

SUN CITY CENTER WEST MASTER ASSOCIATION, INC.
ANNUAL MEETING AND ELECTION
NOVEMBER 16, 2016

- I. **Opening**
 - A. Call to Order by President Davis at 10:00 a.m. in the Main Clubhouse Veteran's Theater, 1900 Clubhouse Dr., Sun City Center, FL.
 - B. Quorum: 34 of 114 Member Associations were present.
 - C. Also present: Master Association Manager Dana Lin Phillips; Assistant Manager Pamela Torpey (First Service Residential).

- II. **Open Forum:** Gloucester N President Charles Flaugh stated that the storm water pipe between the catch basin at the center of Glendower Circle and the lake does not remove storm water quickly and requested an inspection to ensure it is not blocked.

- III. **Minutes:** Motion made and seconded to approve the minutes of the November 18, 2015 Annual Membership Meeting, with one correction: item II. Approved minutes meeting date was September 14, 2015. Motion approved unanimously.

- IV. **Reports:**
 - A. **Treasurer's Report:** Treasurer Peco gave a report for the month-end 10/31/16, attached to these minutes.

 - B. **President's Report:** President Davis gave a report attached to these minutes.

 - C. **Manager's Report:** Manager Phillips gave a summary report of accomplishments for the past year, to-date, attached to these minutes.

 - D. **Election Results:** SEC Chairman Jim Haggerty explained the Election Process. Of the 77 ballot envelopes submitted, all were valid and the ballots counted. Jane Boccieri received 37 votes and will serve a 3 year term, until November, 2019. Eileen Peco received 36 votes. Enrico Palumbo received 4 votes. **Incumbents** are Forrest Davis and Jim Haggerty serving until November 2018; Tom Barba and Bob Peyton serving until November 2017.

- V. **Adjournment** There being no further business, a motion to adjourn was unanimously approved at **10:40 a.m.**



Sun City Center West Master Association
1902 Clubhouse Drive Suite A
Sun City Center, FL 33573

BOARD OF DIRECTORS MEETING

November 16, 2016

TREASURER'S REPORT

YTD FINANCIALS - OPERATIONS

YTD through October 31, 2016 the Master is on target with the year-to-date Operating Budget, slightly underrunning operating expenses by \$3,477. In addition to variances based on timing, notable variances include overruns in Professional Services (\$32,212) due primarily to engineering analysis for the Front Gate Visitor Lane; property surveys, etc. related to closing of ClubLink courses; and engineering analysis related to Cypress Creek restoration. These overruns are offset by underruns in Utilities (\$37,726) due primarily to tax adjustments.

YTD FINANCIALS – POOLED RESERVES

Beginning Balance on April 1, 2016:	\$ 1,215,844
Revenue to date 2016-2017:	\$ 555,360
Expenditures through Oct. 31, 2016:	\$ (655,046)
Interest YTD	<u>\$ 1,345</u>
Total through October 31, 2016:	\$ 1,117,502

Major expenditures YTD include: Upper Loop Baseline installation \$251,605; pump replacements/pump controls/audits/irrigation totaling \$276,493; drainage projects totaling \$85,002; road repair/maintenance projects totaling \$27,935; buildings/fences totaling \$14,011

Major planned projects for the remainder of fiscal year ending March 31, 2017 include: paving estimated \$390,000, and pump replacements/pump controls/audits/irrigation repairs estimated \$355,000.

BUDGET APRIL 1, 2017 – MARCH 31, 2018 - MONTHLY FEE PER UNIT:

Total Common Expense	\$22.52
Total ClubLink Lease Expense	1.09
Total Pooled Reserves	<u>17.18</u>
Total Monthly Fee Per Unit	\$ 40.79

Thank You

Eileen Peco,

Treasurer

SCCW MASTER ASSOCIATION
PRESIDENT ANNUAL MEETING REPORT

11-16-2016

GOOD MORNING MEMBERS,

WELCOME TO THE 2ND ANNUAL MEETING OF THE UNIT OWNERS CONTROL OF THE MASTER ASSOCIATION.

AS I USUALLY START OUT, WE'VE HAD A VERY BUSY YEAR. IN FACT, WE WERE SO BUSY; IT'S HARD TO BELIEVE THAT A YEAR HAS GONE BY ALREADY.

I THOUGHT THAT I WOULD BEGIN MY REPORT ON WHAT EVENTS HAVE OCCURRED MOST RECENTLY, NAMELY OUR NEGOTIATIONS WITH CLUBLINK CONCERNING THE CLOSED GOLF COURSE PROPERTY LEASE.

AS I ANNOUNCED AT OUR BOARD MEETING ON NOVEMBER 2, 2016, THE MASTER ASSOCIATION HAS BEGUN NEGOTIATING DISCUSSIONS WITH CLUBLINK AND WE HAVE SENT TO THEM OUR OPENING LEASE PROPOSAL. WE MODELED OUR LEASE SIMILAR TO WHAT THE SECURITY ENTITY FROM THE COMMUNITY ASSOCIATION DID IN REGARDS TO THE CLOSED BUILDING ON THE NORTH COURSE.

ACTUALLY, OUR OFFER TO THEM AMOUNTS TO \$1.09 PER UNIT PER MONTH AND THAT HAS BEEN INCORPORATED INTO THE 2017 – 2018 BUDGET AS PRESENTED BY TREASURER EILEEN PECO. THE LEASE OFFER INCLUDES ALL THE CLOSED GOLF COURSES WITHIN KINGS POINT, INCLUDING THE FALCON WATCH CLUBHOUSE, THE OUT-BUILDINGS , BATHROOMS AND PUMP HOUSES. ALL THIS IS PRELIMINARY, AS WE HAVE NOT HAD AN OFFICIAL ACCEPTANCE OF THE LEASE BEING RETURNED FROM THE CLUBLINK ATTORNEYS. OUR MAIN OBJECTIVE IS TO PROTECT OUR PROPERTY VALUES AND PROTECTION FROM ANY OUTSIDE INTEREST.

AS MASTER PRESIDENT, I HAVE SIGNED A LETTER OF INTENT FOR A \$500,000. LOAN WITH THE VALLEY NATIONAL BANK OF TAMPA TO HELP US PAY FOR THE NEW MODERNIZATION IRRIGATION WATER DELIVERY SYSTEM TO ALL

ASSOCIATIONS. SO FAR, WE BELIEVE WE WILL COME IN AHEAD OF SCHEDULE WITH THE INSTALLATIONS AND ON BUDGET. WITH THE TALKS ABOUT RECLAIMED WATER BECOMING A REALITY IN THE NEAR FUTURE, KINGS POINT WILL BE IN A BETTER POSITION WHEN OTHER COMMUNITIES COME UP AGAINST THE SOUTH COUNTY WATER RESTRICTIONS FOR SOUTH COUNTY.

THROUGH THIS ANTICIPATED LOAN, WE HAVE MANAGED TO BRING DOWN THE COST OF IMPLEMENTING THE MODERIZATION OF OUR IRRIGATION SYSTEM FROM \$8.54 PER UNIT PER MONTH TO A MORE REASONABLE FIGURE OF \$3.00 AND THAT HELPS EVERY ASSOCIATION BUDGET.

OUR PONDS HAVE GIVEN US LOADS OF ALGAE DURING THE LONG HOT SPELL WE HAD DURING THIS SUMMER AND EARLY FALL. THE ALGAE IN OUR PONDS ARE NOT TOXIC. THERE HAS BEEN SOME ODOR BUT NOTHING THAT IS HARMFUL. WE HAVE BROUGHT MOST OF THE UNSLIGHTLY MESS UNDER CONTROL WITH A FEW SPOTS STILL HANGING ON. COOLER WEATHER SHOULD ASSIST US WITH THE REMAINING PONDS.

PAVING HAS BEEN ON HOLD BECAUSE OF THE HILLSBOROUGH COUNTY WATER VALVE REPLACEMENT PROJECT. AS SOON AS WE RECEIVE THE COUNTY'S PLAN WE CAN SCHEDULE THE WORK TO BE DONE.

WE HAVE SIGNED A CONTRACT WITH FLORIDA EDEN TO TAKE CARE OF OUR NUTRIENT DEFICIENCIES IN SOME OF OUR PALMS TREES. SINCE THEY ARE SPECIALIST IN THIS AREA THEY WILL CARE FOR ALL OUR MASTER SHRUBS AND TREES. WE LOOK FORWARD TO THEIR PROFESSIONAL EXPERTISE.

OUR INGRESS AND EGRESS TO KINGS POINT WILL BE ENHANCED BY ADDING A SECOND LANE TO OUR MAIN ENTRANCE. ALTHOUGH STUDIES HAVE BEEN DONE THIS YEAR THE WORK WILL BEGIN NEXT SPRING AFTER THE SNOWBIRDS HAVE GONE NORTH.

ANOTHER MAJOR INITIATIVE THAT WE HAVE TO DO EVERY 3 YEARS IS AN ENGINEERING STUDY TO PROVE COMPLIANCE WITH DOT TRAFFIC REQUIREMENTS SO THE SHERIFF DEPUTIES CAN CONTINUE TO MONITOR TRAFFIC IN KINGS POINT. THIS STUDY IS NOW GETTING UNDERWAY.

WE ADDED THE ARCHERY CLUB TO OUR SMALL LIST OF CORPORATIONS USING MASTER PROPERTY. IF AND WHEN THE CLOSED GOLF COURSES BECOME PART OF THE MASTER, WE WILL LOOK FORWARD TO PERHAPS A DOG PARK WHICH HAS BEEN A TOPIC OF CONVERSATION FOR A LONG TIME. MAYBE WE CAN MAKE IT HAPPEN.

I THANK YOU ON BEHALF OF THE MASTER ASSOCIATION BOARD. IT TAKES A TEMENDOUS AMOUNT OF TIME TO KEEP ALL THE ACTIVITIES THE MASTER IS INVOLVED WITH GOING FORWARD. NO ONE CAN EVEN BEGIN TO IMAGINE.

I ALSO WANT TO THANK BOTH DANA AND PAM FOR THE WORK THEY DO ON A DAILY BASIS.

LASTLY, I WANT TO THANK MY MASTER ASSOCIATION BOARD MEMBERS FOR THEIR DEDICATION TO THE KINGS POINT COMMUNITY. THEY HAVE DONE A SPECTACULAR AMOUNT OF VOLUNTEERISM.

FORREST DAVIS

PRESIDENT

MANAGER'S REPORT – ANNUAL SUMMARY
November 16, 2016

TRANSITION / FINANCIAL:

- Turnover Audit by Attorney Appleton
- Audited all property deeds, verified by Attorney Appleton that all is in order.
- Opened new reserve accounts at Union Bank, Encore Bank.
- Renewed \$500,000 line of credit with Encore Bank.
- Accell completed the 2015 audit of Master Association financials.
- The Board approved Accell's proposal to perform 2016 and 2017 audits.
- Closed the reserve bank accounts at US Bank
- Negotiated 2016 refund credit for Sales Tax charged by Teco on street lighting for a savings of \$1,259 per month.
- Paid Somerset tax bill for water impact fees. Hillsborough County reclassified the parcel. Master Association will seek reimbursement from Minto Communities.
- Archery Club and Garden Club incorporated.
- Insurance claims are pending for traffic accident on Kings Blvd and sidewalk accident on Newpoint Loop.

IRRIGATION:

- Replaced pumps:
 - Highgate 75hp pump, motor, and cable.
 - Portsmouth lake recharge pump.
 - Nantucket III irrigation pump.
 - Knolls 40hp pump, motor, check valve, & Badger mag flow meter
 - Kensington irrigation pump & discharge hose
 - Lyndhurst irrigation pump
 - Tremont I irrigation pump
 - Tremont II irrigation pump
 - Edinburgh irrigation pump & discharge hose
 - Highgate pump Badger mag flow meter installed
 - Replaced Manchester IV lake recharge pump.
- Extended the upper loop mainline to the Main Entry Gate landscaping. Installed independent controller for five zones supplied by the upper loop but previously on the Clubhouse irrigation controller.
- Hillsborough County announced plan to reintroduce reclaimed water into Kings Point by 2018 to supplement golf course irrigation lakes.

- ITS completed irrigation audits and GPS mapping of upper loop irrigation.
- Replaced flow meters at Cambridge and Lancaster pumps for Clublink WUP verification.
- Hub 12 upper loop Baseline and Watertronics pump controls installations completed – included MainGate and Heritage Park. ITS established learned flow. The Board accepted ITS proposal for Water Management of Baseline system on upper loop irrigation and the Board budgeted for additional service as each Hub is completed.
- The Board approved ITS proposal to install Baseline controllers and Watertronics pump controls for Hub 15 - Lower Loop irrigation.
- Mainscape and ITS initiated “cycle and soak” programming.
- ITS is continuing the audits and GPS mapping of Kings Point irrigation systems. Federation of Kings Point Associations also engaged ITS to perform audits for Baseline installations on Recreation Trust property
- Installed new TECO meter on Master Association r.o.w. to move irrigation controller in front of Falcon Watch clubhouse
- The Board budgeted for Irrigation Inspection/Maintenance Agreement with ITS effective April 1, 2017.
- A form of Easement for Lancaster/Sands pump house equipment was forwarded to Clublink’s attorney for approval.
- The Board agreed to purchase ID-18 (30hp well and pump) from Clublink.
- Started WUP application for Master Association irrigation loops.

DRAINAGE:

- Repaired massive erosion at Knolls II to Cypress Creek embankment due to irrigation mainline break.
- Installed skimmer panels on the weir at lake #3
- Completed topographical survey of Cypress Creek North in preparation for engineering model
- Replaced spacer bars on two catch basin grates on McDaniel Street.
- Replaced on catch basin grate within Glendower Circle.
- Replaced catch basin grate at 2108 Hembury Circle.
- Repaired storm pipe leak and asphalt at 2022 and at 2204 Inwood Drive.
- Installed new grate on side opening of catch basin behind 1514 Ingram Drive.
- Replaced 274 LF Storm Pipe under Bedford Terrace; repaved Bedford Terrace from Bedford Street to Bedford Trail.

SIGNS/LIGHTS/BENCHES:

- Sidewalk repairs continued throughout the community. Flagpole re-secured at Southgate.
- Repaired lifted roadway at Maplewood, due to excessive rain.
- Installed No Parking-Fire Lane signs at Idlewood paid by the condominium.
- Relocated one 15 mph traffic sign at the request of Manchester III.
- Granted an easement to Somerset for their existing monument sign.
- Granted an easement for Nottingham to install an entry monument.
- The Board adopted a policy regulating posting of signs on Master Association property.
- Refurbished four radar signs, under warranty.
- Seeking reasonable cost replacements for damaged and missing park benches.
- Holiday lighting is installed at the gated entries.

ROADS:

- Hillsborough County is still surveying water valve replacement locations. Master Association is planning to postpone paving Hammersmith Drive until the County completes the water valve replacements.
- RFP for Paving for Highgate I, II, III, IV, Idlewood, the remainder of Bedford Terrace, and certain other patch areas.
- Received the Visitor Lane Study and conceptual design from HDR Engineering. Requested a proposal from HDR to create the Construction Drawings for the RFP.
- Surveyed and installed permanent markers at boundaries between Clublink property and Master Association r.o.w.'s
- The Board approved engaging a traffic engineer to re-certify all traffic signs to renew the Traffic Jurisdiction Agreement with Hillsborough County.
- Repaired Tram Turnaround areas at dead-ends on Bedford Lane Court and on Bedford Terrace.
- Installed 15 mph traffic signs requested by Villeroy.

BRIDGES:

- Engineer completed specifications for RFP to refurbish the pedestrian/golf cart expansion bridge adjacent to Kings Blvd over Cypress Creek.
- Preparing RFP for Kings Blvd Pedestrian Bridge repair in March to June timeframe.

LANDSCAPING:

- Continued tree treatments by Florida's Eden.

- The Board approved Florida's Eden to perform all landscape and tree chemical treatments effective April 1, 2017.
- Preparing an RFP for Turf and Landscape Maintenance to begin April 1, 2017.

FENCES:

- Replaced wooden fence with PVC fence surround at Highgate pump.
- Replaced board-on-board fence between Nantucket III and 36th Street buffer.

BUILDINGS:

- Replaced light and fan fixtures at Heritage Park and rewired the breaker panel.

LAKES:

- Installed aeration systems in lakes #2, #5, and #30.
- Added Bacterial Digestors to certain lakes to aid in reducing bottom silt and algae to reclaiming lake depth.