

**SUN CITY CENTER WEST MASTER ASSOCIATION, INC.  
SPECIAL BOARD OF DIRECTORS MEETING  
SEPTEMBER 15, 2017**

**Purpose: Appoint SEC Committee**

**I. Opening**

- A. Call to Order** by President Haggerty at 11:00 a.m. in the 1900 Clubhouse Drive, Veteran's Theater, Sun City Center, FL.
- B. Quorum present:** President Jim Haggerty, Vice President Forrest Davis, Treasurer Bob Peyton, Secretary Tom Barba, Director Jane Boccieri. Also present Dana Lin Phillips Master Assoc. Manager and Pam Torpey, Assistant Manager.

**II. Reports:**

- A. President's Report:** President Haggerty gave a report.
- B. Treasurer's Report:** Treasurer Peyton gave a report.
- C. Manager's Report:** Manager Phillips gave a report.

**III. Minutes:**

- A.** Vice President Davis made a motion, seconded, to approve the minutes of 6/30/2017 Special Board Meeting. Motion carried unanimously.

**IV. New Business:**

- A. SEC Appointments:** President Haggerty, nominated Forrest Davis, Jane Boccieri, and Enrico Palumbo to the Master Association Standing Elections Committee to the SEC. **Motion** by President Haggerty, seconded, that the Board appoint the nominees to the SEC. Motion carried unanimously.
- B. Irrigation Knolls Well - Electrical:** **Motion** by President Haggerty, seconded, to approve the proposal from Global Engineering (sub-consultant J. H. Engineering, Inc.) in the amount of **\$9,390** for Design Services only, to produce a Construction Drawings Package (list of Contractor furnished Electrical power and controls materials and Construction Specifications and a complete Scope of Work, signed and sealed by a State of Florida Electrical Engineering P.E. for the new well installation at 304 Kings Blvd. Motion carried unanimously.
- C. Irrigation Pumps:** **Motion** by President Haggerty, seconded, to approve ITS proposals to replace Radison I, Radison II, and Yorkshire irrigation pumps for **\$7,545.94 each.** Motion carried unanimously.
- D. Irrigation Enhancements:** **Motion** by President Haggerty, seconded, to approve ITS proposal to temporarily dedicate one full-time assistant technician to assist in the median enhancements replacing existing irrigation heads with

micro heads to save water. Cost is **\$9,534 monthly**, paid from Reserves, beginning July, 2017 and continuing until the enhancements are completed. Motion carried, 4 for, 1 opposed.

**E. Drainage:** Motion by President Haggerty, seconded, to approve Global Engineering proposals to repair or replace the following drainage elements:

1. **Gloucester Blvd. north end** to excavate and seal the hole in the corrugated metal pipe, cost at **\$5,589**, to extend the life until the pipe can be replaced in 2018. Motion carried unanimously.
2. **Hungerford Dr.** cut through the roadway and install concrete collars to seal holes in the concrete storm pipe in three locations, cost at **\$6,999.75**. Motion carried unanimously.
3. **Hungerford Dr.** rebuild one catch basin; replace broken grates on two other catch basins, cost at **\$6,625.00**. Motion carried unanimously.
4. **Glenellen Pl./Gainesborough Ln,** replace 85 linear feet of 18" corrugated metal pipe between the street catch basin and the pond, cost at **\$11,421.00**. Motion carried unanimously.

**F. Executive Course timber bridge:** Motion by President Haggerty, seconded, to approve change orders totaling **\$22,448.56** for additional joist materials to repair the timber bridge on the Executive golf course. Motion carried unanimously.

**G. Financial:** Motion by Treasurer Peyton, seconded, to close the Encore Bank Reserve Money Market account and deposit the balance [\$18,129.21 as of 9/29/17] to the Union Bank Reserve Money Market Account. Motion carried unanimously.

**V. Open Forum/Announcements** – Inquiries and answers regarding: reporting irrigation malfunctions; ownership of golf course bridge; request for more than one-week notice of Master Association special meetings or a posted schedule of regular board meetings; estimated useful life of irrigation loops; flooding behind units in Lancaster, following Hurricane Irma; erosion/hole near a green on Sands golf course behind Lancaster I; re-configuration of Scepter pathway next to Richmond, leading to 15<sup>th</sup> Tee; responsibility of GSCC Beautification Association; rip-rap stockpile next to Cambridge cart path is visible from S.R. 674; street drain grate on Masterpiece Drive cul-de-sac covered by mulch during Hurricane Irma; condominium responsibility for privacy berm; Clublink responsibility for Scepter lake weir.

**Calendar:**

- September 15 – first notice of election distributed & posted
- October 6 – 5:00 p.m. – deadline to submit nomination forms
- October 9 – 1:00 p.m. – Forum Room – SEC meeting for candidate validation
- October 16 – 5:00 p.m. – Ballot distribution deadline
- November 9 – 1:00 p.m. – Forum Room - Board meeting to approve Budget
- November 13 – 5:00 p.m. – Ballot submission deadline
- November 14 – 9:15 a.m. – Forum Room – SEC meeting to count ballots
- November 15 – 1:00 p.m. – Veteran's Theater – Annual Meeting & Election
- November 15 – following annual meeting – Board meeting to elect officers

- VI. **Adjournment:** There being no further business, the meeting adjourned at 2:04 p.m. - September 15, 2017.

SEPTEMBER 15, 2015

**Irma: We survived, there was very little damage to the Master Association property due to Irma. We did lose some of the antennas on the Base Line system that have been repaired, we also lost a network card in the Base Line server, a new card is on the way. The irrigation system has been restored and all Associations are on two days a week watering cycle with the exception of Richmond which has a bad transducer on the pump. The part has been ordered and will be installed as soon as we receive it.**

**We were scheduled to start drilling a new well on Monday to replace the well that in Knolls 3, this is rescheduled for next week.**

**I have been reporting on irrigation for the last two years, I will give a detailed report at the annual meeting in November. However I do want to give an example on what an upgrade can do for your irrigation system.**

**Zone 1 old learned flow was 244.4 GPM, with an upgrade to Micro Heads the new learned flow was 122.4 GPM. The old time allotment was 8 Minutes running time, the new time allotment is 17 Minutes running time.**

**Zone 2 old learned flow was 153.3 GPM, with an upgrade to Micro Heads the new learned flow was 68.8 GPM. The old time allotment was 9 Minutes running time, the new time**

**allotment is 19 Minutes running time. With an upgrade the same amount of water will increase the running time of your Irrigation System.**



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

**BOARD OF DIRECTORS MEETING**  
**September 15, 2017**  
**TREASURER'S REPORT**

**YTD FINANCIALS – OPERATIONS**

For the Four Months ended July 31, 2017 the Master Association is under on budgeted Operating Expenses by \$ 44,126 as the YTD actual expenses were \$495,534 and the budgeted amount was \$539,660. The Notable variance for the period is irrigation repairs which were over budget by (\$76,032). Irrigation repairs will have a major variance at year end. The operating fund will borrow from reserves to cover these expenses and budget to replenish these funds next year. For the four months ended July 31, 2017, \$102,228 was transferred from Reserves to Operating to cover these repairs. There was also a TECO audit adjustment credit that was recorded in July 2017 in the amount of \$40,693.

**YTD FINANCIALS – POOLED RESERVES**

Beginning Balance on April 1, 2017:	\$ 1,088,183
Revenue to date 2017-2018:	\$ 384,432
Expenditures through July 31, 2017	\$ (823,647)
Interest YTD	\$ 753
Due to Reserves **	\$ <u>203,257</u>
<b>Total through July 31, 2017:</b>	<b>\$ <u>852,978</u></b>

Major expenditures YTD include: HUB 30 & 31 \$354,918; learned flow/audits/irrigation totaling \$203,273; pipe replacement's totaling \$40,097; bridge's \$155,647; road repair \$63,812; buildings total \$5,900.

\*\* Due to the Reserves consists of the advance on insurance premiums which is paid back monthly \$101,029 and irrigation repairs \$102,228 which total \$203,257 at July 31, 2017.

Major expenditures August 2017 paving project \$395,000.

Thank You

A handwritten signature in black ink that reads "Robert T. Peyton". The signature is written in a cursive style.

Robert T. Peyton, Treasurer

## MANAGER'S REPORT SEPTEMBER 1, 2017

### IRRIGATION:

- Knolls 40hp Pump Relocation: Popes Water Systems expects to receive the permit from SWFWMD next week. He has scheduled September 18 to begin drilling the well. Master Association engaged Global Engineering's sub-consultant J.H. Ham to produce certified electrical construction drawings. Master Association will hire an electrician to submit the drawings to TECO so that components for 3-phase power can be installed by TECO. The electrician will then install the electrical hookups for the pump equipment, in accordance with the drawings. A progress meeting with Mr. Ham is set for September 26. Pope's Water Systems will then move the pump equipment from Kinnerett Way to 304 Kings Blvd. ITS will move the Watertronics pump control station. The electrician will connect all of the electrical components to the pump and Teco will perform final inspection and activate the new meter. Popes Water Systems will cap the old well and Master Association will install sod over the old pump location.

### BUILDINGS:

- Riverside Facility: Master Association added an enclosed garage with locking double doors to the Riverside Facility storage building for parking the irrigation utility vehicle.

### BRIDGES:

- Kings Blvd Golf Cart/Pedestrian Bridge: Global Engineering did an excellent job of refurbishing the Kings Blvd golf cart bridge. It was scraped, painted, and the deck replaced with Axiom composite boards.
- Executive Golf Course Bridge: Global Engineering rebuilt the Executive golf course bridge, replacing beams, joists, guardrails, and the new deck is Axiom composite boards.
- Management asked residents to go slow when driving golf carts across the cart bridges and yield to pedestrians.

## **ROADS:**

- 2017 Paving Project: Rose Paving did an outstanding job on the 2107 Kings Point Paving Project, starting on July 19 and completed the work on August 1. There was only one day of rain delay. The entry at the Southgate was repaved and speed tables added. Permanent road stripes and decals at Southgate will be added once the new pavement cures. On August 23, the east section of the Cambridge cart path was widened and repaved. Street patching was completed on September 1.

## **CLOSED GOLF COURSES:**

- Golf Course Landscaping: Clublink is only responsible for removing fallen trees and picking up branches that would impede mowing. Additional work is needed. Some bushes need trimming and tree canopies need to be raised where they overhang the cart paths. Palm trees need to be pruned and dead trees removed. Hedges around Sands and Executive Restrooms need to be lowered.
- Management reminded dog owners of the responsibility that dogs must be leashed and they are required to pick up their pet's waste and dispose of it properly.