

**MINUTES**  
**SUN CITY CENTER COMMUNITY ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING**  
**WEDNESDAY, APRIL 11, 2012**  
**ROLLINS THEATER**

**APPROVED**

**DIRECTORS PRESENT**

Ed Barnes, President	Al Alderman	Jane Keegan
Chuck Collett, Vice President	Howie Griffin	Ann Marie Leblanc
David Floyd, Secretary	Martin Hurwitz	Sam Sudman

**OTHERS PRESENT**

Neil Rothfeld, Treasurer  
Lyn Reitz, Community Manager  
Carol Donner, Recording Secretary  
42 Members

**I. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

President Barnes called the meeting to order at 9:00 a.m. All present joined him in the Pledge of Allegiance. A quorum was established with 9 members present.

**II. APPROVAL OF THE MINUTES**

March 14, 2012 – There being no objections or corrections, the minutes of the Board Meeting held on March 14, 2012 were approved as presented.

**III. SECRETARY'S REPORT**

Petition - Secretary Floyd announced that on April 2, 2012, the Community Association received a petition (a copy of the first page is attached) which was sent to the Elections Committee for review. On April 4<sup>th</sup>, the Elections Committee reported that the petition met all the necessary requirements and had over 100 confirmed signatures. The Board will now schedule a meeting to discuss the merits of the petition.

Acknowledgements –Secretary Floyd reported that the CA had received \$1,000 from the Aquasizers to offset expenses for heating the pool and \$973 from Monday Movies to offset License Fees. He also stated that donations were received for the Hardship Fund from Laureate Zeta Chapter of Beta Sigma Phi - \$125; Merry Makers - \$38; and Par for the Chorus - \$200. The Square Dance Club donated \$300 to Operations and Travel World donated \$886 to the Library. The following clubs donated funds to offset FunFest expenses: Ceramic Club - \$50; Horseshoe Pitchers Association - \$350; Organ & Keyboard Club - \$190; Potters Wheel Club - \$75; Solo Line Dance Club - \$50; and Stained Glass Club - \$89.

In addition, the Association received a semi-annual donation of \$5,859 from the Community Foundation of Greater Sun City Center (the Durward & Janet Siville Fund) for the SCC Library

For the Record – Secretary Floyd reported that the Board of Directors in an Action without a Meeting on March 23, 2012 (attached) approved a request from Wendell Spencer for the use of a table in the Atrium for the purpose of gathering petition signatures.

#### IV. PRESIDENT'S REPORT

A copy of President Barnes' report is attached.

#### V. TREASURER'S REPORT

Treasurer Rothfeld reported that Capital Fund Fees were received in March for 43 homes versus a budget of 20. As of March 31, transfer fees were received on 94 homes versus budget of 60 homes.

#### VI. MANAGER'S REPORT

Community Manager Lyn Reitz's report is attached.

#### VII. STANDING COMMITTEE REPORTS (None)

#### VIII. SPECIAL PURPOSE COMMITTEE REPORTS

##### 50<sup>TH</sup> Anniversary

Director Leblanc announced that the 50<sup>th</sup> Anniversary celebrations are just about concluded. The upcoming Gala on April 20<sup>th</sup> is sold out. There will be a breakfast on April 24<sup>th</sup> for all those who helped make the 50<sup>th</sup> what it was. The 50<sup>th</sup> Anniversary year was very successful and she thanked everyone who supported the 50<sup>th</sup>. President Barnes added that the purpose of the 50<sup>th</sup> was for everybody to have a great time and to celebrate the 50<sup>th</sup> anniversary of Sun City Center. Director Leblanc and her committee did an absolutely super job of doing it.

##### Fitness Center Committee

Director Sudman reported that the Fitness Center Committee sponsored a challenge – “Fit for 50” – as part of the 50<sup>th</sup> Anniversary celebration. They had 351 members sign up; 269 completed 50 miles or more on one or more eligible equipment categories in the Fitness Center. While the entire Fitness Committee was actively involved, he thanked, in particular, all the work that Karen Johnson did to make the event a success.

#### IX. UNFINISHED BUSINESS

#### X. NEW BUSINESS

Secretary Floyd made a motion to add the following item to the Agenda: Approve a consulting contract to conduct focus groups and a survey. **SECOND:** Director Sudman. **VOTE:** Unanimous in favor by voice vote. Motion carried.

1) Approve use of Community Hall by Senior Connection

Director Griffin **MOVED** that the Board approve request by Senior Connection to rent Community Hall for \$1,500 on August 9, 2012 to hold a “Senior Friendly Fest”.

**SECOND:** Director Alderman. **VOTE:** Unanimous in favor by voice vote. Motion carried.

- 2) Approve suspension of requirements in Policy 6.05.B that guests must provide identification and that cards may not be purchased in advance  
 Secretary Floyd **MOVED** that the Board approve the suspension of requirements in Policy 6.05.B that state: Guests must provide identification and Guest Cards may not be purchased in advance. **SECOND:** Director Alderman. **VOTE:** Unanimous in favor by voice vote. Motion carried.
  
- 3) Approve addition of fence at Softball Field  
 Director Alderman **MOVED** that the Board approve a contract with USA Fence to install an additional 23 ft. of fence behind first base on the Softball Field in the amount of \$859.49 to be paid by the Softball Club. **SECOND:** Director Hurwitz. **VOTE:** Unanimous in favor by voice vote. Motion carried.
  
- 4) Approve installation of batting cage at Softball Field  
 Director Alderman **MOVED** that the Board approve the installation of a batting cage behind the Softball Pavilion at a cost not to exceed \$2,500. This expense to be paid by the Softball Club. **SECOND:** Secretary Floyd . **VOTE:** Unanimous in favor by voice vote. Motion carried.
  
- 5) Approve a consulting contract to conduct focus groups and a survey  
 Vice President Collett **MOVED** that we accept the proposal from Dr. Erika Mataluch to complete this service for \$10,000 with the understanding that the amount of cost could increase if we have a heavy response from our residents. **SECOND:** Director Sudman.

Secretary Floyd **MOVED** to amend the motion by changing the wording of the motion to: that the Board approve a consulting contract to Dr. Erika Mataluch, Professor at the University of Tampa, to conduct focus groups and a survey to determine the future of Sun City Center at a cost not to exceed \$15,000 to be expensed from the Operations Fund. **SECOND:** Director Alderman. **VOTE ON AMENDMENT:** Unanimous in favor by voice vote. Motion carried.

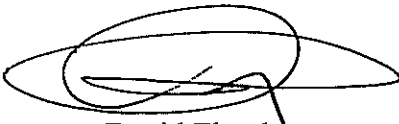
**VOTE ON MAIN MOTION:** Unanimous in favor by voice vote. Motion carried.

**XI. GOOD & WELFARE (None)**

**XII. ADJOURNMENT**

Director Alderman **MOVED** the meeting be adjourned. **SECOND:** Secretary Floyd. **VOTE:** Unanimous in favor by voice vote. The meeting was adjourned at 10:10 a.m.

**AUDIENCE PARTICIPATION**



David Floyd  
 Corporate Secretary  
 DF:dw  
 Attachments (4)

COPY

APPENDIX B

MEMBERSHIP PETITION TO THE SUN CITY CENTER COMMUNITY ASSOCIATION BOARD

COPY

READ AND UNDERSTAND BEFORE YOU SIGN

ONE ISSUE PER PETITION

This petition instructs the Board of Directors to: Hold a vote of the Community Association of Sun City Center membership to disapprove or approve the Letter of Intent, a copy of which is attached hereto and made a part hereof, signed December 30, 2011, with CLUBLINK Enterprises Ltd.

CA#	Name Printed	Signature	Address	Date
29331	MARY SALEM	Mary Salem	306 Strauch Ln Sae	3/26/12
17112	Scott Amstutz	Scott Amstutz	2013 Kandelvia Road FM 3-26-12	
18367	Ann Lee McKenzie	Ann Lee McKenzie	1396 New Bedford Dr Soc	3/26/12
25351	Elizabeth Bayer	Elizabeth Bayer	1753 Del Webb Blvd	3/26/12
26396	Jacqueline Mertz	Jacqueline Mertz	2409 Del Webb Blvd E	3/26/12
27969	BETTY MERTZ	Betty Mertz	2409 Del Webb Blvd E	3/26/12
7906	MILLIE STANER	Millie Staner	1804 PINEAPPLE PALM	3/26/12
18584	Leslie Cox	L. C. Cox	1201 Fordham	3/26/12
110394	F. Casarin	Tom Corneli	301 Boyer Ct.	3/26/12
9058	PAULINE WRIGHT	Pauline Wright	301 Boyer Ln	3-26-12
14045	Patricia Bauna	Patricia Bauna	642 Ft Duquesne	3-26-12

The above signatures were witnessed by me, the signatories are personally known to me, or I saw their CA Membership Card. The date of each signature is true.

Signature of Circulator: *Carol P. Baker*

Date: 3/26/12



ACTION BY WRITTEN CONSENT  
IN LIEU OF A MEETING  
OF THE BOARD OF DIRECTORS OF  
SUN CITY CENTER COMMUNITY ASSOCIATION, INC.

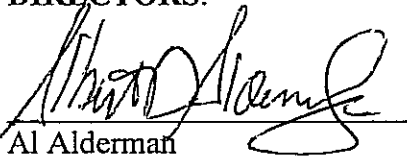
.....

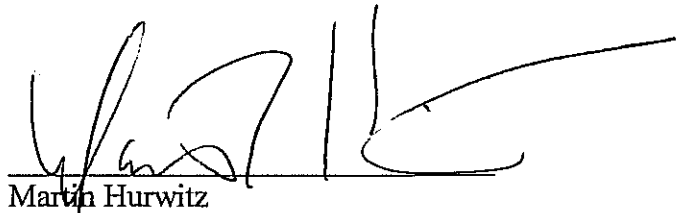
We, the undersigned, constituting all of the members of the Board of Directors of SUN CITY CENTER COMMUNITY ASSOCIATION, INC., a corporation not for profit, organized and existing under the laws of the State of Florida (the "Corporation"), do hereby take the following action by written consent, pursuant to the provisions of Chapter 617.0821, Sections (1), (2) and (3) of Florida Statutes.

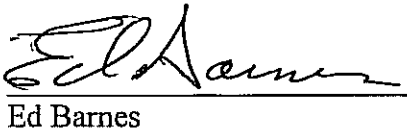
The Board of Directors hereby approves Wendell Spencer's request for the use of one table with two chairs in the Atrium from 9:00 a.m. to 5 p.m. beginning March 26, 2012 for a period of two weeks ending April 6, 2012 for the purpose of gathering petition signatures.

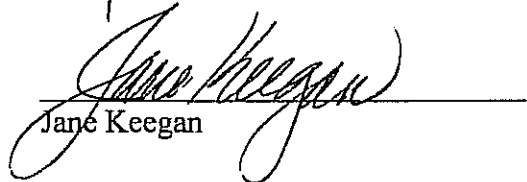
Effective this 23<sup>rd</sup> day of March, 2012.

DIRECTORS:

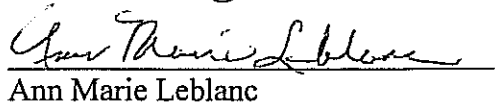
  
Al Alderman

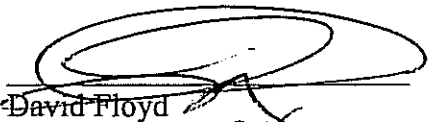
  
Martin Hurwitz

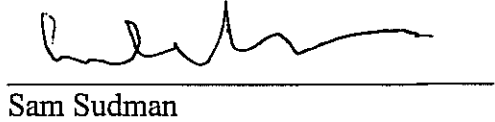
  
Ed Barnes

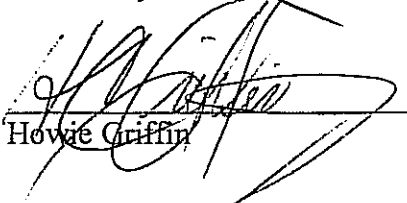
  
Jane Keegan

  
Chuck Collett

  
Ann Marie Leblanc

  
David Floyd

  
Sam Sudman

  
Howie Griffin

President Ed Barnes' Report - Board of Directors Meeting - April 11, 2012

After hearing numerous comments from members concerning guest passes we are going to re-examine the policy on this matter. In the interim, we are suspending two requirements associated with that policy: (1) the guest must be present and provide identification in order for the member to buy a guest pass and (2) that guest passes may not be purchased in advance. Our hope is that this will reduce some of the inconvenience for the members and allow you to obtain passes before your guests arrive. Prior to the May BOD Meeting we will have some revisions to the guest pass policy to discuss. Any proposed changes will be in the May issue of the NEWS of Sun City Center. If you are interested in the guest pass policy I recommend you attend the May 9<sup>th</sup> Board Meeting.

I would like to take a moment to acknowledge the contributions that Dolores Whitfield made to the Community Association office while performing as the Executive Assistant to the Board. Dolores stepped in to fill the shoes of Carol Donner when Carol was suddenly taken ill. We told Dolores this would only be temporary but it lasted from November to mid-March. Dolores did a super job of figuring out the filing system and where all of the documents were kept. Without Dolores' help we would have been lost and many important things would have gone undone. Dolores helped us out of a very tight spot and did so without hesitation. – our many, many thanks to Dolores.

One of the more memorable 50<sup>th</sup> Anniversary highlights was the July 4<sup>th</sup> Fireworks. We plan to have a repeat performance this year. We have secured two corporate sponsors who will be helping us financially. However, we still need the membership help to ensure we have sufficient funds to make this an equally memorable event as last year. And like last year, there will be a Holiday Breakfast to start the day. Should be another super day in SCC.

As I have said before in many different forums, it is apparent to me that many people in SCC want to move forward with a plan to modernize our facilities on a pay as you go basis. In order to move forward effectively we need to obtain the consensus of the membership and have a process which will incorporate the views, ideas and thoughts of our members into a long range plan. The goal is to use a process which will produce an independent, unbiased and objective assessment and identification of the needs of the membership.

Our go forward plan is to use an independent organization to lead this effort using a Focus Group approach– this organization will be independent of the CA Board and independent of the CA Membership. Focus Groups are a technique used in industry to form customer or population assessments of marketing initiatives or new products. The Focus Groups hold sessions which seek the opinions, ideas and thoughts from the members of each different Group. Our membership is very diverse with different ages, locations, activities, length of membership, interests, and levels of club participation, just to name some of the differences. You will hear today discussion about hiring an independent consultant from the University of Tampa to lead this effort.

The output from the Focus Groups will be used for the design and development of a survey document for the membership. Every Community Association member will be mailed the survey document. A sealed drop box will be located in the CA Office or the document could be mailed directly to the consultant. All surveys collected will be maintained by the consultant to

retain anonymity of each respondent. Since this is for the benefit of the community and your future, we would hope to get more than a 10% return on the survey. In a recent effort similar to this at Kings Point, they got a 40% response rate – that is our target. The surveys will be coded, tabulated and keyed into a data file for analysis. Statistical tools will be used to analyze and tabulate the data. The end result will be a summary of the data along with recommendations of the researchers. These summary results and a final report will be reported to the membership at a Town Hall meeting in the fall. Using these results, the Board will then move forward to present a long term plan of action to the membership for approval. Our plan is to get the Focus Groups set up and interviews completed by mid-June with the survey being compiled and mailed out in July. We hope to have the survey's back and analyzed by the end of October and schedule a membership vote in the November/December time frame. End result of this effort that will be that every member will have an opportunity to have a say in what we want to do in the future.

We are making progress with the management contract bid – we expect to have a request for proposal to several vendors around the first of May, with responses due back in the middle to late May. Review and evaluation of the proposals including interviews with those companies responding will be conducted over a couple of weeks with final recommendation by mid June. I would expect the Board to vote on this at the July Board Meeting. The contract will be effective January 1, 2013.

Unfortunately, this is the time of year when we have to start the unpleasant process of protecting the CA against non-dues payers. CA membership dues are due January 31<sup>st</sup> – and become past due on February 1<sup>st</sup>. We send out late dues notices in February and a second past due notice in March. For all of those who have not paid their dues by the end of March we send out a 3<sup>rd</sup> notice threatening a lien if the dues are not paid promptly. At each of these steps we ask the delinquent member to come in and see if we can work out a payment plan. Around the 1<sup>st</sup> of May we send out the 4<sup>th</sup> and final notice that we will lien the property if dues are not paid immediately. After mid-May we start preparing and filing liens. This year we have approximately 155 properties that have not paid their membership dues. Of those 155, 45 are properties in Foreclosure. It is interesting that there are 12 properties in foreclosure that have paid their dues. Compared to this time last year we are about in the same position as far as foreclosures are concerned – which is a good sign for SCC. We have less than 1% of the homes in foreclosure which is a very good sign of stability particularly for Florida.

One last item. Thanks to the initiative of Director Sam Sudman, FDOT has repaired and resurfaced the golf cart path on the South Side of SR 674 from US 301 to Kings Point. Thanks to Director Sudman we now have a comfortable and safe golf cart path, which is very heavily used by people in St Andrews as well as others.

# **Sun City Center Community Association**

## **Board of Directors Meeting**

April 11, 2012 from Lyn Reitz, Community Manager

**Shredding Day** --- Was a great event. There were 12,000 pounds of shredded documents and some dated back to the 1950's.

**2013 Budget** --- I will soon start working with the Treasurer and Budget Committee on next year's budget. If you are a Club President please keep your eyes open for an email with your club request forms. They will be sent out in late April/early May and will need to be returned by early June.

**Room Renovations** --- I will soon be looking at the Florida Room, Sandpiper Room and Royal Room to spruce up and beautify as they are in need of refurbishment and updating.

**Outdoor Pool and Spa** --- Please remember that the outdoor pool and spa area close at dusk. This is for your safety and to comply with State Code so please do not sneak in to use the pool or spa and if you see someone using those facilities please report it to the CA office or Security Patrol.

**Items Missing from Facilities** --- If you see a member taking items from the facilities that do not belong to them, please bring it to the CA office or Security Patrol's attention. Decorations, soap, toilet paper, paper towels, etc. are for member use when using the facilities not for personal use in your home.

**Resident Count** --- As of March 31st, total residents were 10,330 and total membership dues were 11,011. We are now tracking the residents and vacancies separately to have a true accounting for our records and budgeting processes.