESE MEETING MINUTES ARE NOT A WORD FOR WORD TRANSCRIPT OF WHAT WAS SAID.  
THE NOTES CAPTURE THE ESSENCE AND MEANING OF THE MEETING DIALOGUE WHILE  
TRANSCRIBING EXACT PHRASING AS CLOSELY AS POSSIBLE.

**1. Executive Committee Meeting**

- Review & make corrections to the September 9, 2024, regular meeting minutes.
- Review & finalize the October regular meeting agenda items.

**2. Call Regular Meeting to Order**

Meeting called to order at: 6:37

**3. Roll Call**

- |                      |  |             |
|----------------------|--|-------------|
| • Mark Snellgrove    | President                              | Present     |
| • Dr. Anna Brown     | Vice President Rec Center/Tennis Chair | Present     |
| • Mark Georgiades    | Treasurer                              | Present     |
| • Kristy Taylor      | Secretary                              | Not Present |
| • Jared Brown        | Community Development Chair            | Present     |
| • Jack Griffie       | Scotty Cooper Park Chair               | Not Present |
| • Matthew J. Lavisky | Original Carrollwood Park Chair        | Not Present |
| • Dan Seeley         | Grounds Chair                          | Not Present |
| • Kevin Shidler      | White Sands Beach Chair                | Present     |

**4. Determination of Quorum:**

- Quorum was-not established

**5. Public Comment**

- Joshua Struble wants to hear what damage was done in our neighborhood and how he can help out.
- Ethan Pliskow is in attendance to hear how our community fared and how they can help.

**6. Motion to Approve the Consent Agenda**

- Approval of October 14, 2024, Regular Meeting Agenda
- Approval of September 2024, Independent Accountant's Compilation Report
- Approval of September 9, 2024, Executive Committee Meeting Minutes
- Approval of September 9, 2024, Regular Meeting Minutes

➤ The consent agenda was tabled for the next meeting due to lack of a voting quorum.

## **7. Regular Agenda Items**

### **CCA Liaison:**

### **Treasurer:**

- The District came in 94K in the surplus last fiscal year. This will provide ample for tree-trimming needs from hurricane's Helene and Milton. Trustee Georgiades recommends transferring 50K into the savings account. Our savings account generated \$16,559 in interest this year.
- The annual audit will begin soon.

### **President:**

#### **Damage known to District properties:**

- Dan and Mark were proactive in getting Omega Tree Service and ASI Landscape Management ready to move to take care of the District's needs. There was a fallen tree over the dumpster and that was removed the next day. ASI came out on Sunday and cleared the tennis courts. The tennis courts are safe to use for now. Scotty Cooper was cleared by Trustee Jack Griffie and a group of community volunteers. There are trees down at OCP but they were not as critical for removal. White Sands Beach was closed due to sewage draining into the lake and the very high-water line making things unsafe for visitors. Both OCP and the Tennis courts have fence damage that needs repair. The iron fence along Orange Grove Drive near Phoenix Circle needs repair. The 6 foot block wall behind the tennis courts in the reserve had damage from a fallen tree. Sweetwater Creek overflowed and caused minor flooding around the rec center but there was no damage to the facility. Trustee Georgiades asked about insurance and whether we should look into our hurricane policy and see if it is beneficial to make a claim. Mark S. will check with our agent to see what our deductible is and what he recommends.
- Trustee Shidler recommended that we put out our list of vendors for residents to call as needed.
- The TECO engineer and VP were in communication during the post storm with Mark S., along with Commission Chairman Ken Hagen who came out and did site visits. These meetings paid off with getting the trees removed from the roads quickly. Resident Paul Siddall was also an excellent resource post storm due to his work with the Florida Division of Emergency Management. We were able to get debris removed to prevent clogs in the drains of Sweetwater Creek.

- There was a discussion about the powerlines, and they will be invited to a meeting in the near future.

**Recreation Center/ Tennis Chairwoman:**

- Trustee Anna Brown noted that the new roof stood up well during the storm. Also mentioned a request to use the building as shelter and the explanation that the building falls under the control of the county under a state of emergency. The building would have to have previously been assessed to meet criteria to be a shelter including an on-site generator.

**Original Carrollwood Park Chairman:**

- Report on Vandalism at OCP.
- Someone cut through the fence near the storage container. It's a minor repair. Gary made a temporary repair.

**White Sands Beach Chairman:**

- Review lab results from the swim side

**Scotty Cooper Park Chairman:**

**Grounds Chairman:**

**Community Development Chairman:**

- Trustee Jared Brown will take over the fencing projects and coordinate the replacements.

**8. Other Business**

- Reopened Public Comment.
- Joshua Struble had a question about the debris on the street. Will the County come out to pick it up? Do we as a community need to do anything?

**9. Adjournment**

- Meeting adjourned at: 7:16pm

*Meeting minutes recorded by Trustee Dr. Anna Brown*





October 1, 2024

To the Board of Trustees  
Carrollwood Recreation District  
3515 McFarland Road  
Tampa, FL 33618

Dear Sir/Madam:

We are pleased to confirm our acceptance and understanding of the monthly services we are to provide for Carrollwood Recreation District for the fiscal year ending September 30, 2025.

You have requested that we prepare the financial statements of Carrollwood Recreation District, which comprise the monthly statements of assets, liabilities, and fund balances - modified cash basis and the related statements of revenues and expenses - modified cash basis for the fiscal year ending September 30, 2025, and perform compilation engagements with respect to those financial statements. These financial statements will not include a statement of cash flows and related notes to the financial statements.

You have requested that we perform the following services:

1) We will provide you with the following bookkeeping services:

- Reconcile checking accounts with bank statements each month, identify errors, inform you of adjustments, and request that you make correcting entries directly into your checkbook. We will not be reviewing the cancelled checks or electronic copies of the checks for payees or endorsements.
- Record all revenues and expenses, deposits, and adjusting entries needed each month.
- Perform biweekly payroll services from timesheets provided by you, as well as scheduling payroll tax deposits and preparing payroll tax and employee information returns.

**Blake & Moore, C.P.A.s, P.A.**

3550 Buschwood Park Drive • Suite 250 • Tampa, Florida 33618  
813-932-0363 • Fax 813-932-9763

- Prepare monthly sales tax returns.

### **Our Responsibilities**

The objective of our engagement is to prepare financial statements in accordance with the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America based on information provided by you.

We will conduct our compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care when performing the bookkeeping services, preparing the financial statements, and performing the compilation engagement.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities since performing those procedures or taking such action would impair our independence.

### **Your Responsibilities**

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to prepare financial statements in accordance with the modified cash basis of accounting. You have the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARS:

- 1) The selection of the modified cash basis as the financial reporting framework to be applied in the preparation of the financial statements
- 2) The design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of

financial statements that are free from material misstatement, whether due to fraud or error

- 3) The prevention and detection of fraud
- 4) To ensure that the Company complies with the laws and regulations applicable to its activities
- 5) The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements
- 6) To provide us with—
  - Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,
  - Additional information that we may request from you for the purpose of the preparation of the financial statements, and
  - Unrestricted access to persons within the Company of whom we determine necessary to communicate.

You are responsible for all management decisions and responsibilities and for designating an individual with suitable skill, knowledge, and experience to oversee our bookkeeping, payroll and sales tax services and the preparation of your financial statements. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

#### **Our Report**

As part of our engagement, we will issue a report that will state that we did not audit or review the financial statements and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on the. There may be circumstances in which the report differs from the expected form and content. If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

You agree to include our accountant's compilation report in any document containing financial statements that indicates that we have performed a compilation engagement on such financial statements and, prior to the inclusion of the report, to obtain our permission to do so.

#### **Other Relevant Information**

Kevin A. Moore is the engagement partner and is responsible for



supervising the engagement and signing the report or authorizing another individual to sign it.

We will base our fees on the amount of time required at the different levels of responsibility at our standard per diem rates, plus travel and other out-of-pocket costs, not to exceed \$850 per month. Additional services for consulting, etc. will be billed out at our hourly rates depending on the level of expertise required. We will always discuss fees before starting any new engagement. Every effort will be made to keep our time to a minimum consistent with the engagement requirements. Past due accounts are assessed a service charge at an annual rate of 12%. In the event collection of our fees requires the assistance of our attorneys or other collection agency the fees and associated expenses will be the sole responsibility of Carrollwood Recreation District. We reserve the right to defer rendering further services until payment is received on past due invoices.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our engagement to prepare the financial statements described herein, and our respective responsibilities.

Sincerely,

*Blake E. Moore*

Blake & Moore, CPA's, P.A.

Acknowledged:

Carrollwood Recreation District

Name / Title

Date