

**SUN CITY CENTER WEST MASTER ASSOCIATION, INC.
MINUTES OF SPECIAL BOARD OF DIRECTORS MEETING
NOVEMBER 18, 2015**

I. Opening:

- A. Call to Order/Quorum: The meeting was called to order at 9:30 AM at the Main Clubhouse Veteran's Theater, 1900 Clubhouse Drive, Sun City Center, FL 33573. Present: Forrest Davis, Jim Haggerty, Bob Peyton, Eileen Peco. Absent: Tom Barba. Also Present: Dana Lin Phillips, Master Association Manager.

- II. Minutes:** Approval of November 12, 2015 meeting minutes postponed to the December board meeting.

III. Organizational Business:

A. Election of Officers:

- a. Eileen Peco nominated **Forrest Davis** for **President**; nomination seconded. Unanimously elected.
- b. President Davis nominated **Jim Haggerty** for **Vice President**; nomination seconded. Unanimously elected.
- c. Vice President Haggerty nominated **Tom Barba** for **Secretary**; nomination seconded. Unanimously elected.
- d. President Davis nominated Eileen Peco for Treasurer; nomination seconded. Bob Peyton self-nominated for Treasurer; nomination seconded. **Eileen Peco** was elected as **Treasurer**.
- e. Bob Peyton will serve as Director-at-Large.

- B. Corporate Report: President Davis made a motion that was seconded and unanimously approved **that the Master Association Manager shall file an amended Corporate Report with electronic signature of the Board.**

- C. Signatories: Treasurer Peco made a motion that was seconded and unanimously approved: **Resolved, that the new Board of Directors affirms that the signatories on bank accounts shall be the President, Vice President, Treasurer, and Management Company official(s), per the terms of the Management Agreement.**

- D. Attorney Privilege: Treasurer Peco made a motion that was seconded and unanimously approved: **Resolved, that the President is the only person authorized to speak with the Master Association's attorney on behalf of the Master Association, unless the President authorizes otherwise.**

V. Other Business:

- A. Appreciation: President Davis thanked the SEC volunteers for conducting the first election of the Master Association: Chairman Dick Holgate, Enrico Palumbo, and Bill Richards.
- B. Meeting Schedule: President Davis requested the directors to send him a schedule of their holiday plans so that he can set future meeting dates.
- C. Contracts: President Davis indicated bids should be obtained for long-term service contracts and high-cost repairs, where qualified bidders are available.
- D. Lawn/Landscape contract: Manager Phillips is working on the revised specifications for the L/L contract.
- E. Irrigation contract: The irrigation audit must be completed to determine cost factors that will pertain to the scope of the irrigation contract. Manager Phillips will forward copies of the Lyndhurst and Richmond audits to the new board members.
- F. Office Space: Federation, KPW, and COA will meet at 1:00 p.m. today to determine if office space can be made available for the Master Association Board.
- G. Postings: By-Laws, meeting notices, minutes, etc. for Master Association are posted at <http://www.kpscc.com/masterassociation.html>
- H. E-Mail: Each directors will set up a separate e-mail account strictly for Master Association business communications.
- I. Bank signatures: Manager Phillips will obtain new signature cards for each Bank Account, reflecting the change in officers.

VI. Adjournment

There being no further business the meeting adjourned at 10:57 a.m.