

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

November 2, 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 Secretary Barba was seconded to approve the minutes of 8/30/16. Motion carried unanimously.

III. Reports:

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

IV. Old Business:

- A. Management contract with FirstService Residential Florida, Inc. – Motion made by President Davis was seconded that the Master Association ratifies acceptance of the Management Agreement with First Service Residential, effective 4/1/16 and ending 3/31/17. Motion carried unanimously.

V. New Business:

- A. Irrigation Upgrade Phase 2 - Motion made by Vice President Haggerty was seconded that the Master Association accepts proposals from Irrigation Technical Services to install Phase 2 of irrigation upgrades beginning before December 31, 2017.

Baseline controllers	\$219,738.14	Lower Loop, Hub 15
Pump controls	\$135,529.53	Highgate & Lancaster Pumps, Hub 15
Baseline controller	\$ 16,285.05	Main Gate, Hub 12
Baseline controller	\$ 15,481.73	Heritage Park, Hub 12

Motion carried unanimously.

- B. Tremont Pump Replacements** - Motion made by Vice President Haggerty was seconded that the Master Association accepts the proposals from Pope's Water Systems to replace irrigation pumps at **Tremont I \$9,926.64** and **Tremont II \$9,926.64**. Motion carried unanimously.
- C. Schedule for Irrigation Upgrades phases 3 through 5** - Motion made by Vice President Haggerty was seconded and unanimously carried that the Master Association will accept proposals from ITS to install Baseline irrigation controls in three phases with the following estimated cost and installation schedule, with each phase beginning by the date shown below:
- a. Phase 3 July 31, 2017 – Hub 30/31 \$261,910.54 and 17 Mag Meters \$ 83,942.16
 - b. Phase 4 Oct 31, 2017 – Hub 41 \$252,021.75 and 21 Mag Meters \$114,889.68
 - c. Phase 5 May 31, 2018 – Hub 55 \$262,735.39 and 23 Mag Meters \$105,108.48
- D. Agronomic Program** - Motion made by President Davis was seconded that effective April 1, 2017, the Master Association accepts the proposal of Florida's Eden at a cost of **\$78,396 annually**, to provide a comprehensive and specially formulated program of chemical applications (fertilization, pest control, fungicide, and herbicide) to Master Association areas of turf, landscape bed plants, and trees. Motion carried unanimously.
- E. Irrigation Inspection & Maintenance Agreement** - Motion made by Vice President Haggerty was seconded that effective April 1, 2017, the Master Association accepts the proposal of ITS to execute an Irrigation Inspection & Maintenance Agreement at a cost of **\$156,000 annually**, to include 1 technician, 40 hours per week, ALL irrigation inspections and repairs to electrical equipment and irrigation supply lines throughout Kings Point associations, preventive maintenance checks at non-Loop pumps, Master Association areas' wet-checks, pipe and system repairs, and irrigation adjustments. Excludes materials, additional tech, overtime, or Mainscape irrigation responsibilities, or Recreation Trust irrigation responsibilities. Motion carried unanimously.
- F. Traffic Control Signs re-certification** - Motion made by President Davis was seconded that, in 2016, the Master Association shall engage HDR to certify that all traffic control signs in Kings Point are still MUTCD compliant and to reapply to Hillsborough County to renew the Master Association's Traffic Jurisdiction Agreement in 2017, and that the cost of HDR's services are **not to exceed \$27,000**. Motion carried unanimously.
- G. Annual Audits FY 2017 and 2018** - Motion made by Director Peyton was seconded that the Master Association shall execute a two-year engagement letter and have Accell perform annual audits of fiscal year ending 3/31/2017 and for fiscal year ending 3/3/2018 at a cost of **\$7,500 per audit**. Motion carried unanimously.
- H. Board Resolution** - Motion made by Secretary Barba was seconded and unanimously carried to set a policy regarding posting of signs on Master Association property:

Whereas the Master Association supports the Kings Point Member Associations' policy of "no soliciting" within Kings Point, now therefore it is

Resolved that, 1) anyone needing to post a sign on Master Association property must request and receive prior permission of the Master Association; 2) Master Association must approve the sign's style, size, location, color, text, and timeframe for posting on Master Association property; and 3) any unauthorized sign will immediately be removed by Master Association's agent.

- I. **Budget Approval for FYE 3/31/2018** - Motion made by Treasurer Peco was seconded and that the Master Association Board approves a Budget for Fiscal Year Ending 3/31/2018 assessing **\$40.79 per unit, per month**, effective April 1, 2017, to meet annual expenses projected at \$1,585,249.00 and an annual Reserve requirement of \$1,153,296.65, representing a total increase of \$5.79 per unit per month. Motion carried unanimously.

VI. Announcements:

- A. **November 7 at 7:00 p.m. 2020 Centre Culinary Room - Standing Election Committee Candidate's Night**
- B. **November 14, 2016 at 5:00 p.m. – Election Deadline**
- C. **November 15 at 10:00 a.m. 2020 Centre Forum North – SEC Meeting to count the ballots**
- D. **November 16, 2016 at 10:00 AM in the Veteran's Theater - Master Association Annual Membership Meeting; Election results announced**
- E. **November 16, 2016 Master Association Board of Directors meeting to elect officers, immediately following the Annual Meeting.**

VII. Open Forum: Comments regarding Master Association improvements.

VIII. Adjournment: There being no further business, the meeting adjourned at 3:15 p.m. – November 2, 2016.



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

**BOARD OF DIRECTORS MEETING
November 2, 2016
TREASURER'S REPORT**

YTD FINANCIALS - OPERATIONS

YTD through September 30, 2016 the Master is underrunning the Operating Budget expenses by \$48,179 and Net Income is \$48,220 positive so far this fiscal year. Variances from the budget are based on timing, and not on any significant unanticipated expenditures. Notable variances include an underrun in Utilities of \$35,353 and general Repair/Maintenance of \$34,332, and an overrun in Professional Services of \$17,175 due primarily to engineering analysis for the Front Gate Visitor Lane. We do not anticipate any major variances from the Operations Budget at this time.

YTD FINANCIALS – POOLED RESERVES

Beginning Balance on April 1, 2016:	\$ 1,215,844
Revenue to date 2016-2017:	\$ 476,023
Expenditures through Sept. 30, 2016:	\$ (651,170)
Interest YTD	\$ 1,159
<u>Due into Reserves</u>	<u>\$ 17,982</u>
Total through September 30, 2016:	\$ 1,059,838

Major expenditures YTD include: Upper Loop Baseline installation \$251,605; pump replacements/pump controls/audits/irrigation totaling \$254,634; drainage projects totaling \$85,002; road repair/maintenance projects totaling \$45,917; 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.

Thank You

Eileen Peco, Treasurer

FORREST DAVIS

MASTER ASSOCIATION PRESIDENT'S REPORT

November 2, 2016

GOOD AFTERNOON MEMBERS,

I WOULD LIKE TO STATE THAT YOUR MASTER ASSOCIATION BOARD HAS BEEN QUITE BUSY OVER THE PAST COUPLE OF MONTHS.

YOU ARE ALL AWARE OF THE CLOSING OF THE FALCON WATCH GOLF COURSE EFFECTIVE ON JULY 1, 2016. YOU CANNOT IMAGINE THE NUMBER OF INQUIRIES WE HAVE BEEN BOMBARDED WITH AS TO WHAT WE, AS A COMMUNITY, WILL BE FACED WITH.

RUMORS OF HOUSING GOING TO BE DEVELOPED, 12" HIGH GRASS COVERING THE CLOSED COURSES SIMILAR TO THE CLOSED SUN CITY CENTER NORTH GOLF COURSE IN ACCORDANCE WITH THE HILLSBOROUGH COUNTY STANDARDS. NOT A VERY PRETTY SIGHT!

ONE OF TWO MAJOR ANNOUNCEMENTS FOR OUR MEETING TODAY IS TO LET YOU KNOW THAT THE MASTER BOARD IS CURRENTLY IN NEGOTIATION WITH CLUBLINK TO LEASE ALL THE CLOSED GOLF COURSES FOR THE USE OF NON-RELATED GOLFING ACTIVITIES. THIS INCLUDES THE FALCON WATCH COURSE AND CLUBHOUSE AND THE KINGS POINT EXECUTIVE COURSE. WE WILL KEEP YOU POSTED OF HOW THE NEGOTIATIONS ARE GOING.

MY SECOND ANNOUNCEMENT THIS AFTERNOON IS THAT I, AS PRESIDENT, HAVE SIGNED A LETTER OF COMMITMENT WITH THE VALLEY NATIONAL BANK OF TAMPA FOR A \$500,000.00 LOAN WITH GREAT TERMS THAT WILL ASSIST US IN FINANCING OUR NEW STATE-OF-THE-ART IRRIGATION PROJECT. WE WILL ALSO KEEP YOU INFORMED AS WE MOVE FORWARD.

IN OTHER AREAS OF THE MASTER ASSOCIATION BUSINESS, WE WILL BE APPROVING TODAY VARIOUS PROPOSALS FOR IRRIGATION INSTALLATIONS, IRRIGATION INSPECTIONS AND MAINTENANCE, AND CONTRACTS WITH FLORIDA'S EDEN FOR FERTILIZATION, PEST CONTROL, FUNGICIDE AND HERBICIDE OF MASTER ASSOCIATION AREAS OF TURF, LANDSCAPE BED PLANTS AND TREES, CERTIFICATION OF TRAFFIC CONTROL OBEDIENCE, FUTURE AUDITING OF THE MASTER, SIGNAGE POLICY WITH REGARD TO MASTER PROPERTY AND FINALLY OUR 2017 MASTER BUDGET.

THAT'S MY REPORT. THANK YOU.

Forrest Davis, President

SUN CITY CENTER WEST MASTER ASSOCIATION, INC.
MANAGER'S REPORT
11/2/16

COMPLETED:

- Florida's Eden (Nico Hernandez) identified another palm with Ganoderma on the Lyndhurst lake outline along Vilmont Greens Drive. We have requested an AEW from BrightView to remove the palm.
- ITS repaired the irrigation discharge line for Kensington, which was under warranty.
- Pope's Water Systems replaced Manchester IV lake recharge pump, cost \$4,119.78.
- ITS has completed irrigation audits for Manchester 1,2,3,4, Nantucket 1,2,3,4,5, Oxford 1 (ph 1 & 2) Oxford 2, Princeton, Quail Pass, Radison 1 & 2, Inverness, and Devonshire. Next on the schedule are Southampton 1,2, Villeroy, Tremont 1,2, Kings Blvd Ext, Worthington, Yorkshire, Acadia 1,2, Brookfield and Corinth.
- ITS replaced two Rainbird controllers #78 & #79 with one Baseline 3200 controller for the Main Gate and one controller #80 at Heritage Park with Baseline 3200 controller. Both controllers are transmitting to Hub 12.
- ITS installed a Badger magnetic flow meter at the ID-8 Highgate pump.
- Global Engineering replaced spacer bars between grates at two catch basins on McDaniel Street and replaced a catch basin grate within Glendower Circle.
- Master Association reclassified the cost for the HDR Visitor Lane Study to Common Expense and reimbursed the reserves \$17,982.36.
- Master Association legal counsel completed the form of Easement for Sands/Lancaster pump equipment and forwarded the document to Clublink to be reviewed and executed. The Easement must be recorded before Master Association will purchase ID-18 irrigation/recharge well from Clublink.
- Conversations with Hillsborough County Reclaimed Water Department indicate that in 2018 the County will have a reclaimed water resource available within Kings Point, at which point the Master Association may have to accept reclaimed water beginning with the Lower Loop.
- Geopoint installed survey stakes to indicate the boundary of the right-of-way in front of Falcon Watch clubhouse. TECO completed the hand-hole installation so that F&L

Electric could connect a new electric meter for controller #13. ITS will move the controller and antenna to the new meter.

- **PROJECTS PENDING:**

- The following is pending acquisition of irrigation/recharge well ID-18:
 - Submission of application for Water Use Permit to SWFWMD
 - Approval to relocate ID-7a Knolls pump is pending application submission of the WUP application
 - Installation of flow meter and pump controls at Sands/Lancaster
- GeoPoint will continue the surveys to install permanent survey markers to indicate Master Association right-of-way boundaries along golf course property. The permanent markers are 7" round, bright yellow, marked in black text: "SCCWMA Survey Marker Do Not Remove" and will be installed flush with the ground.
- Road Paving will be scheduled for Highgate and Idlewood areas, as soon as we know from Hillsborough County which roads will be affected by the installation of new water valves in 2018.
- Master Association requested a proposal from HDR to create construction plans for the Visitor Lane expansion at the main gate.
- Master Association paid a Tax bill for 2015 representing Water Dept. Impact Fees related to 38 unbuilt units at Somerset. Master Association will seek reimbursement from Minto for these taxes and has requested the Tax Collector to revise the status to exempt this parcel from future taxes.

APPROVALS PENDING:

- Master Association reviewed for approval Accell's proposal to perform audits for 2016 and 2017. The annual cost is budgeted.
- Master Association reviewed for approval Florida's Eden proposal to perform all chemical treatments (fertilize, fungicide, herbicide, insecticide) for all Master Association turf, landscape, and trees. The annual cost is budgeted to start on April 1, 2017.
- Master Association will execute Water Management Agreements with ITS as each additional irrigation Hub is completed. The annual cost is budgeted, along with the Baseline Server Maintenance Agreement and Hub Communication Subscriptions.

- Master Association reviewed for approval, ITS's proposal to install Baseline controllers and pump controls for the lower loop. ITS forward the invoice for the down payment for the controllers \$115,000.
- Master Association reviewed for approval, ITS's proposal for Irrigation Inspection/Maintenance Agreement to include 1 technician 40 hours per week to perform preventive maintenance diagnostics on 5 HP, 7.5 HP, and 10 HP pumps, wet-checks, and all repairs and adjustments within Master Association areas, and all repairs to irrigation supply systems within Member Association areas (equipment, pipes greater than 1", and valves including 1"). The cost is budgeted.
- Master Association must engage an Engineer to re-certify the traffic control signs in order to renew the Traffic Jurisdiction Agreement with Hillsborough County in March 2017. Cost to be between \$24K - \$27K.
- The Master Association will set a policy for posting signs on Master Association property.

SUN CITY CENTER WEST MASTER ASSOCIATION, INC.
ESTIMATED BUDGET APRIL 1, 2017 - MARCH 31, 2018
ESTIMATED UNITS 5595

Acct Code	COMMON EXPENSE ACCOUNT TITLE	UNIT MONTHLY	UNIT ANNUALLY	ASSOCIATION MONTHLY	ASSOCIATION ANNUALLY
50064.25	Administrative	0.08	0.97	450.83	5,410.00
50068	Audit / Reserve Study	0.11	1.34	625.00	7,500.00
50090.00	Professional Fees	0.52	6.26	2,916.67	35,000.00
50102	Bank Loan Fees	0.01	0.12	55.58	667.00
50104	Income Taxes	0.01	0.12	55.58	667.00
50105	Property Taxes	0.00	0.00	0.00	0.00
50112	Holiday Decorations	0.15	1.74	811.83	9,742.00
52031	Insurance - Property & Liability	2.65	31.82	14,834.58	178,015.00
54000	Electric - Irrigation	2.53	30.38	14,166.67	170,000.00
54050.09	Electric - Street Lights	3.25	38.96	18,166.67	218,000.00
19010	Utility Deposits	0.00	0.00	0.00	0.00
60085	Lake Maintenance Contract	0.48	5.78	2,693.08	32,317.00
60090	Lawn/Landscape Maintenance Contract	3.59	43.11	20,102.08	241,225.00
60091	Irrigation Inspection/Maintenance Contract	2.32	27.88	13,000.00	156,000.00
60092	HUB Communications Subscriptions	0.11	1.32	614.08	7,369.00
60093	Pumps Preventive Maintenance Contract	0.11	1.37	640.00	7,680.00
60094	Water Management Contract	0.78	9.39	4,376.83	52,522.00
60095	Landscape Chemical Application Contract	1.17	14.01	6,533.00	78,396.00
61022	Irrigation Inventory	0.45	5.36	2,500.00	30,000.00
61023	Management Services Contract	2.59	31.06	14,482.00	173,784.00
70024.00	R & M Fence	0.02	0.27	125.00	1,500.00
70025	R & M Buildings	0.04	0.48	225.00	2,700.00
70026.00	R & M Lakes	0.12	1.43	666.67	8,000.00
70027	R & M Sidewalks	0.15	1.79	833.33	10,000.00
70030	R & M Roads	0.15	1.79	833.33	10,000.00
70035	R & M Signs / Lights / Benches	0.22	2.59	1,208.33	14,500.00
70036	R & M Landscape	0.30	3.57	1,666.67	20,000.00
70037	R & M Drainage	0.32	3.80	1,770.83	21,250.00
70039	R & M Irrigation Repairs	0.30	3.57	1,666.67	20,000.00
	TOTAL COMMON EXPENSE	22.52	270.28	126,020.33	1,512,244.00
	GOLF COURSE PROPERTY LEASE				
70134	Golf Course Property Lease	0.54	6.43	3,000.00	36,000.00
70134	lease fee offset (from sub-Lessee)	(0.36)	(4.29)	(2,000.00)	(24,000.00)
70135	Golf Course Property Insurance	0.24	2.91	1,358.33	16,300.00
70135	insurance offset (from sub-Lessee)	(0.14)	(1.73)	(808.33)	(9,700.00)
70136	Golf Course Mowing	0.48	5.72	2,666.67	32,000.00
70137	Golf Course Lake Maintenance	0.20	2.40	1,117.08	13,405.00
70138	Golf Course Building Electric	0.01	0.16	75.00	900.00
70139	Golf Course Janitorial Service	0.08	1.00	466.67	5,600.00
70140	Golf Course Janitorial Supplies	0.04	0.45	208.33	2,500.00
	TOTAL LEASE EXPENSE	1.09	13.05	6,083.75	73,005.00
	POOLED RESERVES				
30000.001	Signs & Lights	0.72	8.66	4,037.15	48,445.81
30000.001	Buildings	0.09	1.06	493.99	5,927.93
30000.001	Drainage	6.36	76.34	35,595.83	427,149.90
30000.001	Fence	0.07	0.82	381.14	4,573.72
30000.001	Bridge	0.29	3.49	1,628.08	19,536.98
30000.001	Irrigation	3.71	44.55	20,770.83	249,249.97
30000.001	Landscaping	0.15	1.79	833.33	10,000.00
30000.001	Roads	5.79	69.42	32,367.70	388,412.35
	TOTAL POOLED RESERVES	17.18	206.13	96,108.05	1,153,296.65
	TOTAL CONTRIBUTION	40.79	489.46	228,212.14	2,738,545.65

Gilbert Peas