

Sun City Center Community Association, Inc.

**SECRETARY'S CERTIFICATION
2016 ELECTION RESULTS
BOARD OF DIRECTORS**

I, Joe Elam, as Corporate Secretary of the Sun City Center Community Association, Inc. hereby certify that I am the duly elected and appointed Secretary and keeper of the records and the corporate seal of the Sun City Center Community Association., a corporation organized and existing under the laws of the State of Florida and that a properly called vote for the Board of Directors was held on December 6, 2016 from 8:00 a.m. until 3:00 p.m. in the Sandpiper Room in the Atrium Building and on December 7, 2016 from 9:00 a.m. until 5:00 p.m. at Community Hall.

The result of the election vote for Directors was as follows:

THREE YEAR TERM:

Albert D. Alderman, Jr.	757
Marilyn Cote-Miller	988
Helen Lewis	800
Robert Sullivan	863

Elected as Directors were:

Marilyn Cote-Miller
Robert Sullivan
Helen Lewis

ONE YEAR TERM:

Gert Affayroux	566
Dave Birkett	842
Bob Sanchez	843

Elected as Directors were:

Dave Birkett
Bob Sanchez

A copy of the "Official Ballot" is attached as well as the certified ballot results.

IN WITNESS WHEREOF, I have affixed my name as Secretary and caused the corporate seal of said corporation to hereunto be affixed this 14th day of December, 2016


Joe Elam
Corporate Secretary



**COMMUNITY
ASSOCIATION, INC.**

**OFFICIAL BALLOT
BOARD OF DIRECTORS**

December 6, 2016, Sandpiper Room
8:00 a.m. to 3:00 p.m.

December 7, 2016, Community Hall
9:00 a.m. to 5:00 p.m.

THREE YEAR TERM:
(Vote for up to three only)

- ☐ Albert D. Alderman, Jr.
- ☐ Marilyn Coté-Miller
- ☐ Helen Lewis
- ☐ Robert Sullivan

ONE YEAR TERM: *
(Vote for up to two only)

- ☐ Gert Affayroux
- ☐ Dave Birkett
- ☐ Bob Sanchez

* To fill two Director vacancies for terms
ending January 3, 2018.



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ASSOCIATION, INC.**

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- ☐ Gert Affayroux
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* To fill two Director vacancies for terms
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SUN CITY CENTER COMMUNITY ASSOCIATION, INC.
BALLOT REPORT FORM
VOTE ON DECEMBER 6 and 7, 2016

Board of Directors
3 Year Term

Number of votes counted per candidate

757 Albert D. Alderman, Jr.

988 Marilyn Côté-Miller

800 Helen Lewis

863 Robert Sullivan

Board of Directors
1 Year Term

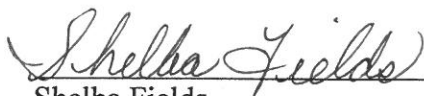
Number of votes counted per candidate

566 Gert Affayroux

842 Dave Birkett

823 Bob Sanchez

We, the undersigned, do hereby certify that the above information is true and correct:

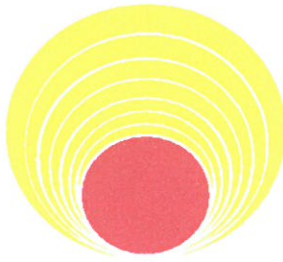


Shelba Fields
Chairperson
Elections Committee



Raymond O'Karma
Judge
Elections Committee

DATE: December 07, 2016



Sun City Center Community Association, Inc.

**SECRETARY'S CERTIFICATION
ELECTION OF OFFICERS**

I, Joe Elam, as Corporate Secretary of the Sun City Center Community Association, Inc. hereby certify that I am the duly elected and appointed Secretary and keeper of the records and the corporate seal of the Sun City Center Community Association., a corporation organized and existing under the laws of the State of Florida and that a properly called meeting of the Board of Directors for the election of officers of the Sun City Center Community Association for 2017 was held on December 12, 2016 at 10:00 a.m. in the Board Room.

The result of the election for Officers was as follows:

President	John Luper
Vice President	Joe Elam
Secretary	Sam Sudman *
Treasurer	Neil Rothfeld

*Mr. Sudman is not a Director. Per Bylaw III, Section 2, the Secretary does not need to be a Director but must be a member of the Association.

IN WITNESS WHEREOF, I have affixed my name as Secretary and caused the corporate seal of said corporation to hereunto be affixed this 14th day of December, 2016


Joe Elam
Corporate Secretary

President David Floyd's Report – Board of Directors Meeting – December 14, 2016

CA OFFICE BUILDING

A construction contractor ABI, Inc. has been selected. The BOD has made a decision on wall construction which will allow the CA to obtain the final costing. The final costs will be made known to the membership.

The CA will relocate the office to the modular buildings as soon as possible. It will most likely take place in February 2017 as utilities will take 2-3 weeks after the buildings are in place.

We will bring the building to a community vote most likely in either February or March of 2017. We will have the building costs available to the membership prior to the vote. We will also have the office rehabilitation costs for comparison.

No funds will be borrowed for this project. There will be no impact to our member's dues. There will be no special assessments.

CAFÉ

A delay occurred which will prevent the café from opening until about mid-January. Due to a beam with a low loading level in the roof extension a new support beam needed to be designed and fabricated.

ELECTIONS COMMITTEE

I would like to thank Shelba Fields and her Election Committee for their services in our recent election. As usual they did a great job with the ballots and the election. Shelba will give her report later in the meeting.

FUNFEST

Funfest will be held on March 18, 2017 at our Central campus. More details will be coming soon. Our Chair for this event is Bridgett Lewis. If you would like to volunteer to help Bridget – please contact her at 573-578-3138 or you can leave a message at the CA office.

POLICY

Several policies will be voted on at this BOD Meeting. Policy VIII – updated Employees policy – updated for recent law changes. Policy VII – for transparency – how the CA conducts bidding. Policy V – Club policy update.

CAMPUS RESODDING

The Association is continuing the re-sodding and campus re-plantings to further improve our community's appearance. If you see areas needing attention, please bring them to the Association's attention.

CA OFFICE CLOSINGS

Christmas/Hanukkah – Friday, December 23rd the office closes at 1:00 pm. and will be closed on Monday, December 26th and will reopen on Tuesday, December 27th.

For New years – Friday, December 30th the office closes at 1:00 pm. And reopens Tuesday, January 3rd.

IN CLOSING

This is my last President's Board Report to you as I am term limited could not run again. It has been my pleasure to serve all of you in the Community Association. We have a great community and I am sure that your new board and officers will serve you well going forward in 2017.

I wish you the most merry and joyous of holidays and good health and happiness for the coming year!

Sun City Center Community Association

Board of Director's Meeting

December 14, 2016 from Lyn Reitz, Community Manager

Café --- The Contractor is back on the project and working to catch up. At this time, we anticipate the completion to be mid-January.

CA Office Building --- We are presently working on temporary modular office space to move the office staff as we proceed forward with this project. The Architect is finalizing the layout and will soon have construction documents to go to the County for the start of permit approval.

Holiday Golf Cart Parade --- It was a bit cold but we had a great parade and Winterfest. Thank you to everyone that participated and volunteered with the coordination.

Holiday Walk --- It was a wonderful event and the clubs were very happy with their sales.

Pickleball Court --- We have started the new court installation and hope to have the project completed by mid-January. The lights were on back order and have slightly held up the project.

Resident Count --- As of November 30th, total residents were 11,097 and total membership dues were 11,509. We track the residents and vacancies separately to have a true accounting for our records and budgeting processes.

SCCCA DIRECTORS ELECTION DECEMBER 6 & 7, 2016

Mr. President, Board and Members,

On behalf of the Election Committee, I would like to thank all the Candidates for stepping up, volunteering and campaigning; members for voting and everyone for your support. It is a pleasure to work the election and do our best for the community.

NEWSPAPER	970
ABSENTEE	5
WALK-INS 6 TH	199
WALK-INS 7 TH	140
<u>TOTAL</u>	1314

Voted for all 4 & 3	3
Voted PROXY	7
<u>Duplicated</u>	3
Total	- 13

Three Year Term
Vote for up to 3 only
NO VOTE 495

One Year Term
Vote for up to 2 only
NO VOTE 367 (862)


Shelba M. Fields, Chairperson
Election Committee

SCCCA Directors December 06 & 07, 2016
TALLY SHEET

Three Year Term <u>(Vote for up to Three ONLY)</u>	One Year Term <u>(Vote for up to Two ONLY)</u>
<div><div><u>TOTAL</u></div><div>ALBERT D. ALDERMAN, JR. <u>757</u></div><div></div><div></div><div></div></div>	<div><div><u>TOTAL</u></div><div>GERT AFFAYROUX <u>566</u></div><div></div><div></div><div></div></div>
<div><div></div><div>MARILYN COTE-MILLER <u>988</u></div><div></div><div></div><div></div></div>	<div><div></div><div>DAVE BIRKETT <u>842</u></div><div></div><div></div><div></div></div>
<div><div></div><div>HELEN LEWIS <u>800</u></div><div></div><div></div><div></div></div>	<div><div></div><div>BOB SANCHEZ <u>823</u></div><div></div><div></div><div></div></div>
<div><div></div><div>ROBERT SULLIVAN <u>863</u></div><div></div><div></div><div></div></div>	
<div><div></div><div>NO VOTE <u>495</u></div><div></div><div></div><div></div></div>	<div><div></div><div>NO VOTE <u>367</u></div><div></div><div></div><div></div></div>
<div><div></div><div>TOTAL VOTES <u>Seventy-Five (75)</u></div><div></div><div></div><div></div></div>	<div><div></div><div>TOTAL VOTES <u>Fifty (50)</u></div><div></div><div></div><div></div></div>
<div><div></div><div>INITIAL (COUNT ONE)</div><div></div><div></div><div></div></div>	<div><div></div><div>INITIAL (COUNT TWO)</div><div></div><div></div><div></div></div>
<div><div></div><div>INITIAL (COUNT THREE) IF NECESSARY</div><div></div><div></div><div></div></div>	

Proposed Policy Changes to be voted on at the December 14th Board Meeting

V. CLUBS & ORGANIZATIONS

ADD: 5.01.C.5.g

Persons granted a waiver may not serve as a club officer. They may serve as a member of the club's Board.

ADD: 5.01.C.8

All clubs that are not their own 501(c)(3) organizations and wish to use trainers or instructors paid for by their members must collect the monies from the members using these services. The club will then pay the trainer or instructor by check less any reasonable fees and issue IRS Form 1099 as required.

VII. ADD: MAINTENANCE AND CONSTRUCTION PROJECT PROCEDURES

7.01 CONTRACTING

All new construction or major maintenance projects with a value of over \$100,000 will be done in accordance with one of the following options:

1. By engagement of a Construction Manager, an Architect, and a Construction Contractor.
2. By engagement of a design build firm (all in one service).
3. By engagement of an Architect and a Construction Contractor.
4. By engagement of an Owners Representative.

Regardless of which option is chosen, it shall be presented to the current developer or its successor prior to contracting for construction in conformance with the requirements in Article XV of the "1984 Agreement".

7.02 BOARD STANDARDS

The Board shall provide the following:

1. Provide funds for legal advice, insurance, and the engagement of design professionals.
2. The Board will communicate the project's progress with CA members at various milestones of each project.
3. The Board will hold appropriate CA membership meetings or referendums, if required, to secure membership approvals and support.
4. The Board will handle all public relations and press releases.
5. The Board shall provide the scope, criteria and budget for each proposed project.
6. Recommend one of the construction contracting options for pursuing the work.
7. Review all design submittals.

7.03 BIDDING DOCUMENTS

All bidding documents for major construction and significant maintenance projects above \$100,000 will be written and submitted by professional services and reviewed by the Board. Bids for lesser amounts will be reviewed upon request by the Board.

7.04 PAYMENTS FOR CONTRACTED SERVICES

The Treasurer of the CA Board shall insure that there are separate accounting records for each project and shall make payment to contractors and design professionals, after billings have been reviewed and approved for payment by the CA Manager.

7.05 PROJECT PLANNING

With Board input, planning for all projects will be done in advance by the CA Manager. The Facilities Plan will be developed and updated, and projects will be identified and prioritized for upcoming five year periods and updated as necessary, subject to Board approval and available funds.

7.06 FUNDING FOR NEW CONSTRUCTION

With respect to all contracts for new construction or major contracted maintenance of existing facilities, invitations to bid, including general conditions, specifications, scope of work, and drawings (if required), will be submitted to three or more licensed and reputable contractors, if possible. All bids will go to the CA Board to be available for comparison to the recommended bid.

7.07 FUNDING FOR DESIGN SERVICES AND MAINTENANCE PROJECTS

The Board shall insure there are funds on hand to permit the engagement of services of design professionals for facilities planning, physical facility surveys, or other required services, and maintain other funds for scheduled new or maintenance projects.

It shall be the policy of the CA that if, in the future, it appears that a project will run over budget and some compromises must be made, there will be no compromise in the quality of the work/materials. Instead, the quantity of the work will be reduced to meet the budget or the Board may authorize an increase in the Budget.

7.08 CONTRACTS

All contracts for major construction and significant maintenance projects will be provided by professional services and meet all AIA Contract criteria in accordance with all Florida Construction Laws.

7.09 COMPLETION

- a) Payments will be made per the schedule in the negotiated contract.
- b) Completion is to be considered when:
 - 1) The agreed upon as-built drawings and sepias have been received.
 - 2) All discrepancies have been corrected and a final walk through has been made by the general contractor, the CA, and/or the architect/engineer.
 - 3) Written waiver of liens has been received from general contractor, sub-contractors and suppliers.
 - 4) The CA Manager or the CA's representative shall interface regularly with all vendors and contractors and is responsible for updates to the Board.
 - 5) All change orders must be reviewed by the CA Manager and the Board of Directors.
 - 6) General contractor and sub-contractors shall be licensed and bondable. The contractor shall comply with all local and OSHA regulations.
 - 7) The CA will be given a complete set of as-built drawings.

VIII. PERSONNEL

Policy to be updated due to recent legislation.