

**MINUTES**  
**SUN CITY CENTER COMMUNITY ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING**  
**WEDNESDAY, JUNE 12, 2024**  
**ROLLINS THEATER – 9 A.M.**  
**and VIA ZOOM**

**APPROVED**

**DIRECTORS PRESENT**

Jim Collins, Vice President-Acting President  
Debbie Caneen, Secretary (Zoom)  
Roger Zieg, Treasurer

Carrie Blaylock  
Nancy McCall  
Julie Porto

Tony Rickert  
Geri Roberts

**OTHERS PRESENT**

Lyn Reitz, Community Manager  
Alisha Marshall, Recording Secretary  
24 Members and 16 via Zoom.

**DIRECTOR ABSENT**

Ron Clark, President

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

Acting President Collins 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 MINUTES**

Director Porto **MOVED** the minutes of the May 8, 2024 Board of Directors Meeting, the minutes of the May 23, 2024 Supplemental Board of Directors Meeting, and the minutes of the June 3, 2024 Board of Directors Workshop be approved as submitted. **SECOND:** Treasurer Zieg **VOTE:** Unanimous in favor by voice vote. Motion carried.

**III. SECRETARY'S REPORT**

Acknowledgements – Secretary Caneen reported that the CA had received \$50.00 from Lee E. Jones to be applied to the Future Facilities Reserve Fund, \$148.50 from the American Legion Post 246 to be applied as a Funfest Donation, \$231.00 from Sew'n'Sews to be applied as a Funfest Donation, \$2,000.00 from James Pitts to be applied as a Capital Contribution, \$25.00 from Dina Charlton to be applied as a Library Donation, \$2,000.00 from James Pitts to be applied as a Library Donation, and \$500.00 from the Woman's Club also to be applied as a Library Donation.

**IV. PRESIDENT'S REPORT**

President Clark's report is attached.

**V. TREASURER'S REPORT**

Treasurer Zieg reported on financials as of May 31, 2024. The Operating Fund had a balance of \$2,781,209.60 at the end of May. The Replacement Fund balance was \$2,034,263.94 and the Renovation Fund had a balance of \$44,631.75. The Capital Fund balance was \$6,013,139.00. May had home transfers of 41, for a net of 38 home transfers, for which \$114,000 was put in the Capital Fund. For this month we have received 27 transfers as of June 11, 2024, and the average house

transfers for 2024 are now 35 per month. The Morse Trust Funds were transferred to the (CFTB) Community Foundation of Tampa Bay's SCC Forever Fund and we received notification that \$25,000 in matching funds, from the CFTB, were posted to the account. Currently there is a \$1,013,000 balance in the account and the CA received \$12,477 in interest. Any interest from the SCC Forever Fund comes directly back to the CA to be used as directed by the Board of Directors. In addition, we are expecting another \$125,000 contribution to the SCC Forever Fund from a private donor and the CFTB. Treasurer Zieg also stated that as Bingo operates under the CA's non-profit 501(c)3 status any profit derived from Bingo must be accounted for by GAAP Accounting guidelines. The funds from Bingo will be placed in a CA Deferred Account and used appropriately. Replacement Funds for our Hurricane Deductible in the amount of \$385,316 were also deposited into a CFTB Investment Account. These funds, in addition to \$7,399 received from our CD interest over the past year, will **ONLY** be used to fund the deductible for a hurricane insurance claim.

## **VI. MANAGER'S REPORT**

Community Manager Lyn Reitz's report is attached.

## **VII. STANDING COMMITTEE REPORTS**

- Pool Committee – CLD Blaylock provided an update for the Pool Committee, she worked with Community Manager Reitz and Maintenance and developed a policy for what to do for summer storms when lightning is spotted.

## **VIII. SPECIAL PURPOSE COMMITTEE REPORTS**

- Fund Raising Committee – Director McCall gave an update on the bricks, 14 have been sold, 8 of them smaller and 6 of the bricks are larger. The CA currently has a profit of over \$2,000.

## **IX. NEW BUSINESS**

- 1) Approval of the updated Hardship Policy (Treasurer Zieg)  
Treasurer Zieg **MOVED** that the Board approve the updated Hardship policy as stated in III. Members, 3.04 Financial Hardships, to be dated June 12<sup>th</sup> 2024 as shown in the attached documentation.  
**SECOND:** Director Porto. **VOTE:** Unanimous in favor via voice vote. Motion carried.
- 2) Approval of the New Line Dancing Fun Club (Director Blaylock)  
Director Blaylock **MOVED** that the Board approve the Line Dancing Fun Club as a new SCCCA club.  
**SECOND:** Treasurer Zieg. **VOTE:** Unanimous in favor via voice vote. Motion carried.
- 3) Approval of the contract with CableLytics to install County mandated DAS System in the Atrium Building (Treasurer Zieg)  
Treasurer Zieg **MOVED** that the board approve the DAS Contract with CableLytics at a cost of \$29,736.81. To be expensed from the Operations Contingency Account # 66800-000-1.  
**SECOND:** Director Rickert. **VOTE:** Unanimous in favor via voice vote. Motion carried.
- 4) Approval of the contract with Halff Engineering and Land Development Firm to assist in all permit requirements for the volleyball court project (Treasurer Zieg)

Treasurer Zieg **MOVED** to approve the contract with Halff Engineering and Land Development Firm as a cost of \$33,000 to assist in all permit requirements for the volleyball court project. To be expensed from Capital Account # 64349-000-2.

**SECOND:** Director Roberts **VOTE:** Unanimous in favor via voice vote. Motion carried.

#### **X. GOOD & WELFARE**

- 4<sup>th</sup> of July Breakfast – CLD Blaylock stated that 4<sup>th</sup> of July Breakfast Chairs Cindi Malin and Len Lewinski have no contact information for some of the volunteers, Chairs Malin and Lewinski are requesting members who are volunteering to stop by the CA office and fill out the volunteer form so they can reach out to the individuals regarding their tasks for the breakfast.

#### **XI. ADJOURNMENT**

Treasurer Zieg **MOVED** the meeting be adjourned. **SECOND:** Director McCall **VOTE:** Unanimous in favor by voice vote. The meeting was adjourned at 9:37 a.m.



Debbie Caneen, Secretary

/Am

Attachments

#### **AUDIENCE PARTICIPATION AFTER THE MEETING**

The following members addressed the Board:

Monique Davis  
Ron Nelson  
Larry Silk

Paul Wheat  
Jodie Rector  
Joe Schmidt

## President's Report – June 12, 2024 Board of Directors Meeting

Have you heard the news? Sun City Center Community Association is the #1 top ranking retirement community in the Nation and Florida. For years it was The Villages but due to what Realtor.com and Travel and Leisure Magazine quoted as the highlight of our community "Sun City Center is a census-designated 55+ adult community that is entirely focused on providing its residents with age-appropriate recreational, educational, and cultural activities", not to mention its affordability" we have now won the top spot. You can find the articles at (<http://www.realtor.com/news/real-estate-news/top-retirement-towns-2024/>) and (<https://www.travelandleisure.com/sun-city-center-florida-best-retirement-community-2024-8659178>).

What a fantastic thing to happen to our community and the reason the Board, with the approval of the members, continues to move the community forward with building new facilities. Speaking of new facilities, PI Architects continues to secure the best pricing for our upcoming construction Phase 1a and the Board will soon be approving a contractor and contract for the project. In the meantime, PI Architects is moving through Hillsborough County Permitting to seek approval of our project.

We are still collecting donations through our recent Future Facilities Fund set up with the Community Foundation of Tampa Bay which can be found on our website, [suncitycenter.org](http://suncitycenter.org), under the Donate Tab. We are also continuing with the Brick campaign so please consider buying a brick with your family names and the year you moved to the community. The bricks will be placed around the Historical Marker located in front of the CA Administration Building. You can order your brick at [polarengraving.com/suncitycenter](http://polarengraving.com/suncitycenter). As always, let us all be respectful, positive, kind and have fun in our senior years.

# **Sun City Center Community Association**

## **Board of Director's Meeting**

**June 12 2024 from Lyn Reitz, Community Manager**

**July 4<sup>th</sup> Pool Event** --- We will have our annual pool event following the breakfast on July 4<sup>th</sup> starting at 11am and running until 3pm. There will be a food vendor, Music at the Bandstand, Music and Games at the pool and free ice cream at Noon while it lasts.

**July 4<sup>th</sup> Breakfast** --- We will have our annual July 4<sup>th</sup> Breakfast at the Community Hall starting at 8am to 11:30am. Cost is \$7.00 cash which includes coffee, juice, eggs, sausage, pancakes, and yogurt.

**Summer Bandstand Concert** --- There will be a summer bandstand concert on June 19<sup>th</sup> from 6pm to 7:30pm. There will be food and beverages from CC's Grill available for purchase.

**Summer Pool Party** --- There will be a summer pool party on June 15<sup>th</sup> from 1pm to 4pm. There will be food and beverages from CC's Grill available for purchase. Music at the pool and fun games.

**On Going Projects** --- We are still working on numerous projects throughout both south and central campus and will continue for the next couple of months. Please be aware of your surroundings and make sure to follow signs and stay clear of coned and roped off areas for your safety. We apologize for any inconvenience and thank you for your cooperation.

**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 May 31<sup>st</sup> total residents were 11,359 and total membership dues were 11,427. We track the residents and vacancies separately to have a true accounting for our records and budgeting processes.

### **3.04 FINANCIAL HARDSHIPS** *(Revised June 12, 2024)*

- A. Financial hardship assistance is available in warranted cases to resident owners of the property for which a waiver is requested.
- B. A resident owner of the property applying for financial hardship assistance must have been a member of the community in good standing for a period of three years prior to applying for assistance and complete a full financial disclosure as shown on Exhibit 3.04.A.
- C. After receiving the application for Hardship, Member Services shall:
  - 1. Determine if a signed and recorded Membership Agreement is on file. If not, they will advise the applicant that the Membership agreement must be signed before the process can begin.
  - 2. Advise the applicant that payment of dues and late payment fees will be deferred from the date the request is received by Community Association Member Services and accepted by the Panel until a final decision is made by the Board of Directors.
  - 3. Financial statements for all members living at the applicant's address must be included with the application, regardless if only one member is applying for hardship relief.
- D. All financial hardship cases will be reviewed by a Panel consisting of (3) directors or officers who have been appointed by the President of the Board. Any recommendation for financial relief from normal payment of membership dues for financial hardship reasons requires approval of at least two (2) members of the Panel. If required, a representative of the Panel will have Member Services set up an interview between the member and the Panel.
- E. The Community Association Manager will establish procedures to be followed by CA staff and the Panel to protect the anonymity and privacy of the member requesting financial relief.
- F. Based upon the Panel's review and/or interview of the applicant and financial status, the Panel will approve or disapprove the Application. The review will include and be determined based upon the requested financial statements, as disclosed in the documents provided in Exhibit 3.04.A, including the applicant's most recent Federal Income Tax return filed. If an application is denied, payment of dues will be due within thirty (30) days of notice to the member of the Panel's decision and late payment fees will then be assessed in accordance with the time frames established in Board Policy 3.03.
- G. If a member's application is denied, Member Services will notify the applicant and may offer the member a deferment of annual dues payment by establishing a payment plan between the member and the CA which includes a right to lien in case of default.
- H. If the Panel determines that payment of full or partial annual dues from the Hardship Fund is appropriate, the request will be forwarded to the Board for decision in accordance with Bylaw II, Section 4. The member will be formally notified of the Board's decision.
- I. Applications for hardship financial relief must be submitted annually prior to February 28 of the current year for the relief to be considered for the current year.

- J. The amount of the relief will be limited to the amount of funds available in the Hardship Fund limited to the amount of dues for the current year.
- K. Community Association Membership dues may not be used to pay for any relief granted to any other member.
- L. Non-usage of the recreational and other facilities of the CA does not relieve members and/or owners of the obligation to pay the annual membership dues or any applicable fees or assessments.



**Sun City Center Community Association, Inc.  
1009 N. Pebble Beach Blvd.  
Sun City Center, FL 33573  
(813) 633-3500**

Dear Applicant:

In order to process a Hardship request for relief from payment of Community Association dues, we ask the applicant to provide the following information:

1. Complete the enclosed application
2. Submit a copy of your last Federal income tax form, or the affidavit form that you are not required to File Taxes.
3. Submit your most recent bank(s) statements for checking, savings, and any other types of accounts
4. Submit proof of pension and Social Security incomes.

You may hand-deliver or mail the information packet to the Community Association Office 1009 N. Pebble Beach Blvd, to the attention of Member Services. If you mail it, please contact Member Services at 813-633-3500 within a week to make sure your application was received. The Hardship Panel may, if required, call you to set up an appointment for a personal interview. The review process will take approximately 30 days and you may be requested to provide some additional information. You will receive a written answer to your request, after final approval by the Hardship Panel and the Community Association Board of Directors.

Payment of your dues and late payment fees will be deferred from the date the request is accepted by the Panel until a final decision has been reached.

Finally, your name and the personal information you provided will be kept confidential and not used for any other purpose.

Sincerely,

**Member Services**

**NOTE:** Non-usage of the recreational and other facilities of the CA does not relieve members and/or owners of the obligation to pay the annual membership dues or any applicable fees or assessments.





**Sun City Center Community Association, Inc.**  
**1009 N. Pebble Beach Blvd.**  
**Sun City Center, FL 33573**  
**(813) 633-3500**

**AFFIDAVIT**

I, \_\_\_\_\_ attest that I do not file Income Taxes.  
(Applicant Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Notary Public (Typed, Printed or Stamped)

**Sun City Center, Community Association**  
**Application for Waiver of Annual Association Dues**

**Name:** \_\_\_\_\_

**CA Member ID #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**MONTHLY EXPENSES**

**UTILITIES**

Power: Elect and Gas

Water & Sewer

TV/ Cable

Phone

**HOME EXPENSES**

Rent/Mortgage

Insurance

Property Taxes

Food

**MEDICAL**

Doctors

Prescriptions

Dental

Insurance

**Automobile/Golf Cart**

Vehicle Loan

Vehicle Maintenance

Insurance

Gas

**Charity**

Donations

**Credit Cards**

Balance

Monthly Payment

MONTHLY TOTAL

ANNUAL TOTAL

**ANNUAL INCOME**

**Members at the Residence**

Member

Second Member

Social Security

Bank and Investments

Interest and Dividends

Pension

Wages

TOTAL Annual Income

**MEMBER ASSETS**

Real Estate Owner Name

Savings Balance

Checking Balance

**Investments**

Stocks

Certificates of Deposit

Savings Bonds

Life Insurance

Total Amount/Balance