

**SCCW MASTER ASSOCIATION  
ANNUAL MEETING APRIL 11, 2011**

**MANAGER'S ANNUAL REPORT  
2010-2011**

**SUMMARY:**

- **Audit:** Kirkland, Russ, Murphy & Tapp completed the professional audit of the Balance Sheet for month ending March 31, 2009 and the full audit for the year-ending March 31, 2010, at a cost of \$12,000. The Board will vote to accept this audit at today's Board meeting. The next audit will be due for year ending March 31, 2013.
- **Professional Services:** The restated Articles of Incorporation and Bylaws were recorded with the State and in the official records of the Hillsborough County Clerk of Court. The Master Association met with an irrigation consultant for a preliminary site inspection. The north entry to McDaniel Street was surveyed and permanent markers installed.
- **Income Tax:** Taxes were paid on the interest earned from investment accounts, for fiscal year ending March 31, 2009.
- **Property Tax:** The Master Association paid a prorated portion of tax due on the Vehicle Storage lot property; WCI paid the other portion. Property tax waivers were filed for all property deeded to the Master Association in 2010-2011, so the Master Association should not be receiving any property tax bills in the future.
- **Holiday Decoration:** We had fewer options for lighting last year, due to the lack of landscaping. Lighted figures were purchased to use in the bare areas which drew more amperage than anticipated. This year, we are looking to use the new-style LED lights, which are brighter and require less amperage.
- **Property & Liability Insurance:** One claim was paid to the Master Association to repair property damage due to vehicle accidents. The Master Association changed brokers to Mack, Mack & Waltz. The Master Policy is being re-written with an April 15, 2011 start date. The former carrier, Tower Hill wanted a 42% increase due to on-going litigation of a 2008 claim. Greg Waltz went to Companion Specialty Insurance Company (A.M. Best Rating: A Excellent VIII) and found better rates. The Board will vote to raise the liability umbrella limit from \$5 million to \$25 million and to pay the \$93,964.30 premium, in-full, from reserve funds. D&O and Worker's Comp policies will renew separately. The total of all premiums is expected to be around \$100,545.

- **Electric – Irrigation:** Electric costs for running irrigation increased, with August, September, and October being particularly high compared with the same timeframe as the previous two years. This put the Master over-budget on the irrigation electric line for 2010-2011.
- **Electric – Lighting:** WCI had been paying an invoice for a meter on 2020 Clubhouse Drive that also contained various lighting that TECO has identified as belonging to the Master Association, Recreation Facility, Cambridge C, and Andover C. In October WCI recognized that they should not be paying this entire invoice. TECO is working to separate this invoice into new and existing accounts for the various entities. In the meantime, since October, WCI has been paying for their leased building's meter and the Master Association has been paying for all of the lighting. This put the Master Association over-budget for the electric lighting account. However the other entities will be reimbursing the Master Association for a portion of the cost, as soon as TECO separates the accounting and calculates the allocation, from October 2010 forward. (Figuring out the allocation is not straight-forward because the different light styles, type of light pole, and wattage are billed at different rates.)
- **Lake Maintenance:** Oakley Green and Nottingham lakes were deeded to Master Association from Minto Communities. Aquatic Systems came through with no increase in the contract for the new budget year.
- **Lawn, Landscape, Irrigation:** The additional areas of responsibility were added to the new contract and the maintenance costs were included in the 2011-2012 budget. The Master Association signed to a new three-year contract with ValleyCrest to lock-in today's pricing.
- **Management Services:** The Master Association's management contract renews automatically with The Continental Group, unless cancelled. The contracted rate did not increase for 2011-2012.
- **Supplies (pipes and equipment):** Inventory is performed every four months. In 2010-2011, \$35,067.35 was spent to re-stock equipment (solenoids, wiring, controllers, etc.) and \$12,945 was spent to re-stock pipes and fittings. The variance in each category, between budget versus actual, off-set each other. The 2011-2012 budget for both lines was increased, anticipating renovations to the Upper Loop.
- **Repairs and Maintenance:**
  - **Buildings:** GFI breakers were installed at the ten outlet fixtures north of the main gate and other outlets that are near a water source, as required by the insurance inspector. The electrical panel in the west-most gate tower is now clearly labeled and we have a schematic drawing of the circuitry supplying the

gate tower offices and the ten outlet fixtures. Minto Communities has said that they will be upgrading the entry landscaping and main gate roofing, most likely in May.

- **Sidewalks:** In 2010-2011, all curb drains that had been cut-back into the sidewalks were repaired by extending the concrete to the street curb, making the sidewalks safer. All main-street sidewalks were power washed. Additional sidewalk repairs that were required by the insurance inspector, put us over-budget in the R&M Sidewalk account. There was sufficient equity in operating funds to take care of the overage. In 2011-2012, additional sections of sidewalk are to be repaired as funds are collected.
- **Roads:** No road refurbishing was performed in 2010-2011, other than patching. The street sign project was paid from Paving Reserves. There will be additional cost for street repairs this year, due to milling requirements.
- **Fence (36<sup>th</sup> Street):** The 36<sup>th</sup> Street hedge was trimmed down to eight feet in height and invasive vines and Brazillian pepper trees removed. Brazilian Peppers were removed that were intertwined with the chain link. Tree limbs hanging over the fence were cut and the fence was repaired where the limbs had damaged it. "Florida Friendly" plants will be installed to fill-in bare areas in the hedge as well along the upland ditch area.
- **Irrigation Equipment and Pipe:** In 2010-2011, the costs for irrigation repairs were:
  - \$43,775 to repair irrigation pipes and valves;
  - \$89,472 to repair or replace irrigation equipment (*including breakers, controllers, solenoids, floats, sprinkler heads, motor controls, pump starters, wiring, and rain sensors.*)
  - \$32,847 to replace ten pumps
  - \$14,125 to separate Manchester I from the upper loop by installing a new lake pump. This action improved water pressure on the upper loop.
- **Irrigation Inspection Services:** In 2010-2011, \$ 7,560 was spent for after-hours inspection of the upper loop irrigation pumps \$223.75 is spent quarterly to inspect and clean the VFD's and their air conditioners. These costs were included in R&M equipment expenses but a new account was added to track these costs separately in 2011-2012.
- **Signs (traffic signs, monuments, lights, benches):** All of the old wood street signs were replaced with decorative posts and hi-reflective sign panels throughout the community, which cost was paid from Paving Reserves. The Kings Point South monument was re-tiled and cleaned.

- **Landscaping (plants, trees, sod):** Most plants survived our few days of freeze in 2010-2011 however a lot of sod replacement was required in areas that did not recover from the 2009-2010 freeze. Many dead trees were removed. The dead and missing trees around Lancaster lake #8 were replaced with a configuration of Magnolias and Hollies and dead and weak plants replaced with new azaleas and vibernum. This extensive work put the R&M Landscaping account over budget, however there was sufficient Operating equity to take care of the cost. A separate account has been created in the 2011-2012 budget for sod replacement.
- **Drainage:** Broken catch basins and grates continue to be repaired or replaced, as needed. One hundred-eighty-six feet of eroded corrugated drain under Foxhunt Drive was replaced from Fulham Court east to Finsbury Circle (cost \$10,777.)
- **Lakes:** Grass carp were re-stocked in all lakes that have fish barriers. Knolls lake experienced a total fish-kill within 10 days of refurbishing the swimming pool. Pool chemicals were suspected because the pumps were turned off so water was not circulating, every fish died, the oxygen levels were fine, but the pH levels were way off. Aquatic Systems removed the dead fish at no-charge, rechecked the pH levels a week later, and restocked the grass carp. The SCC fishing club offered to re-stock bream, catfish and bass at no charge.

The lake technician has repeatedly found chicken wrappers at the Radison/Oxford I lake (#18). Please report any nuisance alligators to the Master Association Manager. Nuisance alligators are those that have been hand-fed or have are seen to pose a threat to people. Three alligators were removed last year: one 7 foot gator that was chasing fishermen, one 10-½ foot gator that was stuck in a storm drain on Nantucket Harbor Loop, and one 7 ½ foot gator that was taking a stroll through Lancaster. There is an open permit for a extremely large alligator observed at Golf Course lake (#38) by Princeton.

- 2010-2011 Total Reserve Expenditures:
  - Building ..... \$4,725.85
  - Drainage ..... \$68,189
  - Fence..... \$0.00
  - Bridge ..... \$4,870
  - Irrigation..... \$100,045.50 *(included \$14,125 for Manchester I pump)*
  - Paving..... \$169,684.00 *(included \$145,000 for new street signs)*

## **CURRENT:**

**Property Deeds (orphan areas):** WCI deeded several miscellaneous parcels to the Master Association. The parcel property map is being updated to reflect the changes. The following four parcel deeds are in-process:

1. The remainder of Vilmont Greens Drive
2. The parcel northeast of the main gate
3. The parcel northwest of the main gate
4. Newpoint Loop

There are four other parcels areas remaining to be deeded.

1. Worthington Greens Drive (at Yorkshire HOA)
2. Vista Greens Drive (stub-in from Kings Blvd., south of Villeroy)
3. the orphan acre that is north of the Executive golf course, bordered by Cambridge H to the east, Cypress Creek to the west, and DOT right-of-way to the north
4. the area where the wooden golf cart bridge is located, spanning Cypress Creek.

- **Easement:** Master Association is in the process of recording an easement located at the northern end of McDaniel Street for Manchester I to install a Monument sign.
- **Master Association Web Page:** The web page under KPSCC is continually updated new links have been added to display documents pertaining to Master Association, as well as Vehicle Storage Club, and Garden Club.

## **PLANNED PROJECTS:**

- **Road Engineering:** Lincks & Associates, Inc. has been engaged to evaluate and make safety recommendations for the left turn lane and a crosswalk at the Kings and Kings intersection. Also, to recommend pavement markings for the south gate exit approach and the Kings Blvd approach from Tremont to the brick round-about.
- **Roads:** Roads will be re-evaluated for current condition. Costs for milling and various overlays will be sought to recalculate the 15-year reserve schedule. Paving will be planned for later in the year, probably late August/September. WE are looking at repaving Gloucester Blvd. as well as sections of Kings Blvd. that are de-laminating, and the Kings Blvd. extension between Southampton and Tremont.
- **Irrigation:** Ballenger and Company will be engaged to do a study and give recommendations for upgrading the upper irrigation loop to irrigate more

efficiently, save water, and hopefully reduce electric costs. We are looking at separating the irrigation system for the main entry from the clubhouse irrigation system. Installation of VFD's and pressure safety switches on the loop systems has shown a reduction in mainline breaks: Upper Loop had 42 breaks in 2009-10, which were reduced to 24 breaks in 2010-11. The Lower Loop only had 11 breaks in 2009-10, but that was reduced to 7 breaks in 10-11.

- **Bridges:** All three bridges were inspected by Dansco Engineering. Bids have been solicited from two bridge restoration companies to do the work to extend the life of the bridges.
  - The wooden golf cart/pedestrian bridge west of Clubhouse Drive needs to have strapping and bracing installed, rip rap around the pilings, the wood pressure washed and sealed, and warning signs prohibiting cars and trucks.
  - The concrete vehicle bridge on Kings Blvd. needs its pilings sealed, rip rap under the end of the buttresses, and concrete cracks repaired and sealed.
  - The steel golf cart/pedestrian bridge needs concrete buttresses even with bridge entry, rust removed, additional tie-down bolts, lights secured to the bridge, animal dens under the rip rap removed, and splintered planks replaced. We are awaiting bids from two bridge restoration companies.
  - We will obtain bids from other companies to repair the washed-out areas with rip rap.
  
- **Landscaping:** Dead and missing plants on Kings Blvd. median end-caps can be replaced this year. Dead and declining old-growth pine trees at the Vilmont/Oakley Green berm need to be removed and the berm cleaned up to remove weeds and invasive plants. Bids will be obtained.
  
- **Benches:** The old park benches are gradually being refurbished using composite decking to replace the wood slats. Park benches were requested for Vilmont Greens Dr. The estimated cost per bench with concrete sides, composite decking, and concrete foundation slab, is \$600.
  
- **Signs:** Reflective signs will be ordered to identify addresses in the cul-de-sacs on Grenadier, Greenhaven, Greenwich, and Foxhunt. The Master Association may also consider replacing the stop signs, to match the street signs. That project is not budgeted and would have to be approved by the Board and performed in phases if funds are made available.