

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

August 30, 2016

Purpose: Regular Business

I. Opening

- A. Call to Order by President Davis at 2:00 p.m. at the 2020 Centre Forum Room, 2020 Clubhouse Dr., Sun City Center, FL.
- B. Quorum present: President Forrest Davis, Vice President Jim Haggerty, Treasurer Eileen Peco, Secretary Tom Barba, Director Bob Peyton. Also present: Master Assoc. Dana Lin Phillips Manager; Pam Torpey Asst. Manager

- II. Minutes:** Motion made by Mr. Haggerty was seconded to approve the minutes of 5/10/16. Motion carried unanimously.

III. Reports:

- A. Treasurer's Report: A report was given by Ms. Peco.
- B. President's Report: A report was given by Mr. Davis.
- C. Vice President's Report: given by Mr. Haggerty
- D. Manager's Report: A report given by Ms. Phillips is attached to these minutes.

IV. Old Business:

- A. Management contract with FirstService Residential Florida, Inc. – Mr. Davis announced that the Agreement was signed by the Board and returned to Attorney Appleton to give to First Service for final signatures.

V. New Business:

- A. Annual Audit - Motion made by Ms. Peco was seconded that the Master Association shall engage a CPA to conduct a full audit, annually. Motion carried unanimously.
- B. Line of Credit - Motion made by Ms. Peco was seconded that the Master Association shall complete an application with Encore Bank to renew a \$500,000 line of credit. Motion carried unanimously.
- C. SEC Committee 2016 - Motion made by Mr. Davis was seconded that the Board approves the following appointments to the 2016 Standing Election Committee [SEC]: Tom Barba, Jim Haggerty, Dick Holgate. Motion carried unanimously.
- D. Water Management Agreement - Motion made by Mr. Haggerty was seconded that the Master Association agrees to execute a Water Management Agreement with Irrigation Technical Services for monitoring the Upper Loop at a cost of \$17,034 annually

(\$1,419.50/monthly), with repair services available at the hourly rate specified in ITS proposal. Motion carried unanimously.

- E. Teco Easement** - Motion made by Mr. Davis was seconded that, if required, the Master Association shall grant an easement to TECO to install a new electric meter within the road right-of-way immediately north of Falcon Watch clubhouse boundary, and move the existing Baseline controller (#13) and antenna to the new location. Motion carried unanimously.
- F. Clublink Easement** - Motion made by Mr. Haggerty was seconded that Master Association shall amend the recorded easement granted by WCI and successors allowing Master Association to operate and maintain pump equipment and access the water resources located on Clublink's Sand's golf course. And, pending recording of the amended Easement, the Master Association shall negotiate with Clublink to purchase PUMP ID18 for \$15,872. Motion carried unanimously.
- G. Well ID7a Relocation** - Motion made by Mr. Barba was seconded that the Master Association upon submission of the Water Use Permit application, Master Association shall petition SWFWMD to relocate Well ID7a at Kinneret Way to 304 Kings Blvd (Riverside Facility). Motion carried unanimously.
- H. WUP / Reclaimed Water** - Motion made by Mr. Haggerty was seconded and unanimously carried that if Hillsborough County mandates that reclaimed water must be made a part of the Master Association's water conservation plan in order to obtain a Water Use Permit, then the following conditions must be met:
- a. Hillsborough County must provide reclaimed water for irrigation; and
 - b. Hillsborough County must pump Reclaimed Water directly into Master Association's mainlines; and
 - c. Hillsborough County must show it is economically feasible for the Master Association to accept reclaimed water (e.g. reclaimed water cost is less than irrigation electric cost); and
 - d. Hillsborough County reclaimed water pumping system must be able to provide a minimum of 75 psi at all times to the Upper and Lower irrigation loops; and
 - e. Hillsborough County and SWFWMD will provide grants to economically retrofit access points with filtration and pump install back-flow prevention the Master Association's well ID's.
- I. Irrigation Repair Procedure** - Motion made by Mr. Haggerty was seconded and unanimously carried that the Master Association shall require its irrigation maintenance contractors to do the following:
- (1) technicians must use DBR/Y splice kits for EVERY in-ground irrigation wire repair;
 - (2) that EVERY in-ground wire splice be put into a valve box;

(3) that when wire-tracking reveals that multiple repairs have been performed in the past along a single path and more splices are needed, then all new wire shall be run between the valve locations; and

(4) that all new wire run from one valve location to another valve location shall be threaded through gray electrical conduit

J. **Master Association/Clublink Boundary Surveys** - Motion made by Mr. Peyton was seconded that the Master Association shall engage GeoPoint Surveying to install boundary markers at eight key areas where Clublink property lines abut the Master Association road rights-of-way where Master Association desires to know where Clublink mowing responsibility ends. Motion carried unanimously.

K. **Sign Easement (Somerset)** - Motion made by Mr. Barba was seconded that the Master Association agrees to survey a portion of the south side of Vista Greens Dr. entry to Villas of Somerset HOA and to grant an easement to maintain, repair, and replace the entry sign and landscaping located within the granted easement. Motion carried unanimously.

L. **Feral Pig Hunting** - Motion made by Mr. Peyton was seconded that hunters approved by Master Association will be allowed to track feral pigs within Master Association boundaries and catch the pigs with dogs or traps only; weapons are not permitted and permission of adjacent property owners and/or associations is required. Motion carried unanimously.

M. Project & Expense Approvals –

1. **Pump Replacements** - Motion made by Mr. Peyton was seconded that Master Association will accept ITS proposals to replace Lyndhurst irrigation pump & motor \$5,477.61 and Kensington irrigation pump & motor \$5,477.61. Motion carried unanimously.

2. **Cypress Creek Embankment Repair** - Motion made by Ms. Peco was seconded that the Master Association approves Global Engineering to rebuild the Cypress Creek embankment, where a 3" irrigation break created a wash-out, which repair included 190 CY extra fill dirt, labor, fabric & stockpiled rip rap, sod replacement, and two 4" downspout underdrain replacements, for a total cost of \$11,530.05. Motion carried unanimously.

VI. **Open Forum/Announcements** – Members' comments included:

- concerns about lake maintenance around Somerset;
- concerns about erosion along the ditch near 505B Foxglove Circle;
- questioning ownership/responsibility for repair and maintenance of the berm at Oxford II;
- asking when a revised road paving schedule will be published;
- concerns about a possible clogged storm drain in the center of Gloucester N (Glendower Circle);

- asking the timeframe for increases in the budget to fund installation of Baseline on the Lower Loop Hub and installation of three additional Hubs for associations not on the Loop system.

- **Meeting Announcements:**
 - **November 10, 2016 at 10:00 AM at the 2020 Centre Culinary Room**
- Master Association Board meeting to approve the budget.

 - **November 16, 2016 at 10:00 AM in the Veteran's Theater** - Master Association Election and Annual Membership Meeting

VII. **Adjournment:** There being no further business, the meeting adjourned at 4:00 p.m. – August 30, 2016.



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

**BOARD OF DIRECTORS MEETING
AUGUST 30, 2016
TREASURER'S REPORT**

YTD FINANCIALS

YTD through July 31, 2016 the Master is underrunning the Operating Budget expenses by \$14,400, and Net Income is \$15,142 positive so far this fiscal year. Variances from the budget are based on timing, and not on any significant unanticipated expenditures. Notable variances include the inclusion of pollution Insurance coverage (\$5,093); Professional Fees for property easement reviews and drone video of the closed golf course properties (\$3,600); and the addition of Master landscape in the Nottingham and Somerset associations (\$11,790). These overages were more than offset by underruns in Contracted Services (\$17,812), and in general Repair/Maintenance (\$17,561). We do not anticipate any major variances from the Operations Budget at this time.

2015 AUDIT

The 2015 Audit of the Financials (full year through March 31, 2016) was completed by Accell Auditing. The audit was conducted for 2015, the full year of the turnover from the developer to the Master Association. There were no material issues found during this audit:

"We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Sun City Center West Master Association, Inc. as of March 31, 2016, and the results of its operations and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America."

- Independent Auditors' Report

IRRIGATION INVENTORY MANAGEMENT

One area of improved asset management that we are implementing is to establish a more formal inventory process for irrigation equipment that the Master keeps on hand for maintenance of the irrigation systems. This initiative will also account for any new equipment needed for the upgraded irrigation systems that will be managed by ITS.

Thank You

Eileen Peca, Treasurer

MASTER ASSOCIATION PRESIDENT'S REPORT

FORREST DAVIS

8-30-2016

Thank you Eileen. Good afternoon everyone. The summer sure did go by pretty quick. Cannot believe that it will be September later this week.

Your Master did have a very busy summer and later on you will see by the number of motions we will be dealing with.

I really want to thank Treasurer Peco for all that she has done on behalf of the Community. She is the only one that was running the show while all the boys were away for varying periods. I was away for about six weeks; VP Haggerty was up North for nine weeks; Secretary Barba was in New York for about seven weeks and Bob was in and out for several weeks, and he just arrived back late last night. So Eileen, thank you so much on behalf of our Board Members for keep the Master running while we were gone.

Here is a list of the motions that will be taking place this afternoon:

1. We finally signed our Management contract with FirstService. We're just waiting for their end to sign and mail back to us. Negotiations went back & forth with an overall agreement with everyone being satisfied. Thanks FSR!
2. Treasurer Peco will cover an annual audit proposal and to let you know that we have our 2015 Final Audit approval.
3. We will be renewing our line of credit.
4. I will be appointing a Standing Election Committee today.
5. Also we will have a Water Management contract with ITS.
6. We will be doing a TECO Easement at Falcon Watch
7. Purchasing a Well ID-18 from ClubLink.
8. Relocating another Well ID-7.
9. The possible use of Reclaimed Water in Kings Point.
10. We will be setting up an Irrigation Repair Policy

11. We will be doing a right-of-way survey where Master property abuts ClubLink property.
12. We will also establish an easement for the Somerset HOA sign and area.
13. We are again, on a small scale, being invaded by Feral Pigs and we'll be setting up a Hunting Policy today.
14. We will be accepting a couple of proposals from ITS for two associations in need of irrigation improvements.
15. And finally a need to rebuild the Cypress Creek Embankment where we had a wash-out.

Now you have a good idea what we have been up to most of the summer.

I did want to say a few words about ClubLink and the great rapport that we have with Matt Permuth, ClubLink General Manager.

As you may know, the Hillsborough County mowing standards for maintenance on closed golf courses leaves a lot to be desired. It states approximately twelve inches high. As you may have notice we have been getting almost perfect mowing conditions and we have Matt to thank for that! This was accomplished by a combined effort of the Master Association Board and the Federation Board.

A number of questions as to what is going to happen with those courses are naturally on the minds of many of our Unit Owners. Currently, ClubLink has indicated that the courses are not for sale. We'll keep you posted whenever there is any news so that the rumor mill will not get carried away with imagination.

So if you see Matt around, you might thank him for what he is doing for Kings Point. I know that I appreciate his always outstanding effort. Thank you.

On a continuing bright note, I wish to congratulate the newly form Kings Point Archery Club, Inc. in obtaining their Not-For-Profit Corporation and their liability insurance. The Master extends a hardy "welcome aboard" to President Steve Nicholson and Board Members. They join both the Kings Point Garden Club and the Kings Point Vehicle Storage Club in the distinction of operating their entities on Master Association property with the proper credentials.

Forrest

Now for some words of wisdom from VP Haggerty on our Irrigation and related items of interest.

Thanks Jim.

Next we'll receive Manager Dana Lin Phillips and her report.

Dana

REPORT 8/30/2016

- 1) Comment on e-mail to County Commissioners on reworking the Turn Lanes on 674. Must be done before 9/8/2016.
- 2) Irrigation Upgrades – Brief comment on audits and Baseline
- 3) A few Associations have inquired if a lump sum payment could be made to the Master Association for the Irrigation Baseline upgrades in lieu of increasing their monthly assessments, the answer I received is that it would create a bookkeeping nightmare. However an association can encumber the funds in their budget and not increase their monthly assessment. Please contact Rick Dowswell for more information on this subject.

SUN CITY CENTER WEST MASTER ASSOCIATION, INC.
MANAGER'S REPORT
8/30/16

COMPLETED:

- Trevor from Mister Sparky responded yesterday and replaced the timer and breakers, replacing the existing breakers with a 50amp surge breaker and two 20 amp slim breakers. This was all done under the warranty. Additional work performed:
 - The six spotlights at the gazebo are deteriorated due to water leaking into the fixture. Trevor will replace these with 19.5V LED solid brass fixtures which are completely sealed and have a 15 year warranty.
 - The pagoda light fixture in front of the dedication monument is old. Trevor is seeking a replacement bollard-style of a color to match the new spotlights.
 - The four down-light bulbs in the gazebo are currently halogen. Trevor will replace with energy efficient LED
 - The fan-light globe was missing. Trevor replaced the rusted fan light fixture and installed a long chain so that fan speed can be easily adjusted

- Florida's Eden (Nico Hernandez) added palm tree treatments at Heritage Park to the tree program. The palms on Kings Green Dr. are getting extra fertilization. Upon Nico's advice to management, BrightView removed one diseased palm on Vilmont Greens Drive near Kensington. The remaining palm will also be removed. BrightView also removed a diseased palm on Kings Green Drive.

- ITS replaced irrigation pumps at Lyndhurst and at Kensington and completed the installation of Baseline controllers for Hub 12 and installation of pump controls for Cambridge and Knolls pump stations. The next step is to establish a "learned flow".

- Master Association installed two *No Parking – Fire Lane* signs in Idlewood, which will reimburse Master Association \$657.22. Master Association installed two *Unlawful to Feed Alligator* sign panels on 6' u-channel posts at pond #4 in Highgate II (2026 Heathfield; 2026 Hawkhurst). An unknown vehicle ran into a 15 mph post at Devonshire.

- Global Engineering repaired Cypress Creek embankment next to 323 Knottwood Ct. for \$11,530.05, which included replacing all sod damaged by the grading equipment.

- In August, Master Association reimbursed the final \$25,000 installment, of the \$100K borrowed from reserves for April's insurance policy renewal premium.

- Accell completed the 2015 audit for Master Association. Debbie Lauber completed all necessary adjustments which will be reflected on the August 31 financial

statement. Master Association will change the way irrigation inventory is recorded, so that it will appear as an asset on the financial statement.

- Management is awaiting a copy of the executed Management Agreement, to attach to the Water Use Permit application.
- Accounts at U.S. Bank were closed and funds transferred to new accounts opened at Union Bank. These reserve funds are covered by Excess Deposit Insurance.
- The Kings Point Garden Club and the Kings Point Archery Club have both incorporated. This step was needed for each Club to continue to conduct Club activities on Master Association land parcels. Each Club has its own insurance and Master Association is endorsed as an Additional Insured on each policy. Archery Club is required to carry a \$3 million limit.
- Nottingham installed its entry sign within an easement granted by Master Association.
- Management negotiated with TECO to remove sales tax from the street lighting accounts, a savings of \$1,259 per month. This could not be accomplished on the irrigation bills, as street lighting is categorized as a necessity and irrigation is categorized as a luxury.

IN PROCESS:

- Master Association Board to review and sign the loan renewal forms to continue with a \$500,000 line of credit at Encore Bank.
- Master Association approval of the executed easement for Somerset's existing entry monument.
- Master Association application to SWFWMD for a Water Use Permit [WUP] pertains to the areas served by the Upper and Lower Irrigation Loops. The Master Association will include a Water Conservation Plan which includes the upgrades to the Loop Systems' water monitoring ability, the use of Florida Friendly Landscaping, and the use of reclaimed water should Hillsborough County provide this resource in the future. The WUP application will also include Master Association's request to relocate Well ID-7a from The Knolls to Riverside Facility and to transfer ownership of Well ID-18 from Clublink to Master Association.
- Master Association Board acceptance of ITS proposal for Water Management of the Upper Loop. ITS is reviewing logistics to include Controllers 78, 79, and 80 on Baseline, Hub 12.

- F&L Electric installation of a new TECO meter on the Kings Blvd right of way in front of Falcon Watch for controller #13. Relocation of controller #13 to the Kings Blvd. right of way.
- Management is obtaining quotes to replace Tremont I and II pumps. There is a hole in the Tremont II irrigation discharge hose and both pumps are 16 years old. Access to the pond by crane is limited to one narrow easement next to 650 Tremont Greens Lane. Pulling the flexible line to shore may be difficult due to the Bald Cypress trees at the shoreline. ITS reviewed the site, noting that the hose is 150' into the pond and could require a large crane to lift and remove the old pumps. ITS posed an alternate solution which entail abandoning the old equipment in the lake and trenching along the shoreline to install new pumps in a way that would make them easier to pull from the lake in the future. Popes Water Systems is also reviewing the site to see if it is possible for them to use their own crane and winches to remove and replace the old pumps in their current location.
- **PENDING:**
- Master Association Board to engage GeoPoint to survey eight locations where Master Association property abuts Clublink property, and install permanent markers.
- KP Garden Club, Inc. and the KP Archery Club, Inc. need to execute Land Use Agreements with the Master Association.
- Master Association Board to review of the budget to determine if the Master Association can accelerate the schedule for installation of Baseline and pump controls for the Lower Loop irrigation system.
- Hillsborough County has finished surveying to locate all of the water valves they anticipate replacing. Flint Seth is meeting with his project engineer tomorrow and we should know the scope of work very soon. Road Paving is on hold pending determination from Hillsborough County of which roads will be affected.
- HDR is finalizing the plans for reconstructing the single Visitor Lane at the main gate, to include space for a 10'x18' office footprint, in the center of two Visitor Entry Lanes.
- Somerset Open Tracts – E. Appleton is still seeking correction of the tax bill received by Master Association for Water impact fees for 38 unbuilt units at Somerset, assigned to Phase 2 tracts which were deeded to Master Association on 11/13/2015.