

APPROVED

**MINUTES
SUN CITY CENTER COMMUNITY ASSOCIATION, INC
BOARD OF DIRECTORS MEETING
WEDNESDAY, February 13, 2013
ROLLINS THEATER**

DIRECTORS PRESENT

Jane Keegan, Vice President
David Floyd, Secretary
Neil Rothfeld, Treasurer

Al Alderman
Chuck Collett
Howie Griffin

Mike Killian
Sam Sudman

DIRECTORS ABSENT

Ed Barnes, President

OTHERS PRESENT

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

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Vice President Keegan called the meeting to order at 9:00 a.m. All present joined her in the Pledge of Allegiance. A quorum was established with 8 members present.

II. APPROVAL OF THE MINUTES

There being no objections or corrections, the minutes of the Board Meeting held on January 9, 2013 were approved as presented.

III. SECRETARY'S REPORT

Acknowledgements –Secretary Floyd reported that the CA had received \$422 from Monday Movies to offset license fees; the Lapidary Club donated \$1,000 to the Library and \$500 to the Hardship Fund; the Audubon Society donated \$200 to the Replacement Reserve Fund; and the Sew-n-Sews donated \$150 for the Community Information Center. In addition, the Dog Owners Group paid the CA \$2,000 toward maintenance of the Dog Park and the Softball Club paid the CA \$2,500 toward maintenance of the Softball Field.

IV. PRESIDENT'S REPORT

In President Barnes' absence, Vice President Keegan read his report – a copy is attached.

V. TREASURER'S REPORT

Treasurer Rothfeld reported that the audit report through December 31, 2012 has not yet been completed by the Auditors . He announced that 26 homes were closed in January and 25 homes had been projected in the budget.

IV. MANAGER'S REPORT

Community Manager Lyn Reitz's report is attached.

VI. STANDING COMMITTEE REPORTS (None)

VII. SPECIAL PURPOSE COMMITTEE REPORTS

Long Range Planning Implementation Committee

Secretary Floyd reviewed the Long Range Planning Implementation Committee Report handed out at the meeting (copy attached). He announced that the Board would not be approving the report today. It will be done at the March 13th meeting after we have time to hear comments from the membership.

Director Collett also pointed out the work Vice President Keegan and her Campus Improvements Sub-Committee are doing is equally as important. They are addressing a lot of the little things needed to improve our campus.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

1. Approve Biking Club as an affiliated club
Director Griffin **MOVED** that the Board approve the Biking Club of Sun City Center as an affiliated Community Association club. **SECOND**: Director Sudman. **VOTE**: Unanimous in favor by voice vote. Motion carried.
2. Approve The MJ Mavens as an affiliated club
Director Griffin **MOVED** that the Board approve The MJ Mavens as an affiliated Community Association club. **SECOND**: Director Alderman. **VOTE**: Unanimous in favor by voice vote. Motion carried.
3. Approve the dissolution of the Gadabouts Club
Director Griffin **MOVED** that the Board approve the dissolution of the Gadabouts Club. **SECOND**: Director Sudman. **VOTE**: Unanimous in favor by voice vote. Motion carried.
4. Approve the dissolution of the Cabaret Club
Director Griffin **MOVED** that the Board approve the dissolution of the Cabaret Club. **SECOND**: Director Alderman. **VOTE**: Unanimous in favor by voice vote. Motion carried.
5. Approve amendment to 5.01.C. Criteria for membership
Secretary Floyd **MOVED** that the Board approve the amendment to 5.01.C.3.a and the addition of 5.01.C.e which is attached to the Agenda and as published in the February, 2013 issue of "The News of Sun City Center". **SECOND**: Director Sudman. During discussion, Director Alderman **MOVED** to table this motion. **SECOND**: Director Sudman. **VOTE**: Unanimous in favor by voice vote. The motion was tabled.

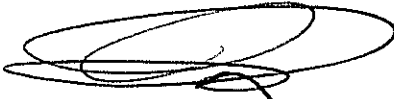
6. Approve proposed amendments to Bylaw III, Section 3 (e) and Section 6 (i) for approval by the membership
Secretary Floyd **MOVED** that the Board approve a proposed amendment to Bylaw III, Section 3 (e) and Section 6 (i) for approval by the membership at the March 20, 2013 Membership Meeting as published in the February, 2013 issue of "The News of Sun City Center" and attached to the Agenda. **SECOND:** Director Alderman. **VOTE:** Unanimous in favor by voice vote. Motion carried.
7. Approve proposed amendment to Bylaw IV, Section 3 for approval by the membership
Secretary Floyd **MOVED** that the Board approve a proposed amendment to Bylaw IV, Section 3 for approval by the membership at the March 20, 2013 Membership Meeting as published in the February, 2013 issue of "The News of Sun City Center" and attached to the Agenda. **SECOND:** Director Collett. **VOTE:** Unanimous in favor by voice vote. Motion carried.
8. Approve proposed amendment to Bylaw XII, Section 1 for approval by the membership
Secretary Floyd **MOVED** that the Board approve a proposed amendment to Bylaw XII, Section 1 for approval by the membership at the March 20, 2013 Membership Meeting as published in the February, 2013 issue of "The News of Sun City Center" and attached to the Agenda. **SECOND:** Director Alderman. **VOTE:** Unanimous in favor by voice vote. Motion carried.
9. Approve proposed amendment to Bylaw XII, Section 2 for approval by the membership
Secretary Floyd **MOVED** that the Board approve a proposed amendment to Bylaw XII, Section 2 for approval by the membership at the March 20, 2013 Membership Meeting as published in the February, 2013 issue of "The News of Sun City Center" and attached to the Agenda. **SECOND:** Director Alderman. **VOTE:** Unanimous in favor by voice vote. Motion carried.
10. Approve Hardship Cases
Treasurer Rothfeld **MOVED** that the Board approve granting hardship waivers for 2013 dues for 5 members (Case numbers: 1456, 1938, 3168, 3977 and 4902). The total of \$1,345 representing waived dues will be taken from the Hardship Fund Account #36004. **SECOND:** Director Collett. **VOTE:** Unanimous in favor by voice vote. Motion carried.
11. Approve contract with the Fabulons for 2013/14 Entertainment Series
Director Griffin **MOVED** that the Board approve a contract with the Fabulons in the amount of \$5,000 to perform at a Friday Night Series dance on March 14, 2014. This will be expensed from Operations Account #41321 – Entertainment. **SECOND:** Director Alderman. **VOTE:** Unanimous in favor by voice vote. Motion carried.
12. Approve replacement of A/C Unit – Ceramics Room
Director Alderman **MOVED** that the Board approve a contract with Apollo Beach Air in the amount of \$8,050 for the replacement of an A/C Package Unit at the Ceramics Room location. This will be expensed from Replacement Reserve Account #76100-4. **SECOND:** Director Griffin. **VOTE:** Unanimous in favor by voice vote. Motion carried.

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

XI. **ADJOURNMENT**

Director Alderman **MOVED** the meeting be adjourned. **SECOND:** Treasurer Rothfeld..
VOTE: Unanimous in favor by voice vote. The meeting was adjourned at 10:05 a.m.

AUDIENCE PARTICIPATION



David Floyd
Corporate Secretary
DF:cd
Attachments (6)

ADDENDUM – MINUTES – FEBRUARY 13, 2013

*Audience participation comments are not an official part of the Board Meetings.
They are condensed and summarized for reference only.*

NAME	SUBJECT
Marilyn Balkany	Does not oppose paying \$1.00 for her guests because of your proposed change to the Bylaws to make people wear their badges.
John Bowker	Asked what times are set up for the long range plan. <i>A Coffee & Conversation is scheduled for March 5th in the Florida Room from 9 a.m. to 11 a.m.</i> Wanted to confirm that projects over the 15% limit the Board can approve would need membership approval. <i>Yes – as noted on the report.</i> Asked if the Hardship Fund was OK this year. <i>Yes, it is adequately funded.</i>
Janet Dittmore Chair Hospitality Committee	Commented that there were a number of errors on the web site and wanted to know who to contact. <i>The web site committee co-chairs – either Nan Baytos or Maggie Pliska.</i>
Uta Kuhn	Commented on the proposed addition for parking. People will still park illegally just to be close to the building.
Jerry Benningfield President Pickleball Club	Concerned about the issuance of guest passes. Several members of the Club are getting passes for friends who live in Apollo Beach, Ruskin, etc. When they come into the CA office for a pass they are not questioned whether the guest is an overnight guest or not. Members getting passes should be held accountable for the guests being overnight guests. The Pickleball Club is looking for the authority to build more courts so they can start their fundraising efforts. Not asking for money from the CA.
Linda Reinhart	Thanked the Board for all their work on the long range plan. Loved new color on the Arts & Crafts building. Expressed concern about people parking their golf carts on the slope behind the Arts & Crafts building.

President Ed Barnes' Report – Board of Directors Meeting - February 13, 2013

We have two very important projects going on at the same time and I want to make sure that the membership is fully informed of both.

First, is the SCC Master Plan. As I have told you in the past we formed a committee of three Board Members to develop a Master Plan for SCC based on the community survey we took last summer. In addition, this committee considered some other factors such as things that had happened since the survey was taken with input from members and clubs. The result of this committee is a time phased plan of projects to improve the Community Association facilities. The plan is based on a pay as you go principal. The details of this plan will be presented today by the committee chairman.

The next step with this Master Plan will be discussion and feedback from the members at a Coffee and Conversation on March 5th in the Caper Room at 9 AM. In the interim, we plan to have copies of the report available on the CA web site and in the CA Office. We are soliciting member comments on this plan both at the Coffee and Conversation and/or by email to sccboard@suncitycenter.org or by letter. The next step will be the BOD taking up the committee report at the March BOD meeting after receiving member's comments. As we roll this plan out we will have membership votes on those projects which exceed the By Law guidelines for the BOD. As presently constructed the first membership vote will be on the reconfiguration of the Atrium parking lot probably in April. At the Coffee and Conversation we will have more detail on this project.

The second major topic is the Pebble Beach Blvd Median Maintenance Task Force being led by Paul Wheat. Paul was given responsibility for determining the options for conducting the maintenance of the medians on Pebble Beach Blvd. As most of you know, Minto, like all of the developers of the past, has been performing this maintenance function, however, they will eventually reach build out and leave town. The Task Force will submit their report to the BOD by March 1. At the March BOD meeting the BOD will consider accepting the report and the recommendations of the Task Force. A media presentation on the Pebble Beach medians will be presented at the Membership meeting on March 20. We as a community must decide what we want to do regarding the medians on a go forward basis. The Task Force is planning a series of Town Hall Meetings and Coffee and Conversation sessions over the spring and fall. In December, we will have a referendum vote on how to handle this issue.

I have mentioned several times that next year we will be implementing a new dues collection process whereby your dues will be paid directly to the bank. Dues payments will not be collected at the CA Office. They will have to be mailed to the bank. We will try to get the dues notices out to you as early as possible. I know I have told you this before but – it is going to happen and I want everyone forewarned of this change. This is being driven by our auditors who want us to separate the collection process from the recording process in order to conform to generally accepted accounting standards. We will have several notices in the Newsletter about this change and most likely you will hear it from me several times again.

As of last Friday we had collected membership dues from about 9,500 members which is about 90% of the notices mailed out. This is a reasonable return for this stage of the process – all of those who did not pay by February 1 are being charged a late fee. If these dues are not paid by May 1st we will start the lien process for the non-payers.

Along these same lines to date we have received 18 hardship cases. I expect more hardship applications to trickle in the next couple of weeks – deadline is February 28. The disposition of these cases will be handled in the next couple of weeks. In the last five years we have averaged 27 hardship cases per year so this looks like an average year. We will update you on this at the next BOD meeting.

Over the summer we made a major effort to determine some way to allow people at Freedom Plaza to become full fledged users of the CA facilities in a manner similar to Aston Gardens and The Courtyards. I am very sorry to report that we have not yet reached an agreement with Freedom Plaza Management Company over the fees and how this could work. The Management Company is making an alternative proposal which we will be studying when received. I will have more for you as these negotiations continue.

The last topic I have is to mark your calendars for March 16 - Fun Fest – I am told that this year's fun fest will be even bigger and better than last year's.

Sun City Center Community Association Board of Directors Meeting

February 13, 2013 from Lyn Reitz, Community Manager

Audit --- We are finishing up the Annual Audit with the Auditors for the March Membership Meeting presentation.

Horizon Room --- Working on getting all of my components together for the TPO and Boards review to renovate the Horizon Room now that the Caper Room is almost completed. Finalizing the tables and chairs for the room with the Bridge Club.

Shredding Day --- Shredding day has been scheduled for March 22nd from 9am to Noon. It will be located in the same spot as always behind the CA Offices. Make sure you come and take part of this worthwhile event to destroy your personal documents safely.

Volunteer Luncheon --- Don't forget the luncheon on Friday. If you have volunteered in 2012 for any CA event or Committee please join the Board on February 15th from Noon until 2pm in the Florida Room for a luncheon in appreciation of all your hard work. Hope to see you there.

Resident Count --- As of January 31st, total residents were 10,411 and total membership dues were 11,138. We are now tracking the residents and vacancies separately to have a true accounting for our records and budgeting processes.



**COMMUNITY
ASSOCIATION, INC.**

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Long Range Planning Implementation Report

Proposed Master Plan

In January 2013 CA President Ed Barnes established the Long Range Planning Implementation Committee (LRPIC) to develop the Master Plan for the Sun City Center Community Association.

The committee has 3 members (CA Directors, David Floyd – Chairperson, Chuck Collett, and Howie Griffin. This committee has considered the information provided in the Blue Ribbon Committee (BRC) report, the Community Survey, elements of the previous planning efforts, additional factors which have evolved since the Community Survey was designed, and the input from individual members and clubs to develop the overall Master Plan. This effort by the Long Range Planning Implementation Committee has resulted in a time phased plan of projects to improve and/or upgrade the overall facilities of the Sun City Center Community Association. The Master Plan is based on a pay as-you-go system to fund the projects. The Master Plan is only a blue print for the consideration of the Board of Directors. Input from the membership may alter the plan.

There are several elements included under the umbrella of the LRPIC.

1) TPO (The Projects Office)

The TPO Chaired by Director Al Alderman will be responsible for the construction projects in the Master Plan and will schedule them based on the timing and the priorities of the Master Plan. The TPO will be responsible for developing the details of each project and interfacing with the architects and potential bidders to obtain prices and will finalize the schedules for each project. The TPO will verify all costing estimates and construction schedules. The TPO will engage a professional construction manager to oversee the projects and maintain the schedules. The TPO will also implement the campus improvements working with the Directors and the Community Manager.

2) Campus Improvements Sub-Committee

This sub-committee examined the existing facilities to determine what are the needed improvements, upgrades, deferred maintenance issues, etc. Safety, energy conservation, and lighting were reviewed for improvements. The identified improvements will be coordinated with new construction. The present facilities were reviewed to determine what could be done to both modernize and harmonize the facilities visual appearance to begin to develop an overall pleasing

appearance to our community's campus. The Master Plan will include the upgrading of the present buildings such as using stucco to masque the ageing brick appearance and repainting to update the facades. Roof colors will be addressed. The use of more Florida friendly landscaping around the buildings will also help to improve the visual appearance of the CA campus.

Funding for these projects will come from the reserve for replacements or from the Capital Fund depending on the scope of the projects. The goal is to refresh and upgrade our existing facilities to the standards of new construction and create an overall campus theme for the Community Association. Jane Keegan is the chairperson of this sub-committee. The LRPIC has received a report from Vice President Jane Keegan and has combined the elements of her sub-committee's campus improvement plan with the Master Plan for cost efficiency.

3) Financing Sub-Committee

This committee will review and recommend possible alternatives for financing to accelerate the construction schedule should the Members of the Community Association desire this. It will be responsible for making recommendations concerning financing options to the Community Association's Board of Directors. The Board of Directors will review the options and present them to the membership. Chuck Collett is the chairperson of this sub-committee.

The alternative plan developed will be finalized within the next year and will require a membership vote to implement due to financing considerations.

4) Community Information Sub-committee

It is important that the membership be made aware of all aspects of the Master Plan and the proposed timing of the specific projects. Communication and education will include: articles for the NEWS of Sun City Center; presentations at public meetings such as Town Hall Meetings; Coffee and Conversations; and speaking to community groups such as the Men's and Women's Clubs, Community Leaders Group, CO-AP. This will be coordinated by the LRPIC Chairperson.

THE MASTER PLAN

The proposed LRPIC Master Plan consists of nine (9) projects:

1) 2013 construction, Social Café/Meeting Area – est. cost \$329,761.

Note: Café will have limited hours, beverage, and food service. Meeting area will be open all hours.

2) 2013 construction, Improvements to Parking, lighting, and Landscaping – est. cost \$720,000*.

Note: This cost includes improving the parking, redoing landscaping, removing the CERT Building and the cement stage in the Plaza for more golf cart parking, relocation of North Course Lane (existing road), and utility expansion for better lighting and irrigation.

3) 2014 construction, Welcome/Information Center – est. cost \$227,850.

4) 2014 construction, Library Addition – est. cost \$201,550.

5) 2014 construction, Security Patrol/Samaritans Building – est. cost to the Community Association of \$75,000.00 (site preparation). The cost of this building will be shared by both the Security Patrol and the Samaritans.

6) 2014 construction, Nature Trail Area – est. cost \$100,000. (37 acres of West Campus)

7) 2016 construction, Multipurpose Building – est. cost \$1,383,798*.

8) 2024 construction, New Theater – est. cost \$2,070,000*.

Note: Theater cost is in 2013 dollars and inflation over the years will increase the price.

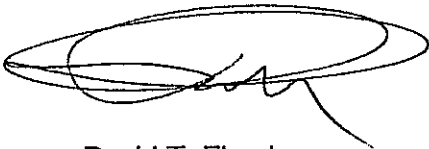
9) 2024 construction, Renovation Rollins Theater for Clubrooms – est. cost \$336,000.

Note: Renovation cost is in 2013 dollars and inflation over the years will increase the price.

*Requires membership vote

- The total cost of the Master Plan is approximately \$5,442,959. Inflation will impact the cost of building materials and labor rates will likely increase the final costing. The impact of inflation may extend the building timeline.
- Individual projects exceeding the Board of Directors budget constraints will be brought before the Community Association's Members for a vote.
- Projects will be initiated based on the monies available in the Capital Fund, which may alter the final scheduling of the projects.

A summary sheet is attached to this report to aid in visualizing the sequencing and costing of the projects.

A handwritten signature in black ink, appearing to read 'David T. Floyd', enclosed within a large, loopy oval scribble.

David T. Floyd
Chairperson

Community Association Long Range Planning Implementation Committee

Year

Year is estimated start date and may vary due to funding / permitting / inflation / etc.

Sq. Ft. 2013 2014 2015 2016 2017 2018 to 2024

PROJECT

Social Café/Meeting Area	2000	\$329,761						
Improvements-Parking, Lighting, and Landscaping*	n/a	\$720,000						
Welcome/Information Center	1500		\$227,850					
Library Addition	1250		\$200,550					
Security Patrol/Samaritans Building**	3300		\$75,000					
Nature Trail Area (West Campus)	n/a		\$100,000					
Multipurpose Building***	8000						\$1,383,798	\$2,070,000
New Theater****	11200							\$336,000
Renovate Rollins (club rooms)****	n/a							\$2,406,000
Total expended		\$1,049,761	\$603,400				\$1,383,798	
Total								
Funds Available-Based on 240 Home Sales		\$1,960,000	\$1,270,239	\$1,026,838	\$1,386,839	\$363,041	\$723,041	\$2,883,041
Balance after construction		\$943,239	\$666,839		\$3,041			\$477,041

Total estimated cost of all proposed projects -- \$5,442,959

*Cost includes redoing landscaping, removing the CERT Bldg. and the cement stage in Plaza for more Golf Cart parking, relocation of North Course lane, and utility expansion for better lighting and irrigation,

** Construction costs would be shared by both the Security Patrol and the Samaritans

***150 person Florida Room/Dance Studio/2 Club Rooms (North Course 5 acres)

****Costs noted are in 2013 dollars and do not reflect future inflation

Projects will be initiated depending on monies in the Capital Fund.

If 300 homes per year are sold - extra \$90,000/year for capital fund-could accelerate future building.

Bolded Projects Require member approval

CONSIDERATIONS:

1. Café requires a plan to operate it - plan will be developed.
2. Parking Lot and landscaping go together as there are water and electrical considerations.
3. Welcome Center and Samaritan/Security Patrol buildings could use same architect and builder to save on expenses.

PROPOSED CA POLICY CHANGES

Additions are noted in bold type and deletions by a strike through.

Policy V. CLUBS & ORGANIZATIONS

5.01 C. CRITERIA FOR MEMBERSHIP

- 3.a Waivers will be considered upon request to the CLB, by a Club **president** for a non-member who can provide “value added” such as a **special skill, service, benefit, or needed experience** to the Club. Waivers are granted for the calendar year in ~~for~~ which they are applied ~~for and may be renewed upon request of the Club president. Waivers are given on a space available basis.~~

- e. **Persons granted a waiver will be charged an annual users fee, payable to the Community Association, of \$25.00 for each waiver granted.**

6. PROPOSED AMENDMENTS TO BYLAW III, Section 3 (e) and Section 6 (i)

<u>CURRENT</u>	<u>PROPOSED CHANGE</u>
<p><u>BYLAW III – OFFICERS</u> <u>Section 3.</u> The President, as Chief Executive Officer, shall:</p> <p><u>Section 6.</u> The Treasurer shall have the responsibility to:</p>	<p><u>ADD:</u> (e). Appoint Committee Chairpersons annually with the approval of the Board.</p> <p><u>ADD:</u> (i) Ensure that the Capital Fund Fees collected from resale homes in the Community Association are deposited into the Capital Fund. The Capital Fund is established to provide funds for construction projects and major campus renovations. The Capital Fund accounts are restricted from use for any other purpose.</p>

7. PROPOSED AMENDMENT TO BYLAW IV, Section 3

<u>CURRENT</u>	<u>PROPOSED CHANGE</u>
<p><u>BYLAW IV – COMMITTEES</u> <u>Section 3.</u> Committee chairpersons will be appointed by the Board.</p>	<p><u>Section 3.</u> Committee Chairpersons may be appointed annually by the President with Board approval or may be appointed by the Board.</p>

8. **PROPOSED AMENDMENT TO BYLAW XII, Section 1**

<u>CURRENT</u>	<u>PROPOSED CHANGE</u>
<p data-bbox="151 437 718 507"><u>BYLAW XII – USE OF ASSOCIATION FACILITIES</u></p> <p data-bbox="151 549 750 694">Section 1. Current membership or guest cards must be shown upon request for participation in any activity on Association property, except as provided by Sections 2 and 3 of this Bylaw.</p>	<p data-bbox="790 549 1396 725">Section 1. Current membership or guest cards must be displayed for participation in any activity on Association property. Membership or guest cards are not required for public events.</p>

9. **PROPOSED AMENDMENT TO BYLAW XII, Section 2**

<u>CURRENT</u>	<u>PROPOSED CHANGE</u>
<p data-bbox="148 1232 715 1303"><u>BYLAW XII – USE OF ASSOCIATION FACILITIES</u></p> <p data-bbox="148 1344 742 1636">Section 2. House guests of members in good standing may use Association facilities for a thirty (30) day period if accompanied by their host; to use Association facilities if not accompanied by their host, house guests will be required to have a guest card, which can be purchased at the Association office at fees established by the Board.</p>	<p data-bbox="786 1344 1401 1564">Section 2. House guests and guests of members in good standing may use Association facilities but will be required to have a guest card, which can be purchased at the Association office at fees established by the Board.</p>