

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

March 21, 2017

Purpose: Regular Business

I. Opening

A. Call to Order by President Haggerty at 10:00 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. Absent: Director Jane Boccieri. Also present Dana Lin Phillips Master Assoc. Manager and Pam Torpey, Assistant Manager.

II. Minutes:

A. Secretary Barba made a motion which was seconded to approve the minutes of 12/5/2016 Special Board Meeting. Motion carried unanimously.

III. Reports:

A. President's Report: A report was given by President Haggerty.

B. Treasurer's Report: A report was given by Treasurer Peyton and the board approved the for filing.

C. Manager's Report: A report was given by Manager Phillips.

IV. New Business:

A. Management Agreement - Motion by Vice President Davis, seconded, to extend the Management Agreement with First Service Residential for a period of three (3) years, effective April 1, 2017 through March 31, 2020. Motion carried unanimously.

B. Insurance Renewal Proposal & Premium Funding Method Approval - Motion by Treasurer Peyton, seconded, to renew Master Association insurance with Mack, Mack, & Waltz with the premium cost **\$161,645.41** paid from Master Association reserve funds on April 1, and reimbursement to the reserve over an eight (8) month period, between May 1 through December 31. Motion carried unanimously.

C. Falcon Watch Clubhouse Sub-Lease – Motion by Vice President Davis, seconded, to enter into an Agreement to sub-lease the Falcon Watch Clubhouse building to King Point Recreation Trust. Terms to be determined by the Agreement. Motion carried unanimously.

D. Water Management Agreement (Lower Loop) – Motion by Secretary Barba,

seconded, to execute an Agreement with ITS to provide Water Management Services for the Lower Loop Baseline and Watertronics irrigation equipment. **\$1,419.25**

- E. Riverside Facility Building Addition – Motion by Treasurer Peyton, seconded, to approve a proposal from All Steel Buildings to construct an addition to the west side of the existing steel building at 304 Kings Blvd., to be 10' W x 25' L with locking 72" W double doors. **Cost \$5,900**. Permitting cost is additional. Motion carried unanimously.
- F. Project Approvals
1. Motion by Treasurer Peyton, seconded, to approve Global Engineering proposal to repair sidewalk at intersection of Princeton Greens Ct & Kings Blvd. washed out by irrigation mainline break. **Cost \$5,933.75** Motion carried unanimously.
 2. Motion by Treasurer Peyton, seconded, to approve Global Engineering proposal to re-build catch basin top at 511 Foxglove Circle. **Cost \$5,287.50** Motion carried unanimously.
 3. Motion by Treasurer Peyton, seconded, to approve Global Engineering proposal to repair four breaches in concrete (RCP) storm water pipe behind 134 Glendower Circle storm and replace 125 LF of 18" corrugated metal pipe (CMP) between the street catch basin and the pond. **Cost \$19,950.28** Motion carried unanimously.
- G. Reaffirm Rules for Use Closed Golf Courses & Facilities – Motion by Secretary Barba to purchase sixteen (16) signs and posts from Bay Area Signs to post at the entrances to each closed golf course, to reaffirm the Rules for Use of the leased golf course property and restrooms. **Cost \$2,909** includes installation. Motion carried unanimously.
- H. Amenities Discussion: pathway mileage and location markings are needed for emergency response; golf courses should have names of the course posted at the course entries; personal safety is individual responsibility, however tips could be published in the Pointer (i.e. residents carry I.D. and cell phone when walking on the course). Golf course restrooms have septic tanks; Management called Tampa Bay Plumbers to service the tanks this week.
- I. 30hp Pump End & 6" Drop Pipe Replacement: Motion by President Haggerty, seconded, to approve ITS proposal to replace existing low-volume 30hp pump & drop pipe at DID-18 with a new 6" SCH40 steel drop pipe and 30 HP 8LC 3-Stage VT 3500RPM pump. **Proposal \$16,674.52**. Motion carried unanimously.

- J. Knolls 40hp Pump Relocation: Motion by President Haggerty, seconded, to approve Popes Water Systems proposal for \$73,439 to drill a new well at 304 Kings Blvd., move equipment from Knolls II, and cap the old well at Kinnerett Way plus cost of additional well casing depth if required by SWFWMD. Discussion: There will be additional cost if the SWFWMD permit requires a greater Casing Depth @ \$25 per foot of well; \$45 per foot of casing. Also, costs for moving the pump controls, connecting the pump to the mainline, running 480V 3-phase electric hookup, and connecting electric to the pump. Motion carried unanimously.
- K. Executive Golf Course Bridge repair: Motion by President Haggerty, seconded, to approve Global Engineering proposal to repair the Executive golf course wood bridge, removing two layers of wood deck and old railing and replacing guardrail with picket-style handrail required by building code and replace deck with 3" thick composite board. Cost \$88,042.40. Discussion: delivery of boards is six to eight weeks. Motion carried unanimously.
- V. **Open Forum/Announcements** – 1) What to do about dog owners not picking up their dog's waste. 2) Irrigation loop systems costs are less than the non-loop areas' irrigation systems. 3) Master Association meetings are not scheduled on a regular basis. 4) The widened cart path to Winn Dixie should be completed next week.
- VI. **Adjournment**: There being no further business, the meeting adjourned at 11:49 a.m. - March 21, 2017.



Sun City Center West Master Association

PRESIDENTS REPORT

Meeting Date: 03/21/17

Our water use permit application is still being reviewed by SWFWMD, they have asked for more clarification on certain items. We are still looking at between one and two months before the final permit is issued. Learned flow is still being conducted on the lower loop. Once learned flow is completed on both loops we will be able to figure allocation for every zone on the upper and lower loop. Once done these figures will be given to the Federation, First Service, Mainscape and each Association. Please bear with us, we have to make sure everything is right before we release this information.

I received a letter yesterday concerning individuals still practicing's golf on the closed courses. This board needs to decide how to address this problem. Once again our lease states no golf activity on the closed courses.



Sun City Center West Master Association
1902 Clubhouse Drive Suite A
Sun City Center, FL 33573

**BOARD OF DIRECTORS MEETING
February 28, 2017
TREASURER'S REPORT**

YTD FINANCIALS - OPERATIONS

For the Eleven Months ended February 28, 2017 the Master Association is over on budgeted Operating Expenses by (\$68,420) as the YTD actual expenses were \$1,349,722 while the budgeted amount was \$1,281,302. Notable variances from budget include under budget in Utilities of \$38,669 and over budget of Professional Fees (\$57,309), Property Insurance (\$15,440) and Golf Course Lease and Golf Course Operating Expenses (14,506). The variance in Professional Fees are mainly due to the Club Link Lease, the WRA consultant for the water use permit, HDR fees for traffic sign certification as well as Engineering Analysis for the Front Gate Visitor Lane. The variance in Property Insurance has to do with the budget being prepared before the actual Policy was issued. The variance in Golf Course Lease and Golf Course Operating Expenses are due to the fact that they were not budgeted for in this current year.

YTD FINANCIALS – POOLED RESERVES

Beginning Balance on April 1, 2016:	\$ 1,215,844
Revenue to date 2016-2017:	\$ 872,708
Initial Installment-Term Loan	\$ 100,000
Expenditures through Feb. 28, 2017:	\$(1,154,972)
Interest YTD	\$ <u>2,098</u>
Total through February 28, 2017:	\$ <u>1,035,678</u>

Major expenditures YTD include: Upper and Lower Loop Baseline installation \$471,343; pump replacements/pump controls/audits/irrigation totaling \$527,938; drainage projects totaling \$105,887; road repair \$35,793; buildings/fences totaling \$14,011.

Thank You

Robert T. Peyton, Treasurer

MANAGER'S REPORT
March 21, 2017

TAXES:

- Attorney Appleton has had no response yet from Minto regarding reimbursement of impact fees paid to Hillsborough County by Master Association in December for Somerset unbuilt units, assessed to the phase II land parcel which was deeded to Master Association.

INSURANCE:

- Insurance renewal from Mack, Mack & Waltz for April 15, 2017 through April 15, 2018 premium proposal is \$161,646 which includes coverage for Baseline controllers and Watertronics pump controls for Hubs 12 and 15. Budget is \$178,015 which allows adding coverage for Hub 30/31 equipment to be installed in July and Hub 41 in October.
- Open insurance claims litigation –
 - June 2012 traffic accident on Kings Blvd.
 - August 2015 sidewalk accident on Newpoint Loop.

ACCOUNTING:

- Accell to begin 2016-2017 audit in May.
- RV Storage Club and Garden Club each paid its \$10.00 Land Use Fee for 2017.
- 1st Draw \$100,000 received from Valley National loan on January 3, 2017 was transferred to Reserves and paid out to ITS for Baseline installation.
- 11 month report of Master Association expenses show over-budget. These overruns were expected due to additional professional services and office equipment related to transfer of control from the Developer, loan costs, property tax, additions to insurance coverage for irrigation equipment, additional landscape service, plumbing repairs at restrooms, irrigation parts not from inventory, and golf course lease expenses.

IRRIGATION:

- The Agreement with ITS to supply one irrigation technician, dedicated to Master Association repairs for a 40 hours/week, begins April 1. This technician will begin reconfiguring irrigation lines and heads to reduce irrigation water run-off along Kings Blvd medians.
- The existing well and pump equipment at DID-18 is the new water resource replacement for the Lancaster 40 HP currently pumping from lake #46. Master Association purchased DID-18 and its equipment **as-is** from Clublink for **\$15,050**

on February 22. ITS retrofit the well to connect to the lower loop pipe system for **\$11,038**. Once that was completed, ITS tested the equipment and determined that the existing pump is a low/no pressure high-volume transfer pump. The current drop pipe will not accommodate required pressures and the liquid end pump will not produce required pressures needed for the lower loop. The pump motor is . ITS submitted a proposal for **\$16,674** for labor and components necessary to replace existing equipment with a 6" schedule 40 steel drop pipe and 30 HP 8LC (liquid end) 3-stage pump VT 3500 RPM, well head, and foot valve.

- WRA submitted the Master Association's water use permit application on February 8, 2017. SWFWMD is currently analyzing the request.
- Popes Water Systems submitted an estimate for **\$73,439** to submit a permit application to SWFWMD to drill a new well at 304 Kings Blvd. and move the pump, motor, check valve, and meter and wiring at the new location. Casing depth is unknown at this time and could add to the cost depending upon SWFWMD requirements. SWFWMD will review the application for replacement well in conjunction with reviewing the Water Use Permit application. Popes will cap the old well and the upper loop pipe at Kinnerett Way. The Master will have the electric meter and kiosk removed. The sidewalk and sod will be replaced where equipment is removed. ITS will pour the slab, move the pump controls to 304 Kings Blvd., and trench to connect the pump to the mainline – **Est. cost \$7,000**. TECO must run electric to accommodate a 480V 3-phase 40hp pump – **Est Cost \$570** F&L Electric will connect to the TECO handhold – **Est Cost \$1,000**.
- ITS began a complete irrigation audit of the Recreation Facilities properties in February to be completed in March. ITS has audited all associations for the next Baseline Hub 30/31, except for Jameson, Kensington, and Richmond . These three will be complete in April & May for HUB 30/31 in preparation for Baseline installation in July.
- ITS began performing learned flow for the Lower Loop in March. Master Association authorized ITS to repair any leaking supply line or broken irrigation head found during preparation for learned flow, regardless of size, so that learned flow can be conducted without waiting for the condominium's contractor to make repairs. However, while preparing to conduct learned flow in Highgate, ITS has had to fix several 1" lines broken by tree roots; this repair work is time-consuming and slowing the learned flow progress.
- Irrigation inventory has been reorganized at Riverside Facility. All 6" and 8" inventory will be returned for credit, sold, or written-off. Remaining inventory will be counted before March 31. Beginning April 1st, ITS will supply all mechanical joints for 6" and 8" repairs.

SIDEWALKS:

- Global Engineering repaired a large section of sidewalk at Princeton due to irrigation mainline break. Sod will be replaced where the repair was made.

BUILDINGS:

- Received a proposal from All-Steel Buildings for **\$5,900** to attach an enclosed space to the existing storage building at 304 Kings Blvd., to be 10'x25'x7' with 72"x80" double walk doors to house a utility vehicle. Price does not include cost of a building permit.
- Kings Point Recreation Trust desires to enter into an Agreement with SCCW Master Association to sub-lease the building and parking lot at Falcon Watch clubhouse.
- Golf Course restrooms at the closed golf courses (Sands, Cypress Greens, and Executive) are now open to the public. Mainscape has agreed to supply and clean the restrooms.

DRAINAGE:

- Global Engineering repaired a crack in the catch basin at Bedford Street/Kings Blvd. and patched the road and repaired the top surround of a double-grate brick catch basin at Foxglove Circle.
- Received proposal from Global Engineering for **\$19,950** to repair 18" CPM storm pipe behind 134 Glendower Circle and replace 18" CMP storm pipe between the street and pond #1 at Gloucester N. Nice Services did not submit a bid.

LANDSCAPE:

- Lawn/Landscape Maintenance RFP Package completed and forwarded to Eric Appleton to release to selected bidders: BrightView, Mainscape, Turf Keepers, Yellowstone, and Westcoast on March 29. A Prebid Meeting and property tour is scheduled for April 12. Bids are due by April 26. The current contract with BrightView will continue month-to-month until a contractor is selected for the new contract starting June 1.
- Somerset requested removal of Bald Cypress and repair of sparse Bahia grass at the cul-de-sacs. Florida's Eden reviewed the health of the Bald Cypress; the trees are alive but deciduous, and lose their leaves in winter. Laurel Oaks at the end of Pembroke Point Way need nutrients. Master Association suggested that Bahia grass can be fertilized and allowed to grow until dense seed stems appear. Mowing once per month will disperse seed and provide grass mulch to germinate the seeds. Some of the deciduous trees might be removed **IF** Hillsborough County requires new shade trees to be planted when the large oak tree is removed to expand the Visitor Lane at the Main Gate.

SIGNS/LIGHTS/BENCHES:

- HDR completed their 2017 review of Kings Point's traffic control signs. Some of the sign panels may need replacement to be larger size (this has not been confirmed yet); some posts need to be moved; some panels need to be raised; some panels need cleaning to restore reflectivity; some signs need to have vegetation cut back to allow 50' visibility on approach; additional signage is needed for new pedestrian crossing at golf courses are needed. When all sign repairs are completed, HDR will certify completion for renewal of Traffic Jurisdiction Agreement with Hillsborough County.
- Master Association ordered 12 signs to post at closed golf course entrances to advise residents of rules for use of the land and restrooms.
- Master Association received new LED boards from Traffic Logix, under the warranty, for three of the radar signs.

BRIDGES:

- Quotes from Global Engineering to repair the golf course wood bridge. Both quotes include removal of two layers of base (old decking and railing) and replacing guardrail with Picket Handrail required by building code.
 1. Proposal **\$88,042.40** using 3" thick **composite decking (quote is only good for 15 days)**. Delivery of boards is six to eight weeks) **OR**
 2. Proposal **\$71,115.00** using milled 3" **pressure treated pine**.
- Global Engineering is working on a quote to completely refurbish the Kings Blvd. steel bridge: sandblast all old paint; repaint 3 coats; and replace wood deck with 3" composite boards. Pollution control measures will drive the cost, as any sandblasted lead paint must be contained.

ROADS:

- April 2017 - RFP for Paving will include Highgate I, II, III, IV, Idlewood, half of Bedford Terrace, Mayfield Palms Way, and four cul-de-sacs in Gloucester A. Hammersmith Dr., Hembury Pl., Holyhead Way, Hayling Pl., Hovington Cir., Hartlebury Way (at Hereford Dr.), and Hullhouse Dr. may be directly impacted by Hillsborough County replacement of water valves in 2018. These valve locations will be reviewed to determine the extent of impact. If the impact is extensive, paving will be postponed in these areas until 2018. Other areas: Garden Center would like to have the drive to the Garden Center paved. Golf cart path at Cambridge Park needs to be widened.
- Master Association requested W&W Enterprises estimate to prepare construction drawings for the Visitor Lane expansion.

FENCES:

- Specialist Fence to repair "slides" where pigs have dug under the east boundary fence.
- Specialist Fence to install new guardrail to sidewalk culvert at NE corner of Kings Blvd. vehicle.
- Specialist Fence to replace support posts along 40' section of chain-link fence and re-secure top along 36th street where fence is leaning.

LAKES:

- Master Association will turn the lake fill off at lake #9 (Manchester I & II) and irrigate until there is about 2 to 3 feet of exposed shoreline. Aquatic Systems will treat the Bacopa with chemical which will not affect the irrigation from the lake. We can start refilling the same day. It will take about three weeks to start noticing die-off of the Bacopa. I will also get a quote from Aquatic Systems to plant duck potato or pickerel weed in the south portion of the pond.
- Adding bacterial digester to lake #30 had a good result; the lake is pristine now. Aquatic Systems will add digesters to other ponds as needed.

RULES OF ENTRY

SPEED LIMIT - 15MPH

GOLFING ACTIVITIES ARE STRICTLY PROHIBITED

- 1.] DO NOT ENTER AFTER DARK**
- 2.] THIS LAND IS NOT MONITORED, ENTER AT YOUR OWN RISK**
- 3.] PERSONS UNDER 18 YEARS OLD MUST BE ACCOMPANIED BY AN ADULT**
- 4.] BEWARE OF ALLIGATORS, WILDLIFE BURROWS, AND UNEVEN GROUND**
- 5.] RESTROOMS ARE OPEN TO THE PUBLIC, PLEASE LEAVE THEM CLEAN**
- 6.] DISPOSE OF ALL LITTER IN TRASH CONTAINERS AT THE RESTROOMS**
- 7.] GOLF CARTS YIELD TO PEDESTRIANS, PEDESTRIANS HAVE THE RIGHT OF WAY ON ALL PAVED PATHS**
- 8.] DISPOSE OF DOG WASTE USING SEALED BAGS AND REMOVE FROM PROPERTY, DO NOT LEAVE DOG WASTE IN PUBLIC RESTROOMS**
- 9.] DO NOT STAND ON ANY STORMWATER STRUCTURE OR GRATE**
- 10.] RESPECT THE PRIVACY OF ADJACENT HOMEOWNERS**

11.] ALLOWED:

**WALKING; JOGGING; LEASHED PETS; GOLF CARTS; BICYCLES;
WHEELED CHAIRS; EXERCISING; KITE FLYING;
SKATING; CATCH AND RELEASE FISHING**

12.] PROHIBITED:

**CARS/TRUCKS/MOTORCYCLES; BOATING OF ANY KIND;
SWIMMING/WADING; LOUD NOISES; LITTERING;
FEEDING OR DISTURBING WILDLIFE; SKATEBOARDS;
REMOTE CONTROLLED DEVICES; FIREARMS/AIR GUNS/ARCHERY**

REPORT CONCERNS TO SCCW MASTER ASSOCIATION

813-633-6291