

**MINUTES**  
**SUN CITY CENTER COMMUNITY ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING**  
**WEDNESDAY, MAY 10, 2023**  
**ROLLINS THEATER – 9 A.M.**  
**and VIA ZOOM**

**APPROVED**

**DIRECTORS PRESENT**

Ron Clark, President  
Jim Collins, Vice President  
Debbie Caneen, Secretary  
Roger Zieg, Treasurer

Carrie Blaylock  
Gary Bratt

Ron Matelski  
Kim Roush

**DIRECTORS ABSENT**

Eric Porr

**OTHERS PRESENT**

Lyn Reitz, Community Manager  
Carol Donner, Recording Secretary  
24 Members plus 17 via Zoom.

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

President Clark 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**

Vice President Collins **MOVED** the minutes of the April 3, 2023 Board Workshop, the April 12, 2023 Board of Directors Meeting, the April 14, 2023 Special Board of Directors Meeting and the April 27, 2023 Board Supplemental Meeting be approved as submitted. **SECOND:** Secretary Caneen.

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

**III. SECRETARY'S REPORT**

Acknowledgements – Secretary Caneen reported that the Model Railroad Club had donated \$500 to the Hardship Fund. The following clubs had donations for FunFest: Cat Lovers Club \$45, Men's Club \$150, Shellcrafters Club \$161 and Stained Glass Club \$89. She also announced that Payant Wealth had donated \$500 and Scott Senior Services had donated \$250 as Pancake Breakfast sponsors.

**IV. PRESIDENT'S REPORT**

President Clark's report is attached.

**V. TREASURER'S REPORT**

Treasurer Zieg reported on financials as of April 30, 2023. The Operating Fund had a balance of \$3,151,713 at the end of April. The Replacement Fund balance was \$2,162,715 and the Renovation Fund had a balance of \$43,393. The Capital Fund balance was \$5,111,683. As of May 10<sup>th</sup>, we have 31 home transfers.

**VI. MANAGER'S REPORT**

Community Manager Lyn Reitz's report is attached.

**VII. STANDING COMMITTEE REPORTS**

## VIII. SPECIAL PURPOSE COMMITTEE REPORTS

### IX. NEW BUSINESS

- 1) Approve Elections Recount Policy  
Director Bratt **MOVED** that the Board approve an amendment to the Elections Handbook with regards to recount procedures as submitted by the Government Affairs Committee (Attached). **SECOND:** Director Roush. **VOTE:** Unanimous in favor by voice vote. Motion carried.
- 2) Approve amendment to Policy 2.07.A to add that Committee Chairpersons and Committee members, as determined by the Board, must sign Conflict of Interest/Confidentiality and Code of Ethics policy.  
Vice President Collins **MOVED** that the Board approve an amendment to Policy 2.07.A and Policy IV Committees to add committee chairpersons and committee members, as determined by the Board, must sign the acknowledgement form for the Conflict of Interest/confidentiality and Code of Ethics policy. This would include all standing committees, Web Site, Communications and Public Relations, Long Range Planning and Search committees. Also, the suggested edits by legal council to the acknowledgement form and Exhibit 2.07.A shall be made. **SECOND:** Treasurer Zieg. **VOTE:** 6 – 1. Directors Collins, Caneen, Zieg, Blaylock, Matelski and Roush were in favor. Opposed: Director Bratt. Motion carried.
- 3) Approve the Community Foundation of Tampa Bay to administer the SCCCA Future Facilities Fund.  
Secretary Caneen **MOVED** that the Board approve the Community Foundation of Tampa Bay to administer the SCCCA Future Facilities Fund. **SECOND:** Treasurer Zieg. Before the vote was taken, Secretary Caneen asked that CA members Gordon Bassett and Jan Bassett talk about their experience with the Community Foundation. Rick Rios, a representative from the Community Foundation, which is a 501(c)(3) organization, described the Foundation and its benefit to our members. Director Matelski asked that the following statement be included in the minutes: “The Board is the one that will make the determination of the funds and that it is clearly understood by the members that we are not creating a rainbow fund to be used for anything and everything”. **VOTE:** Unanimous in favor by voice vote. Motion carried.
- 4) Approve the dissolution of the International Forum Club of SCC.  
Director Blaylock **MOVED** that the Board approve the dissolution of the International Forum Club of Sun City Center as an affiliated Community Association club. **SECOND:** Treasurer Zieg. **VOTE:** Unanimous in favor by voice vote. Motion carried
- 5) Approve addition to Elections Committee  
Vice President Collins **MOVED** that the Board approve the addition of Nancy Birkett and Judy Kipp to the Elections Committee in 2023. **SECOND:** Director Blaylock. **VOTE:** Unanimous in favor by voice vote. Motion carried.
- 6) Approve removing “Restrooms will not be open” from Policy VI.B.3.b  
Treasurer Zieg **MOVED** that the Board approve removing “The restrooms will not be open” from Facilities policy VI.B.3.b. **SECOND:** Director Blaylock. **VOTE:** Unanimous in favor by voice vote. Motion carried.

## X. GOOD & WELFARE

President Clark discussed the Tampa Bay Ferries Alliance. They propose to start permanent ferry service from a new "South County Terminal" that would be located near the Big Bend Power Plant. Three ferries would be in operation: one which would go to MacDill, a 2nd to the Tampa Convention Center and the 3rd to St. Petersburg. They are asking the County to provide 10% of the cost for this new service as Federal and state funds would cover the balance. President Clark recommended that members should let County Commissioner Mike Owen know their thoughts on this proposal at [OwenM@hcflgov.net](mailto:OwenM@hcflgov.net)

## XI. ADJOURNMENT

Director Bratt **MOVED** the meeting be adjourned. **SECOND:** Director Blaylock.

**VOTE:** Unanimous in favor by voice vote. The meeting was adjourned at 10:15 a.m.



Debbie Caneen, Secretary

/crd

Attachments

## AUDIENCE PARTICIPATION AFTER THE MEETING

The following members addressed the Board:

Linda Grabowski  
Donna Togger  
Terry Castanera  
Denise Gill  
Ronald Tarr  
Paul Wheat  
Ralph (Skip) Jackson

Their comments can be viewed at [www.youtube.com/watch?v=WzolXA-xsTM](http://www.youtube.com/watch?v=WzolXA-xsTM)

## May 10, 2023, Board Meeting – President’s Report

On April 12<sup>th</sup> the LRPC presented to the membership meeting the Master Plan (MP) for the upgrade of the central campus facilities. On April 14<sup>th</sup> the Board unanimously approved the MP and authorized a ballot vote for the MP on May 17<sup>th</sup> at Community Hall from 9:00 AM to 5:00 PM. Absentee Ballots were in the News of SCC issue that arrived in member’s mailboxes on April 29<sup>th</sup>. Absentee voting has been very brisk since then to the ballot box in the CA office lobby, and the Board urges all members to please vote.

The Board and the LRPC under the leadership of Chair Eric Porr and Vice Chair Kim Roush have reached out in an extraordinary fashion to full time and snowbird members alike to explain the MP and to encourage voting. There have been presentations and communications with Clubs and HOA’s, a kiosk in the Atrium, a video on loop feed in the Atrium and Community Hall. Presentation materials and the ballot have been posted on the website. There have been reminder email blasts and members can get an absentee ballot on the website, or by emailing Executive Secretary Carol Donner at [secretary@suncitycenter.org](mailto:secretary@suncitycenter.org) Absentee ballots cannot be returned by email and must be returned by US Postal Service.

I think it very important to note that the Board and LRPC are using a very inclusive and financially prudent approach to this facility upgrade process compared to the previous one. The MP was developed with significant member input via surveys and 6 focus group sessions. We are asking members to approve the MP before a large sum of money is spent on the design of the facilities. We are not asking for funding approval now, only the approval of the MP so that we know members agree that the design is the right thing to do.

If the MP is approved on May 17<sup>th</sup>, then the LRPC and the Board will move forward to the design stage with member input for the entire Phase 1..... both Phase 1A (Applied Arts Bldg.) and Phase 1B (new pool and Rollins reimaged, Pottery building removal). We will bring the proposed design and construction cost to members to approve, probably in a ballot vote in the November time frame. We believe we have enough money in the Capital Fund to build the entire Phase 1. If the design and construction funding are approved, the Phase 1A Applied Arts Bldg. would be built first to have a facility to serve the clubs displaced by Phase 1B construction. We will have a construction monitor to ensure that the contractor completes Phase 1 on time and on budget. The contractor’s contract will also encourage this performance.

The entire Central Campus Upgrade process will be debt free. We will wait to design future phases and bring them forward for member approval when the Capital Fund is replenished. You will hear later in this meeting an exciting new opportunity for additional funding to build and maintain our facilities.

In summary, be sure to vote on the MP. Either by absentee or at the polls on May 17<sup>th</sup>. The Board unanimously approved the MP and I hope the members will also approve it so we can move forward to keep our facilities modern, attractive, and meeting the needs of our community.

On a second subject, there has been a postcard sent to members asking them to sign a petition for members urging the Board to hold a vote on approving the Kings Point Club usage fee policy that was reduced from \$125 to \$30 by the Board on March 8<sup>th</sup>. The postcard mistakenly says that KP Club Card holders can use the CA amenities. This is false. The KP Club Card only allows the KP resident to join the CA Clubs that allows KP residents. KP Club Card holders cannot use the pool, fitness center or other amenities, just their club facility. Many clubs do not allow KP residents even though 49 clubs responded in a survey that they wanted more KP members to join their club and pay club dues and add to the vitality, skill, and fun of their club. The KP Club Card fee was reduced not to help KP members, but to help CA clubs who wanted more members to improve their club. We have heard from many clubs that they appreciate the policy change and that it has helped them.

On March 8<sup>th</sup> there were 72 KP Club Cards that had been sold at \$125 along with 17 KP Dance cards sold at \$50. The KP Club card holders were issued a \$95 refund and the 17 Dance Cards could exchange their cards for a Club Card and not receive a refund. Today we have approximately 150 KP Club Cards and this includes new Club Cards sold since March 8<sup>th</sup> and Dance Cards converted to Club Cards. So, there has not been a stampede of KP residents buying the Club Card at the lower price.

In summary, the \$125 KP Club Card price policy was decided 3-years ago by a Board vote and not by a membership vote. This policy harmed many clubs, and they requested relief for 3-years. Relief had now been provided to Clubs that want KP members and it would be best to give it a chance to work and to monitor the results. It would be inconsistent to change the fee policy by a membership vote as the original fee was not established by membership vote. It would also be inappropriate as the Board is elected to provide leadership and establish policies.

# **Sun City Center Community Association**

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

**May 10, 2023 from Lyn Reitz, Community Manager**

**Earth Day Celebration** --- It was a wonderful Earth Day event with many members attending and enjoying the trails. We will do it again next year.

**Pickleball/Volleyball Court Project** --- The Contractor is working on the pickleball courts and should finish up by May 15th. We had a meeting with the County regarding volleyball permits and we are working with the permitting department on the last two items they are requesting. The Board approved lighting for the pickleball courts project that they will finish within the project.

**Summer Fun Events** --- Tiffany is working on bandstand concerts, pool parties and some special shows for the summer months. Stay tuned for more information as they are planned.

**Indoor Pool Paver Project** --- Just to make everyone aware that we will have the indoor pools and locker rooms closed during some of the July/August timeframe for the paver project and indoor locker room grout cleaning/replacement project. We will keep everyone posted as to the exact dates as they are scheduled.

**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 April 30th, total residents were 11,421 and total membership dues were 11,471. We track the residents and vacancies separately to have a true accounting for our records and budgeting processes.

# Elections Committee Handbook

## II. ELECTIONS

### V. DAY OF THE ELECTION

To be added:

#### 5.03. Recounts Procedures.

- A. If after the Judges and Tellers have counted and recounted all the Official and Absentee Ballots (total votes cast), the Elections Committee chairman or vice-chairman, in the chairman's absence, will order a recount if the certified returns show that a candidate, ballot vote, or referendum approval was determined by ½ of 1 percent or less of the votes cast. The Board of Directors' Liaison to the Elections Committee shall be immediately notified with the election results and the decision to implement a recount.
- B. A recount can only be ordered by the Elections Committee chairman or vice chairman, in the chairman's absence.
- C. A candidate has no authority to request a recount.
- D. Immediately after the recount is completed, the "Ballot Tally Report Form" showing results shall be signed and certified by the Elections Chairperson and Vice Chairperson. This report will duplicate the language of the ballot(s) and show the actual number of votes cast as determined by the recount. The completed form shall be delivered to the Corporate Secretary as soon as possible.

**SUN CITY CENTER COMMUNITY ASSOCIATION, INC.**  
**CONFLICT OF INTEREST AND CODE OF ETHICS POLICY**

**I. PURPOSE**

The purpose of the conflict of interest policy is to protect Sun City Center Community Association, Inc. (the “Association”) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Association or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations. All references to “board” in the following text refers to the Sun City Center Community Association Board of Directors.

**II. DEFINITIONS**

Directors shall conduct themselves in an honest and ethical manner and avoid any actual or apparent conflict of interest. A conflict of interest occurs when a Director’s private interest interferes in any way with the interests of the Association, and/or makes it difficult to perform his or her duty objectively and effectively.

1. Interested Person. Any director, principal officer or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment or family:
  - a. An ownership or investment interest in any entity with which the Association has a transaction or arrangement,
  - b. A compensation arrangement with the Association or with any entity or individual with which the Association has a transaction or arrangement, or
  - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Association is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. It does not include reimbursement for properly authorized expenditures.

A financial interest is not necessarily a conflict of interest. Under Section 2 below, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

3. Ethics. A set of moral principles governing conduct, duty and obligations.



### **III. PROCEDURES RELATED TO CONFLICTS OF INTEREST**

1. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of a committee with governing board delegated powers considering the proposed transaction or arrangement.
2. Determining whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, the interested person shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board members shall decide if a conflict of interest exists.
3. Procedures for Addressing the Conflict of Interest.
  - a. An interested person may make a presentation at the governing board meeting or committee meeting, but after the presentation, the interested person shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
  - b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
  - c. After exercising due diligence, the governing board or committee shall determine whether the Association can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
  - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Association's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
4. Violations of the Conflicts of Interest Policy.
  1. If the governing board or committee member has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, the member will be informed of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
  2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate corrective action.

#### **IV. RECORDS OF PROCEEDINGS FOR CONFLICTS OF INTEREST**

The minutes of the board and all committees shall contain:

1. The names of the person who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### **V. CODE OF ETHICS PRINCIPLES AND PRACTICES**

In performing his or her duties, a Director of the Association must abide by the following principles:

1. Fair Dealing. Directors shall endeavor to deal fairly with the Association's members and employees. No director may take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair dealing practice.
2. Confidentiality. Directors shall maintain the confidentiality of information entrusted to them by the Association, except when disclosure is authorized or legally mandated. Confidential information includes all non-public information that might be of use to outside interests, or harmful to the Association, if disclosed.
3. Community Opportunities. Directors shall not use Association's property, information, or position for personal gain. Directors owe a duty to the Association to advance its legitimate interests when the opportunity to do so arises.
4. Protection and Proper Use of Association Assets. Directors shall protect the Association's assets and ensure their efficient use. All of the Association assets must be used for legitimate purposes.
5. Compliance with Laws, Rules and Regulations. Directors shall proactively promote compliance with the Association's Articles, Bylaws, Policies and applicable laws, rules and regulations.
6. Encouraging the Reporting of any Illegal or Unethical Behavior. Directors shall proactively promote ethical behavior. Directors must ensure that the Association encourages employees to talk to supervisors, managers or other appropriate personnel when in doubt about the best course of action in a particular situation.

Directors shall ensure that the Association has an effective means for employees to report violations of the Association's Articles, Bylaws, Policies and applicable laws, rules and regulations. Directors must ensure that the Association does not allow retaliation for reports made in good faith and that this is policy communicated to the employee.

## **VI. COMPENSATION**

1. A voting member of the board who receives compensation, directly or indirectly, from the Association for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Association for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Association, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

## **VII. ANNUAL STATEMENTS**

Each director, principal officer and member of a committee with board delegated powers shall annually sign a statement which affirms such person:

1. Has received a copy of the Conflicts of Interest and Code of Ethics Policy,
2. Has read and understands the policy,
3. Has agreed to comply with the policy, and
4. Understands the Association is a charitable organization and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

## **VIII. PERIODIC REVIEWS**

To ensure the Association operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
2. Whether partnerships, joint ventures, and arrangements with management associations conform to the Association's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

**IX. USE OF OUTSIDE EXPERTS**

When conducting the periodic reviews as provided for in Section VIII, the Association may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the board of its responsibility for ensuring periodic reviews are conducted.

**X. COMPENSATION OF DIRECTORS AND OFFICERS**

1. Under no circumstances shall a director or an officer receive compensation from a club or organization, whether incorporated separately from the Association or otherwise, that is making use of the Association's facilities.
2. The Association shall require that all clubs and organizations, whether incorporated separately from the Association or otherwise, making use of facilities to include in its Bylaws or to sign an acknowledgement that the club or organization will not pay compensation to a director or an officer of the Association for services rendered to that club or organization.