

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

**November 10, 2011**

**10:30 a.m.**

**Location:** 1900 Clubhouse Drive – West Social Room  
Sun City Center, FL 33573

**Purpose:** To approve a budget for FYE 3/31/2013; ratify method of calculating and reserves based on Component and Cash Flow Analyses; consolidate fund into a reserve pool; consider request of Sportsman’s Club for area to set up an archery range.

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

**Minutes Prepared By:** Dana Lin Phillips

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- I. CALL TO ORDER:** The meeting was called to order by Brian Cale at 10:30 a.m. in the West Social Room of the Kings Point Clubhouse, 1900 Clubhouse Drive, Sun City Center, FL.
- II. PROOF OF NOTICE:** All Directors were notified by e-mail or by telephone. Notice was placed in Presidents’ mailboxes at 1902 Clubhouse Drive, Sun City Center, FL 33573. Notice was also posted at on the web site [www.kpscc.com](http://www.kpscc.com), at the Master Association’s web page. Brian Cale turned the Chair over to Dana Lin Phillips, Master Association Manager (*The Continental Group*).
- III. TREASURER’S REPORT:** Dana Phillips gave a Financial Report as of 10/31/2011.
- IV. MINUTES:** **Bill Cale made a motion that was seconded by Bob Stevens to approve the Board of Directors meeting minutes of April 11, 2011, as published. Motion carried unanimously.**
- V. SPECIAL BUSINESS:**
  - A. Appointment of Director:** Bob Stevens reported receipt of the resignation letter from William Bullock and the letter from Minto Communities appointing Brian to the Board of Directors, as President.
  - B. Review Proposed Budget FYE 3/31/2013** Dana Phillips reviewed the proposed changes in the budget. Based on 5301 units, expected revenue will be \$1,600,300 (an increase of \$72,668) and expenses will be \$1,058,503.68, an increase of \$70,981. Reserves will be held at the same amount, \$531,796 for the coming year, but members should expect a slight increase thereafter due to

milling and repaving roadways. The total monthly fee will be \$25.00 per unit (an increase of \$1.06).

- a. **Bill Richards made a motion that was seconded by Bob Stevens to ratify the Master Association's use of the Pooling method for reserves, based upon the Component and Cash Flow Analyses, and to combine all current funds into one reserve pool. Motion carried unanimously.**
- b. **Bill Richards made a motion that was seconded by Bob Stevens to approve, to borrowing funds from the Reserves to pay the insurance renewal premiums which come due in April, in lieu of financing the policy premiums, and then to repay the Reserve Pool from Operating Expense - Insurance, on a monthly basis, as budgeted funds are collected. Motion carried unanimously.**
- c. **Brian Cale made a motion that was seconded by Bill Richards to approve the budget as proposed. Motion carried unanimously.**

C. Request by Sportsman's Club for Archery Range. Formal request was made to use land adjacent to the ponds behind the Garden Center for archery practice. A set of Regulations and Safety Rules was compiled by the Master Association, along with an Indemnity Form which each archer/member must sign prior to using the archery range area. These forms are to be reviewed by an attorney. Signs will be posted indicating the days the area will be in use. **Bill Richards made a motion that was seconded by Bob Stevens to approve the Sportsman's Club request. Motion carried unanimously.**

D. Status of feasibility study regarding toilet facility in the main gate's east tower: Dana Phillips reported on the status of this project. The location requires a septic system installer's expertise and Health Department permission. ADA design will require an architect. Changes to the east tower to effect a gravity-feed grade and structural changes for an ADA doorway and ramps may require a civil engineer. A general contractor will be required to bring it all together. The budget contains \$25,000 for these purposes.

VI. **ADJOURNMENT:** There being no further business, **Bill Richards made a motion to adjourn that was seconded by Bob Stevens. Motion carried unanimously.** The meeting adjourned at 11:15 a.m.