

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

**December 5, 2016**

**Purpose: Regular Business**

**I. Opening**

**A. Call to Order** by President Haggerty at 9:30 a.m. at the 2020 Centre Forum Room, 2020 Clubhouse Dr., 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: Master Assoc. Dana Lin Phillips Manager.

**II. Minutes:**

**A.** President Haggerty made a motion which was seconded to approve the minutes of 11/2/16 and 11/16/16 Special Board Meetings. Motion carried unanimously.

**B.** President Haggerty made a motion which was seconded to approve minutes for "Consent to Action in Lieu of Meeting" dated 11/16/16. Motion carried unanimously.

1. Treasurer Peyton made a motion which was seconded that: "Pursuant to the authority granted by Article XI of the Second Amended and Restated Bylaws of Sun City Center West Master Association, Inc. and applicable laws, that the Master Association enter into a loan with Valley National Bank in accordance with the terms and conditions generally stated in the October 25, 2016 loan commitment of Valley National Bank. Pursuant to that loan commitment, the loan shall be for the maximum amount of \$500,000. The loan shall be subject to a fixed interest rate in the amount of 4.35%. The loan shall be subject to an 18 month draw period, where interest only payments shall be due monthly. Thereafter, the loan shall be retired based upon equal monthly payments, which shall retire principal and interest. The total term of the loan shall be sixty six (66) months, which includes the 18 months of the draw period. The loan shall be contingent upon final lender approval, as well as final approval by the Master Association's legal counsel of all loan documents and related closing documents. Collateral for the loan shall be the pledge of monthly assessments and special assessments, if any. The loan shall be subject to a \$2,500 origination fee, and there shall be no pre-payment penalty. As

part of this motion, the Board members shall be permitted to execute whatever resolutions and documents are reasonably required to close the loan transaction in accordance with the terms and conditions in the loan commitment. The borrowed funds shall be used exclusively for the repair and retrofitting of irrigation systems in Kings Point that are the responsibility of the Master Association. Surplus funds that are borrowed but not actually needed to complete the work shall be utilized to promptly repay the debt due to the lender.” *Concurrent with the finalization of the loan, the Board shall open an interest bearing account at Valley National Bank to accept the direct draws of the borrowed funds.* Motion carried unanimously.

2. Secretary Barba made a motion which was seconded to accept proposal from Water Resource Associates to perform outlined tasks that will focus on determining: a) if and how the golf course property could be re-zoned for residential development; b) can the operational maintenance of the storm water management system be separated and assigned to the Master Association and Clublink by revising the existing Hillsborough County and SWFWMD permits. **Cost \$5,610.** Engineering, geotechnical support, surveying, permit fees, application fees, newspaper advertising, if needed, are additional cost. Motion carried (4 for, Director Bocchieri abstained).

### III. Reports:

- A. President’s Report: A report was given by President Haggerty.

### IV. New Business:

- A. Treasurer Peyton made a motion which was seconded to cancel the Line of Credit at Encore Bank upon finalization of the loan with Valley National Bank. Motion carried unanimously.
- B. Treasurer Peyton made a motion which was seconded to adopt the Association Resolutions text as presented by Bank United dated December 5, 2016. Motion carried (4 for, Director Bocchieri abstained).
- C. President Haggerty made a motion which was seconded to authorize ITS to purchase the Baseline equipment for Hub 30/31 prior to January 1, due to Baseline’s announcement of a 2%-4% price increase effective January 1. Motion carried unanimously.

- D. Treasurer Peyton made a motion which was seconded to conduct Irrigation Inventory semi-annually, in September and March; specific days to be coordinated with Bob Peyton (Treasurer), Dana Phillips (Manager), and Tave Close (ITS). Motion carried (4 for, Director Bocchieri abstained).
- E. Vice President Davis made a motion which was seconded to accept the proposal from HDR to draw the construction plans for the main gate Visitor Lane expansion. Discussion: HDR submitted a verbal estimate of cost at around \$40,000 but had not submitted a written proposal by the meeting date. Mr. Davis and the second withdrew the motion. The Board will postpone decision pending obtaining written estimates.
- F. President Haggerty made a motion which was seconded to install a Brighthouse internet line with Static IP Address, to connect directly to the Baseline server located at the Manager's office, 1904 Clubhouse Drive and, if practical and cost effective, to replace each 3G Modem with Brighthouse internet, at each of the five Hub locations. Motion carried unanimously.
- G. Secretary Barba made a motion which was seconded that the Board adopt a **Protocol** for Board and/or Management to follow when responding to inquiries from member representatives, residents, vendors, board members, etc. Motion carried unanimously.
- All requests for information from other Board members shall be forwarded directly to the Master Association president.
  - All communications with Master Association's legal counsel (written or verbal) will be between the president and legal counsel only, unless otherwise directed by the president. The president may include other Board members and/or management at the meeting, if needed. The proceedings at any meeting with legal counsel shall be kept in strict confidence by the attendees.
  - Any matter that comes to the attention of Management or a Master Association board member, which requires interpretation of a legal document, agreement, contract, insurance, or opinion regarding a legal matter shall be forwarded to the Master Association president.
  - Management may respond to inquiries to impart information regarding any set policy, publicized document, calendar event, scheduled project, service request, or any inquiry of a general nature. If interpretation of any such information is requested, Management shall forward the request to the Master Association president.
- H. Vice President Davis made a motion which was seconded to execute an agreement with USDA to trap populations of nuisance animals causing damage within Kings Point boundaries and to including Clublink in the Agreement so that traps can be set upon golf course property. Agreement **not to exceed \$12,500**. Clublink agreed to sign an attachment which allows

traps on the golf course and to contribute up to \$1,000 to the cost. Motion carried unanimously.

**I. Project Approvals**

1. President Haggerty made a motion which was seconded to ratify Board acceptance of proposal from Global Engineering to repair two catch basins and underdrains in Brookfield. Reserve Cost **\$5,678** (2323 Brookfield Greens Cir.) and **\$3,885.93** (2313 Brookfield Greens Cir.) Motion carried unanimously.
2. President Haggerty made a motion which was seconded to ratify Board acceptance of proposal from ITS to replace the irrigation pump & discharge hose at Edinburgh. Reserve Cost **\$10,757.91**. Motion carried unanimously.
3. President Haggerty made a motion which was seconded to ratify Board acceptance of proposal from ITS to replace irrigation pump and motor at Oxford II. Cost Reserve **\$5,451.85**. Motion carried unanimously.
4. President Haggerty made a motion which was seconded to accept proposal from ITS to retrofit well pump ID-18 to connect to the Lower Loop irrigation systems. Reserve Cost **\$11,038.35**. Motion carried unanimously.
5. President Haggerty made a motion which was seconded to ratify Board acceptance of proposal from Global Engineering to repair the road base and asphalt at Acadia Greens Drive/Vilmont Greens Dr. intersection due to possible golf course irrigation pipe leak. Reserve Cost **\$5983.20**. Motion carried unanimously.

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

- Management will add a duplicate panel on the back side of two Southgate Exit signs on Kings Blvd.
- Concerns about parking on Master Association roadways in the Homeowner Associations areas. Master Association will hold a Board Workshop to discuss this with the representatives of the four HOA's (Yorkshire; Richmond; Nottingham; Somerset).
- Question about how and why HOAs exist within Kings Point.

**VI. Adjournment:** There being no further business, the meeting adjourned at 10:30 a.m. – December 5, 2016.