

MINUTES
SUN CITY CENTER COMMUNITY ASSOCIATION, INC
BOARD OF DIRECTORS MEETING
WEDNESDAY, JANUARY 13, 2016
ROLLINS THEATER

APPROVED

DIRECTORS PRESENT

Sam Sudman, Vice President
Joe Elam, Corporate Secretary
Neil Rothfeld, Treasurer

Helen Lewis
John Luper
Jim Schwartz

DIRECTORS ABSENT

David Floyd, President

OTHERS PRESENT

Lyn Reitz, Community Manager
Carol Donner, Recording Secretary
58 Members

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Vice President Sudman 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

There being no objections or corrections, the minutes of the Board Meeting held on December 9, 2015 were approved as presented.

III. SECRETARY'S REPORT

Acknowledgements – Secretary Elam reported that the following clubs donated to the Hardship Fund: Front Porch Pickers - \$1,080, Line Dancers Club - \$100, Lapidary Club - \$500 and Potters Wheel Club - \$600. The Lapidary Club gave \$500 and the Polish Heritage Club gave \$100 to the Library. The Irish Connection Club gave \$100 to the Rollins Theater. The Duplicate Bridge Association gave \$1,500 towards Café furniture. Monday Movies received \$271 to offset license fees. The Pickleball Club paid \$1,200 for their share of maintaining the Pickleball courts in 2016.

Secretary's Certification – Secretary Elam certified that the election of officers for 2016 was held on December 9, 2015. The results were: David Floyd, President; Sam Sudman, Vice President; Joe Elam, Secretary; and Neil Rothfeld, Treasurer. A copy of the certification is attached.

IV. PRESIDENT'S REPORT

Vice President Sudman read President Floyd's report in his absence (attached). Vice President Sudman also updated the members on two additional items. First, it had been proposed that a golf cart path be installed on the south side of SR674 to allow golf carts to get to Denny's, Bob Evans, etc. He has now been advised by FDOT that because there was not enough land on the right of way, wetlands were involved, and Cortaro Drive would have to be widened that this proposal would and could not be approved. FDOT would support a path, with Hillsborough County, that would ultimately cross SR674 at Cypress Village Boulevard. However, there is no indication it would happen in the immediate future.

Second, he has been advised by the FDOT Project Manager that the widening of US 301 from SR674 to SR672 is scheduled to happen toward the end of 2016 beginning of 2017.

V. TREASURER'S REPORT

Treasurer Rothfeld reported on financials through December 31, 2015. These are preliminary figures subject to Audit. The Operating Fund had a cash balance of \$2,200,812. The reason this was so large was due to the large number of members who paid their 2016 dues in December which was over \$1,000,000. Liens filed were \$49,156 compared to \$61,541 in November. In the Capital Fund, there was a balance of \$596,269. Capital Fund Fees were received for 481 homes in 2015 totaling over \$720,000. In the Replacement Fund, there was a balance of \$984,398. The Renovation Fund, only funded by donations, was \$16,397.

VI. MANAGER'S REPORT

Community Manager Lyn Reitz's report is attached.

VII. STANDING COMMITTEE REPORTS (None)

VIII. SPECIAL PURPOSE COMMITTEE REPORTS

- Hospitality Committee

Chair Janet Ditmore submitted an annual report on the number of visitors to the Information Center in 2015 which is attached.

IX. NEW BUSINESS

1. Approval of Letter of Understanding with the Sun City Center Audubon Club

Secretary Elam **MOVED** that the Board approve a Letter of Understanding with the Sun City Center Audubon Club to maintain the Nature Trail on the West Campus as submitted (attached). **SECOND:** Treasurer Rothfeld. **VOTE:** Unanimous in favor by voice vote. Motion carried.

2. Approval of dissolution of the Patriots Club

Director Lewis **MOVED** that the Board approve the dissolution of the Patriot's Club of Sun City Center as an affiliated Community Association Club. The Daughters of the American Revolution will assimilate the responsibilities of this club. **SECOND:** Treasurer Rothfeld. **VOTE:** Unanimous in favor by voice vote. Motion carried.

3. Approval of Committee Chairpersons for 2016

Director Lewis **MOVED** that the Board approve the following Committee Chairpersons for 2016 as follows:

STANDING COMMITTEES:

Budget – Ed Barnes
Consumer Affairs – Joe Elam
Elections – Shelba Fields
Governmental Affairs – Bob Shangraw, Co-Chair
Don Nathan, Co-Chair
Internal Audit – Jaime Williams

SPECIAL COMMITTEES:

Bingo – Janet Love
Public Relations & Communications – David Floyd
The Projects Office – John Luper

Council of Area Presidents (CO-AP) – Howie Griffin
Fitness Center – Ernie Kociban
History Society – John Bowker
Hospitality – Janet Ditmore
Restrictive Covenants – Paul Wheat
Decorating and Web Site – Nan Baytos, Co-Chair
Maggie Pliska, Co-Chair
North Lakes Golf Course Committee – Ed Barnes
Community Association Planning Committee – Jim Schwartz

OTHERS:

FunFest – Howie Griffin
July 4th Celebration – Chuck & Chris Collett – Co-Chairs
Holiday Breakfasts – Sam & Joanne Sudman – Co-Chairs
Monday Movies – Linda Clapp
TV Monitor in the Atrium – Bill Hodges

SECOND: Treasurer Rothfeld. **VOTE:** Unanimous in favor by voice vote. Motion carried.

4. Treasurer Rothfeld **MOVED** that the Board approve the following signatories for all banks that the Community Association has accounts with:

David T. Floyd, President
Marvin S. Sudman, Vice President
Joe W. Elam, Corporate Secretary
Neil S. Rothfeld, Treasurer
John M. Luper, Director

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

5. Approval of contracts to replace two Lawn Bowling Greens
Director Luper **MOVED** that the Board approve the following contracts to replace two Lawn Bowling Greens:

Green #3 – Master-Turf Farms, Inc. in the amount of \$15,103. This will be expensed through Replacement Reserve Account #76400-000-4.

Green #2 – Master-Turf Farms, Inc. in the amount of \$15,103. This will be paid Directly to Master-Turf Farms by the Lawn Bowling Club.

SECOND: Treasurer Rothfeld. **VOTE:** Unanimous in favor by voice vote. Motion carried.

6. Approval of contract to re-do shell lots and roads on the South Campus

Director Luper **MOVED** that the Board approve a contract with R. E. Beckner Construction, Inc. in the amount of \$121,911.50 to re-do all the shell lots and shell roads at Community Hall and South Campus. \$71,231 will be expensed from Replacement Reserve Account #76900-000-4 and \$50,680.50 will be expensed from Operations Account #61650-000-1. **SECOND:** Treasurer Rothfeld. **VOTE:** Unanimous in favor by voice vote. Motion carried.

7. Approval of contracts for Fitness Center equipment

Director Schwartz **MOVED** that the Board approve the following contracts:

- FitRev, Inc. in the amount of \$20,501.51 for three treadmills and one Recumbent cycle.
- Gym Source in the amount of \$17,978.40 for a multi-gym.

The total of \$38,479.91 will be expensed from Replacement Reserve Account #76700-000-4. **SECOND:** Treasurer Rothfeld. **VOTE:** Unanimous in favor by voice vote. Motion carried.

8. Approval of new policy for vendors/contractors/licensees

Secretary Elam **MOVED** that the Board approve a new policy IX for Vendors/Contractors/Licensees as submitted (attached). **SECOND:** Director Schwartz. **VOTE:** Unanimous in favor by voice vote. Motion carried.

9. Approval of contract to replace air conditioner in the Atrium

Director Luper **MOVED** that the Board approve a contract with Independent Air in the amount of \$11,800 to purchase a 10 ton air conditioner for the Atrium. This will be expensed from Replacement/Reserve Account #76100-000-4. **SECOND:** Treasurer Rothfeld. **VOTE:** Unanimous in favor by voice vote. Motion carried.

X. ADJOURNMENT

Director Lewis **MOVED** the meeting be adjourned. **SECOND:** Secretary Elam. **VOTE:** Unanimous in favor by voice vote. The meeting was adjourned at 9:50 a.m.

AUDIENCE PARTICIPATION

After the meeting, the following members addressed the Board: Ludy Kulihin, Don Lynch, Eleanor Parish, Bob Shangraw, Mary Healy, Al Demarest, Linda Crouch, Nan Ryan, Chuck Nichols, Wendell Spencer, Fred Shaffer, Holly Lynch, and Bob Goetz. Their comments can be viewed on www.suncitycenter.org under Association/Meeting Videos.



Joe Elam, Corporate Secretary
JE:cd
Attachments (6)

President David Floyd's Report – Board of Directors Meeting – January 13, 2016

2016 has arrived and we are starting a new year. Your Board will be working to make Sun City Center an even better place to live. We welcome your input and your support.

NEW CAFÉ

Plans are finalized for the new café and we have looked at “value engineering” to reduce the café costs. TPO has reviewed the contract and made a recommendation to approve the contract to the Board. The contract was approved by the Board at the December Board Meeting and we plan to start construction in the first quarter of 2016 with expected completion in mid-2016.

DIRECTOR'S ELECTION

Elected for 3 year terms were: John Luper and Jim Schwartz, Neil Rothfeld was re-elected for a 3 year term. Congratulations to all who ran for office and thank you for your interest in our community.

OFFICERS ELECTION

Your 2016 Board of elected directors of the Community Association met to elect their officers for the upcoming year. The officer's election was held Wednesday morning after the BOD Meeting.

Your officers elected for 2016 are:

President: David Floyd

Vice President: Sam Sudman

Secretary: Joe Elam

Treasurer: Neil Rothfeld

OPEN SEATS ON BOARD OF DIRECTORS

Your Community Association has two open Board positions due to resignations.

The Board will appoint two new members as Directors for the year 2016. It will be a one year appointment only and will expire on January 4th, 2017. You may run for office in 2016 for the year 2017 or for a three year term. If you are a CA member in good standing and wish to serve on the Board for 2016 there is a form available in the CA office which you will need to complete and return. We will accept applications for appointment until 3:00 pm on January 29, 2016.



COMMUNITY
ASSOCIATION, INC.


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SECRETARY'S CERTIFICATION

I, Joe Elam, as Corporate Secretary of the Sun City Center Community Association, Inc., do hereby certify that a properly called meeting of the Board of Directors for the election of officers of the Sun City Center Community Association for 2016 was held on December 9, 2015 at 11:00 a.m. in the Board Room.

The result of the election for Officers was as follows:

President	David Floyd
Vice President	Sam Sudman
Secretary	Joe Elam
Treasurer	Neil Rothfeld


Joe Elam
Corporate Secretary

Sun City Center Community Association Board of Director's Meeting

January 13, 2016 from Lyn Reitz, Community Manager

Café --- The contract was approved by the Board. We have started the permit process and have been given the date of March 28th for the construction to begin after season and Funfest.

Shredding Day --- This has been scheduled for Tuesday, March 8th from 9am to Noon in the same location as last year which is off of North Pebble Beach Blvd. in front of the five acres. The CA covers the cost of this event as a benefit to its members to help protect them from possible fraud.

Volunteer Luncheon --- This has been scheduled for Thursday, February 25th from Noon until 2pm in the Florida Room. If you have volunteered in any capacity for the Community Association this past year, please stop by and enjoy lunch as a thank you from the Board of Directors.

FunFest --- This is scheduled for Saturday, March 19th from 9am to 2pm. Please see Claudia in the CA Office if your Club wishes to participate. It is a wonderful day.

Resident Count --- As of December 31st total residents were 11,010 and total membership dues were 11,477. We track the residents and vacancies separately to have a true accounting for our records and budgeting processes.

SCC Information Center

Quarter Report Comparison, 2015

	1 st QTR	2 nd QTR	3 rd QTR	4 th QTR	ANNUAL TOTAL
Number of Resident Visitors	419	421	440	486	1766
Number of Out of Town Visitors	588	426	354	427	1795
Number of Tours Conducted	138	83	69	85	375
Total Number of People in Tours	336	194	145	181	856
Local Phone Calls Received	241	139	106	87	573
Long Distance Calls Received	141	100	80	73	394
Inquiries answered by Snail Mail	10	15	7	2	34
Inquiries answered by email	177	139	115	83	514

IN THE YEAR 2015, the Information Center recorded:

TOTAL NUMBER OF VISITORS: 3561

TOTAL PHONE CALLS ANSWERED: 967

INFORMATION SENT IN RESPONSE TO INQUIRIES: 548

Visitors came from 32 states, Canada, Germany, and Mexico. Most were from Florida; Ohio and New York were second and third in number of visitors.

In addition to the above data (the following visitors were not included in the above numbers):

At the end of April, we held a two-day open house at the new Center and had over 140 resident visitors who came to view the new building.

A group from France visited the community in May and filmed a television program concerning retirement communities in the U.S, using two volunteer couples from the Information Center for their focus in filming activities here.

In June, there was a group of 4 officials from South Korea who came to study the operation of our community.

A similar group of officials came from Japan seeking to view our procedures in October. This group of 42 persons toured our facilities and discussed our lifestyle.

November brought another group of 14 visitors from the Netherlands who wished to tour the community and investigate the management prior to building a retirement community there.

In August, the hours of the Center were expanded to include Saturdays. Hours of operation are now Mondays through Fridays: 10 AM to 4 PM and Saturdays, 10:30 AM to 2:30 PM.

As of the end of 2015, the Center has a total of 85 volunteers. There are two orientation classes scheduled in January to train 6 more volunteers.

--Janet Ditmore
Hospitality Chair
Board Meeting – 1/13/16
Attachment 4 of 6 (2 pages)

YEARLY COMPARISON 2013/2014/2015

*number tabulated from February

--Janet Ditmore
Hospitality Chair

LETTER OF UNDERSTANDING

SCC AUDUBON CLUB CONSERVATION COMMITTEE PROPOSAL TO COMMUNITY ASSOCIATION OF SUN CITY CENTER

The Sun City Center Nature Trail begins on the west side of Del Webb West opposite the sign for North Lake. It became accessible when the Community Association obtained an easement from Hillsborough County several years ago. At that time the Hiking Club was formed and worked with the CA to map out and create the existing trails. The "Friends of the Trail" was established and they agreed to perform periodic garbage clean up and promote the trail. That organization has since been disbanded.

Members of the Sun City Center Audubon Club's Conservation Committee have surveyed the Sun City Center Nature Trail several times, twice with a professional ecologist. The infrastructure of the trail system is very good with a logical layout meandering through a surprising variety of habitats. The directional signage is excellent and comfortable weather-resistant benches pepper the routes. Non-native invasive plant species are present, but can be controlled by targeted spraying. Some native wildflowers are present with the potential for more to increase the number and diversity of butterfly and other pollinator species. Bird populations are typical with noteworthy sightings of belted kingfishers and a great horned owl.

For the sake of comparison, committee members visited Felts Preserve (owned by Manatee County Audubon Society) to view the width of the trails, the level of required maintenance and restoration, and the educational benefits to the community. In particular, the committee admired the informational kiosk at the entrance to Felts Preserve, and feel that a similar structure at the entrance to our own natural area will have lasting value.

To restore and maintain the trail and preserve, the Committee therefore recommends:

- Designing, raising funds for, and installing an informational kiosk
- Adjusting the existing informational signage to correct typos and misinformation.
- Identifying and removing invasive non-native plants
- Planting native wildflowers such as liatris and passion vine
- Looking into softening a small area along the entrance way canal shoreline to provide a fishing area and littoral shelf (would require coordination with Hillsborough County, and finding funding for shoreline construction and planting)

PROPOSED MAINTENANCE DUTIES OF THE SCC AUDUBON CONSERVATION COMMITTEE

- Walk the trail every two weeks to pick up garbage and survey the condition of the trail
- Coordinate with the CA on twice yearly maintenance of the trail
- Periodically organize an exotic removal work day (removal of exotic vines, Brazilian pepper and other obvious exotic species)
- Maintain a list of volunteers willing to spray herbicides, pick up garbage, and machete hack or use loppers to trip back overgrowth on the edges of the trail
- Maintain timely information in kiosk, such as birds that may be present/migrating through, plants that may be blooming, etc. with pictures
- Maintain a list of volunteers who will lead bird walks, butterfly walks, and plant walks on as requested basis

COMMUNITY ASSOCIATION OF SUN CITY CENTER

Ongoing Maintenance

- Mow trail and remove pruning debris on an as-needed basis
- Grant permission to the SCC Audubon Club to have members assist in maintaining the property, including spraying exotics species, and cutting back obvious growth encroaching on the trail

The SCC Audubon Club Conservation Committee is committed inclusiveness and collaboration with other clubs. We have spoken with the Elegant Garden Club and they will consider providing scheduled "native plant" identification walks.

In our research on the cost to purchase/build and install the kiosk, we will meet with the Sawdust Engineers for their input and pricing.

In addition, we have initiated a conversation with TECO ENERGY representative, Thomas Moore, to drop mulch at a designated area adjacent to the TECO transmission line corridor that will then to be used on the trail to discourage regrowth.

The following pages contain pictures of existing signage and our suggestions for changes.

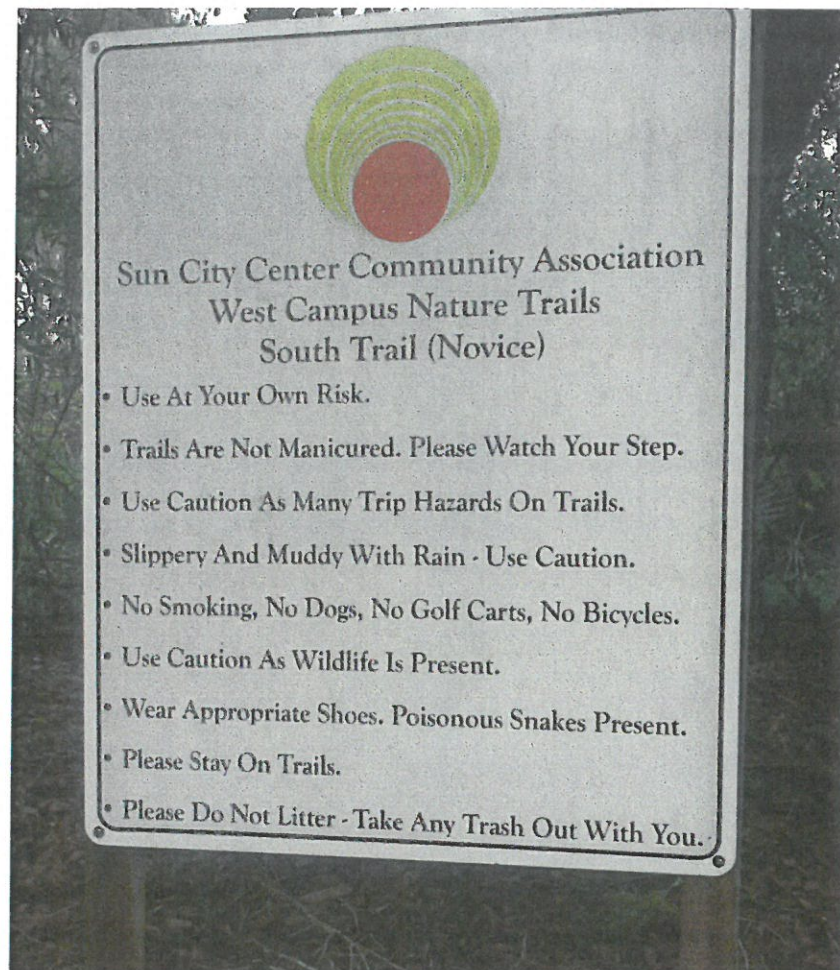
Following the pictures of signage, there is a picture of the kiosk at Felts Preserve. We are looking for a scaled down version of this with a budget not to exceed \$2,000.



Change to:

Sun City Center Community Association

WELCOME TO THE
WEST CAMPUS NATURE TRAILS



Change to:

Sun City Center Community Association

WEST CAMPUS NATURE TRAILS

- Use at your own risk.
- Trail is not manicured, use caution
- Add symbols for "no smoking" "no bicycles" "no golf carts" "no dogs"
- Please stay on trails
- Please Do Not Litter – Take Any Trash Out With You.



We do not suggest putting signage where “you might see something” with no explanation of what the picture is, the habitat it lives in and where/when you may expect to see it. While alligator gar certainly do live in this creek, if signage remains along with the picture there should be a brief description of species, its range and its habitat.



While the water hyacinth is pretty and mostly likely to be present all year round, it is also a highly invasive exotic species that is spreading though out Florida’s waterways. If we are showing a picture of water hyacinth, we should explain why it is NOT a good thing to be here.



The snake in the upper left corner is a black racer. It and the corn snake are non-**venomous** (spelling error on sign). Although, there are Eastern Diamondback rattlesnakes and cotton mouths (water moccasin) in SCC it is highly unlikely that you would see one here. They move away quickly when they feel the ground vibrating under footfalls. As far as the copperhead – they are limited to north Florida. It would be surprising if you found one within 100 miles of here.

We would recommend that this sign be removed and information on Florida snakes be on display at the kiosk that will be located at the trailhead.



This sign is placed correctly in front a small cypress dome but more explanation about the functions of cypress trees and the dome would be in order.

IX. VENDORS/CONTRACTORS/LICENSEES

9.01. EQUAL OPPORTUNITY REQUIREMENT

All vendors, contractors, and licensees are selected after review or by bid contracting depending on the scope or costing of the project. The Sun City Center Community Association is an equal opportunity employer. It is the policy of the Community Association to provide equal employment and advancement opportunities to all qualified individuals regardless of race, color, creed, age, sex, disability, national or ethnic origin, or any other category protected by federal, state or local law. All vendors, contractors and licensees with the Community Association must adhere to federal, state, and local laws relating to equal employment opportunities.

9.02 POLITICAL AND RELIGIOUS ACTIVITIES

Vendors, contractors and licensees shall not engage or be involved in political or religious activities while working on the Community Association's property. Such activities shall be confined to off campus areas outside of working hours.

9.03 INSURANCE

All vendors, contractors and licensees shall provide proof of appropriate liability or indemnity insurance and worker's compensation insurance coverage before commencement of their work.

9.04 AMENITIES

Vendors, contractors and licensees may not avail themselves of the Association's amenities or facilities unless they are also members of the Community Association as described in Section 9.05.

9.05 MEMBERS WHO ARE ALSO VENDORS, CONTRACTORS, OR LICENSEES

Members who are vendors, contractors or licensees of the Community Association shall separate their commercial and membership activities. While working in the Community Association facilities in the capacity of a vendor, contractor or licensee, the vendor, contractor or licensee is expected to conduct their commercial activities pursuant to their respective agreements.

9.06 A copy of this policy shall be given to all vendors, contractors or licensees