

APPROVED

**MINUTES
SUN CITY CENTER COMMUNITY ASSOCIATION, INC
BOARD OF DIRECTORS MEETING
WEDNESDAY, DECEMBER 8, 2021
ROLLINS THEATER – 9 A.M.
and VIA ZOOM**

DIRECTORS PRESENT

Bob Sullivan, President
Ron Matelski, Secretary
Dave Birkett, Treasurer

Ken Bauer
Kim Roush
Larry Smith

DIRECTORS ABSENT

Doug Seipelt, Vice President
Gary Bratt
Eric Porr

OTHERS PRESENT

Lyn Reitz, Community Manager
22 members in person and 16 via Zoom

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

President Sullivan called the meeting to order at 9:10 a.m. All present joined him in the Pledge of Allegiance. A quorum was established with 6 Directors present.

II. APPROVAL OF MINUTES

There being no objections or corrections, the minutes of the Board Meeting held on November 10, 2021 were approved as submitted.

III. SECRETARY'S REPORT

Acknowledgements - Secretary Matelski acknowledged that the Wisconsin Club had donated \$64 to Operations. He also announced that the following clubs contributed to Fallfest expenses:

American Legion	\$ 58
Organ & Keyboard Club	\$ 129
Photo Club	\$ 6
Scrapbooking Club	\$ 40

Certification of Membership Vote held on December 1, 2021 – Secretary Matelski announced he had certified the results of the vote for 2022 membership dues of \$309.00 per member which had passed. He also certified that three Directors were elected for three-year terms (Ron Clark, Jim Collins, and Roger Zieg). A copy of the Secretary's Certification is attached.

Certification of Election of Officers for 2022 – Secretary Matelski certified that the election of officers for 2022 was held on December 6, 2021 with the 2022 Board members. The results are as follows: President – Bob Sullivan; Vice President – Kim Roush; Corporate Secretary – Ron Matelski; and Treasurer – Dave Birkett who is a non-voting member. A copy of the Secretary's Certification is attached.

IV. PRESIDENT'S REPORT

President Sullivan congratulated Ron Clark, Jim Collins and Roger Zieg and welcome them to the Board. They will actually be sworn in at the January 5th Membership Meeting

V. TREASURER'S REPORT

Treasurer Birkett reported the Operating Fund had a balance of \$1,934,026. The Replacement Fund balance was \$1,869,643 and the Renovation Fund had a balance of \$43,377. The Capital Fund balance was \$3,489, 810. There were 49 home transfers in November. Through December 7th, we already have 31 in for the month of December. He announced that year-to-date through November we have had 561 transfers. Last year's total was 506 and the previous year was 505. We are running considerably ahead of past couple of years which is very encouraging.

VI. MANAGER'S REPORT

Community Manager Lyn Reitz's report is attached.

VII. STANDING COMMITTEE REPORTS

Elections Committee – Irma Faron, Chair of the Elections Committee, thanked the members of the Board, the employees in the CA office and her new Vice Chair, Dorothy Anderson, for all their support and help. The committee consisted of 21 very hard-working CA members and they spent over 300 hours working on the election over 3 weeks. A total of 2,552 ballots were received which included 4 duplicate ballots, 6 absentee ballots without a name or ca number and 7 ballots from ineligible voters. There were 437 ballots cast in person on November 30 and December 1 and the rest of the ballots were by absentee.

VIII. SPECIAL PURPOSE COMMITTEE REPORTS (None)

IX. NEW BUSINESS

1) Approve resolution to allow on line voting

Secretary Matelski **MOVED** that the Board approve the Resolution done by Association Attorney Steven Mezer to allow the use of online voting. **SECOND:** Director Roush. Director Roush then gave a report on electronic voting which is attached. A copy of the Resolution is attached.

VOTE: Directors Sullivan, Birkett, Matelski, Bauer, Roush, and Smith unanimously in favor. Directors Seipelt, Bratt and Porr were not present.

X. AJOURNMENT

There being no further business, the meeting was adjourned by unanimous consent at 9:25 a.m.



Ron Matelski, Secretary

/crd

Attachments (4)

AUDIENCE PARTICIPATION AFTER THE MEETING

The following members addressed the Board:

Ron Clark	Cary Blaylock
Steve Drobnis	Mr. Edwards
Barbara Reynolds	Erma Faron

Their comments can be viewed at <https://vimeo.com/654582301>.



Sun City Center Community Association, Inc.

**SECRETARY'S CERTIFICATION
2022 ELECTION RESULTS
BOARD OF DIRECTORS – MEMBERSHIP DUES**

I, Ron Matelski, 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 and membership dues for 2022 was held on November 30th, 2021 from 8:00 a.m. until 3:00 p.m. in the Sandpiper Room and December 1, 2021 from 9:00 a.m. to 5:00 p.m. at the Community Hall.

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

THREE YEAR TERM: Ron Clark
 Jim Collins
 Roger Zieg

The result of the vote for Membership Dues for 2022 to be \$309.00 per member was as follows:

For	1,571
Against	910

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

Ron Matelski
Corporate Secretary



**BALLOT REPORT FORM
VOTE ON DECEMBER 1, 2021**

Membership Dues for 2022

To be divided between the following funds in the amount stated:

General Operating Fund	\$262.00
Replacement/Reserve Fund	40.00
Replacement Reserve for Furniture & Equipment	<u>7.00</u>

For a total of: \$309.00 per member

Voted For 1571

Voted Against 910

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

Erma Faron

Erma Faron
Chairperson
Elections Committee

Dorothy Anderson

Dorothy Anderson
Vice Chairperson
Elections Committee

CA. WILSON

DATE: 12-1-21



**BALLOT REPORT FORM
VOTE ON DECEMBER 1, 2021**

**Board of Directors
3 Year Term**

Number of votes counted per candidate

1418 Jim Collins

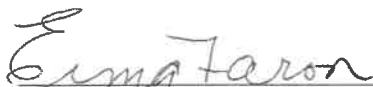
1443 Ron Clark

864 Vicente J. Lopez, Jr.

993 Larry Smith

1188 Roger Zieg

974 Mike Killian



Erma Faron
Chairperson
Elections Committee



Dorothy Anderson
Vice Chairperson
Elections Committee



CA Lawson

DATE: 12-1-21



Sun City Center Community Association, Inc.

OFFICIAL BALLOT

**BOARD OF DIRECTORS
DUES**

**November 30, 2021
Sandpiper Room – 8 am to 3 pm**

**December 1, 2021
Community Hall – 9 am to 5 pm**

**Board of Directors – three-year term
Vote for up to three only:**

- Jim Collins**
- Ron Clark**
- Vicente J. Lopez, Jr.**
- Larry Smith**
- Roger Zieg**
- Mike Killian**

**Membership Dues for 2022
To be divided between the following funds in the amount stated:**

General Operating Fund (\$5.00 increase)	\$262.00
Replacement Reserve Fund	40.00
Replacement Reserve for Furniture & Equipment	<u>7.00</u>
	\$309.00 per member

FOR **AGAINST**



Sun City Center Community Association, Inc.

SECRETARY'S CERTIFICATION

I, Ron Matelski, 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 2022 was held on December 6, 2021 at 9:00 a.m. in the Board Room.

The result of the election for Officers was as follows:

President	Robert Sullivan
Vice President	Kim Roush
Secretary	Ron Matelski
Treasurer	Dave Birkett

Ron Matelski
Corporate Secretary

Sun City Center Community Association

Board of Director's Meeting

December 8, 2021 from Lyn Reitz, Community Manager

Dues and Stickers --- Dues statements should be coming in the mail in the next few days. Remember that your membership dues are due by January 31st and late fees will be added on February 1st. They can be brought directly to the BB&T Branch in the Plaza or mailed. You can stop by the CA Office and get a new sticker; we just ask that you give us a few of days to download the payment before coming in. Be sure to bring your cards as we place them on for you.

Facilities Closures --- Please remember the facilities are closed Christmas Day and New Year's Day. The facilities close at 1pm on Christmas Eve and New Year's Eve. The CA Office and Library are closed Christmas Eve and New Year's Eve.

Email Blast Distribution List --- As a reminder, if you would like to get the What's New CA Email Blasts, please stop by the office and fill out a request form or send an email requesting to be added to sccboard@suncitycenter.org. It is a great way to stay on top of CA information.

Resident Count --- As of November 30th, total residents were 11,472 and total membership dues were 11,570. We track the residents and vacancies separately to have a true accounting for our records and budgeting processes.

**RESOLUTION AUTHORIZING ELECTRONIC VOTING AND PARTICIPATION FOR
COMMUNITY ASSOCIATION MEETINGS AND ELECTIONS**

SUN CITY CENTER COMMUNITY ASSOCIATION, INC.

WHEREAS, Section 617.0721(3), Florida Statutes, provides that an association may conduct elections and other owner votes through an Internet-based online voting system if an owner consents, in writing, to online voting and if various requirements are met; and

WHEREAS, the Board of Directors has determined it to be in the best interest of the Community Association to enable the use of electronic voting in Community Association matters and to create the requisite authority required by the above-referenced statute; and

NOW, THEREFORE, it is resolved as follows:

1. The Community Association may permit Owners who desire to do so the ability to utilize electronic voting in conformance with the above-referenced statute, as amended from time to time, as well as any applicable administrative rules as may now exist, be hereafter adopted, or as the same may be amended from time to time.

2. The Board or its President may determine that utilizing electronic voting is not in the best interest of the Community Association as to any particular meeting or election. Accordingly, there shall be no obligation for the Community Association to utilize electronic voting at any particular meeting or election.

3. Notice to Owners of the opportunity to vote through an online voting system shall be provided as required by law.

4. The Community Association hereby adopts the following forms which are incorporated into this Resolution by reference:

- Attached as **Exhibit "A"** is the "Consent to Electronic Voting and/or Consent to Receive Electronic Notice of Meetings," which an Owner may sign and file with the Community Association, or which may be affirmed by the Owner, in order for an Owner to be entitled to vote by electronic means and/or to receive electronic notice of meetings; and
- Attached as **Exhibit "B"** is the "Revocation of Consent to Electronic Voting and/or Revocation of Consent to Receive Electronic Notice of Meetings," which an Owner may sign and file with the Community Association, or which may be affirmed by the Owner, to revoke their consent to electronic voting and/or their consent to receive electronic notice of meetings.

Unless prohibited by law an e-mail notification from an Owner to the Community Association may be used in lieu of a signed consent or revocation form, in which case the terms of the attached consent and revocation forms are incorporated by reference and shall be deemed affirmed by the Owner when consent is given or revoked by e-mail.

5. In order to implement electronic voting, the Community Association may contract with an outside vendor or other party that provides electronic voting services (referred to collectively hereinafter as the "Provider"). The Board shall use reasonable judgment to ensure that such Provider's services comply with the requirements of law.

6. The Community Association or its agent shall notify Owners in meeting notice materials, as provided by law, of the ability to vote electronically, including but not limited to the Provider's e-mail address or website in a manner the Community Association reasonably believes to be sufficient to enable Owners to participate in electronic voting.

7. Owners who consent to vote by electronic means may still vote in person, if they choose, by paper means (use of proxies and ballots), or may send proxies to the Community Association by facsimile transmission or electronic mail, to the extent the Community Association otherwise receives and accepts proxies through such media. In the event of multiple votes cast by a member as to the same matter, the vote cast first in the election of Directors shall prevail, while the last vote cast will prevail with respect to non-election issues. The Board of Directors has the authority to set cutoff times for electronic voting in connection with the notice of any meeting where electronic voting will be used. In the absence of the Board of Directors announcing a different cutoff time/date for electronic voting, all electronic votes shall be cast at least one (1) hour in advance of said meeting at which time the ability to vote electronically shall be deemed closed for that meeting or election. In any instance wherein a meeting is lawfully adjourned and continued to a new time and date, for such matters to be voted upon but the question has not yet been called, the electronic voting shall be reopened following the adjournment to allow the Owner to cast an electronic vote until one (1) hour in advance of the reconvening of the meeting, at which time the ability to vote electronically shall be deemed closed for that continued meeting.

8. By signing or affirming the consent form attached as Exhibit "A" hereto and otherwise choosing to vote electronically as enabled by this Resolution, each Owner recognizes that the Community Association cannot control the practices of third parties regarding internet communications and use of the Owner's e-mail address. As such, and as a condition of the Community Association's agreement to permit electronic voting, each Owner who consents to electronic voting releases and waives any claim against the Community Association pertaining to such voting, including but not limited to the transmission or placement of "viruses," "malware," "spyware," "cookies," and the like. Each Owner who consents to electronic voting also consents to the Community Association's publication of their e-mail address, as well as other information (including necessary personal identifying information) to Providers or other third parties to the extent and as may be reasonably necessary to enable the use of electronic voting processes. Such information shall not be considered an official record, and shall not be available for Owner inspection unless required by law.

9. By signing or affirming the consent form attached as Exhibit "A" hereto, each Owner further recognizes that internet/electronic communications may be subject to failure, interruptions, or other problems due to a variety of reasons, including but not limited to Owner operator error, Provider system or server failures, "spam" blockers, power outages, and the like. As such, and as a condition of the Community Association's agreement to permit electronic voting, each Owner who consents to electronic voting releases and waives any claim or challenge to such voting, including but not limited to situations where an Owner vote was not

received or counted by the Community Association due to no fault of the Board of Directors or management.

This Resolution was adopted by the Board of Directors on the 8th day of December 2021, and is effective upon adoption.

There are 9 total Board members. The number of Board members who voted in favor of this Resolution is 6. The number of Board members who voted against this Resolution is 0. The vote of each Director is reflected in the minutes of the meeting at which this Resolution was adopted.

SUN CITY CENTER COMMUNITY
ASSOCIATION, INC.

BY: Bob Sullivan
BOB SULLIVAN, President

Date: 12/8/21

CONSENT TO ELECTRONIC VOTING AND/OR CONSENT TO RECEIVE ELECTRONIC NOTICE OF MEETINGS

The undersigned, member of the Sun City Center Community Association (SCCCA), *a Florida Corporation 501(c)(3) Not For Profit Corporation*, pursuant to Florida Statutes, hereby consent in writing to:

ELECTRONIC VOTING & ELECTRONIC NOTICE. By signing this consent form I being an eligible voter, consent to voting electronically at meetings and elections for SCCCA to the fullest extent permitted by law, pursuant to the provisions of the Board’s Resolution authorizing electronic voting (“Resolution”), and release and waive any claim against SCCCA pertaining to such voting, including but not limited to the transmission or placement of “viruses,” “malware,” “spyware,” “cookies,” and the like and any claim or challenge to such voting, including but not limited to situations where a Member vote was not received or counted by SCCCA due to no fault of the Board of Directors or management.

I designate the following information (including personal identifying information) may be released to a third party that provides electronic voting of other third parties to the extent and as may be reasonably necessary to enable the use of electronic voting processes.

The undersigned understands and agrees that in order to be valid, this consent form must be signed and on file with the SCCCA, and that the undersigned acknowledges that registration must be complete no later than **seventy-two (72)** hours prior to the meeting or election in which the Member wishes to vote by electronic means and that online voting access may be cutoff at a time prior to the time the question is called at the meeting. To ensure that you are properly registered with the online voting system, it is highly encouraged that you register the account well in advance of the first meeting where you will be using electronic voting.

I further understand and agree that, in order to use a different e-mail address for casting votes electronically, I must notify the SCCCA in writing of the change of email address no later than 72 hours prior to the meeting or election in which the Member wishes to vote by electronic means. If I do not provide timely written notice of this change of e-mail address to the SCCCA as provided herein, I further understand and agree that I may not be able to vote electronically until the next meeting and/or election.

I designate the following information for electronic notice purposes:

Please print all information except for your signature. Make copies as needed.

Email Address:

[Grid for email address input]

Community Association Number:

[Grid for community association number input]

LAST NAME:

[Grid for last name input]

FIRST NAME:

[Grid for first name input]

SCC Street Address

[Grid for street address input]

Date MM/DD/YYYY

[Grid for date input]

Signature: _____

Revocation of Consent to Electronic voting or Electronic notice of Meetings

The undersigned, member of the Sun City Center Community Association (SCCCA), **a Florida Corporation 501(c)(3) Not For Profit Corporation**, pursuant to Florida Statutes, herby previously consented in writing to electronic voting at meetings and elections and to receive electronic notice of meetings/elections for SCCCA as permitted by law and duly filed with the Association:

The undersigned understands and agrees that if revoking consent for electronic voting, this form must be signed and on file with the SCCCA no later than **ten (10)** days prior to the meeting or election in which the Member wishes to revoke consent to vote by electronic means or the revocation will not be effective until the next meeting and/or election. However, if the SCCCA receives this revocation less than **ten (10)** days prior to the meeting or election, the revocation will be effective for the next subsequent meeting or election.

Please print all information except for your signature. Make copies as needed.

Email Address:

[Grid for email address input]

Community Association Number:

[Grid for community association number input]

LAST NAME:

FIRST NAME:

[Grid for last name input]

[Grid for first name input]

SCC Street Address

[Grid for SCC street address input]

Date MM/DD/YYYY

[Grid for date input]

Signature: _____