

**MINUTES  
SUN CITY CENTER COMMUNITY ASSOCIATION, INC  
BOARD OF DIRECTORS MEETING  
WEDNESDAY, JANUARY 13, 2021  
VIA ZOOM**

**APPROVED**

**DIRECTORS PRESENT**

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

Eric Porr  
Kim Roush

Doug Seipelt  
Larry Smith

**OTHERS PRESENT**

Jonathan Moore, In-Vision Advisors  
Lyn Reitz, Community Manager  
Carol Donner, Recording Secretary  
55 members via Zoom

**I. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

President Sullivan called the meeting to order at 9:00 a.m. All present joined him in the Pledge of Allegiance. A quorum was established with 8 Directors present.

**II. APPROVAL OF THE MINUTES**

Treasurer Birkett **MOVED** the minutes of the Board Meeting held on December 9, 2020 be approved as presented. **SECOND:** Vice President Seipelt. **VOTE:** Unanimous in favor by voice vote.

**III. SECRETARY'S REPORT**

Acknowledgements – Secretary Matelski acknowledged that the Sun City Line Dancers Club had donated \$200 to the Hardship Fund.

**IV. PRESIDENT'S REPORT**

President Sullivan asked for a moment of silence in remembrance of Jerry Gibson for his service to the community as a Board Member and Vice President in 2020 who recently passed away.

The runoff election on the tie vote between Ken Bauer and Vicente J. Lopez, Jr. will be held on February 3, 2021. He announced it is not the CA's jurisdiction to manage the streets and sidewalks but the Board does communicate with Hillsborough County regarding these issues in quarterly meetings via Zoom and also weekly zoom meetings with FDOT. SR674 is scheduled for completion in early February. Regarding the COVID-19 Vaccine, the CA is working very diligently with Governor DeSantis' office, CVS, Walgreens and other locations. When we can get the vaccine, we are hoping to use the Community Hall parking lot as a drive-thru but at this time have absolutely no dates or times.

In reference to masks, the CA can't mandate that you wear a mask or that you quarantine for 14 days when you come back from the north. Each staff member has been told to wear a mask when they are within the 6' distancing rule. They do not need them if they are not near anybody or driving in the golf cart. President Sullivan also stated that the Board still maintains that guests are not allowed to use the facilities. The number of cases is going in the wrong direction.

President Sullivan pointed out that a lot of houses have people living there who have not registered with the CA. If they are here over four months, they need to come in and register and pay dues. We do receive a lot of anonymous tips and have found a lot of people in this category thanks to the members who feel something is not right.

#### V. TREASURER'S REPORT

Treasurer Birkett reported on estimated financials as of December 31, 2020 since they have not been audited yet. The Operating Fund had a balance of \$2,379,508. The Replacement Fund balance was \$1,611,227 and the Renovation Fund had a balance of \$43,115. The Capital Fund balance was \$2,433,933. In 2019 there were 505 home transfers and 2020 had 506. We already have 35 transfers for the month of January so far.

#### VI. MANAGER'S REPORT

Community Manager Lyn Reitz's report is attached.

#### VII. STANDING COMMITTEE REPORTS (None)

#### VIII. SPECIAL PURPOSE COMMITTEE REPORTS

Hospitality Committee Report. Chair Janet Ditmore gave a presentation on statistics of the Information Center, copy attached.

#### IX. NEW BUSINESS

##### 1) Approval of Insurance Policies

Treasurer Birkett **MOVED** that the Board approve the following insurance policies for 2021:

Property – AmRisc - \$92,008.45	Expensed to Operations Account #63104
Automobile – Auto Owners - \$4,452.26	Expensed to Operations Account #63105
Directors & Officers Liability –	
Travelers - \$21,706.00	Expensed to Operations Account #63300
Fidelity Bond – Hanover - \$3,212.00	Expensed to Operations Account #63400
General Liability –	
Auto Owners - \$55,624.00	Expensed to Operations Account #63100
Workers Comp – Zenith - \$31,513.00	Expensed to Operations Account #63101
Umbrella – Starstone - \$18,725.00	Expensed to Operations Account #63102
Equipment – Travelers - \$784.00	Expensed to Operations Account #63104

**SECOND:** Secretary Matelski. **VOTE:** Unanimous in favor by voice vote. Motion carried.

2) Approval of Committee Chairpersons for 2021

Vice President Seipelt **MOVED** that the Board approve the following Committee Chairpersons for 2021 as follows:

**STANDING COMMITTEES:**

Budget Committee – Ed Barnes

Consumer Affairs Committee – Kim Roush

Governmental Affairs Committee – Bob Sullivan

**NOTE:** The Elections Committee Co-chairs for 2021 were approved at the December 9<sup>th</sup> Board Meeting.

**SPECIAL COMMITTEES:**

Bingo Committee Co-chairs – Karen Marmon and Robin LeMaster

Fitness Center Committee – Ernie Kociban

History Society – Susan Muise

Hospitality Committee/Hi Neighbor – Janet Ditmore

Restrictive Covenants Committee – Paul Wheat

Decorating and Web Site Committee Co-chairs – Nan Baytos and Maggie Pliska

**OTHER COMMITTEES:**

Long Range Planning – Doug Seipelt

Golf Cart Parade – Larry Smith

Fall Fest – Kim Roush

Monday Movies – Linda Clapp

TV in Atrium – Bill Hodges

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

3) Approval of Judges & Tellers

Vice President Seipelt **MOVED** that the Board approve the Judges & Tellers for the Elections Committee for 2021, as submitted (attached). **SECOND:** Treasurer Birkett.

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

4) Bank Signature Approval

Treasurer Birkett **MOVED** that the Board approve the following signatories for 2021 for all banks that the Community Association has accounts with:

Bob Sullivan, President

Doug Seipelt - Vice President

David Birkett, Treasurer

Ron Matelski, Corporate Secretary

**SECOND:** Vice President Seipelt. **VOTE:** Unanimous in favor by voice vote. Motion carried.

5) Approve General Contractor for the building project

Vice President Seipelt **MOVED** that the Board approve the selection of ABI Construction as the general contractor for the new building project. **SECOND:** Treasurer Birkett.

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

Jonathan Moore, our Owner's Representative, showed the members a chart indicating who bid on the project and their costs to construct the building. ABI was the lowest bidder and why were they the lowest? They have a history with us, they know how the administration works, how the board works and they also have a history with my company. After discussion with the Board, it was recommended that ABI be our general contractor.

6) Approve dissolution of club

Director Smith **MOVED** that the Board approve the dissolution of the Oldies but Goodies Dance Club as an affiliated Community Association club. **SECOND:** Treasurer Birkett.

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

### X. ADJOURNMENT

Treasurer Birkett **MOVED** the meeting be adjourned. **SECOND:** Vice President Seipelt.

**VOTE:** Unanimous in favor by voice vote. The meeting was adjourned at 9:35 a.m.

### AUDIENCE PARTICIPATION

Vern Hendricks representing FM Radio Station 96.3, advised that previous interviews with the two candidates in the runoff election will be played at 2 pm on January 23 and 30.

Ron Clark asked if ABI comes in under budget, what percentage of the savings would the CA receive? *Jonathan Moore stated that in past contracts, it was stated that 85% would go to the CA and 15% to the contractor. Haven't taken advantage of that in the past. We will have a guaranteed price on the contract so they cannot exceed that price.*

Bill Hodges stated that there were 660 views of the interviews for candidates for the Board in the last election. He also spoke about the Veterans Photo Project. They will be taking pictures on the 16<sup>th</sup> from 10 am to 12 noon.

Sheriff's Deputy Steven Duran joined the Board Meeting to see what the issues were in Sun City Center and to just say hello.



Ron Matelski, Secretary

/crd

Attachments (3)

# **Sun City Center Community Association Board of Director's Meeting**

**January 13, 2021 from Lyn Reitz, Community Manager**

**Café Closed** --- Please remember that the café operator has chosen to remain closed until February 2<sup>nd</sup>.

**Dues and Stickers** --- Remember that your membership dues are due by February 1<sup>st</sup> and late fees will be added on February 2<sup>nd</sup>. You can stop by the CA Office and get a new sticker. Be sure to bring your cards as we place them on for you.

**COVID Vaccine** --- We are diligently working with the County and State along with South Bay Hospital, Publix, CVS and Walgreens to get the vaccine here for a local distribution site. We will report more when information is received.

**Shredding Day** --- We had a huge turnout and we will schedule another one mid-year.

**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](mailto:sccboard@suncitycenter.org). It is a great way to stay on top of CA information.

**Resident Count** --- As of December 31st, total residents were 11,378 and total membership dues were 11,411. We track the residents and vacancies separately to have a true accounting for our records and budgeting processes.

## SCC Information Center Quarter Report Comparison, 2020

	1 <sup>st</sup> QTR	2 <sup>nd</sup> QTR	3 <sup>rd</sup> QTR	4 <sup>th</sup> QTR	ANNUAL TOTAL
Number of Resident Visitors	349				349
Number of Out of Town Visitors	483				483
Number of Tours Conducted	69				69
Total Number of People in Tours	141				141
Local Phone Calls Received	248				248
Long Distance Calls Received	193				193
Inquiries answered by Snail Mail	5	2	5	3	15
Inquiries answered by email	199	258	276	292	1025

IN THE YEAR 2020, the Information Center recorded:

TOTAL NUMBER OF VISITORS: 832

TOTAL PHONE CALLS ANSWERED: 441

INFORMATION SENT IN RESPONSE TO INQUIRIES: 1040

All data was recorded by volunteers who worked each shift. We use 2 volunteers per shift, three shifts per weekday year around; two shifts on Saturdays during the season. There were a total of 81 volunteers who worked or were scheduled for a regular or substitute shift.

**NOTE:**

**The Information Center was open only from January 1 through March 14, 2020 due to the Covid-19 pandemic shut-down.**

Board Meeting – 1/13-21  
Attachment 2 of 3 (3 pages)

**All email requests were answered remotely, before and after the shut-down.**

*Christine Wilmore*  
Hospitality Chair

# INFORMATION CENTER

## First quarter; Eight Year Comparison of Data

YEAR	2013	2014	2015	2016	2017	2018	2019	2020
Resident Visitors	465	374	419	674	524	607	479	349
Out of town Visitors	499	732	588	743	681	651	629	483
Tours conducted	171	139	138	151	129	111	117	69
Number of people in tours	190	315	336	351	248	255	259	141
Local phone calls received	297	272	241	137	139	265	281	248
Distant phone calls received	261	249	141	124	169	299	258	193

# INFORMATION CENTER

## Eight Year Comparison of Data

YEAR	2013	2014	2015	2016	2017	2018	2019	2020 (1/1-3/14)
Resident Visitors	1151	1232	1766	1732	1621	1622	1273	349
Out of town Visitors	1315	1547	1795	1837	1724	1826	1500	483
Tours conducted	375	325	375	372	328	340	290	69
Number of people in tours	841	699	856	851	519	755	627	141
Local phone calls received	902	960	573	513	914	926	945	248
Distant phone calls received	839	745	394	417	846	899	787	193
Inquiries answered by snail mail	102	124	34	35	57	42	29	15
Inquiries answered by Email	1022	1121	514	367	351	696	627	1025

YEAR TOTALS	2013	2014	2015	2016	2017	2018	2019	2020
Number of Visitors	2466	2799	3561	3569	3345	3448	2773	832
Phone Calls Answered	1741	1705	967	930	1760	1825	1732	441
Information Sent	1124	1245	548	402	408	738	656	1040



## **JUDGES**

Bancroft, Rachel  
Collom, Lori  
Faron, Erma  
O'Karma, Donna  
O'Karma, Ray  
Prather, Sabine  
Pliska, Maggie  
Rollins, Betty  
Rollins, Kyle  
Walker, Gail  
Zeller, Bill  
Zeller, Carol

## **TELLERS**

Barnes, Nancy  
Bartosh, Valerie  
Booth, Douglas  
Booth, Brenda  
Borchert, Sheila  
Fallon, Fran  
Fallon, Sr Thomas  
Fitzgerald, Phyllis  
Frasser, Cricket  
Kuhn, Uta  
McGrath, Kim  
Synder, Joanna  
Stanhope, Karen  
Schneider, Barbara  
Schneider, Jack