

**MINUTES
SUN CITY CENTER COMMUNITY ASSOCIATION, INC
BOARD OF DIRECTORS MEETING
WEDNESDAY, OCTOBER 14, 2020
VIA ZOOM**

APPROVED

DIRECTORS PRESENT

Bob Sullivan, President
Dave Birkett, Treasurer

Eric Porr
Kim Roush

Doug Seipelt
Larry Smith

DIRECTORS ABSENT

Jerry Gibson, Vice President
Ron Matelski, Secretary

OTHERS PRESENT

Lyn Reitz, Community Manager
Carol Donner, Recording Secretary
36 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 6 Directors present.

II. APPROVAL OF THE MINUTES

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

III. SECRETARY'S REPORT

Acknowledgements – In the absence of Secretary Matelski, Treasurer Birkett acknowledged the following donations:

\$7,729 from the Community Foundation of Tampa Bay from the Durward & Janet Siville Fund for the SCC Library.
\$2,000 from the Duplicate Bridge Association for Operations

IV. PRESIDENT'S REPORT

President Sullivan announced he had been working with the Florida Department of Transportation and they are on track to finish SR674 in late February, 2021. He welcomed the people who have put in for the Director positions that will be voted on in December. The candidates are: for one year – Ron Clark and Dave Birkett. For three years, Ken Bauer, Kathie Koren, Vicente J. Lopez, Jr., Jim Collins, Kim Roush and Gary Bratt. They have been interviewed by the NEWS and this will be reported in the November issue.

V. TREASURER'S REPORT

Treasurer Birkett reported on financials as of September 30, 2020. The Operating Fund had a balance of \$2,328,103. The Replacement Fund balance was \$1,641,596 and the Renovation Fund had a balance of \$43,111. The Capital Fund balance was \$2,248,148. There were 48 home transfers in September, highest since March, 2019 when we had 58 home transfers. In 2019, we averaged 42 homes per month. In 2020, through September the average is 38 per month.

VI. MANAGER'S REPORT

Community Manager Lyn Reitz's report is attached. She also mentioned that to use any of our facilities, whether a room or an outside area, you must go through Claudia Hinson from Room Reservations. We're having issues with members just going under a pavilion and having a party and we're not doing any of those types of parties right now, no food or anything like that. She stated that they are having issues with members trying to sneak in guests at the pool. Please note there are no guests or visitors right now. Last weekend, 28 guests were turned away from the pool. Staff are there and they will be checking badges. If it is found that you are continuing to break the rules, the Board can restrict your usage.

VII. STANDING COMMITTEE REPORTS (None)

VIII. SPECIAL PURPOSE COMMITTEE REPORTS

Long Range Planning Committee Report Director Seipelt, Chair, updated the members on the status of the new building. Nothing has changed...no debt...no debt...no debt. We're on track and everything is running very smoothly behind the scenes. We're looking at sometime in late 2022 for this building to be built and potentially open. We can't do anything with the Town Hall building until that building is built because we have a lot of people we have to move. Our Owners Rep, Jonathan Moore confirmed that we are right on schedule.

IX. NEW BUSINESS

1) Approve 2021 Budget

Treasurer Birkett **MOVED** that the Board approve the 2021 Budget as submitted by the Budget Committee (attached). This budget includes a \$4.00 per member annual increase for Operations. The increase will be voted on by the membership on December 2nd. **SECOND:** Director Roush. **VOTE:** Unanimous in favor by voice vote. Motion carried.

2) Approve Elections Co-Chairs


Director Seipelt **MOVED** that the Board approve Gloria Fitzgerald and Debi Tourangeau as Co-Chairs of the Elections Committee for the remainder of 2020. **SECOND:** Director Smith. **VOTE:** Unanimous in favor by voice vote. Motion carried.

X. ADJOURNMENT

Treasurer Birkett **MOVED** the meeting be adjourned. **SECOND:** Director Smith. **VOTE:** Unanimous in favor by voice vote. The meeting was adjourned at 9:20 a.m.

AUDIENCE PARTICIPATION

CA member Ron Tarr discussed air quality in our buildings. He is most concerned about the air in the Fitness Center. He has a carbon dioxide detector and has checked the Fitness Center. Last week it was 1280 parts per million; two weeks ago it measured 1400 per million. He felt the Fitness Center should be closed until further testing is done. Community Manager Lyn Reitz advised she would have a commercial company look into this immediately.


Dave Birkett, Treasurer
/crd
Attachments (2)

Sun City Center Community Association Board of Director's Meeting

October 14, 2020 from Lyn Reitz, Community Manager

Café --- The café is now fully opened. The hours are 8am to 4pm Monday through Saturday. There is to go and eat in. We are hearing glowing reviews on how good the food and service is. We hope you will stop in and support the new vendor.

Membership Meeting --- Please mark your calendars for October 28th at 4pm for the Zoom Membership Meeting.

Bandstand Concert --- Please mark your calendars for the upcoming bandstand concert scheduled for October 14th 5pm to 6:30pm.

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 September 30th, total residents were 11,410 and total membership dues were 11,449. We track the residents and vacancies separately to have a true accounting for our records and budgeting processes.

**Sun City Center Community Association
2021 Budget**

	Account	2019 Actual Audited YearEnd	2020 Actual YTD June	2020 Projected YearEnd	2020 Approved Budget	2021 Budget
1	Income					
2	Members Dues:					
3	Members Dues	40100	2,809,926	2,944,937	2,944,937	2,884,337
4	Variable Dues	40101	46,938	25,622	35,000	40,000
5	Dues Refunds	40102	(23,260)	(18,234)	(20,250)	-20,000
6	Guest Cards	40600	30,021	16,668	16,668	28,000
7	Guest Cards-Kings Point	40600-003	5,875	11,000	11,000	0
8	Brookdale	40600-004	50,000	37,500	50,000	50,000
9	Club Waiver Fee	40600-015	450	0	0	450
10	Late Charges/Lien Fees	40700	15,831	16,709	17,500	17,000
11	Hardship Assistance	40720	8,411	2,231	2,231	0
12	Subtotal		2,944,192	3,036,433	3,057,086	2,999,787
13						
14						
15	Association Entertainment Income:					
16	FunFest	41306	14,911	0	0	15,000
17	Special Activities	41310	17,620	19,054	19,054	5,400
18	Entertainment Series	41320	84,276	44,450	44,450	82,000
19	Subtotal		116,807	63,504	63,504	102,400
20						
21	Miscellaneous Income:					
22	Donation to Library with dues	40719	622	781	781	600
23	Donations	40721	4,318	5,161	0	500
24	Miscellaneous/SCC News	47000/47001	228	15	100	0
25	Pickleball	47045	1,200	1,200	1,200	1,200
26	Softball Field Maintenance	47050	2,500	2,500	2,500	2,500
27	Dog Park Maintenance	47055	2,000	2,000	2,000	2,000
28	Samaritan Club Reimb	47057	3,348	1,674	3,348	3,350
29	Cafe Reimb	47060	3,000	1,200	2,950	3,000
30	Tennis Maintenance	47065	10,000	10,000	10,000	10,000
31	Estoppel Fees	47080	52,100	23,600	48,240	48,000
32	Room Rental Fees	47090	8,475	750	750	2,000
33	Donation to Movies	47091	2,257	1,030	1,030	2,500
34	Subtotal		90,048	49,911	72,899	75,650
35						
36	Library Income:					
37	Misc. Library Income	47400	1,851	520	899	1,200
38	Book Sales	47500	8,594	3,424	3,500	6,000
39	Memorials/Bequests	48300	23,741	7,879	15,658	20,000
40	Kings Point Library Fees	48400	1,566	1,128	1,152	1,400
41	Subtotal		35,752	12,951	21,209	28,600
42						
43	Directory Income	41200	19,000	0	0	0
44	Holiday Events	41325	10,412	0	0	0
45	Fitness Center Donations	41326	7,200	458	500	0
46	Investment Income	46900	26,991	17,734	19,002	11,000
47	Value Change-Beneficial Trust	46700	117,434	0	0	0
48	Value Change-CRUT	46701	53,795	0	0	0
49						
50	Total Income		3,421,631	3,180,991	3,234,200	3,217,437
51						
52	Expenditures					
53	Wages, Taxes, Benefits:					
54	Facilities Support Wages	51010	850,707	371,701	885,420	891,823
55	Office Wages	52010	268,535	118,993	249,897	251,346
56	Library Wages	53010	87,404	39,667	95,628	96,692
57	Employee Health Insurance	55001	108,791	55,495	118,002	120,000
58	Employee Dental Insurance	55002	1,956	414	835	2,500
59	Employee Life Insurance	55003	2,865	1,147	2,282	3,000
60	Employee AFLAC coverage	55004	0	262	629	0
61	Employee Vision Insurance	55005	837	265	530	1,000

**Sun City Center Community Association
2021 Budget**

		Account	2019 Actual Audited YearEnd	2020 Actual YTD June	2020 Projected YearEnd	2020 Approved Budget	2021 Budget
62	Employee Payroll Taxes	55020	90,042	40,513	98,476	109,000	100,700
63	SEP/IRA	56001	23,229	23,203	23,203	24,812	25,172
64	Subtotal		1,434,366	651,660	1,474,902	1,500,173	1,514,666
65	Maintenance & Supplies:						
66	A/C Repairs & Supplies	60100	3,363	2,149	2,822	2,500	2,800
67	Electrical Repairs & Supplies	60110	27,576	8,581	17,078	20,000	18,000
68	Tennis	60200	2,237	927	1,854	2,000	2,000
69	Landscaping-Rear Gate 301	60301	0	0	0	500	500
70	Landscaping	60304	14,584	596	3,318	15,000	6,300
71	Pool Repairs/Supplies	60500	47,491	23,329	44,738	45,000	45,000
72	Janitorial Supplies	60600	50,417	20,810	45,758	48,000	48,000
73	General Maintenance	60800	43,821	17,804	37,140	45,500	45,500
74	Exercise Equip Repairs	60802	3,286	232	1,478	5,000	3,000
75	Signage	60805	1,522	6,275	15,060	2,500	3,000
76	Fire Alarm Maint	60810	8,627	5,190	10,051	6,000	8,000
77	Safety	61001	4,374	2,701	4,754	5,000	6,000
78	Maintenance Projects	61101	3,242	3,500	5,000	5,000	5,000
79	Plumbing	61200	13,719	4,051	7,620	10,000	8,000
80	Irrigation	61300	11,332	6,833	16,399	15,000	18,000
81	Painting	61400	9,016	4,325	8,798	7,000	7,000
82	Roofing	61500	587	0	0	1,500	1,500
83	Outdoor Facilities	61700	2,878	2,283	6,000	6,000	5,000
84	Indoor Facilities	61701	3,668	0	4,000	4,000	3,000
85	Work Vehicle Maintenance/Fuel	61800	6,161	4,089	4,570	5,000	5,000
86	Subtotal		257,901	113,675	236,440	250,500	240,600
87							
88	Maintenance Contracts:						
89	Pickleball/Tennis Court & Softball	60201	5,175	0	7,500	9,000	7,500
90	Softball Field Maintenance	60202	10,607	5,304	7,500	7,500	7,500
91	Landscaping-SC&CC	60300	82,501	41,558	83,098	84,000	84,000
92	Dog Park Landscaping	60302	6,260	2,760	5,520	6,200	6,200
93	Maintenance-PBB Medians	60303	91,405	57,694	119,657	80,000	100,000
94	Landscaping-WPC	60305	8,100	4,050	8,100	8,300	8,300
95	Landscaping-Nature Trail	60306	0	0	0	0	1,700
96	WPC Portable Sanitation	60307	900	450	900	1,000	1,000
97	LB Greens Maintenance	60401	10,260	4,275	8,208	9,000	9,000
98	Exercise Equip Maint Contract	60803	3,540	1,180	2,124	3,700	3,700
99	Pond	60900	1,805	930	1,860	2,100	2,100
100	Termite & Pest Control Contracts	60901	9,828	6,243	13,498	11,000	12,000
101	Fire Alarm System	60902	19,066	11,462	17,707	20,000	20,000
102	Office & Library Copiers	60915	12,346	6,791	13,591	12,000	12,000
103	Subtotal		261,793	142,697	289,262	253,800	275,000
104							
105	Utilities:						
106	Electricity	62100	181,150	60,353	119,671	143,000	130,000
107	Water & Sewer	62200	100,929	54,086	106,812	78,000	100,000
108	Telephone	62300	84,147	42,547	81,216	85,000	85,000
109	Trash Pickup	62400	39,015	15,671	34,358	40,000	38,000
110	Natural Gas	62500	32,552	18,148	40,673	48,000	43,000
111	Diesel Fuel for Generator	62600	0	0	1,000	1,000	1,000
112	Subtotal		437,793	190,805	383,730	395,000	397,000
113							
114	Insurance:						
115	Casualty Insurance	63100	46,187	26,955	53,911	50,000	60,000
116	Workers Compensation Ins	63101	41,053	18,688	37,562	55,000	45,000
117	Commercial Umbrella	63102	12,455	6,166	12,331	13,500	13,500
118	Property Ins	63104	81,097	39,692	78,523	95,000	87,000
119	Auto Insurance	63105	3,204	1,689	3,377	4,000	4,500
120	Directors & Officers Ins	63300	18,575	9,288	18,576	19,400	22,000
121	Fidelity Ins	63400	2,949	1,597	3,194	3,200	3,500
122	Subtotal		205,520	104,075	207,475	240,100	235,500

**Sun City Center Community Association
2021 Budget**

		Account	2019 Actual Audited YearEnd	2020 Actual YTD June	2020 Projected YearEnd	2020 Approved Budget	2021 Budget
123							
124	Administration:						
125	FL sales tax	47025	150	(2)	200	200	200
126	Information Center	47070	2,677	1,084	2,602	3,500	3,500
127	Filing Fee	47075	4,060	8,000	8,000	4,000	8,000
128	Committee/Public Relations	64011	10,460	2,416	5,678	15,000	10,000
129	Bad Debt Expense	64151	4,301	0	0	0	0
130	Computer DSL & Media	64250	17,691	8,684	15,526	20,000	16,000
131	Office Supply/ Printing/Postage	64400	19,168	8,466	15,094	25,000	16,000
132	Employment Related	64410	9,565	1,790	4,614	6,000	5,500
133	Employee Uniforms	64415	3,019	453	3,087	5,000	4,500
134	License for Movies	64420	5,561	2,743	5,486	6,000	6,000
135	Guest Passes/ID Cards & Supplies	64500	4,059	1,210	2,094	6,000	3,000
136	Bank Charges	64601	108	(65)	100	100	100
137	Dues Processing Costs	64602	8,041	11,351	11,351	9,000	11,500
138	SCC News Expense	64621	5,225	1,900	4,560	6,000	18,200
139	Subtotal		94,085	48,030	78,392	105,800	102,500
140	Professional Services:						
141	Legal	64200	43,827	10,044	14,467	25,000	20,000
142	Audit	64300	23,000	12,234	22,500	22,000	22,500
143	Management Fees	64650	298,512	153,732	307,464	307,464	316,704
144	Property/Reserve Study	64655	0	0	800	800	800
145	IT Support	64710	15,402	2,616	3,439	5,000	5,000
146	Education	64810	602	0	750	1,000	1,000
147	Subtotal		381,343	178,626	349,420	361,264	366,004
148							
149	Library Expenditures:						
150	Lib Admin Exp/Spls	66100	3,464	1,995	2,710	4,000	3,000
151	Audio Cassettes & CD's	66101	0	0	0	0	0
152	Periodicals	66102	305	146	252	0	0
153	Books	66103	12,527	4962	7,493	0	0
154	VHS's & DVD's	66104	2,739	615	1,272	0	0
155	Interfaith Council Purchases	66107	0	0	0	0	0
156	Reference Book Purchases	66108	0	0	0	0	0
157	Library Computer/IT Expense	66109	3,120	0	3,120	2,000	3,200
158	Subtotal		22,155	7,718	14,846	6,000	6,200
159							
160	Club Requests	65800	2,565	3,422	3,500	3,500	6,730
161							
162	Contingency	66800	0	12,595	25,000	25,000	25,000
163							
164	Assn Entertainment:						
165	FunFest	41307	12,065	150	150	15,000	15,000
166	Special Activities Expense	41311	15,178	13,910	14,000	7,000	5,400
167	Entertainment Series	41321	66,616	37,566	37,496	70,000	24,000
168	Holiday Decorations	41323	2,354	156	374	2,000	1,000
169	Holiday Events	41324/41327	8,432	434	1,042	1,500	1,500
170	Subtotal		104,645	52,216	53,062	95,500	46,900
171							
172	Other Expenditures:						
173	Equipment & Fixtures	70000	0	3,048	8,400	10,000	10,000
174	Minor Equipment & Fixtures	70001	87	0	2,800	5,000	5,000
175	Subtotal		87	3,048	11,200	15,000	15,000
176							
177	Total Expenditures		3,202,253	1,508,567	3,127,230	3,251,637	3,231,100
178	Total Income		3,421,631	3,180,991	3,234,200	3,217,437	3,151,300
179	Net Income/Loss		219,378	1,672,424	106,970	(34,200)	(79,800)