

**SUN CITY CENTER WEST MASTER ASSOCIATION, INC.**  
**SPECIAL BOARD OF DIRECTORS MEETING**  
**FEBRUARY 8, 2016**

**Purpose: Regular Business**

**I. Opening**

- A. Call to Order by President Davis at 2:00 p.m. at the Main Clubhouse Ripple Room, 1900 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. Manager Dana Lin Phillips

**II. Minutes: Motion** by Ms. Peco was seconded, to approve the minutes of 11/12/15 and 11/18/15. Correction: page 2, second paragraph heading corrected to say "Cypress Creek North". Motion carried unanimously.

**III. Reports:**

- A. Treasurer's Report: The report given by Treasurer Peco for month ending 1/31/16 is attached to these minutes.
  - a. Reserve Bank Accounts: Motion by Mr. Peyton, second by Mr. Barba, to open reserve accounts at Union Bank to take advantage of free Excess Deposit Insurance (EDI) and to move funds from U.S. Bank so as not to exceed the FDIC limit. Discussion: U.S. Bank no longer offers EDI. Motion carried unanimously.
- B. President's Report: The report given by Mr. Davis is attached to these minutes..
- C. Manager's Report: The report given by Ms. Phillips is attached to these minutes.

**IV. Old Business:**

- A. HDR South Gate Traffic Study: Motion by Ms. Peco, second by Mr. Haggerty to postpone the decision to NOT include additional parking spaces at the Southgate. Motion carried unanimously.

**V. New Business:**

- A. Reserve Bank Accounts: (Chair moved agenda item to III. A. above)
- B. Designated Representative Form: Motion by Mr. Haggerty, second by Ms. Peco to revise the Designated Representative Form to include a space where Presidents can choose to have notifications e-mailed to an alternate Board member. Motion carried unanimously.
- C. Project and Expense Approvals:
  - 1. Geopoint Survey & Easement for Nottingham Sign: Motion by Ms. Peco, second by Mr. Barba to approve up to \$1,500 for a site-survey to develop the easement for Nottingham's entry sign. Motion carried unanimously.

2. Florida's Eden: **Motion** by Mr. Haggerty, second by Mr. Barba to approve up to \$11,625 for fourth treatment of Master Association's palms and trees. Motion carried unanimously.
3. Villeroy speed limit signs: **Motion** by Mr. Peyton, second by Mr. Barba, to approve ordering two 15mph sign panels with installation at each end of Villeroy Greens Drive, using existing posts and finials in storage. Motion carried unanimously.
4. Flow Meter replacements: **Motion** by Mr. Barba, second by Mr. Haggerty, to accept Citrus Seven quotes to replace two flow meters: one at Cambridge for \$2,280 and one at Lancaster for \$4,445, required so that Clublink can complete the Water Use Permit renewal application. Motion carried unanimously.
5. Lake #2, #5, #30 Aeration And Maintenance Agreement: **Motion** by Mr. Haggerty, second by Mr. Barba, to accept Aquatic Systems/Vertex Water Features quotes totaling \$7,658.25 to add aeration at lake #2 (solar powered); #5 (electric), and #30 (electric) and to have F&L Electric run wiring to add 20 amp outlets at locations #5 and #30. Furthermore, the Board accepts the Aeration Maintenance Agreement costing \$804.64 annually. Motion carried unanimously.

VI. **Open Forum:** Inquiries from member representatives:

- A. Cathy Ritchie. Are the Loop Pumps all operational at this time. Answer: yes
- B. Charles Hassell. Has Minto announced the disposition of T-Pod yet.  
Answer: no.
- C. Rick Massimei. Are golf carts and pedestrians allowed to use the sidewalk adjacent to Richmond.  
Answer: yes, this was planned as a mixed use pathway; golf carts had jurisdiction before pedestrians. The Southgate traffic engineer has now agreed that golfers can be directed to use Kings Green Drive to bypass this section of sidewalk.
- D. Stuart Gibson. When is Worthington Greens Drive going to be repaved?  
Answer: Not known at this time. Management will be inspecting roads in Spring, to prioritize needs balanced against available funds.
- E. Wayne Hall: 2020 Centre parking lot bumpers should be painted.  
Answer: this area is not Master Association responsibility. Vesta has been notified of the concern.

F. ? : Is the Master Association's management contract tied to the Federation's management contract with First Service?

Answer: No. They are separate entities with separate contracts.

G. Janice Kincaid. Somerset residents and contractor vehicles drive fast, short-cutting through Villeroy; can anything be done about this?

Answer: This is not a Master Association responsibility.

H. Del Duerr: Vehicles speed through the southeast curve on McDaniel Street in Oxford II and it is a blind curve. Can something be done here?

Answer: Perhaps painting a solid center line would visually slow drivers as they would keep to one lane when going around the curve.

I. Maureen Motley: When is the Highgate I area going to be repaved?

Answer: same answer as item VI. D. above.

J. Nancy McGinnis: The Dog Lover's Club wants to request the support of the Master Association to work with Hillsborough County to use the State Land for a public dog park.

Answer: Send a written request to the Board of Directors.

**VII. Announcements - none**

**VIII. Adjournment:** There being no further business, the meeting adjourned at 3:22 p.m.

**SUN CITY CENTER WEST MASTER ASSOCIATION**  
**TREASURER'S REPORT TO THE BOARD OF DIRECTORS**

February 8, 2016

**MASTER FUNDS THROUGH 1/31/2016**

Operating Account - Bank United:

Adjusted book balance 1/31/2016	<u>\$175,999.68</u>
<b>Total Operating</b>	<b>\$175,999.68</b>

Reserve Accounts:

US Bank Checking	\$ 18,262.73
US Bank Money Market	\$ 828,727.88
Encore Bank Money Market	<u>\$ 244,322.15</u>
<b>Total Pooled Reserves</b>	<b>\$1,091,312.76</b>

US Bank no longer provides coverage for excess deposits over the FDIC limit of \$250,000. Due to this change in policy it is recommended that the Board approve moving funds in excess of the FDIC limit to Union Bank. Union Bank offers Excess Deposit Insurance for deposits above the \$250,000 FDIC limit at no additional charge.

**PROPOSED MOTION: Master board approves opening reserve accounts at Union Bank to take advantage of free Excess Deposit Insurance, and to move funds from US Bank so as not to exceed the FDIC limit.**

**OPERATING BUDGET VS ACTUAL THROUGH 1/31/2016**

Total Operating Expenses are exceeding budget by \$25,074.56. Landscape and irrigation repairs and maintenance have been higher than budgeted so far this year this year. Some of this overage is due to the Florida Eden's additional work to fertilize our trees across the Master property.

The other lines of the budget, administrative, insurance, utilities balance each other out. Details are in the attached income statement.

Thank you,

Eileen Peco  
SCCW Master Association

# Master President Report

2-8 -2016

1. Thank you Treasurer Peco for an informative financial report. I'm pleased me that a comprehensive Master financial report has been produced.
2. A number of Associations have approached the Master to become involved in Association related matters. It is not the function of the Master to become involved directly with Association matters especially when the Association has not done their due diligence. Although the Master may be sympatric to their cause, Associations should seek the proper professional legal assistance when necessary. At that point the Master may review if warranted and determine and advise what the right path should be.  
Where Associations feel they have a conflict with the Master, the Board is more than willing to listen to their issue; however, the Master Board insists that Associations have competent assistance from professionals (legal, surveyors, etc.)In order to proceed in trying to help solve the matter. In other words do their due diligences.
3. Our irrigation consultants ITS, are closing in on identifying the Upper and Lower loops irrigation system. When that occurs, VP Haggerty will lead a workshop whereby ITS will be giving the Board the results of their findings, identity and cure for the problems that have existed for years. The Board will announce the results of that workshop to the Community. VP Haggerty has been providing the Board with just some of the accomplishments that ITS made so far and it certainly will bring KP into the 21<sup>st</sup> century in Irrigations systems.
4. Later on in this meeting the Board will address contracts that will keep KP a vibrant Community.
5. Our studies continue with respect to the main and back gate traffic issues. You probably have noticed surveyors busy in these areas.
6. Our attorney, Eric Appleton is working on the management contract with FirstService Residential. The Board will be working on this in the coming weeks.
7. Speeding has increased within the associations and we have received a number of complaints and requesting for speed signs. Personally, I have

**SCCW MASTER ASSOCIATION  
MANAGER'S REPORT  
February 8, 2016**

**Master Association Transition**

- Turnover Audit – Attorney Appleton to schedule paralegal to review Association records.
- Master Association Policies to be developed by Attorney Appleton to include:
  - Clubs with exclusive use of Master Association lands
  - Parking on Master Association property
- Master Association Agreements under review by Attorney Appleton:
- Reserves Study – One proposal received; other proposals to be requested.

**Irrigation**

- ITS completed the audit of upper and lower irrigation loops on January 27 and submitted the repair report. The report coordinates with our controller ID list however ITS did not supply an address overlay on the mapped zones.
- Clublink says Hillsborough County plans to reintroduce reclaimed water by 2018, to supplement golf course irrigation lakes. This plan affects Master Association at the following lakes:
  - **Lakes #46** is currently filled by the Master Association irrigation well **ID-8** (Highgate pump). Master Association's 40hp pump (Lancaster) draws from this lake to supply the Lower Loop. Golf course's 60hp supplies irrigation from this lake to Falcon Watch/Cypress. Renewal of Water Use Permit may depend upon Clublink executing Agreement with Hillsborough County to accept Reclaimed Water. Acceptance could affect the request to replace the collapsed re-charge well at this location, **ID-18**.
  - **Lake #132** is currently filled by the Highgate irrigation well **ID-8**. This lake supplies golf course irrigation only.
  - **Lake #59** is currently filled by Master Association's 5hp well pump at Villeroy and by golf course well **ID-22**. Villeroy and Clublink both irrigate from this lake.
  - **Lake #1a** is filled by 40hp pump **ID-7A** (Knolls). Now that the Executive course is closed, this lake only supplies the Main Clubhouse irrigation, of which Master Association has two zones north of Maingate still on Turf Keepers' clocks (*rotors west of the entry lanes and spray heads in the strip of grass east of the exit lanes.*)
- Master Association ordered repair of the Knolls, Cambridge, and Lancaster flow meters so that Clublink can complete the water use permit renewal application.
- TurfKeepers completed extension of the upper loop mainline to the Maingate landscaping.
- Two proposals have been submitted to disconnect five Upper Loop zones from the Clubhouse lake controller and wire them to a new controller at Heritage park instead. Thereafter, the only zones operating from a Clubhouse controller will be the Main entry west side rotors, Main Gate exit lane sprays, and the first Kings Blvd. median that is south of the Main Gate. The ITS bid is \$700 less than ValleyCrest.
- Specifications and **RFP to be done** for irrigation systems inspection and irrigation lines greater than 1" repair.

### Landscape

- Florida's Eden applied the fourth treatment to stressed palms the first week in February and took pictures to document progress.
- Specifications and **RFP to be done** for Lawn/Landscape/Irrigation 1" lines and emitters repairs and maintenance.

### Insurance:

- In August, 2015, a resident's husband reported his wife fell on the Newpoint Loop sidewalk, however details were sketchy. Exact location of the accident is not known at this time, however Management repaired various sidewalk sections along Newpoint Loop in response to the report of a fall having occurred. In December, Vesta was contacted by the recreation facility's G/L insurance adjuster who, upon further investigation, determined the incident did not occur on recreation facility's property. The recreation facility's G/L carrier is currently notifying plaintiff's counsel. In anticipation of a claim being filed against Master Association, Mack/Mack/Waltz has forwarded an incident report to Master Association's G/L Insurance carrier.
- Master Association's Property Casualty insurance renews on April 15<sup>th</sup>. Greg Waltz will forward the Proposal and Renewal Application in February.
- Archery Range insurance policy premium to be determined.

### Drainage:

- *Geopoint Surveying* completed the topographical survey of North Cypress Creek
- *W&W Enterprises* is now working on the model for North Cypress Creek embankment stabilization.
- *Global Engineering* submitted estimates for repair to replace Bedford Terrace drain pipes and one catch basin. Management is seeking a comparative bid from *Nice Services*.
- *Global Engineering* installed the skimmer panels on the weir at Lake #3 last week.

### Bridge:

- *W&W Enterprises* completed the specifications to strip and paint the Kings Blvd. cart bridge and replace the deck. **RFP to be done.**

### Signs/Lights/Benches/Sidewalks:

- *Geopoint Surveying* completed the survey drawing for the Nottingham sign easement and will forward to Master Association this week. Attorney Appleton will record the easement.
- *Hubbell's Nursery* continues with sidewalk repairs throughout Kings Point, as needed. Hubbell's also added concrete to re-secure the flagpole at Southgate.
- Street signs located under oak trees need cleaning. RFP to be done.
- Sidewalks need cleaning. RFP to be done.
- Two park benches, damaged beyond repair, were removed this past summer. Management is researching design and cost for replacements.

**Roads:**

- *Global Engineering* submitted estimate to re-pack road base and repair uneven asphalt across Kings Blvd between Andover A and Bedford Trail intersections, where a drain pipe was replaced years ago. Management is seeking a comparative bid from *Nice Services*.
- *HDR Engineering* recommendations for modifications to Maingate Visitor Lane is pending completion of the traffic and engineering study.
- *Global Engineering* repaired a second area at Maplewood where road lifted and broke away from the base due to hydraulic pressure from ground water, adjacent to a previous repair.
- Concrete roadway at the end of Bedford Lane needs repair or replacement. If removed, could be transported to North Cypress Creek for rip-rap. Work should be in conjunction with expanding the area for tram turnaround.

**Buildings:**

- Contacted Phil Crawford to inspect Southgate and Maingate to ensure operational smoke detectors are installed.
- Contacted Phil Crawford to request Air Patton to move west tower A/C thermostat to the north wall, away from the vent.

**Lakes:**

- *Aquatic Systems* will install aeration systems at lakes #2 (solar), #5 (electric), and #30 (electric). Will meet with *Aquatic* to determine best location.
- Will contact *F&L Electric* to run wires and install 20 amp outlets at locations #5 and #30.

**Payments pending:**

**Reserves:**

<u>Florida's Eden – 4<sup>th</sup> Quarter palm/tree treatments (11,625)</u>	<u>Balance paid: \$11,625</u>
<u>ITS – Irrigation Audit Upper and Lower Loops (\$33,000)</u>	<u>Balance due: \$33,000</u>
<u>HDR – Engineering Study of Visitor Lane (\$24,500)</u>	<u>Balance due: \$23,274</u>

**Operating:**

<u>Aquatic Systems – Lakes #2, #5, #30 Aerators (\$8,194.33)</u>	<u>Balance due: \$ 4,097</u>
<u>W&amp;W Enterprises - N. Cypress Creek (\$10,250)</u>	<u>Balance due: \$ 5,125</u>