

MINUTES
SUN CITY CENTER COMMUNITY ASSOCIATION, INC
BOARD OF DIRECTORS MEETING
WEDNESDAY, MAY 9, 2012
ROLLINS THEATER

DIRECTORS PRESENT

Chuck Collett, Vice President
David Floyd, Secretary

Al Alderman
Howie Griffin

Martin Hurwitz
Jane Keegan

DIRECTORS ABSENT

Ed Barnes, President
Ann Marie Leblanc
Sam Sudman

OTHERS PRESENT

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

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Vice President Collett called the meeting to order at 9:00 a.m. All present joined him in the Pledge of Allegiance. A quorum was established with 6 members present.

II. APPROVAL OF THE MINUTES

April 11, 2012 – There being no objections or corrections, the minutes of the Board Meeting held on April 11, 2012 were approved as presented.

April 23, 2012 – There being no objections or corrections, the minutes of the Special Board Meeting held on April 23, 2012 were approved as presented.

III. SECRETARY'S REPORT

Acknowledgements – Secretary Floyd reported that the CA had received \$273 from the Monday Movies to offset License Fees and \$723 from the Woman's Club for the Library, designated for large print books. The following clubs donated funds to offset FunFest expenses: Art Club - \$85; Lapidary Club - \$327; Lions Club - \$25; Low Impact Aerobics - \$50; Needlecrafters Club - \$150; Sawdust Engineers - \$140; Scottish Rite Club - \$20; Shellcrafters Club - \$112; Softball Club - \$54; Tillers & Toilers - \$120; Woman's Club - \$80; and the Woodcarvers Club - \$40.

In addition, the Association received a donation of \$2,500 from the Estate of Ruth Creasey for the Library and a grant in the amount of \$1,800 from the Community Foundation of Greater Sun City Center (the Give a Little Back Spirit Fund) for the Woodcarvers Club for the purchase of safety equipment.

IV. PRESIDENT'S REPORT

In his absence, Vice President Collett read President Ed Barnes' report. A copy is attached.

V. TREASURER'S REPORT

Treasurer Rothfeld reported on financials through March 31, 2012. The Operating Fund has a net cash balance of \$2,249,793. In the Capital Fund, there is a balance of \$1,105,042. In the Replacement Fund, there is a balance of \$1,795,780. The Renovation Fund has a balance of \$31,489.

Treasurer Rothfeld reported that Capital Fund Fees were received in April for 44 homes for a total year-to-date of 138 homes closed vs. budget of 80.

VI. MANAGER'S REPORT

Community Manager Lyn Reitz's report is attached.

VII. STANDING COMMITTEE REPORTS (None)

VIII. SPECIAL PURPOSE COMMITTEE REPORTS

Hospitality Committee

Chairman Joe Elam updated the Board on the activities of the Community Information Center. A copy of his report is attached.

IX. UNFINISHED BUSINESS

X. NEW BUSINESS

- 1) Approve contract with Entertainment Designers Network for a 2013/2014 Entertainment Series Program
Director Griffin **MOVED** that the Board approve a contract with Entertainment Designers Network in the amount of \$7,000 for a Sunday Afternoon Series Show – “Holiday Memories” on Sunday, December 8, 2013. This will be expensed from Operations Account #41321 – Entertainment. **SECOND:** Director Alderman.
VOTE: Unanimous in favor by voice vote. Motion carried.

- 2) Ratify agreement with Performing Arts Club on usage of Rollins Theater
Director Griffin **MOVED** that the Board ratify the Administrative Management Agreement dated April 25, 2012 between the CA and the Performing Arts Club on the usage of the Rollins Theater as presented (attached). **SECOND:** Secretary Floyd.
VOTE: Unanimous in favor by voice vote. Motion carried.

- 3) Ratify agreement with Front Porch Pickers on usage of Rollins Theater
Director Griffin **MOVED** that the Board ratify the Administrative Management Agreement dated April 30, 2012 between the CA and the Front Porch Pickers on the usage of the Rollins Theater as presented (attached). **SECOND:** Secretary Floyd. **VOTE:** Unanimous in favor by voice vote. Motion carried.
- 4) Approve amendments to Policies 3.06 and 3.07 E.2 – Capital Fund Fee
Secretary Floyd **MOVED** that the Board approve amendments to Policy III, Sections 3.06 and 3.07 E.2 as presented (attached) and as published in “The News of Sun City Center”. **SECOND:** Director Alderman. **VOTE:** Unanimous in favor by voice vote. Motion carried.
- 5) Approve amendment to Policy 6.02.A Library
Secretary Floyd **MOVED** that the Board approve amendments to Policy VI, Section 6.02.A as presented (attached) and as published in “The News of Sun City Center”. **SECOND:** Director Griffin. **VOTE:** Unanimous in favor by voice vote. Motion carried.
- 6) Approve amendment to Policy 6.03 Swimming Pools – Hours for Adults
Secretary Floyd **MOVED** that the Board approve amendment to Policy VI, Section 6.03 as presented (attached) and as published in “The News of Sun City Center. **SECOND:** Director Keegan. **VOTE:** Unanimous in favor by voice vote. Motion carried.
- 7) Approve amendments to Policy 6.05.B., 6.03.F. and 6.04.G – Guest Cards
Secretary Floyd **MOVED** that the Board approve amendments to Policy VI – Sections 6.05.B, 6.03.F and 6.04.G as presented (attached) and as published in “The News of Sun City Center. **SECOND:** Director Alderman. **VOTE:** Unanimous in favor by voice vote. Motion carried.
- 8) Approve Scandinavian Club as an affiliated CA club
Director Keegan **MOVED** that the Board approve the Scandinavian Club as an affiliated CA club. **SECOND:** Director Alderman. **VOTE:** Unanimous in favor by voice vote. Motion carried.
- 9) Approve Trumpettes Bridge Club as an affiliated CA club
Director Keegan **MOVED** that the Board approve the Trumpettes Bridge Club as an affiliated CA club. **SECOND:** Secretary Floyd. **VOTE:** Unanimous in favor by voice vote. Motion carried.
- 10) Approve club name change from Guild of Technical and Electronic Experimenters to Sun City Center Geeks
Director Keegan **MOVED** that the Board approve a name change for the Guild of Technical and Electronic Experimenters to Sun City Center Geeks. **SECOND:** Director Alderman. **VOTE:** Unanimous in favor by voice vote. Motion carried.

11) Ratify agreement to expend up to \$1,000 for Radio Station

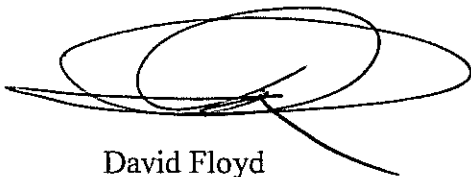
Director Alderman **MOVED** that the Board ratify engagement letter with Fletcher, Heald & Hildreth signed by President Barnes on April 30, 2012 to expend up to \$1,000 concerning application for the LPFM Radio Station. **SECOND:** Secretary Floyd.
VOTE: Unanimous in favor by voice vote. Motion carried

XI. GOOD & WELFARE (None)

XII. ADJOURNMENT

Secretary Floyd **MOVED** the meeting be adjourned. **SECOND:** Director Alderman.
VOTE: Unanimous in favor by voice vote. The meeting was adjourned at 10:25 a.m.

AUDIENCE PARTICIPATION



David Floyd
Corporate Secretary
DF:dw
Attachments (6)

President Ed Barnes' Report – Board of Directors Meeting – May 9, 2012

As I have indicated in the past, our go forward effort for the Long Range Plan is to use an independent organization to lead a Focus Group approach– this organization will be independent of the CA Board and independent of the CA Membership. 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 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. We have formed 11 Focus Groups from the more than 100 volunteers. The response from the membership has been great. We may form two more Focus Groups in the near future. Focus Groups started meeting on May 3rd and have two more days (May 17th and 24th) when they will meet. As you may recall, the output from the Focus Groups will be used for the design and development of a survey document. Every Community Association member will be mailed the survey document. All surveys collected will be maintained by the consultant to retain anonymity of each respondent. These results and a final report will be reported 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 survey compiled, completed and mailed out in July. We are on target to meet that commitment. The end result of this effort will be that every member will have an opportunity to have a say in what we want to do for the future.

As I reported to you last month this is the time of year when we start the process of protecting the CA against non-dues paying members. CA membership dues are due January 31st and become past due on February 1st. We send out four late dues notices with final notice indicating that we will lien the property if dues are not paid immediately. After mid-May we start preparing and filing liens. Last month I reported that there were 155 properties that have not paid their membership dues – I am happy to report that the number of properties to be liened is down to 135. Of those 135, 74 are carry over's from last year with 61 new properties on the lien list. I hope this list will continue to shrink between now and mid- May when we actually start filing the liens.

The donation of land on the North Course is moving forward. The final documents have been prepared and are being reviewed by the lawyers on both sides. There are a number of things that need to be done to tie up the loose ends on this deal but I expect to close near the end of May. Receiving this donation of land will provide the membership with a lot of flexibility for future enhancement of the Central Campus.

The management contract re-compete is moving along on schedule with a number of management companies requested to submit proposals. The review and analysis of the proposals and interviews with the companies are scheduled to be completed by the end of June. Final negotiations of the contract will take place in the first week of July, with the BOD approving the contract at the July 11th Board of Directors Meeting.

Sun City Center Community Association

Board of Directors Meeting

May 9, 2012 from Lyn Reitz, Community Manager

Hazardous Waste Day --- We are putting together a day that you will be able to bring your paint/cleaners/small appliances (nothing larger than a microwave) to a designated area and the Maintenance Staff will take it to the appropriate area and dispose of properly as a convenience to the members. I will make sure the date and time and location is published for everyone when it is designated.

Identity Theft Program --- 5/3 Bank will sponsor an Identity Theft Seminar on June 14th at 9am in the Sandpiper Room. Please attend to learn the dos and don'ts of keeping your identity protected.

Library --- We are in the process up sprucing up the library with new paint colors/blinds/decorations, etc. Please excuse the little mess and disarray at the moment. We should be done in the next week.

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

Resident Count --- As of April 30th, total residents were 10,356 and total membership dues were 11,027. We are now tracking the residents and vacancies separately to have a true accounting for our records and budgeting processes.

SPECIAL PURPOSE COMMITTEE

HOSPITALITY COMMITTEE

Report

Mr. President, Members of the Board, I want to thank you for this opportunity to update you on the activities of the Hospitality Committee. The committee has two parts: The "Hi Neighbor" an annual event and the Community Information Center that is open weekday's year 'round. A third part, Welcome Newcomers has been discontinued due to poor attendance. Parts of that program however have been rolled into Lois Keen's new resident orientation.

Today I want to discuss the Information Center or (IC) for short. We operate under the Board guidance of Sam Sudman. Our operating hours are from 10 a.m. to 4 p.m. Monday thru Friday and quite often we make arrangements for visitors to come in on weekends. We currently have a staff of 49 volunteers who work 2-hour shifts. The volunteer assignments are being handled by Howard Volgenau along with the appointment of substitutes. Howard also handles the initial training of new hosts and numerous other details in his role of Chief Host.

I was appointed to this position on April 13, 2011 so today's report covers my 1st full year concluding on April 15, 2012. During this period we have had a total of 3100 visitors to the IC and of that number 1790 were from out-of-town. That's an increase of 700 visitors over calendar year 2010. Additionally, in 2010, 64% of our visitors said they learned about us from friends or relatives, 22% from our website and 14% from other means. In the past 12 months that's changed significantly. Now 44% said they heard about us from friends and 40% from our website. In the past 12 months we also received over 400 calls from out of town and conducted over 450 walking tours of the campus.

Additionally I handle questions and literature requests that come into our website. Becky in the office and I have discussed that volume. She believes she forwards, at a minimum 2 requests per day, **every day of the week**. If you combine the phone calls and website requests, we are responding to over 1100 inquiries per year. I have two gentlemen helping me with this volume, George Lott and Howard Volgenau who both do an excellent job of researching the questions and responding to the people.

This past year we have also entertained 8 and ½ groups of international visitors. Five groups from China, an Elder Law Professor from Japan, the head of Hospice of Germany and I was interviewed by French television regarding the upcoming election. Included in the groups from China were two Magistrates of Beijing, along with a gentleman by the name of Fang Wei, who is

Chairman of the Board of Fangda Group an 80 billion dollar, a year company. The ½ group of international visitors were from Burbank, CA (I believe that may be a foreign country). They were from the TV show "Americas Got Talent". We should be on TV in May or June. The show returns next week on Monday May 14th.

Looking ahead for the Information Center.

I have been working with Bob Black and a few members of the PR Group to develop a new brochure for SCC. Our existing book has been tremendous and it's very informative but I believe it's time for a change. With the coming of age of the baby-boomers and hopefully a better economy, I think we need to go into more of a sales mode. Hopefully this endeavor will be completed by December. We are contemplating putting the finished product on a CD or possibly a DVD. That has two cost savings advantages. It's much cheaper to burn CD's than to print a 30 page booklet and mailing them would save us almost 50% on postage. The challenge will be the initial production costs. We would like to use a professional Art Director and photographer. I think the wording can be accomplished within the PR Group.

I want to thank the Board for its continued support of the Information Center. It is appreciated and I believe, critical to the wellbeing of our community. For many homebuyers the IC is often their 1st point of contact with Sun City Center.

Joe Elam, Chair

Hospitality Committee


**Administrative Management Agreement
Between
Sun City Center Community Association, Inc and
Performing Arts Club of SCC***

In return for accomplishing a temporary renovation to the existing Rollins Theater, the Performing Arts Club of SCC is granted administrative management of that theater under the following terms:


1. The Performing Arts Club is hereby given permission to expand the name of the current Rollins Theater as a result of a major grant by an individual(s) while still maintaining the "Rollins" name in some visible form or fashion. The final name of the theater will be subject to the approval of the Community Association Board of Directors which will not unreasonably reject that request by the Performing Arts Club.
2. The Performing Arts Club would be the annual default occupant of the Rollins Theater, not unlike other clubs that are the presumed users of space tailored to specific and unique activities.
3. The Performing Arts Club would be the presumed user of the theater at all times, able to set dates for its own presentations, as well as having the freedom to make plans for other presentations sponsored by the Performing Arts Club.
4. Once the dance and exercise groups now using the Rollins Theater are relocated to other locations permitting the installation of new seating, flooring and special equipment, use of the theater would be limited to activities and gathering that are compatible with the theater environment. This includes, but not limited to, Performing Arts Club-sponsored events, plus meetings, ceremonies and events sponsored by the Community Association or individual members and clubs that require adequate seating and/or a stage. No events such as dances and parties that would require the stacking or removal of seating, the serving of food, or other activities that might put the theater environment at risk would be scheduled.
5. It is agreed that Monday of each week will be set aside for use by Community Association events such as movies, meeting and the like. It is also agreed that two Wednesday mornings each month will also be set aside for use by the Community Association Board of Directors.
6. It is also agreed that the Front Porch Pickers will have the use of the theater every Wednesday afternoon between the hours of 1 p.m. – 5 p.m. for their club practices. This is not to interfere with Performing Arts Club rehearsal or production show. Performing Arts Club will be responsible to notify Room Receptionist of dates not available on a yearly basis.

7. Front Porch Pickers agree they will leave room as they found it and will not use sound equipment and/or stage. Front Porch Pickers will supply their own sound equipment as needed.
8. All other requests for use of the Rollins Theater must be cleared with the Performing Arts Club at least 30 days in advance. If the Performing Arts Club has other events or rehearsals scheduled, this information will be made available to the Community Association immediately so that another venue may be found for the proposed Community Association event. It is agreed that the Performing Arts Club will not unreasonably reject a request for a Community Association sponsored event.
9. Since the Rollins Theater is under the overall umbrella of the Community Association, it is agreed that the Performing Arts Club will abide by the rules and policies of the Community Association. It is also agreed that the Community Association will maintain and insure the Rollins Theater in the same way it maintains and insures all other buildings and venues within the Community Association's responsibilities.
10. It is further agreed that the Community Manager and the Maintenance Department of the Community Association will assist the Performing Arts Club, actively or on a consulting basis, in the process of renovation.
11. It is also agreed that existing schedules for the remainder of 2012 will remain as announced by the Community Association, but that no additional scheduling of the Rollins Theater will be permitted without prior Performing Arts Club approval.

The terms of this agreement will be reviewed five (5) years from date of Board approval; however, may be changed by either party to this agreement for good reason and by a two-thirds vote of the entire Board of Directors of the Community Association at an officially scheduled meeting.


Edmund L. Barnes, President
Sun City Center Community Association

Date: 04/25/2012


Lew Resseguit, President
Performing Arts Club of SCC

Date: 04/25/2012

**Administrative Management Agreement
Between
Sun City Center Community Association, Inc and
Front Porch Pickers**

This letter constitutes an understanding between Sun City Center Community Association, Inc. and the Front Porch Pickers Club to the following:

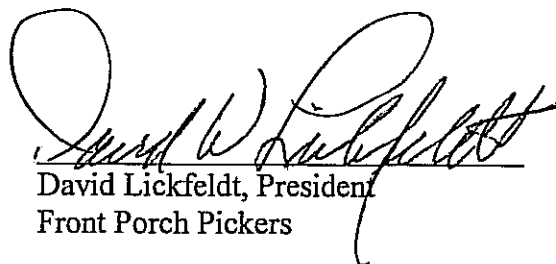
1. It is agreed that the Front Porch Pickers will have the use of the Rollins Theater every Wednesday afternoon between the hours of 1 p.m. – 5 p.m. for their club practices. This is not to interfere with Performing Arts Club rehearsals or production shows. Performing Arts Club will be responsible to notify Room Receptionist of dates not available due to rehearsals and/or productions on a yearly basis.
2. Front Porch Pickers agree they will leave room as they found it and will not use sound equipment and/or stage. Front Porch Pickers will supply their own sound equipment as needed.
3. The Front Porch Pickers will rely on the CA Maintenance Department to unlock the theater and set up the theater for their Wednesday club usage. No keys will be issued.
4. The Front Porch Pickers agree there is no food or drink permitted in the theater.
5. The Front Porch Pickers will take all responsibility that the above regulations are followed by all club members and guests attending and understand that violations to this agreement will void the club's use of the theater.

The terms of this agreement will be reviewed five (5) years from date of Board approval; however, may be changed by either party to this agreement for good reason and by a two-thirds vote of the entire Board of Directors of the Community Association at an officially scheduled meeting.



Edmund L. Barnes, President
Sun City Center Community Association

Date: 4-30-12



David Lickfeldt, President
Front Porch Pickers

Date: April 30, 2012

3.06 CAPITAL FUND FEE

At the time of closing on the resale of a residence within Sun City Center by a buyer who has not previously purchased a residence within Sun City Center, a standard/customary Capital Fund Fee in the amount of \$1,500.00 shall be collected from that buyer. **All fees collected shall be placed into the Capital Fund account. The Capital Fund is restricted to funding capital projects within the Community Association.**

3.07 E.2 (Add)

d. **The Capital Fund Fee refunded will not exceed the amount originally paid.**

6.02 LIBRARY

A. Definition

Any resident of Hillsborough County with a current county library card may use the library to access the Hillsborough County computer or to obtain and return Hillsborough County Library materials. **Community Association members will use their CA card to access the library’s materials.** Residents of Kings Point Sun Towers (**non-members**), and Freedom Plaza need not have a Hillsborough County library card but must present a picture ID and complete an application for a SCC library card **in order to use the CA library’s materials. A fee of \$24.00 per year will be charged for the library card effective as of July 1, 2012.**

6.03 Swimming Pools

A. **Pool Hours - Daily**

1. **Outdoor Pool**

Adults 18+

~~7:00 AM to Dusk~~ (As Posted)

2. **Indoor Pool**

Adults 18+

~~7:00 AM to 9:00 PM~~ (As Posted)

3. **Exercise & Spa Pools**

Adults 18+

~~7:00 AM to 9:00 PM~~ (As Posted)

6.05 GUESTS/VISITORS

B. Guest Cards

All Guest Cards must be **obtained** or purchased by the member at the CA office. ~~or may be purchased at the Fitness Center or Pool (refer to Policy Section 6.03 A.5 and 6.04G.1) when the CA office is closed.~~ **When the CA office is closed, the Pool or Fitness Center attendants may issue a temporary guest card that states “Guest must be accompanied by member at all times. Guests must provide identification.** Guest Cards may ~~not~~ be **obtained** or purchased in advance. Guest Cards must be displayed when accessing or using the facilities.

2. A CA member must **either obtain** or purchase a Guest Card permitting a House Guest (visitor(s) staying overnight) to use the facilities.
 - a. **House Guests may, if accompanied by the member, use the facilities at no charge for up to 30 days per year. A Guest Card will be required and will state “Guest must be accompanied by member at all times.” After 30 days, the guest will be charged the daily guest fee up to four months.**
 - b. **If a house guest wishes to use the facilities and will not be accompanied by the member,** ~~during the days of his/her visit~~ a charge of \$1.00/day per guest card will be charged for a House Guest to use CA facilities. Guest Cards are dated at the time of issue. They may be purchased for either daily use (\$1.00/day) or for a period of thirty days (\$25.00/30 days). Guest Cards are issued for daily use periods and unused days are not refunded and do not carry over for succeeding visits.

6.03 Swimming Pools

F. On-Duty Attendant

2. The on-duty attendant may issue a temporary Guest Card valid for a single visit only, when the main CA office is closed. The CA member and guest must be present in order to obtain the Guest Card. Temporary Guest Cards are dated **and will state “Guest must be accompanied by member at all times”.** ~~Guests must provide identification.~~

6.04 Fitness Center

G. On-Duty Attendant

2. The on-duty attendant may issue a temporary Guest Card valid for a single visit only, when the main CA office is closed. The CA member and guest must be present in order to obtain the Guest Card. **Temporary** Guest Cards are dated **and will state “Guest must be accompanied by member at all times”.** ~~Guests must provide identification.~~