

REGULAR SESSION AGENDA
March 26, 2013



Sun City
CIVIC ASSOCIATION

AGENDA
Tuesday, March 26, 2013
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
6:00 P.M. – EAST ROOM
(Closed Session - Board Members Only)

- A. AG Garden Sale Offer review**
- B. Contracts (Auditor)**
- C. Personnel Matters (including Volunteers) – Staffing Hours**
- D. Legal Matters**

REGULAR SESSION
BOARD OF DIRECTORS MEETING - 7:00 PM

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. 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. Speakers are to please limit their time to under 3 minutes. The Board is unable to discuss or take any action during Open Forum or on non-agendized items. Thank you!)

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5. 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 February 26, 2013 Meeting.
- B. Acceptance of the Un-Audited Financial Statements and Bank Reconciliations as prepared and presented by Avalon Management for the month ending February 28, 2013 with said Financial Statements having been presented to the Finance Committee.
- C. Approve transferring \$52,014.42 in Excess Funds from the fiscal year end 2012 Operating General Account to the 2013 Reserve Account.
- D. Ratify approval to bill EMWD for \$1,750.00 (50% of the \$3,500.00 fee charged by Integra Realty Resources, an independent appraiser) for the February, 2013 appraisal of the AG Garden, for which EMWD had agreed to pay half of its cost.
- E. Ratify approval for SCCA to obtain a Costco Executive Membership at the cost of \$110.00/yr. in order to save money ordering office and other supplies, and approve any necessary line of credit required for said delivery of products.
- F. Ratify the March 20, 2013 emergency action of the Board Treasurer and Board President to select a new independent CPA firm (Nigro & Nigro of Murrieta) to perform the balance of the 2012 Annual Audit and tax returns (at a cost estimated at \$6,375.00) due to the withdrawal of the auditing firm of Beck and Company, CPA's, who had previously been selected by the Board to perform this service, but decided to rescind their offer of services.
- G. Approve the installation of two (2) outdoor vandal-proof security cameras outside of the Association's administrative office at an installation cost of \$1,227.49, and recurring service charge of \$10.03 per month to service and maintain the cameras by Protection One.
- H. Ratify the purchase of a [much needed] Lawn Bowling Vacuum at a cost of \$900.00, purchased on behalf of the Association by the Lawn Bowling Club and being paid back by SCCA at \$100.00 per month through the Maintenance Petty Cash Fund.
- I. Approve the execution of the "Statement of Housing Provider Regarding Qualification of SCCA as Housing for Older Person" under the Federal Fair Housing Act inasmuch as at least 80% of the 4,762 homes are occupied by

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persons 55 years of age or older, in that 3,959 homes have submitted proper age verification forms in 2012, with 803 homes pending the documentation.

- J. Approval of Modified Rules and Regulations sent to Membership on February 13, 2013, which have now passed the 30-day comment and review period, with only one (1) comment on them being received and that comment did not object to sheds but felt the rule might be in conflict with their tract CC&R's.
- K. Approval for up to two (2) Military Appreciation Banners sponsored by SCCA through the "Menifee Military Banner Program" at a cost not to exceed \$100.00 per banner (includes installation and removal), with banner reading something similar to: "US ARMED FORCES – SCCA SUPPORTS OUR TROOPS", with banner(s) installed at the corner of Sun City Blvd. and Cherry Hills Blvd., to remain up for one (1) year and when removed, returned to SCCA by the City of Menifee.

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

6. COMMITTEE REPORTS

- A. Bylaw Committee
 - 1. Resignation of Chair, Steve Fuller
 - 2. Letter to New Chair, Ruth Goulet
 - 3. Minutes/report not provided for board packet.
- B. Coordinating Council
 - 1. Minutes/report not provided for board packet.
- C. Election Panel Report
 - 1. Report from the 2012 Election Panel on the 2013 Election
 - 2. Officially disband 2012 Election Panel (new Panel to be appointed April, 2013)
- D. Finance Committee
 - 1. Minutes/report not provided for packet.
 - 2. Memorandum from Chair, David Brott to Board
 - 3. Response from Board to Chair, David Brott
- E. Maintenance Committee
 - 1. Minutes/report not provided for board packet.
- F. Ways & Means Committee
 - 1. Minutes/report not provided for board packet.

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7. MANAGEMENT REPORTS

A. Maintenance & Management

8. 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 – February, 2013 (Approved via Consent Calendar)

B. Treasurer's Report - Treasurer Jack Corlett to provide a verbal report

9. OLD BUSINESS

A. Facility Monitors – Summer Season (tabled from last meeting)

B. Chairs – Reupholster – Discussion (tabled from last meeting)

C. Emergency Preparedness Program Planning – Status Update (Verbal)

10. NEW BUSINESS

A. Rehab of Waterfall (aka Veterans Memorial) Area

B. Disposition of Extra Organ

C. Wi-Fi or Internet Connection ability for SCCA Campus

D. Disposal of Association equipment

E. Facility Use Requests

F. Club Financial Reports – For Board review

12. NEXT MEETING

The next Regular Session Board of Directors Meeting for the Sun City Civic will be Tuesday, April 23, 2013 in Webb Hall at 7:00 PM.

11. ADJOURNMENT