

**SUN CITY CENTER WEST MASTER ASSOCIATION, INC.  
SPECIAL BOARD OF DIRECTORS MEETING  
NOVEMBER 9, 2017**

**Purpose: Budget Approval; Other Business**

**I. Opening**

A. Call to Order by President Haggerty at 1:00 p.m. at 2020 Clubhouse Drive, in the Forum Room, 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 Dana Lin Phillips Master Assoc. Manager and Pam Torpey, Assistant Manager.

**II. Reports:**

A. President's Report: President Haggerty gave a report.

B. Treasurer's Report: Treasurer Peyton gave a report YTD 9/30/17.

C. Manager's Report: Manager Phillips gave a report.

D. SEC Committee: Jane Boccieri gave a report.

**III. Minutes:**

A. Vice President Davis made a motion, seconded, to approve the minutes of 9/15/2017 Special Board Meeting. Motion carried unanimously.

**IV. Unfinished Business: SEC Procedure (not discussed)**

**V. New Business:**

A. Administrative Policy: Motion by Secretary Barba, seconded, that should Master Association be aware of any incident occurring on Master Association property resulting in personal injury or property damage, Master Association shall submit a detailed Incident Report to its insurance agent to make the insurance carrier aware of the incident. Motion carried unanimously.

**B. Expense / Proposal Approvals:**

**1. Landscape:**

a. Motion by Director Boccieri, seconded, to engage Florida Mulch, Inc. to install new Grade B Cypress mulch throughout Master Association landscape beds @ \$4.18 per bag. Motion carried unanimously.

b. Motion by Director Boccieri, seconded, to remove the bald cypress trees from Master Association property which are adjacent to Somerset lots. Motion carried unanimously.

2. **R&M Irrigation:** Motions by President Haggerty, seconded, and unanimously carried to approve the following proposals from ITS to replace the following:
- |  |             |
|--|-------------|
| a. Hub 30/31 Radio/Ethernet Board hit by lightning       | \$ 5,420.00 |
| b. Oakley Green pump/motor/discharge hose                | \$ 9,562.01 |
| c. Highgate pump/motor/cable hit by lightning            | \$21,899.31 |
| d. Highgate VFD optocoupler & transducer hit by lighting | \$14,359.41 |
| e. Southampton I pump/motor/cable                        | \$ 8,163.25 |
| f. Richmond pump/motor                                   | \$ 5,769.23 |
3. **Motion by Vice President Davis, seconded, to approve the proposal from Global Engineering for \$10,146.25 to remove the 8'W x 32'L deteriorating water tank, partially buried, west of the Highgate pump station. Motion carried unanimously.**
4. **Motion by Secretary Barba, seconded, to approve Popes Water Systems to drill a new well within 30' west of the Highgate pump station, move the pump and motor to the new well, tie-in to the existing well discharge pipe, and plug the existing well for approximately \$65,281.32. Motion carried unanimously.**
5. **Motion by President Haggerty, seconded, to approve the proposal from F&L Electric in the amount of \$11,518.12 to construct the electrical installation for the new well at 304 Kings Blvd. Motion carried unanimously.**
6. **Drainage: Motion by Vice President Davis, seconded, to approve Global Engineering proposal to replace the culvert and repair the road flare at the Kings Blvd. entrance to the Winn Dixie golf cart path. Cost \$12, 875. Motion carried unanimously.**
7. **Roads: Motion by Treasurer Peyton, seconded, to approve a three-year proposal from Rose Paving conditional upon Blacktop Paving being the sub-contractor for the paving work: 2018 @ \$8.76 sy, 2019 @ \$9.03 sy. and 2020 @ \$9.31 sy. Motion carried unanimously.**
8. **Lakes:**
- a. **Motion by Director Bocchieri, seconded, to approve Vertex Water Systems proposal to install aerators in Lakes #26 (Lyndhurst) and #27 (Maplewood). Cost \$7,100 plus \$462.24 annual maintenance. Motion carried unanimously.**
- b. **Motion by Director Bocchieri, seconded, to approve Aquatic Systems proposal to stock bass and bream in Brookfield lake #23. Cost \$1,374. Motion carried unanimously.**

**C. Budget Review & Approval – FY beginning April 1, 2018: Motions by Treasurer Peyton, seconded, and unanimously carried, to include in the FY 2018 budget:**

1. Funding under **Professional Fees** account code 50090.00 to perform an engineering study to determine the feasibility of installing an emergency exit at the north end of Gloucester Blvd. to connect with S.R. 674 at the Cortaro Drive intersection traffic light. Cost estimate is \$4,380.
2. Funding under **Administrative** account code 50064.25 for subscription to a Work Order and Inventory system. Estimate \$200/month per user.
3. Funding for inspection, repair, and replacement of ALL pipes and irrigation components, regardless of size, located within the Sun City Center West Project (includes all condominium properties and HOA's). Responsibility for the cost of maintenance and repairs to an individual condominiums and/or Lot, under account codes:
  - a. 60091 (**Inspections**) Estimate for 4 technicians \$540,800.
  - b. 70039 (**R&M Irrigation**) Estimate for overtime emergency response; equipment rental \$50,000 plus funding to reimburse all monies loaned from the Reserves in FY 2017, estimated at \$262,228, which funds were used to pay Irrigation R&M expenses.
  - c. 61022 (**Inventory**) Estimate for Master Association parts \$37,000; Estimate for condo & HOA parts \$43,414
4. Funding under **Landscape Chemical Applications** account code 60095 to accept Florida's Eden proposal to perform annual palm tree root drenching, to occur in Spring 2018. Cost estimate \$7,765.
5. Funding under **R&M Sidewalks** account code 70027 (R&M) to set up a program whereby a company will inspect and clean sidewalks and traffic signs on a quarterly basis and submit reports to Management when hazards for deterioration are found. Estimate \$ 42,121 first year; \$36,000 thereafter.
6. Funding under Pooled Reserves to pay for the Executive Golf Cart **Bridge** rehabilitation completed in 2017, to be spread over a ten-year period \$11,163 annually through 2027.
7. Funding under Pooled Reserves to reimburse the reserve for **Baseline irrigation** controllers installed as Hubs 12, 15 and 30/31 with Badger flow meters, to be spread over a ten-year period \$99,123 annually through 2027.

8. Full funding under Pooled Reserves complete the installation of **Baseline irrigation** controllers for Hubs 41 and 55 with Badger flow meters for all pumps in Hubs 41 and 55.

- a. Hub 41 + meters \$361,972 minus \$197,850 loan = **\$164,122**
- b. Hub 55 + meters \$357,535 minus \$100,000 loan = **\$257,535**

9. A **Contingency Fund** under Pooled Reserves, to rebuild the Reserve Fund to an estimated \$1 million balance at fiscal year-end March, 2019. The annual Contingency Fund need is \$201,420 (\$3/unit/month).

10. **Budget Approval:**

**Motion by Treasurer Peyton, seconded and unanimously carried, to adopt the Budget for FY 2018 as proposed:**

<u>Annually</u>		<u>Per Unit/ Per Month</u>
\$2,600,480	Operating Expense	\$38.73
<u>\$1,968,635</u>	Pooled Reserves	<u>\$29.32</u>
<b>\$4,569,116</b>	<b>Total Budget</b>	<b>\$68.05</b>

VI. **Announcements**

- November 13 – 5:00 p.m. – Ballot submission deadline
- November 14 – 10:00 a.m. – Forum Room – SEC meeting to count ballots
- November 15 – 10:00 a.m. – Veteran's Theater – Annual Meeting & Election
- November 15 – following annual meeting – Board meeting to elect officers

VII. **Open Forum** – A question and answer session followed.

VIII. **Adjournment:** There being no further business, the meeting adjourned at 2:27 p.m. - November 9, 2017.

SUN CITY CENTER WEST MASTER ASSOCIATION, INC.

ESTIMATED BUDGET APRIL 1, 2018 - MARCH 31, 2019

ESTIMATED UNITS 5595

Acct Code	COMMON EXPENSE ACCOUNT TITLE	UNIT MONTHLY	UNIT ANNUALLY	ASSOCIATION MONTHLY	ASSOCIATION ANNUALLY
50064.25	Administrative	0.15	1.82	850.83	10,210.00
50068	Audit / Reserve Study	0.11	1.34	625.00	7,500.00
50090.00	Professional Fees	0.60	7.15	3,333.33	40,000.00
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	0.02	0.29	133.33	1,600.00
50112	Holiday Decorations	0.15	1.79	833.33	10,000.00
52031	Insurance - Property & Liability	2.67	31.98	14,911.62	178,939.43
54000	Electric - Irrigation	2.23	26.81	12,500.00	150,000.00
54050.09	Electric - Street Lights	3.73	44.75	20,866.24	250,394.88
19010	Utility Deposits	0.01	0.12	55.58	667.00
60085	Lake Maintenance Contract	0.49	5.86	2,731.60	32,779.24
60090	Lawn/Landscape Maintenance Contract	3.36	40.32	18,800.00	225,600.00
60091	Irrigation Inspection/Maintenance Contract	10.38	124.54	58,066.67	696,800.00
60092	HUB Communications Subscriptions	0.11	1.30	606.25	7,275.00
60093	Pumps Preventive Maintenance Contract	0.11	1.37	640.00	7,680.00
60094	Water Management Contract	1.04	12.52	5,839.00	70,068.00
60095	Landscape Chemical Application Contract	1.28	15.40	7,180.08	86,161.00
61022	Irrigation Inventory	1.20	14.37	6,701.08	80,413.00
61023	Management Services Contract	2.67	31.99	14,917.00	179,004.00
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	0.13	1.61	750.00	9,000.00
70027	R & M Sidewalks	0.78	9.32	4,343.75	52,125.00
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	0.39	4.70	2,191.67	26,300.00
70037	R & M Drainage	0.74	8.94	4,166.67	50,000.00
70039	R & M Irrigation Repairs	4.65	55.80	26,019.00	312,228.00
	<b>TOTAL COMMON EXPENSE</b>	<b>37.46</b>	<b>449.47</b>	<b>209,564.88</b>	<b>2,514,778.55</b>
	<b>GOLF COURSE PROPERTY LEASE</b>				
70134	Golf Course Property Lease	0.59	7.02	3,274.20	39,290.40
70134	lease fee offset (from sub-Lessee)	(0.36)	(4.38)	(2,040.00)	(24,480.00)
70135	Golf Course Property Insurance	0.17	2.00	934.59	11,215.05
70136	Golf Course Mowing	0.52	6.24	2,910.36	34,924.32
70137	Golf Course Lake Maintenance	0.12	1.39	646.00	7,752.00
70138	Golf Course Electric	0.00	0.00	0.00	0.00
70139	Golf Course Buildings	0.25	3.04	1,416.67	17,000.00
70140	Golf Course Janitorial Supplies	0.00	0.00	0.00	0.00
	<b>TOTAL LEASE EXPENSE</b>	<b>1.28</b>	<b>15.32</b>	<b>7,141.81</b>	<b>85,701.77</b>
	<b>POOLED RESERVES</b>				
30000.001	Signs & Lights	0.85	10.15	4,730.21	56,762.47
30000.001	Buildings	0.14	1.63	758.05	9,096.61
30000.001	Drainage	6.36	76.32	35,585.12	427,021.40
30000.001	Fence	0.05	0.64	297.38	3,568.61
30000.001	Bridge	0.48	5.81	2,710.42	32,525.09
30000.001	Irrigation	10.87	130.50	60,843.59	730,123.06
30000.001	Landscaping	0.15	1.79	833.33	10,000.00
30000.001	Roads	7.42	89.03	41,509.84	498,118.03
30000.001	Reserve Contingency	3.00	36.00	16,785.00	201,420.00
	<b>TOTAL POOLED RESERVES</b>	<b>29.32</b>	<b>351.86</b>	<b>164,052.94</b>	<b>1,968,835.28</b>
	<b>TOTAL CONTRIBUTION</b>	<b>68.05</b>	<b>816.64</b>	<b>380,759.63</b>	<b>4,569,113.60</b>

*James R. Haggerty*  
James R. Haggerty, President

*Robert T. Peyton*  
Robert T. Peyton, Treasurer

Board Approved  
11/09/17

**SCCW MASTER ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
NOVEMBER 9, 2017  
TREASURER'S REPORT – YTD 9/30/17  
Reported by Robert Peyton, Treasurer**

Budget Review & Approval Process

I would like to give you some background concerning the Budget process for the year starting April 1, 2018. I had two meetings with the Master's Manager, Dana Phillips, prior to the Master Board reviewing the Proposed Budget. Then the Master Board had three meetings to review and discuss the Proposed Budget.

There will be handouts when the Budget is reviewed under New Business.

The Budget consists of two parts, the Operating Budget which consists of expenses for the day to day operations of the Master, as well as the Pooled Reserve Funding. The handout you review will show the Operating budget for the 2018-2019 year as well as the anticipated Pooled Reserve expense for the same period.

The Board has a Pooled Reserve Worksheet that details all capitalized equipment of the Master, with the anticipated remaining useful life. This spreadsheet goes from 2017 through 2046. I would like to thank Dana for all her hard work on this Budget as well as over 30 years working with the different developers and now working for First Service Residential.

I would also like to thank Pamela Torpey for all her help, being the point person during the Audit Process with Accell (the public accounting firm that does the Master Audit), as well as detailed irrigation updates daily and weekly.

It has been a pleasure to serve on the Master Board over the past two years and I look forward to working with them in the future. One suggestion to the new Board is to form a Finance Committee that I could be a part of.



SUN CITY CENTER WEST MASTER ASSOCIATION  
BOARD OF DIRECTORS BUDGET MEETING  
NOVEMBER 9, 2017

TREASURER'S REPORT  
April 1, 2017 through September 30, 2017

**YTD FINANCIAL - OPERATIONS:**

For the Six Months ended September 30, 2017, the Master Association is over on budgeted Operating Expenses by (\$21,404) as the YTD actual expenses were \$830,894 and the budgeted amount was \$809,490. The notable variances for the period is irrigation repairs which were over budget by (\$123,924). Irrigation repairs will have a major variance at year-end. The operating fund will borrow from reserves to cover these expenses and budget to replenish these funds next year. For the six months ended September 30, 2017, \$102,228 was transferred from Reserves to Operating to cover these repairs. Utilities were under budget by \$104,661. TECO issued sales-tax credits of approximately \$80,000 which were applied to the Master's future electric costs. However the net savings is only approximately \$40,000 as the professional fee paid for the Utility Audit was 50% of the recovered credit.

**YTD POOLED RESERVES:**

<b>Beginning Balance on April 1, 2017</b>	1,088,183.32
Budgeted Revenue YTD	576,648.30
Loan Advance(s) YTD	100,000.00
Other Revenue YTD	4,000.00
Reserve Expenses YTD	(1,248,135.40)
Bank Interest YTD	1,138.89
** Due to Reserve	162,845.25
<b>Funds Advanced to Operating</b>	
Insurance Premiums - 4/15/17 renewal	(161,645.41)
Loan Advanced to Operating (Irrigation R&M Expense)	(102,228.21)
Reimbursements to-date	101,028.37
<b>Ending Balance - September 30, 2017</b>	<u>521,835.11</u>

Major expenditures YTD include Baseline irrigation controllers and mag meters (HUB 30/31) totaling \$354,918; irrigation learned flow/audits/pump replacements//irrigation repairs/road median enhancements totaling \$203,535; storm water drainage pipes & basins totaling \$47,035; two bridges repaired totaling \$222,117, road repairs \$414,630.22; and buildings \$5,900 to add a garage bay to the side of the storage building.

\*\* Due to Reserves consists of the balance due on the advance for insurance premiums which is paid back monthly May through December @ \$60,617 and irrigation repairs @ \$102,228 = \$162,845 at

## PRESIDENT'S REPORT 11/9/17

Today's report will be brief. A more comprehensive report will be given next week at the Master Association Annual Meeting.

The Upper and Lower loops are now back on two day a week watering cycle's. Both loops had problems with the 75HP pumps which have been rectified.

With the Election Cycle for the Master Association in progress I try to stay as far away as possible from statements made by candidates during this process. However, during the Candidates Forum which is now being televised in the community a couple of points made by some of the candidates were wrong or misleading.

- 1) The repair on Bedford Trail was done wrong and the Master paid twice to fix it. The Master Association only paid once for this repair. The contractor was not irresponsible when he did the repair, the complete explanation of why the repair sunk with pictures will be given in the Managers report at the annual meeting.
- 2) The Master should have made Minto upgrade the irrigation system before they left. Minto was the Master Association, if Minto decided to upgrade the system the unit owners would have paid for it. No developer to the best of my knowledge ever contributed to the operational cost of the master.

Lastly a new well is being drilled on Kings Blvd. by Highgate B & Idlewood. Again a more through explanation will be given at next weeks annual meeting.



**MANAGER'S REPORT  
NOVEMBER 9, 2017**

**IRRIGATION:**

- Lancaster 30hp pump motor showed an alarm on Monday. The pump has been shut down until it can be pulled from the well to diagnose the issue. The crane will be here on November 15.
  
- Knolls 40hp Pump Relocation: Popes Water has completed drilling the well for relocating the Knolls pump **\$73,439**. TECO has assigned an engineer to design the 3-phase electric power **\$ cost not known at this time**. F&L Electric submitted a proposal to install the electrical hookups **\$11,518**. Pope's Water Systems will then move the pump equipment from Kinnerett Way to 304 Kings Blvd. once the power is activated and then plug the old well and ITS will move and re-install the Watertronics cabinet.
  
- Highgate 75hp Pump Relocation: Storms following Hurricane Irma caused lightning surges to several of the above pump locations. The most costly damage from lightning surge was to replace the Highgate 75hp pump & motor **\$21,899**. While the pump was pulled, we put a camera in the well and confirmed that the well shaft is crooked. The new pump and motor were re-installed, but we applied for a modification to the Water Use Permit to replace the well. Permission was received quickly. A 30' x 8' water tank was buried in the ground to the west of the existing well. In order to install the new well in the most favorable location, the tank was removed for **\$10,146**. The proposal from Pope's Water Systems to drill the new Highgate well is **\$65,281**.

**SCCW MASTER ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
NOVEMBER 9, 2017  
STANDING ELECTION COMMITTEE REPORT  
Reported by Jane Bocchieri, Chairperson**

There are nine candidates for two vacancies: Gitano "Tom" Barba, James Forgione, Jane E. Galantini, Steven Maguire, Robert Mason, Daniel P. Page, Frank Rezoagli, David Wetmore, and Kenneth Neil Winter.

Ballots were available for pickup on October 16. Ballots not picked up by October 27 were mailed.

The SEC will validate and count the ballots on November 14 at 10:00 a.m. at the 2020 Centre Forum Room.

The election results will be announced at the Annual Meeting on November 15 at 10:00 a.m. in the Veteran's Theater.