

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

March 31, 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: Attorney Eric Appleton; Master Assoc. Dana Lin Phillips Manager; Pam Torpey Asst. Manager

II. Minutes: Motion by Ms. Peco to approve the minutes of 2/8/16. Second by Mr. Barba. **Motion carried unanimously.**

III. Reports:

- A. Treasurer's Report: The report given by Treasurer Peco for month ending 2/29/16.
- 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: none

V. New Business:

- A. Insurance renewal –Motion by Mr. Davis to add Environmental Impairment Liability (Pollution Condition aggregate \$250,000) to insurance coverage (\$4,882.52 premium) and to renew all Insurance Coverage through Mack, Mack & Waltz. (Crime limit increased to \$2,000,000) for policy period 4/15/16 thru 4/15/17, at total cost of \$145,001.78. This premium total includes \$3,000,000 G/L for Archery activity (\$1,616 to be charged back to Sportsman's Club Archers.) Second by Jim Haggerty. **Motion carried unanimously.**
- B. Reserve Funds Transfers:
 - 1. Union Bank EDI accounts: Motion by Ms. Peco to **transfer \$700,000** from Reserves U.S. Bank Money Market to Union Bank Money Market and **transfer \$50,000** from U.S. Bank Money Market to Union Bank Checking to take advantage of Union Bank's Excess Deposit Insurance program. Second by Mr. Peyton. **Motion carried unanimously.**
 - 2. Bank United funding: Motion by Ms. Peco to **transfer \$100,000** from Reserves U.S. Bank Money Market to Bank United Operating account to fund the 2016 Insurance Renewal premiums. Second by Mr. Haggerty. **Motion carried unanimously.**
- C. 2016 Lawn/Landscape/Irrigation maintenance renewal: Motion by Mr. Haggerty to continue Lawn/Landscape agreement with ValleyCrest (n/k/a BrightView Landscape Services) for a period of one year (April 1, 2016 to March 31, 2017) @ \$22,730.56 monthly. **\$272,766.72 annually.** Second by Mr. Barba. **Motion carried unanimously.**
- D. Management contract with FirstService Residential Florida, Inc. ***This matter is deferred to the next Board meeting.***

- E. 2016 Preventive Maintenance Agreement: Motion by Mr. Haggerty to approve ITS proposal for quarterly maintenance on four pump stations with services in April, July, October, January to begin on April 1, 2016 @ \$1,920 per quarter. Repairs are quoted as additional cost @ \$96/hr. Pump Tech. & \$50/hr. Assistant, portal to portal. Second by Mr. Barba. **Motion carried unanimously.**
- F. 2016-2017 Irrigation Audits: Motion by Mr. Haggerty to accept ITS proposal to continue with a schedule of Irrigation Audits in April 2016 @ \$60,725; July @ \$65,275; October @ \$34,125, January @ \$30,800, and April 2017 @ \$30,100, to complete the GPS locates of electric valves and mapping of all irrigation in Kings Point, paid from Reserves. Total cost is \$221,025. Second by Ms. Peco. **Motion carried unanimously.**
- G. Master Association Manager's Office: Motion by Mr. Davis to replace carpet in manager's office and tile in the foyer. Purchase appropriate sized matching office furniture (two desks/two returns/two hutches) for Master Association Manager and Asst. Manager. Second by Mr. Barba. **Motion carried unanimously.**
- H. Recharge well at lake #46: Motion by Mr. Haggerty for Master Association to pay a fair portion (**up to one-half**) of Clublink's cost to replace the recharge well (and pump repair or replacement if needed) for lake #46. Second by Ms. Peco. **Motion carried unanimously.**
- I. Project and Expense Approvals
1. Drainage and street repairs: Motion by Mr. Barba to accept Nice Services bids to repair Kings Blvd between Andover A and Bedford Trail \$12,000; to replace two storm drain pipes and one catch basin on Bedford Terrace \$50,672; to replace concrete at the end of Bedford Lane (Bedford A/B) and widen the ends for tram turnabout \$15,935. Second by Mr. Haggerty. **Motion carried unanimously.**
 2. Irrigation Inventory – Motion by Mr. Haggerty to replace Highgate pump, motor, cable with inventoried equipment and to purchase another spare 75hp pump, motor, and #1 cable to keep in inventory for future replacement at Highgate or Cambridge. Estimated cost \$17,323. Second by Mr. Barba. **Motion carried unanimously.**
 3. Knolls 40hp pump replacement: Motion by Mr. Haggerty to purchase equipment and schedule replacement of replace Knolls 40hp pump, motor, cable @ \$18,649.78 along with the flow meter. Second by Mr. Barba. **Motion carried unanimously.**
 4. Tree Treatments: Motion by Mr. Peyton to continue treatments for certain areas of palms and trees, as reviewed by M.A. Manager and Florida's Eden @ \$7,575 for first quarter 2016. Second by Mr. Haggerty. **Motion carried unanimously.**
 5. Master Association office: Motion by Mr. Peyton to purchase two desks, two computers, one conference table, eight chairs, file cabinet, office supplies, \$8,802.13 total plus software subscriptions \$69.40 annually plus Bighthouse phone, internet, wi-fi & modem @ \$161.92 monthly, paid from Reserves. Note: Master Association will also share a proportional cost for 2020 office building utilities and cleaning, to be billed by Federation, annually. Second by Mr. Barba. **Motion carried unanimously.**
 6. Southgate traffic pattern modifications: Motion by Mr. Davis to proceed with changing the Scepter #14-15 Cart Path egress, per recommendations by HDR. Note the following will be done: 1) Order HDR recommended signage;

2) Remove sections of concrete so that the cart path does not curve where it intersects the sidewalk; 3) Install metal plate for bump-up onto cart path west of Richmond; 4) Move cart path stop sign at Richmond intersection to cart path/Kings Green intersection; 5) Install split rail fence to deter carts from cutting across the grass; 6) Install bollards to deter cart drivers from driving on sidewalk. Second by Mr. Haggerty. Discussion: Clublink representatives Brent Bender (Clublink's interim D.O.O.) and Drew Summerill (Golf Course Superintendent) reviewed this plan at the Board workshop (3/11/16) and has no objection. Attorney Appleton will review Master Association records to ensure there is a recorded easement allowing golfers to traverse Kings Green Drive. **Motion carried unanimously.**

VI. **Announcements** - none

VII. **Adjournment:** There being no further business, the meeting adjourned at 3:05 p.m.

**SUN CITY CENTER WEST MASTER ASSOCIATION
TREASURER'S REPORT
March 31, 2016**

INCOME STATEMENT THROUGH FEBRUARY 31, 2016

- Revenues, including fees and interest, are running slightly ahead of expectations by \$15,573, totaling \$2,147,263 against a budget of \$2,131,690 through February, 2016. The primary reason for the increase is the addition of new homes built by Minto.

- Operating Expenses are overrunning expectations by \$63,379 so far for the year, primarily due to unanticipated expenditures in the area of landscape, irrigation, and drainage repair and maintenance. A major lightning strike damaged the Lyndhurst irrigation system; there have been major irrigation mainline breaks; Lake #9 embankment stabilization project; contract with Florida's Eden to treat palms throughout the Master that were showing severe stress due to nutrient deficiencies, etc. The Master has sufficient operating surplus to cover these additional costs without affecting the planned budget.

RESERVE FUNDS

- Master Pooled Reserves grew from a beginning balance of \$467,024 on 4/1/2015 to \$1,139,740 as of 2/28/2016. Reserve expenditures year-to-date are \$220,898. Major projects include Irrigation pump replacements in Tremont Lake, Manchester II, Brookfield pond, Yorkshire pond; Cypress Creek North invasive vegetation removal; Lake #9 embankment stabilization; Gloucester Blvd Lake 3 drain pipe and weir replacement.
- Accumulated reserve funds are planned for major road paving projects (est. at \$700,000 for 2016 – 2017); drainage and landscape maintenance; and irrigation audits and upgrades.

MASTER BANKING

As approved in the February Master Board Meeting, the Master opened reserve accounts at Union Bank to take advantage of free Excess Deposit Insurance, and moved funds from US Bank which no longer provides coverage for excess deposits over the FDIC limit of \$250,000.

Submitted,

Eileen Peco
Treasurer, SCCW Master Association

We have on today's agenda a number of transactions for Board approval in carrying out the business of the Sun City Center West Master Association. From the previous Board Meeting the Master Board and Staff have been quite busy.

1. First, beginning tomorrow, April 1st, we will now have two full-time staff members, Dana Phillips and Pam Torpey. Welcome Pam to full time status with the Master Association. Dana has been waiting very patiently for this day to come.
2. We have significant Master Association business today with a number of contracts that will be approved by our Board. 1) The Landscape Contract with Valley Crest (Brightview). I am pleased to inform the Membership that we have completed a one year extension for Valley Crest (Brightview) beginning April 1, 2016 running through March 31, 2017. During the year our plans are to develop a RFP for a three year Landscape Service Contract. The one year extension will be at the same rates and scope of work.
3. The management contract with FirstService is still in negotiations as we have a few items that we still need to address.
4. The Board has met with Greg Waltz, of the Mack, Mack & Waltz Insurance Group, and will be approving our Master Association Insurance renewals for the new fiscal year. In addition to the normal insurance coverages, we will be adding one additional policy namely Pollution Condition coverage in the amount of \$250,000; this coverage protects the Community from any chemical and/or hazardous spillage into the soil or water ways leaving us with a contamination or environmental cleanup. This is especially important to have since there will be Bridge refurbishing contemplated for this year.
5. A renewal contract with Florida's Eden Corporation, Professional Licensed Certified Operators will continue to do quarterly treatments dealing with Trunk Injections that treat distressed trees from the inside directly into the tree's system of many large palm trees and Oaks to bring them along with those trees that have successfully been saved through this treatment program. The end results will provide the Kings Point Master Property looking beautiful to its full potential.
6. Vice President Jim Haggerty at the Master Briefing on March 18th gave a review on the initial Irrigation Audit with Irrigation Technical Services (ITS) and the additional audit for remaining 38 Associations. Cost for project installations were outlined at that time. VP Haggerty & Treasurer Eileen Peco gave a presentation to District 8 Associations on Monday covering audits and installation schedules that will affect their District. Board Members and Staff are taking a field trip to the Orlando International Airport viewing

first-hand the operation mechanics of a working Irrigation System that is proposed and planned for Kings Point. The system with all its working components exposed will provide the Board its due diligences responsibility prior to any implementation.

7. Projected Paving schedule was given out at the Membership Briefing for those Associations attending. This will be done in two phases – Spring & Winter. In addition, there will also be some road and drainage repair work on Kings Blvd between Andover/Bedford, Bedford Trail and on Bedford Lane.
8. We have no further information to report in reference to the T-POD exploratory work by Minto. As we learn of details and perhaps future development, we'll keep you posted through the Pointer, Membership Briefings and/or Official Board Meetings.
9. Traffic Management re-designs of the Front Entrance is still continuing to move forward and will be addressed in the next briefing.
10. Irrigation Audits by ITS will go forward over the next five quarters to complete the remaining 38 Associations.

Finally, I want to thank the Membership for their election in forming this Board. We are working diligently on your behalf. I want to point out special thank you to both Jim and Eileen in putting together the remarkable power-point irrigation presentation at our Master Briefing on March 18th. The amount of time and dedication required to make such an outstanding production understandable for the Membership is really exceptional. Thank you both for a job well done.

That's my report. We'll now hear from our General Manager Dana Phillips.

SUN CITY CENTER WEST MASTER ASSOCIATION, INC.
MANAGER'S REPORT
3/31/16

COMPLETED:

- Met with Monica Ransone, paralegal for Bush Ross, to review Master Association property deeds. Monica reported to Attorney Appleton that the Master Association property records are "impeccable". The Manager found a copy of an unexecuted form of Easement granted to Clublink. This document was given to Attorney Appleton to review with the attorney that prepared the form, to see if it was ever executed and returned to that attorney for recording.
- Reserve checking and money market accounts were opened at Union Bank to take advantage of EDI (Excess Deposit Insurance).
- Geopoint completed the site survey for Nottingham sign. Master Association executed an Easement document for Nottingham Sign installation. Attorney Appleton recorded the Easement with Hillsborough County Clerk of Court on 3/22/16. Document was forwarded to Creative Sign Design on 3/24/16. Letter of Authorization and NOC signed by Master Association and Nottingham Board, forwarded to Creative Sign Design on 3/24/16.
- Creative Sign Design installed two 15mph signs at each end of Villeroy Greens Drive.
- Citrus Seven replaced Flow Meters at Cambridge and Lancaster pumps. Accurate readings obtained and sent to SWFWMD.
- Aquatic Systems (Vertex) installed electric powered Aeration in lakes #5 (Knolls) and #30 (Southgate entry) and solar powered Aeration in lake #2 (Gloucester F).
- Popes Water Systems replaced the Highgate 75hp pump, motor, and cable; the Portsmouth lake recharge (well pump); and the Nantucket III irrigation pump. The Board will decide when to purchase a replacement 75hp for inventory.
- On 3/22/16 Florida's Eden (Nico Hernandez) and Master Association Manager (Dana Phillips) reviewed the progress of tree treatments performed during the past year. He submitted a modified proposal for next treatments needed.

- Global Engineering repaired the catch basin top at 820 McCallister and the concrete around one grate on Locksley Street. They replaced four grates on Locksley Street with galvanized, weight-bearing grates and replaced a broken manhole cover on a curb drain, adjacent to Hammersmith.
- Published Designated Representative(s) form REV 2-8-16 on the Master Association's web page and e-mailed the form to all presidents.

IN PROCESS:

- Pope Water Systems purchased replacement parts for the Knolls pump and the Knolls flow meter and has schedule to pull the pump next week (possibly Wednesday). The date will be confirmed to the residents on Kinnerett Way so they can move their cars. Paul must pull the pump first to determine the depth of the shaft before ordering the cable. We have been waiting for good rain saturation, as the pump station will be off-line for a few days.

PENDING:

- Nice Services and Global Engineering submitted bids to repair the sunken patch on Kings Blvd and to replace approximately 274 LF of storm pipe and one catch Basin on Bedford Terrace. Also, Nice Services bid to replace the concrete and extend the turnaround area at the end of Bedford Lane.
- Asphalt Restoration Technologies will be evaluating our roadway conditions in April and make recommendations for where an asphalt rejuvenator would versus repaving. A preliminary list of roads has been compiled but the scope of the project will depend upon available funds. The Master Association anticipates splitting the scope into two phases (Spring and Winter 2016).
- Dana Phillips spoke with Lois Sorenson (SWFWMD) to inquire about setting the times to use the Cycle and Soak timing method and also to update our Water Use Variance to include the newer associations. At this time, "Cycle and Soak" timing can be used if both cycles complete on the same day.
- The Federation president has asked Master Association to obtain an estimate to include the Rec Facilities in the Base Line irrigation design. Turf Keepers has been asked to confirm the number of zones at Main Clubhouse, 2020 Centre, Lawn Bowling, Southclub, and Nantucket pool areas, before asking ITS for an estimate for

the audit, which must be accomplished before determining if these areas can be added to the HUBS.

- Dana Phillips is awaiting an estimate from Specialist Fence to replace the surround at the Highgate pump with PVC panels and 3 gates after the Board decides the fence style. Also, to be received is an estimate to repair the wood fence between 36th Street and New Haven Circle.
- HDR submitted a revised enhanced drawing of the proposed Visitor Lane addition. Awaiting feedback from Master Association Board, Security, and Vesta.
- Master Association Board may consider adopting Parking Regulations for Master Association roads (especially HOA areas) and a procedure and standards for Member Associations to follow when install additional signage within their own associations.