

MINUTES
SUN CITY CENTER COMMUNITY ASSOCIATION, INC
BOARD OF DIRECTORS MEETING
WEDNESDAY, JANUARY 9, 2019
ROLLINS THEATER

APPROVED

DIRECTORS PRESENT

Sam Sudman, President
Helen Lewis, Vice President
Marilyn Coté-Miller, Secretary
Dave Birkett, Treasurer

Jerry Gibson
Doug Seipelt
Larry Smith
Bob Sullivan

DIRECTORS ABSENT

Joe Elam

OTHERS PRESENT

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

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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 8 Directors present.

II. OATH OF OFFICE

Newly elected Director, Larry Smith, was given the Oath of Office by President Sudman.

III. APPROVAL OF THE MINUTES

There being no objections or corrections, the minutes of the Board Meeting held on December 12, 2018 were approved as submitted.

IV. SECRETARY'S REPORT

Acknowledgements – Secretary Coté-Miller reported that the Sew n Sews Club donated \$150 for the Information Center; Stained Glass Club donated \$1,000 to the Hardship Fund; Duplicate Bridge donated \$2,000 for Operations; Pickleball Club donated \$1,200 toward the annual maintenance of the Pickleball Courts; and the Dog Owners Group donated \$2,000 toward the annual maintenance of the Dog Park.

V. PRESIDENT'S REPORT

President Sudman's report is attached.

VI. TREASURER'S REPORT

Treasurer Birkett reported on estimated financials as of December 31, 2018 since they have not been audited yet. The Operating Fund had a cash balance of \$1,957,582. The Capital Fund balance was \$792,874. There were 25 re-sales which netted \$43,200 to the Capital Fund. The Replacement Fund balance was \$1,250,965 and the Renovation Fund had a balance of \$42,221.

VII. MANAGER'S REPORT

Community Manager Lyn Reitz's report is attached.

VIII. STANDING COMMITTEE REPORTS

Audit Committee – Chairman David Floyd reported on the audits that were completed or started in 2018. A copy of his report is attached.

IX. SPECIAL PURPOSE COMMITTEE REPORTS

Hospitality Committee

Janet Ditmore, Chair, gave a report to the Board on the Information Center which is attached.

X. NEW BUSINESS

1) Replacement of Fitness Center Equipment

Treasurer Birkett **MOVED** that the Board approve the purchase of a Recumbent Cross Trainer from NuStep in the amount of \$6,521 and a Treadmill from Gym Source in the amount of \$4,830 for a total of \$11,351. This will be expensed from Replacement/Reserve Fund, Account #76700-000-4. **SECOND:** Director Gibson. **VOTE:** Unanimous in favor by voice vote. Motion carried.

2) Approval of Insurance Policies – Dave Birkett

I **MOVE** that the Board approve the following insurance policies for 2019:

Property – ICAT – \$78,046.01	Expensed to Operations Account #63104
Automobile – Auto Owners – \$3,661	Expensed to Operations Account #63105
Directors & Officers Liability - Travelers - \$18,575	Expensed to Operations Account #63300
Fidelity Bond – Hanover - \$2,949	Expensed to Operations Account #63400
General Liability – Auto Owners – \$46,187	Expensed to Operations Account #63100
Workers Comp – Zenith - \$35,584	Expensed to Operations Account #63101
Umbrella – Federal - \$12,455	Expensed to Operations Account #63102
Equipment – Travelers - \$773	Expensed to Operations Account #63104

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

3) Approval of Committee Chairpersons for 2019

Vice President Lewis **MOVED** that the Board approve the following Committee Chairpersons for 2019 as follows:

STANDING COMMITTEES:

- Budget Committee – Ed Barnes
- Consumer Affairs Committee – Joe Elam
- Elections Committee – Brigitt Lewis
- Governmental Affairs Committee – Sam Sudman
- Internal Audit Committee – David Floyd

SPECIAL COMMITTEES:

Bingo Committee Co-chairs - Linda Nolder and Karen Marmon
Public Relations and Communications Committee – Marilyn Coté-Miller
Council of Area Presidents (CO-AP) – John Luper
Fitness Center Committee – Ernie Kociban
History Society – John Bowker
Hospitality Committee – Janet Ditmore
Hi Neighbor – Joe Elam
Restrictive Covenants Committee – Paul Wheat
Decorating and Web Site Committee Co-chairs – Nan Baytos & Maggie Pliska

OTHER COMMITTEES:

Golf Cart Parade- Larry Smith
FunFest – Brigitt Lewis
Monday Movies – Linda Clapp
Holiday Breakfasts Co-chairs – Floyd & Brenda Curvin
TV in Atrium – Bill Hodges

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

4) Bank Signature Approval

Treasurer Birkett **MOVED** that the Board approve the following signatories for 2019 for all banks that the Community Association has accounts with:

Marvin S. Sudman, President
Helen Lewis, Vice President
David Birkett, Treasurer
Marilyn Coté-Miller, Corporate Secretary
Joe W. Elam, Director

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

5) Approval of contract for 2018/2019 Entertainment Series

Treasurer Birkett **MOVED** that the Board approve a contract with William Clare Entertainment in the amount of \$6,900 for Phil Dirt and the Dozers to perform as part of the Sunday afternoon entertainment series on January 19, 2020. **SECOND:** Vice President Lewis. **VOTE:** Unanimous in favor by voice vote. Motion carried.

6) Approval of Rainbow Women’s Club of Sun City Center

Director Sullivan **MOVED** that the Board approve the Rainbow Women’s Club of Sun City Center as an affiliated Community Association Club. **SECOND:** Vice President Lewis. **VOTE:** Unanimous in favor by voice vote. Motion carried.

- 7) Approval of addition to Policy 5.01.C.10 and Policy 6.05.D.1 on renter club usage
Director Sullivan **MOVED** that the Board approve additions to Policy 5.01.C.10 and Policy 6.05.D.1 which will allow residents with blue picture cards residing for less than four (4) consecutive months to have full use of all CA facilities and membership in all clubs, at the discretion of the club, and where space is available. Changes to both policies are as submitted to the Board (attached). **SECOND:** Director Gibson. **VOTE:** Unanimous in favor by voice vote. Motion carried.

XI. ADJOURNMENT

Secretary Coté-Miller **MOVED** the meeting be adjourned. **SECOND:** Vice President Lewis. **VOTE:** Unanimous in favor by voice vote. The meeting was adjourned at 10:05 a.m.

AUDIENCE PARTICIPATION

After the meeting, the following members addressed the Board: Mark Erickson, Carol Selby, Roger Wyckoff, Janet Ditmore and Diane Loeffler. Their comments can be viewed at <https://vimeo.com/310383162>.



Marilyn Coté-Miller
Corporate Secretary

MCM:cd
Attachments (5)

President's Report Jan BOD 2019

The new Board has transitioned, committee chairs have been reappointed and directors' assignments are being finalized. There is a high energy level and enthusiasm among the directors as they hit the ground running. We will be reviewing previous long-range plans, the projects that the members have indicated are important and gathering cost figures to present to the members. The directors will be sharing their thoughts on the various directions that we might take, as well, as we continue to develop our immediate work plan. We will keep you in the loop.

Golf cart mobility study, phase 2, Town Hall Meeting at CH, 1910 S Pebble Beach on 1/30 time has changed to 3-5 pm from 4-6 pm to enable attendees in golf carts to be able to get home before sunset.

The PD&E study for the 19th Ave. widening is underway. Awaiting an update. Traffic light installed but not functional at Cypress Village Blvd and 19th.

The SR 674 project is underway. Ground breaking is currently scheduled for week of 1/14/19. Request has been submitted to have work done in evening and over night. Waiting reply after studies are complete as to if request is warranted.

Golf cart path on Upper Creek is bumpy but it is safe. Slow down, you are retired. Where is the hurry? High spots are ground down, when request is submitted to HCPW. Do not go in roadway. It is illegal and a ticket will be issued if you are caught. More permanent remedy is on the list (very long list), when money is available.

Recent CA election yielded about 1800 voters out of 11,500 members. Annual meeting turnout was 192. Needed 200 for quorum. What can we do better to improve turnout? More to come.

Sun City Center Community Association

Board of Director's Meeting

January 9, 2019 from Lyn Reitz, Community Manager

2019 Stickers --- Make sure to stop in and get you new sticker on your badge after you have paid your dues to the bank. The 2018 sticker will only be valid through February 11th.

Shredding Day --- We have scheduled another shredding day for March 5th, 2019 from 9am to Noon in the same place as last shredding day in the front lot adjacent to Security Patrol.

Volunteer Luncheon --- The Volunteer luncheon is scheduled for Thursday, February 14th from Noon until 2pm in the Florida Room. If you have volunteered in any capacity for the Community Association this past year please come and enjoy lunch as a thank you from the Board of Directors.

Funfest 2019 --- Yes, Funfest is fast approaching. The event is scheduled for March 16th. You will be receiving your information from Claudia soon and we hope to see everyone there.

Resident Count --- As of December 31st, total residents were 11,325 and total membership dues were 11,484. We track the residents and vacancies separately to have a true accounting for our records and budgeting processes.



**Sun City Center Community Association, Inc.
1009 N. Pebble Beach Blvd.
Sun City Center, FL 33573**

FINAL AUDIT COMMITTEE REPORT – 2018

Sixteen audits were conducted in 2018. Those clubs that were audited are:

- Aquasizers Club
- Billiards Club
- Bunker Art Stickers
- Ceramics Club
- Front Porch Pickers
- German-American Club
- Horseshoe Club
- Lapidary Club
- Model Railroad Club
- Ohio Club
- Recreational Vehicle Club
- Sawdust Engineers
- Shellcrafters
- Softball Club
- Stained Glass Club
- Wisconsin Club

One audit is still pending:

- Table Tennis

General comments and observations.

We have received in general a good reception from the Clubs that we have contacted regarding their audits. The vast majority of the clubs audited are following the Sun City Center Community Associations guidelines and Policy Section IV of the Policy Manual.

Our clubs in general have excellent or reasonable accounting procedures. I made recommendations to 2 or 3 clubs for ways to improve either their record keeping or bylaws.

One general comment is that the clubs should give the club's financial information to the club's member on a set schedule. Their boards are receiving this information, but the reports should also be more readily available to the general membership. This should be brought to the club's attention by the CA-CLD.

I noted to one club that they did not need to pay sales taxes on club meals.

All-in-all the audits proceeded nicely with good cooperation from our CA Clubs.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David T. Floyd", is written over a large, loopy scribble that also contains some illegible text.

David T. Floyd
Audit Committee Chair

INFORMATION CENTER

Six Year Comparison of Data

YEAR	2013	2014	2015	2016	2017	2018
Resident Visitors	1151	1232	1766	1732	1621	1622
Out of town Visitors	1315	1547	1795	1837	1724	1826
Tours conducted	375	325	375	372	328	340
Number of people in tours	841	699	856	851	519	755
Local phone calls received	902	960	573	513	914	926
Distant phone calls received	839	745	394	417	846	899
Inquiries answered by snail mail	102	124	34	35	57	42
Inquiries answered by Email	1022	1121	514	367	351	696

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

SCC Information Center Quarter Report Comparison, 2018

	1 st QTR	2 nd QTR	3 rd QTR	4 th QTR	ANNUAL TOTAL
Number of Resident Visitors	607	328	241	446	1622
Number of Out of Town Visitors	651	467	320	388	1826
Number of Tours Conducted	111	94	74	61	340
Total Number of People in Tours	255	198	147	155	755
Local Phone Calls Received	265	227	203	231	926
Long Distance Calls Received	299	238	175	187	899
Inquiries answered by Snail Mail	10	7	18	7	42
Inquiries answered by email	200	212	138	146	696

IN THE YEAR 2018, the Information Center recorded:

TOTAL NUMBER OF VISITORS: 3448

TOTAL PHONE CALLS ANSWERED: 1825

INFORMATION SENT IN RESPONSE TO INQUIRIES: 738

All data was recorded by volunteers who worked each shift. We use 2 volunteers per shift, three shifts per weekday. We are open year-round Monday through Friday, 10 am to 4 pm, and on Saturdays from Sept. through May for two shifts (10:30 am to 2:30 pm).

In 2018, we had a total of 90 volunteers who worked a regular or substitute shift.

CLUB ADDITION

- d. Club members on waivers or using either a Kings Point Identification Card or Freedom Plaza Access Card may not bring a guest to club meetings. *(Added 5/8/13)*
 - e. Non-members granted a waiver will be issued a badge with their name and club affiliation so that they can enter the facilities for their club functions only. Members of national clubs or organizations must have their affiliation ID with them and show it when requested.
 - f. Persons granted a waiver will be charged an annual user's fee, payable to the Community Association, of \$25.00 for each waiver granted. *(Amended 3/13/13)*
 - g. Persons granted a waiver may not serve as a club officer. They may serve as a member of the club's Board. *(Added 12/14/16)*
6. CA members shall, at all times, be granted preference in the use of facilities and participation in Club activities.
- a. CA members shall replace non-CA members, if necessary, in the clubs without exception. Failure to do so shall be enforced by removing the club's use of space in the CA facilities. *(Added 8/10/16)*
 - b. No one may be grandfathered in a club. *(Added 8/10/16)*
7. In all cases, non-CA members participate at the pleasure of the club and their participation may be terminated at any time, without cause. A letter of termination will be issued by the Club President with a copy to the CLD. A pro-rated share of club dues may be reimbursed to the terminated individual(s) at the discretion of the club.
8. All CA members of a club must be in good standing in the CA with their annual dues current. *(Added 1/12/11)*
9. 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. *(Added 12/14/16)*
10. Residents with blue picture cards residing for less than four (4) consecutive months will have full use of all CA facilities and membership in all clubs, at the discretion of the club, and where space is available.

FACILITIES ADDITION

1. Kings Point Association Members may attend social events and reciprocal Club meetings at the CA facilities. Kings Point Association members may use the Pools on a reciprocal basis if they have a Guest Card sponsored by a CA member and are accompanied by that CA member and are subject to a limit of 30 days per year. *(Amended 6/10/15)*
 2. Hillsborough County Firemen, Police Officers and Sun City Center Emergency Squad (EMR's and EMT's only) assigned to their respective Sun City Center Stations are permitted to use our Exercise Room and Swimming Pools on a space available basis by showing their ID's. *(Amended 6/10/15)*
- D. Renter Cards:** Renter cards (long and short term) will be issued upon payment by owner of applicable dues/fees) for use by renter at the specific address throughout a calendar year. The owner must pay dues/fees equal to the largest number of renter occupants at any one time during the year so that each renter is eligible to receive a picture card for presentation to use facilities. *(Amended 9/12/18)*
1. Short Term Renter cards are issued to renters who are residing in the CA for less than **four (4) consecutive months**. All renters will need to bring in a copy of their lease and driver's license or state issued photo ID to the CA office and obtain a blue renter card with a photo. **They have full usage of all CA facilities including membership in all clubs, at the discretion of the club, and where space is available.** They do not have CA voting privileges
 2. Renters leasing for over four (4) months must become CA members while renting in the Sun City Community Association. After payment of dues a membership card with photo will be issued. The owners' membership will be voided to prevent duplicate voting from an address. Membership will expire at the termination of their lease term, at which time the owners' membership will be reinstated provided the appropriate dues have been paid. *(Amended 11/16/11)*
- E. Guests Private Parties:** All guests are welcome to attend any social function to which they may be invited by a member who has engaged any of the CA facilities for such a private party. The number of guests will not be limited under such circumstances except subject to room capacity. (See 6.01 B8)
- F. Guest Club Fees:** Under the regulations and fees outlined above, certain club fees or rules may apply. Notification of any such charges or rules must be given to the CA Board so they can alert the real estate trade accordingly.
- G. Bingo:** CA members playing Bingo must display their CA identification. Only CA members may invite guests to play Bingo. Kings Point residents and Freedom Plaza residents with access privileges must display their Kings Point Identification or Freedom Plaza Access Card when playing Bingo. Kings Point and Freedom Plaza residents may not invite guests to play Bingo. *(Added 8/14/13)*