

**SUN CITY CENTER WEST MASTER ASSOCIATION
ANNUAL BOARD OF DIRECTORS MEETING MINUTES**

April 11, 2011

10:53 a.m.

Location: 1900 Clubhouse Drive – Banquet Room
Sun City Center, FL 33573

Purpose: Annual Board of Directors Meeting

Present: A quorum was present: Bill Richards, Vice President; Bob Stevens, Secretary/ Treasurer. Also present: Dana Lin Phillips, Master Association Manager (*The Continental Group*).

Minutes Prepared By: Dana Lin Phillips

- I. CALL TO ORDER:** The meeting was called to order by Bob Stevens at 10:53 a.m. in the Banquet Room of the Kings Point Clubhouse, 1900 Clubhouse Drive, Sun City Center, FL.
- II. PROOF OF NOTICE:** All Presidents were notified of the meeting by mail, fourteen days prior to the meeting. All Directors were notified by e-mail or by telephone. Notice was posted at 1902 Clubhouse Drive, Sun City Center, FL 33573. Notice was also posted at on the web site www.kpscc.com, at the Master Association’s web page. Bob Stevens turned the Chair over to Dana Lin Phillips, Master Association Manager (*The Continental Group*).
- III. TREASURER’S REPORT:** Dana Phillips distributed a report on the status of reserves, as of 3/31/2011.
- IV. MINUTES:** **Bob Stevens made a motion that was seconded to approve the Board of Directors meeting minutes of November 17, 2010, with the following corrections:** paragraph 1, add: *Also present: Dana Lin Phillips, Master Association Manager, at The Continental Group.* **Motion carried unanimously.**
- V. SPECIAL BUSINESS:**
 - A. Election of Officers:** **Bob Stevens made a motion that was seconded and unanimously carried, that the officers be:**
 - a. WILLIAM BULLOCK, PRESIDENT**
 - b. WILLIAM R. RICHARDS, VICE PRESIDENT**
 - c. ROBERT W. STEVENS, SECRETARY/TREASURER**
 - B. 3/31/10 Audit:** **Bob Stevens made a motion that was seconded to accept for filing, the Audit performed by Kirkland, Russ, Murphy, & Tapp, CPA, for the period ending 3/31/10. Motion carried unanimously.**

- C. Quit Claim Lakes 10 & 11 from Manchester II and IV: **Bob Stevens made a motion that was seconded that the Master Association assist Manchester II and IV to accomplish deeding two lake properties to the Master Association, by paying any survey or legal fees associated with the transfer.** Discussion followed regarding the procedure for accomplishing this task. One-hundred percent of the individual condominiums' members must approve of the transfer, evidenced by a deed signed by all of the owners of each unit. This is difficult and time-consuming, but not impossible. Funds will not be spent until the Manchester II and IV hold a membership meeting and vote to solicit their members to obtain 100% approval. **Motion carried unanimously.**
- D. Insurance Renewal: **Bob Stevens made a motion that was seconded to approve an increase in Umbrella coverage, raising the limit from \$5 million to \$25 million.** Discussion: The premium increase for the additional Umbrella will be offset by eliminating finance charges. **Motion carried unanimously. Bob Stevens made a motion that was seconded to not finance the policy but to transfer funds from the Road Reserves to fund the insurance premium due April 15 and then repay the Road Reserve over the next eleven months.** Discussion: Paying in full from invested funds was seen as the better option, after comparing the difference between finance costs and interest rates on investment accounts. **Motion carried unanimously.**
- E. Manchester I "Sign Easement": **Bob Stevens made a motion that was seconded that the Master Association approve granting a dedicated easement to Manchester I for the sole purpose of installing and maintaining an association sign.** Discussion: Costs related to the survey, legal fees, and the sign installation and maintenance are to be paid by Manchester I. **Motion carried unanimously.**
- F. Approval Requirements for Reserve Expenditure: Dana Lin Phillips presented a written procedure to establish when a Board member's signature is required on proposals for expenditures. **Bob Stevens made a motion that was seconded, that the procedure, presented by the Manager to the Board of Directors, designating those times when Board approval is required for expenditures, be adopted by the Board of Directors. Motion carried unanimously.**
- G. Annual Report: **Bob Stevens made a motion that was seconded that the Officers on the Board of Directors give approval to the Manager to file the Annual Report on-line, on behalf of any Officer eligible to sign the Annual Report.** Discussion: Keith Bricklemeyer is still the Registered Agent. **Motion carried unanimously.**
- VI. **ADJOURNMENT**: There being no further business, **Bob Stevens made a motion to adjourn, that was seconded. Motion carried unanimously** and the meeting adjourned at 11:25 a.m.