

**REGULAR SESSION AGENDA**  
**May 22, 2014**



**Sun City**  
**CIVIC ASSOCIATION**

**AGENDA**  
**Thursday, May 22, 2014**  
**2:00 p.m.**  
**WEBB HALL**

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*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**  
**12:30 P.M. – EAST ROOM**  
**(Closed Session – Board Members Only)**

- A. REVIEW & APPROVAL OF MARCH 27, 2014 MINUTES**
  - B. CONTRACTS – and Other Related Matters**  
**DEANA RIES DESIGN**  
**CLE ENGINEERING**
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**REGULAR SESSION**  
**BOARD OF DIRECTORS MEETING - 2:00 PM**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ANNOUNCEMENTS – by President ElRite**
- 4. ROLL CALL**
- 5. SPECIAL PRESENTATION – PROVIDENT BANK**
- 6. 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!*

- 7. 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.) Without objections, the remaining items, ( or all the items if none have been pulled) are adopted by general consent.*
- A.** Approval of Minutes from April 24, 2014 Regular Session Meeting.
  - B.** Acceptance of the Un-Audited Financial Statements and Bank Reconciliations along with the check register as prepared and presented by Avalon Management for the month ending April 30, 2014 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.** Acceptance of the donation from Provident Bank.
  - D.** Ratify the acceptance of the Draft Annual Audit for the year ending 12/31/2013 as conducted and prepared by the independent certified auditing firm of Nigro & Nigro. Further Resolved to accept the Final Annual Audit for the year ending 12/31/2013. The 2013 Annual Audit was mailed out to the entire membership on 04/30/2014.
  - E.** Approve the proposal in the amount of \$14,310.00 (\$8,586.00 and \$5,724.00) from Aspen Construction for new ceiling in entire Billiards Building "N". (At the March 27, 2014 Executive Board Meeting bids were received from two (2) construction companies to replace the east portion of the ceiling in the Billiards hall for \$8,586.00. At that time the SCCA Board of Directors approved the bid from Aspen Construction). To include demo of existing ceiling, removal of lights, plastic cover all tables and walls, removal of all cork tiles and furring strips. New ceiling to include strait edging trusses, new R-30 insulation, installation of 18 new flush can lights, installation of new outlets for pool lights, drywall ceiling (hang, tape, and texture), prime new ceiling and paint ceiling, add new trim around ceiling and walls, all clean up included. Installation of pool lights over tables. This approval includes removal and replacement of the ENTIRE ceiling in the Billiards Building "N". This expenditure will be a Reserve Expense.
  - F.** Approve the proposal in the amount of \$2,100.00 from Aspen Construction for removal and replacement of the ceilings in the men's and women's bathrooms on the East end of the Billiard's Building "N". This proposal includes demo of existing ceiling, removal of lights and fans. New ceiling to include dropping the height of the ceiling, installing drywall, (hang, tape, and texture) installation of

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new flush can lights, new exhaust fans, and paint to match existing paint. This expenditure will be a Reserve Expense.

- G.** Approve the proposal in the amount of \$1,700.00 from Aspen Construction for removal of wallpaper at top three (3) feet of Billiards Building “N” walls, texture, prime and paint. This expenditure will be a Reserve Expense.
- H.** Ratify the expenditure of \$2,572.97 for replacement of pinch pleated drapery valances in Billiards Building “N”. This expenditure will be a Reserve Expense.
- I.** Approve the proposal from Classic Billiards in the amount of \$8,393.40 to re-felt, re-set, re-level nine (9) pool tables with high speed, Simonis 860 cloth. Additionally, pocket replacement and re-cushioning of all nine (9) tables will be done. This expenditure will be a Reserve Expense. (Reminder, \$3,608.00 was provided by the now disbanded Sun City Billiards Club to share the expense of re-felting the nine (9) pool tables.)
- J.** Approve the proposal from Swim Tech in the amount of \$3,250.00 for removal and replacement of four (4) pool lights in Olympic Pool. The burnt out lights will be replaced with LED Energy Efficient Long Lasting lights. These LED lights are equivalent to 500W, but consume only 45W. This expenditure will be a Reserve Expense.
- K.** Approve additional wording to Special Event Form: Wine/Beer is only to be served at SCCA Board of Director approved or SCCA sponsored and approved events. Individuals are not permitted to bring personal alcoholic beverages to events.
- L.** Ratify the approval of the proposal from Kenway Painting in the amount of \$750.00 for the east end of the Lawn Bowling Maintenance area and top of Shuffleboard Back area. This expense was approved as an Operational Expense at the Regular Session Meeting on 04/24/2014 and needs to be approved as a Reserve Expense.
- M.** Ratify the approval of the expenditure of \$2,200.00 for painting of the steel structure of the pool cover over the Crystal Pool. This expense was approved as an Operational Expense at the Regular Session Meeting on 04/24/2014 and needs to be approved as a Reserve Expense.
- N.** Approve the appointment of the following residents to the EPAC Committee.

  - 1. Virginia Carrillo
  - 2. Pouran Cox
  - 3. Dick Massey
  - 4. Sharon Massey
  - 5. Shelley Rosenberg

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**O.** Approve the appointment of the following residents to the Social Activities Committee.

1. Pouran Cox
2. Shelley Rosenberg

**P.** Approve the Disbanding of the AD – Hoc Committee. A special Thank you to following volunteers for their hard work on creating the Civic Hall Rental Agreement.

1. Linda Blanche
2. Esther Bolger
3. Brenda Head
4. Pat Thurman
5. Tom Thurman

**Q.** Approval the request from Sun City Lapidary Club to have three (3) diamond Grinding wheels re-surfaced, and the request to purchase one (1) 3x8 125 grit diamond belt at a total cost of \$353.40, plus taxes and shipping and handling.

**R. Facility Use Requests**

1. Table Tennis Club – Tournament – Sunday, September 14<sup>th</sup>, 2014
2. Lawn Bowls Club – District Meeting – Sunday, June 8<sup>th</sup>, 2014
3. Duplicate Bridge Unit Game – Sunday, July 3<sup>rd</sup>, 2014
4. Duplicate Bridge Unit Game – Sunday, September 14<sup>th</sup>, 2014
5. Duplicate Bridge Unit Game – Sunday, December 14<sup>th</sup>, 2014
6. Duplicate Bridge Sectional Tournament – Friday, November 21<sup>st</sup>, 2014 – Sunday, November 23<sup>rd</sup>, 2014
7. PEO Chapter TA – Reciprocity Meeting – Saturday, October 25<sup>th</sup>, 2014
8. Lawn Bowls Club BBQ – Friday, July 4<sup>th</sup>, 2014
9. Lawn Bowls Club – Visitation – Thursday, May 29<sup>th</sup>, 2014
10. Duplicate Bridge – 4<sup>th</sup> of July Bridge Party – Wednesday, July 2<sup>nd</sup>, 2014
11. Duplicate Bridge – Oktoberfest Bridge Luncheon – Monday, October 13<sup>th</sup>, 2014
12. Duplicate Bridge – Christmas Bridge Luncheon – Wednesday, December 17<sup>th</sup>, 2014
13. SCCA – Coffee & Conversation – Every Monday, effective Monday, June 2<sup>nd</sup>, 2014
14. SCCA – Habitat for Humanity Event – Saturday, June 6<sup>th</sup>, 2014

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

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**8. COMMITTEE REPORTS**

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

**9. MANAGEMENT REPORTS**

- A. Activities – Alesia Stachan, Activities Coordinator
- B. Code Enforcement – Mario Trujillo, Code Enforcement Coordinator
- C. Maintenance – Tom Willingham, Maintenance Supervisor
- D. Management – Roxie Holliday, General Manager

**10. 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 – April 30, 2014 (Approved via Consent Calendar)
- B. Treasurer's Report

**11. OLD BUSINESS**

- A. Webb Hall Remodel & Renovation Status Update – Status Only-Verbal
- B. Chair Volleyball – Use of Chairs – Discussion Only
- C. Rule Modification – Gambling

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**12. NEW BUSINESS**

- A. Facilities Use Procedure – Civic Hall Rental Agreement
- B. Rule Modification – Facilities Use Procedure – Item J – Use of E cigarettes

**13. NEXT MEETING**

The next Regular Session Board of Directors Meeting for the Sun City Civic will be **Thursday, May 22, 2014** at 2:00 P.M. in Webb Hall.

**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.*