

**FEDERATION OF KINGS POINT ASSOCIATIONS, INC.**

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Please find attached a copy of the reports from the Federation Board of Directors Meeting that was held on Wednesday, October 11, 2017. The Contract Review information was previously distributed to the Board Members and due to its confidentiality of information will not be posted on the website.



**TO: Federation of Kings Point Associations Board**  
**FROM: FirstService Residential – Rick Dowsell, General Manager**  
**DATE: October 11, 2017**  
**SUBJECT: The FirstService Residential Management Report**

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All Federation Directors presently sitting on this Board are current owners of condominium parcels or single family dwellings in the District they represent within Kings Point. This verification is based on information published in the public records of Hillsborough County on October 6, 2017.

Financial statements and reports continue to be completed and delivered accurately and in a timely manner by the 21<sup>st</sup> of the succeeding month. FirstService Residential provided individual association accounting conferences at the Kings Point FirstService Residential office during the month of September. The association treasurers and presidents that utilized this meeting were provided answers to any questions regarding their financials by Debbie Lauber. Please contact the FirstService Residential office to schedule a conference in October.

FirstService Residential has finalized meeting schedules and room availabilities for 2018 Annual Meetings. This information was sent out last month to all of the associations. FirstService Residential is also coordinating the 2018-2019 Budget Process. Please work with your community association manager in developing your individual association budget needs. Additional information will be provided next month regarding the distribution of association budget packets and the Budget Presentation meeting on Friday November 17<sup>th</sup>.

OLM completed a graded inspection on September 25, 26 & 27<sup>th</sup>. The full report of OLM along with additional information regarding Work Schedules etc. is available on the KPSCC.com website Landscape page. OLM will have a random inspection on October 25<sup>th</sup>. OLM's full report will be posted on the KPSCC.com Landscape page.

During the months of June through September, which brought excessive rains the landscape services provided has been a challenge for Mainscape. Also the recent winds from Hurricane Irma has added additional issues to handle and deal with.

Hurricane Irma caused some damage to a few homes, carports and tree branches fell on roadways and near homes.



Once the storm passed through Kings Point the Mainscape crews began working Tuesday. They were able to clean up debris from sidewalks, driveways and roadways which was priority one. They cut up several branches and filled several truckloads of storm debris. The crews have moved the debris to the temporary staging area the Master Association has designated on the closed golf course. The plan is to complete the storm cleanup by the end of this week and resume weekly mowing and edging etc. on Monday.



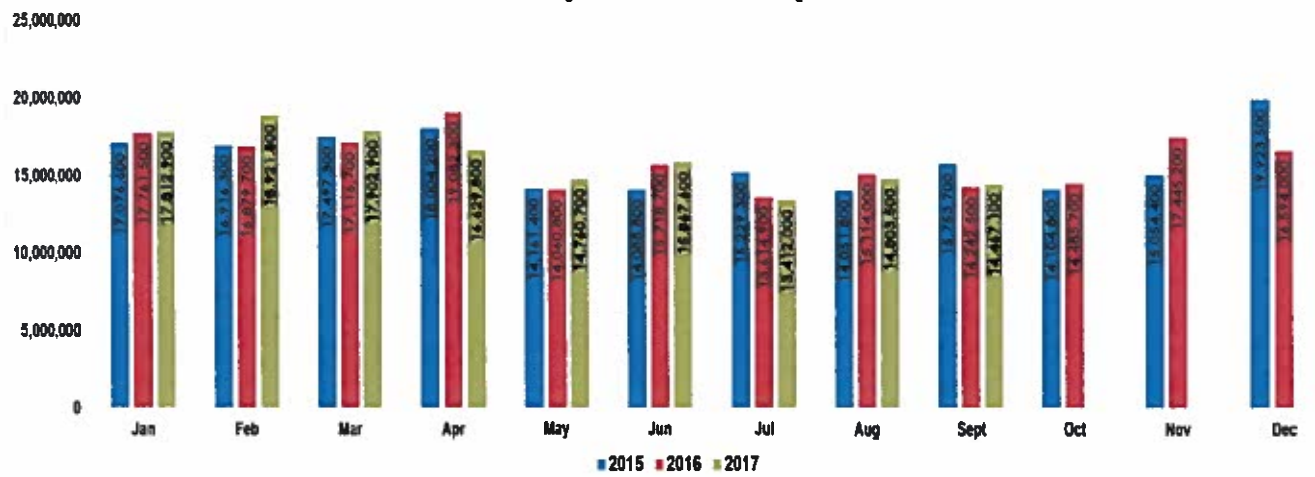
Darryl Flint, Landscape Contract Manager continues to monitor and work with Mainscape Management to get the services back on schedule.

Mulch Installation Information for each association will be distributed later this month.

**Federation of Kings Point Associations, Inc.**  
**2016 Mulch Purchase and Installation Procedures**

1. FirstService Residential ("FSR") has utilized the square footage measurements per building and associate area list from 2011 in order to approve the mulch needs of each Association that is a member of the Federation of Kings Point Associations, Inc. ("Federation"). FSR has also identified all unit and lot water maintenance tanks, any tanks that are filled with decorative mulch, and sprayed areas many months to not to be sprayed. Some of these areas will receive mulch as part of the process described in this operating procedure.
2. FSR has provided each Association with a map (Exhibit "A") and a list of addresses where mulch will be applied (Exhibit "B"). FSR listed the estimated number of mulch bags needed per building by each Association in Exhibits "A" and "B" and FSR provided each Association with an opportunity to review the measurements of proposed change and the Federalist copy of Map To Using the 2016 square footage of Association maintained areas, on or before September 11, 2016 writing to the number of bags not provided by FSR. Additionally, as which shall serve as authorization.
3. Each Association President or POC writing by signing the attached of total number of bags to be ordered under various Association name representative's signature on the a copy of the Association's map for the Association.
4. As soon as possible (20) calendar days general lawn and landscaping needs and common areas. Sign off from the body where mulch will "Change".
5. FSR shall advise each Association President shall be sent to each Association President by FSR of delays if there is any unexpected representative.
6. After receiving instructions to proceed to work at each Association POC as determined by each Association of installation that all shall

Kings Point Potable Water Usage



Currently, FirstService Residential management is coordinating various projects and contracts with two (2) associations for painting, six (6) associations for roofing, three (3) associations for pavers/driveways/sidewalks and sixteen (16) general maintenance repairs.

FirstService Residential Customer Service Representatives have processed for September 2017:

- 36 Property Transfer Applications YTD 459 compared to 2016 YTD of 400
- 36 Lease Applications YTD 382 compared to 2016 YTD of 378

In preparation for the Hurricane Season various Hurricanes related Documents have been uploaded to your Association's FSRConnect's Community Website. Once you have signed in to your Association's Community website click on my community, click on forms and documents and click on Association Documents. They are also available on the KPSCC.COM website on the bottom of the Home page.

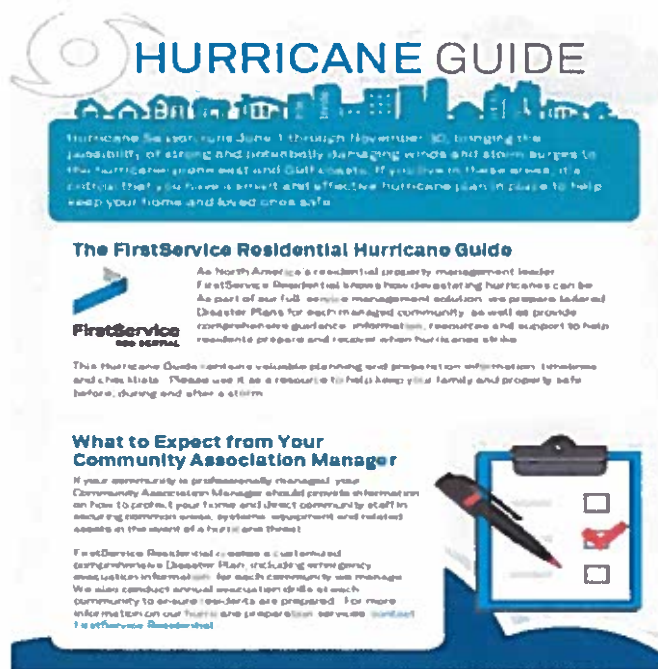
**2017 Catastrophic Emergency Plan** - This plan has been updated with the contractors who will serve American Strategic Insurance (ASI) and FirstService Residential if a disaster should occur. This document was sent to Board Members. This document is available to all board members.

**2017 Kings Point Hurricane Disaster Planning** - This document is available to all unit owners.

**2017 MainScape Emergency Action Plan** - This document is available to all unit owners.

**FirstService Residential Hurricane Guide** - This document is available to all unit owners.

Please update your Emergency Information with the FirstService Residential office. This information is extremely important whenever emergency assistance is necessary. Your continued assistance in returning this information is greatly appreciated.



**HURRICANE GUIDE**

Hurricane season runs from June 1 through November 30, bringing the possibility of strong and potentially damaging winds and storm surges to the hurricane-prone east and Gulf coasts. If you live in these areas, it's critical that you have a smart and effective hurricane plan in place to help keep your home and loved ones safe.

**The FirstService Residential Hurricane Guide**

As North America's residential property management leader, FirstService Residential knows how devastating hurricanes can be. As part of our full-service management solution, we prepare tailored Disaster Plans for each managed community, as well as provide comprehensive guidance, information, resources and support to help residents prepare and recover when hurricanes strike.

This Hurricane Guide contains valuable planning and preparation information, timelines and checklists. Please use it as a resource to help keep your family and property safe before, during and after a storm.

**What to Expect from Your Community Association Manager**

If your community is professionally managed, your Community Association Manager should provide information on how to protect your home and direct community staff in securing common areas, systems, equipment and related assets in the event of a hurricane threat.

FirstService Residential creates a customized comprehensive Disaster Plan, including emergency evacuation information, for each community we manage. We also conduct annual evacuation drills at each community to ensure residents are prepared. For more information on our hurricane preparation services, contact FirstService Residential.



**Federation Board of Directors Meeting  
October 11, 2017  
General Manager's Report**

**I. Recreation**

**A. Operations:**

1. **2017 Summer Series:** The Summer Series shows have been contracted for \$11,900. Current revenue for 2639 tickets is \$22,375 recovering 188% of the contract cost. The next and last show is October 17, Livin' in the USA.
2. **Fitness Center and Spa Usage:**
  - a. **Fitness:** Fitness Center usage for September is attached below.

2017- Sep- Fitness													
Sep	KPCH'17	KPCH'16	KPCH'15	KPSC'17	KPSC'16	KPSC'15	2020'17	2020'16	2020'15	Total Sep'17	Total Sep'16	Total Sep'15	
Group Exer	979	1,227	1,041	624	819	811	1,748	2,018	2,233	3,351	4,064	4,085	
Fitness Center				1,453	2,733	2,286	3,775	4,615	5,030	5,228	7,348	7,316	
Oriental				3	1	3	37	24	79	40	25	82	
<b>Total</b>	<b>979</b>	<b>1,227</b>	<b>1,041</b>	<b>2,080</b>	<b>3,553</b>	<b>3,100</b>	<b>5,560</b>	<b>6,657</b>	<b>7,342</b>	<b>8,619</b>	<b>11,437</b>	<b>11,483</b>	
	<b>Fitness</b>		<b>Group X</b>								<b>Total YTD'17</b>	<b>Total YTD'16</b>	<b>Total YTD'15</b>
Overall YTD Sep'15	36,357	23,716							64,906	67,563	60,053		
Overall YTD Sep'16	42,786	24,777											
Overall YTD Sep'17	40,591	24,315											

**Notes:** Hurricane Irma - closure for 3 days for the storm and clean up then brownout closures in the days following.

- b. **Fitness Schedule:** It is that time of year again when the Fitness Program goes to a Ticket System! Some popular classes reach room safety capacities during peak season. These classes will begin a ticket system for entrance into class. Residents will be required to present their KP badge to pick up a ticket at the reception area of the 2020 Centre the day of the class. One ticket per person, per class. The instructor will open the studio for admittance where you will turn in the ticket. Guests will not be allowed to attend the classes that require tickets.
  - i. **Classes on tickets:**
    - 8:45 Flex & Flow (Capacity 45)
    - 9:45 Zumba (Capacity 55)
  - ii. **Non-Ticket options for the same classes:**
    - 10:45 Zumba
    - 11:30 Flex & Flow
- c. **Spa Serenity:** The Spa performed 527 services in September on 305 clients. September figures for services and merchandise sales were \$15,462. These services are 19% up over the same period last September, and while still positive results, the storm resulted in numerous cancellations for services.

3. **Pointer advertising:** There were \$3,782 in ad sales for September with YTD sales at \$13,828.

4. **Guest pass and badge sales:**

2017-18 Sales:	September	YTD '17-18
1-Day Pass	\$1,005	\$14,720
Replacement Badges	\$10	\$340
	<b>Total</b>	<b>\$15,060</b>

5. **The Florida Lottery:**

<u>Online Tickets:</u>	
September Sales	\$2,450

Total Sales	\$155,574
Total prizes Paid	\$26,006
<u>Scratch Off Tickets:</u>	
September Sales	\$19,120
Total Sales	\$399,273
Total prizes paid to date	\$259,954

## II. Operational notables:

### A. Projects for 2017-18 are underway:

1. New monument signs for the Main Clubhouse and North Court Complex areas are completed. Installation is scheduled for October 16<sup>th</sup> weather permitting.
2. Cyber Café monument sign is completed.
3. Kiln vendor has rescheduled for next Thursday to complete the additional ventilation of the kilns in the pottery studio. Unfortunately, the kilns were in use on his visit to vent the kilns this week.
4. The AC unit replacement for 1904 is installed with dry wall repairs pending for completion.
5. North Club budgeted projects currently out-to-bid include:
  - a. Replace 5 exterior doors
  - b. Replace 2 electrical panels
  - c. Refurbish women's sauna
6. South Club pool replacement umbrella fabric will be installed by the end of the month.
7. South Club indoor pool replacement doors will be installed by mid-November.

## III. Transportation

### A. Occupancy

1. There were not any trips taken in September.

## IV. Security

### A. September data:

1. *Passes:* 9,066 passes issued
2. *Security Patrol:* 2906 miles driven
3. *HCSO report:* 0 hours due to Hurricane Irma

### B. Operations:

#### 1. September Stats:

- a. Total number of incident reports written: 37
- b. Total number of phone calls received: 8,196
- c. Daily avg number of phone calls received: 273
- d. Highest call volume: September 9 446

#### 2. Notables:

- a. The Meals on Wheels driver stopped at the gate to report one of the residences where he delivers meals still had the meals at the door since his last delivery 3 days ago. Security dispatched an Officer to the location where the Officer found the resident at the door just returning home. The resident happily informed the Officer he was "alive and well".



## Federation 2017/18 Quarter 2 Treasurers Report

	Budget	Actual	Variance
<b>REVENUE</b>	\$50,286	\$50,542	+256
<u>Income/loss</u>			+256
<b>EXPENSES</b>			
Administrative	3,966	1,673	+2,322
Utilities	2,352	1,470	+ 882
Contracts	792	963	- 171
<b>Total expenses</b>	7,110	4,106	+3,002

## Federation 2017/18 Quarter 2 Balance Sheet

	<u>Assets</u>
<b>Total Current Assets</b>	<b>\$139,078</b>
<b>Total Restricted Reserves</b>	<b>\$ 79,190</b>
<b>Total Assets</b>	<b>\$218,268</b>
	<u>Liabilities</u>
<b>Total Current Liabilities</b>	<b>\$173,463</b>
<b>Total Members Equity</b>	<b>\$ 44,805</b>
<b>Total Liabilities and Equity</b>	<b>\$218,268</b>

## Federation 2017/18 Year to date/Reserves Report

Major Fund/Reserve	Income	Expenses	Balance
• Insurance Deductible	10,686	11,968	26,452
• Grounds Clean Up	000.00	000.00	40,280
• Legal	15,000	10,607	12,614
• Contracts- Landscape	9,404	1,694	18,025
• Landscape Fund	2,652	0.00	7,956
• Transition	15,000	12,567	<u>10,625</u>