

REGULAR SESSION AGENDA
January 23, 2014



Sun City
CIVIC ASSOCIATION

AGENDA
Thursday, January 23, 2014
7:00 p.m.
WEBB HALL

All scheduled and noticed Executive Session Board meetings are held in accordance with California Civil Code 1363.05(b): Litigation, matters relating to formation of third-party contracts, foreclosure action decisions, & member discipline.

EXECUTIVE SESSION
5:30 P.M. – EAST ROOM
(Closed Session - Board Members Only)

SPECIAL PRESENTATION – CLE ENGINEERING

- A. Review and Approval of 11/21/13 Executive Session minutes**
 - B. Contracts: BILLIARDS CLUB FACILITY**
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REGULAR SESSION
BOARD OF DIRECTORS MEETING - 7:00 PM

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ANNOUNCEMENTS – by President ElRite**
- 4. ROLL CALL**
- 5. OPEN FORUM: MEMBER COMMENTS ON NON & AGENDA ITEMS**

*(Legal owners of SCCA property – (bonafide members) - may fill out a “Request to Speak” form and turn it into management before the meeting begins, for an opportunity to address the Board. During open forum, each SCCA member may address the board for **up to three (3) minutes**. A director or manager may briefly respond to statements made or questions posed, if they chose to. Speakers and members in the audience must observe rules of decorum and not engage in obscene gestures, shouting, profanity or other disruptive behavior. If a speaker is in the middle of a sentence when time is called, he/she may finish their thought before sitting down. The time*

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guidelines ensure that others will have an opportunity to speak. Speakers may not allot their time to others. All persons must follow the Meeting Rule stated at the end of this agenda. Please do not interrupt meeting while it is taking place. Thank you!)

6. CONSENT CALENDAR – *(The items below will be acted on by the Board without discussion. Should any Board member wish discussion on a Consent Calendar item, they may make a motion to pull that particular item or items, off the Consent Calendar for individual consideration, discussion and action by the Board. All remaining items are approved by one motion made by the Board.)*

- A. Approval of Minutes from November 21, 2013 Regular Session Meeting,
- B. Acceptance of the Un-Audited Financial Statements and Bank Reconciliations as prepared and presented by Avalon Management for the month ending November 30, 2013 with said Financial Statements having been presented to the Finance Committee. *(While you have already rec'd the financials before, for board packet purposes, an abbreviated portion is placed in the packet for reference as well as the Treasurer's Report.)*
- C. Ratify SCCA Board President's approval of Emergency Expenditure of \$1,200.00 to Nootbaar Plumbing for labor and materials to dig up the four (4) inch sewer line near the back side door of Building "A" (office) and to install a four (4) inch clean out in the ground to be able to snake the line with four (4) inch blades and properly maintain the sewer.
- D. Approve revised contract with The Inspectors of Election, with a reduction in cost of \$650.00.
- E. Approve appointment of Volunteers to assist The Inspectors of Election with ballot removal at the February 13, 2014 Annual Meeting.
 - A. Edna Rae Bogut
 - B. Jan Calles
 - C. Terry Campbell
 - D. Mary Dempsey
 - E. Sheila Neal
 - F. Eileen Parnell
 - G. Helen Richmond
 - H. E. Schauers
 - I. Pat Thurman
 - J. Tom Thurman
 - K. Mary Ann Wagner
- F. Accept Beverly Humble's resignation from the Election Committee effective November 14, 2013.
- G. Accept Linda Smith's resignation from the Social Activities Committee effective November 26, 2013 due to health issues.

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- H. Approve and accept all Committee Charters as presented, effective immediately.
- A. Emergency Preparedness Advisory Committee Charter
 - B. Finance and Budget Committee Charter
 - C. Maintenance Committee Charter
 - D. Social Activities Charter
- I. That the Board rescinds the motion dated 11/21/2013 to schedule a Candidates Forum in January 2014.
- J. That the Board approves the request from Sun City Woodshop to replace fifty (50) year old equipment that you can no longer get parts for. Also the request to install air filtration systems in each room of the woodshop per OSHA requirements.
- A. A new 42 inch lathe \$2,344.99 + tax
 - B. A helical head for the 15" planer \$ 595.00 + tax & delivery
 - C. A 6" or 8" jointer with helical head \$ 874.00 + tax & delivery
 - D. Air filter system for each room of woodshop \$ 259.00 + tax x 2
- A total cost of \$4,331.99 plus taxes and delivery charges.
- K. That the Board approves the replacement of forty (40) card tables and four (4) table carts at a cost not to exceed \$4,059.00 which includes shipping and handling.
- L. That the Board accepts the \$550.00 donation from the Shuffleboard Club to purchase two (2) 36" base cabinets and counter tops for the Shuffleboard kitchen.
- M. That the Board approves the request from the SCCA Lapidary Club for reimbursement of supplies purchased by the SCCA Lapidary President in the amount of \$498.44.
- N. That the Board requests volunteers for an AD-HOC Committee to assist in developing a room/hall rental agreement on a limited basis.
- O. Facility Use Requests
- 1. Duplicate Bridge Tournament – Sunday, February 23, 2014
 - 2. Coordinating Council Parking Lot Sale – Saturday, May 3, 2014
 - 3. Coordinating Council Explore The Core & Craft Faire – Saturday, October 25, 2014

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4. Coordinating Council Holiday Event – Saturday, December 13, 2014
5. Chair Volleyball Annual Championships – Saturday, October 18, 2014
6. Sun City Civic Association French Quarter Festival – Saturday, April 26, 2014
7. Southern California Horseshoe Pitchers Association Tournament– Saturday, January 25, 2014
8. Southern California Horseshoe Pitchers Association Tournament– Saturday, February 22, 2014
9. Southern California Horseshoe Pitchers Association Tournament– Saturday, March 22, 2014
10. Southern California Horseshoe Pitchers Association Tournament– Saturday, May 3, 2014
11. Southern California Horseshoe Pitchers Association Tournament- Saturday, October 18, 2014
12. Southern California Horseshoe Pitchers Association Tournament- Saturday, December 13, 2014
13. Lawn Bowls Club – Citrus District Tournament – Thursday, January 30, 2014
14. Lawn Bowls Club – Citrus District Tournament – Thursday, February 27, 2014
15. Organ Club – Christmas Sing Along – Sunday, December 14, 2014
16. Tops Club – June Lunch – Friday, June 13, 2014
17. Tops Club – Christmas Lunch – Friday, December 12, 2014
18. GFWC Woman’s Club – Reciprocity Tea

*******END OF CONSENT CALENDAR*******

7. COMMITTEE REPORTS

- A. Coordinating Council
 1. Minutes and/or verbal report
- B. EPAC (Emergency Preparedness Advisory Committee)
 1. Minutes and/or verbal report
- C. Finance Committee
 1. Minutes and/or verbal report
- D. Maintenance Committee
 1. Minutes and/or verbal report
- E. Social Activities Committee
 1. Minutes and/or verbal report
- F. Ways & Means Committee
 1. Minutes and/or verbal report

8. MANAGEMENT REPORTS

- A. Activities – Alesia Stachan, Activities Coordinator
- B. Code Enforcement – Mario Trujillo, Code Enforcement Coordinator

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- C. Maintenance – Tom Willingham, Maintenance Supervisor
- D. Management – Roxie Holliday, General Manager

9. FINANCIAL REPORTS *(This section presents the most current financial statement, along with any other collection matters. The Board decision to file a lien for delinquent assessments is made by a majority vote of the Board members in an open meeting, with the vote recorded in Regular Session minutes. The Payment Plan Policy adopted by the Board, is implemented by Management on a regular basis per Board directives. Board action is not needed for every request as long as it is within the approved policy guidelines. However, action to initiate Lien Foreclosures for delinquent assessments is done **in Executive Session** by majority vote of the Board, but the decision action will be recorded in Regular Session minutes, protecting confidentiality of the owner(s) by reference of the property's parcel number (APN). We hope this explanation helps you understand the collection process and the Board's role and requirements in it. Please know the SCCA Board takes all action necessary to collect assessments.)*

- A. Financial Reports – November 30, 2013 (Approved via Consent Calendar)
- B. Treasurer's Report

10. OLD BUSINESS

- A. Webb Hall Remodel & Renovation Status Update – Status Only
- B. EPAC Committee Request for approval to purchase HELP/OK signs. – Status Only
- C. SCCA Facilities Operational Manual – Status Only
- D. Landscaping – Status Only

11. NEW BUSINESS

- A. Olympic Pool – Women's & Men's Showers – Discussion Only

12. NEXT MEETING

The next Regular Session Board of Directors Meeting for the Sun City Civic will be **THURSDAY, February 27, 2014** at 7:00 p.m. in Webb Hall.

13. ADJOURNMENT

MEETING RULES: *No audio or video recording allowed by attendees. However, the Secretary of the Board may record the meeting to aid in the preparation of minutes. The recording is deleted once the minutes have been prepared. As provided in the "Open Meeting Act," members may observe the meeting but do not have the right to participate in the Board's deliberations or votes. Attorneys and newspaper reporters are prohibited from attendance at SCCA Board meetings, unless specifically invited by the Board. Members may address issues during the Open Forum portion of the meeting. Attendees may not engage in obscene gestures, shouting, profanity or other disruptive behavior. If attendees become disruptive, they may be expelled from the meeting and fined.*