REGULAR SESSION BOARD MEETING AGENDA

NOVEMBER 16, 2017

Sun City
CIVIC ASSOCIATION

AGENDA
THURSDAY, NOVEMBER 16, 2017
7:00 P.M.
WEBB HALL

All scheduled and noticed Executive Session Board meetings are held in accordance with California Civil Code 4935: Litigation, matters relating to formation of third-party contracts, foreclosure action decisions, & member discipline/and related matters.

EXECUTIVE SESSION

5:00 P.M.
EAST ROOM
(Closed Session – Board Members Only)

1. **APPROVAL OF EXECUTIVE SESSION MEETING MINUTES**

   A. October 26, 2017 Executive Session Meeting Minutes

2. **PERSONNEL**
3. **LEGAL**
4. **CONTRACTS**

REGULAR SESSION
BOARD OF DIRECTORS MEETING - 7:00 PM

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**

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4. AGENDA APPROVAL OR MODIFICATIONS

5. ANNOUNCEMENT OF APPLICANTS FOR UPCOMING 2018 ELECTION

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 choose 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 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. BOARD MEMBER UPDATES OR COMMENTS

8. APPROVAL OF MINUTES FROM THE OCTOBER 26, 2017 REGULAR SESSION MEETING.

9. 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 objection, the remaining items (or all the items if none have been pulled) are adopted by general consent.*

A. Acceptance of the Un-Audited Financial Statements, along with the operating check register and reserve check register as prepared and presented by Avalon Management for the month ending **October 31, 2017.** *(Draft financials were previously distributed to the Board for the monthly Finance Meeting).*

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

10. COMMITTEE REPORTS

A. Finance Committee
Minutes and/or verbal report
B. Historical Preservation Committee
Minutes and/or verbal report
C. Maintenance Committee
Minutes and/or verbal report
D. Pool/Gym/Spa Committee
Minutes and/or verbal report

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11. MANAGEMENT REPORTS

A. Code Enforcement – Ryan Dodd, Code Enforcement Coordinator

B. Management – Roxie Holliday, General Manager

12. FINANCIAL REPORTS

A. TREASURER'S REPORT – Jack Corlett

13. OLD BUSINESS

A. BUILDING P – POTENTIAL OPTIONS

1. REPLACE WITH LIKE BUILDING – MODULAR UNIT
2. DEMO AND REBUILD WITH STICK BUILT BUILDING
3. REPAIR DAMAGE AREAS AND REFURBISH

Discussion and motion to approve or disapprove would be in order.

B. BREEZEWAY BETWEEN SCCA OFFICE & WEBB HALL

There has been discussion regarding the condition of the breezeway between the SCCA Office and Webb Hall, and how to proceed with repair/replacement of the breezeway. The maintenance committee has been involved in the process of investigating the condition of the breezeway to determine how extensive the repair or replacement may be. The questions raised include the options to either demolish/ replace with a like breezeway with the same type of materials, demo/replace with Aluma wood, which would have little or minimal maintenance or remove/demolish and do not replace at this time.

Discussion and motion to approve or disapprove would be in order.

C. MANAGEMENT BIDS

The SCCA took action to request several months ago to request Management Proposals for management of the SCCA. Avalon Management has managed the SCCA since September 2012. The deadline for proposal submission was October 28, 2017. Eight (8) RFP'S (Request for Proposals) were sent out and five (5) proposals were received by the deadline.

1. **AVALON MANAGEMENT**
2. **ACTION PROPERTY MANAGEMENT**
3. **ELITE MANAGEMENT**

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4. **FIRST SERVICE RESIDENTIAL**
5. **RALSTON MANAGEMENT**

Discussion and motion to approve or disapprove would be in order.

14. NEW BUSINESS

A. SELECTION OF AUDITOR

Avalon Management has been requested to provide the SCCA with three (3) **proposals for the 2017 Annual Audit** that will be done in 2018.

Discussion and motion to approve or disapprove would be in order.

B. BUDGET APPROVAL

The SCCA Board of Directors along with the Finance and Maintenance Committees met with Mark Jones of Avalon Management met on October 27, 2017 to review each line item of the 2018 proposed budget as well as make corrections as needed.

Discussion and motion to approve or disapprove would be in order.

C. RESERVE STUDY APPROVAL

SCT Reserve Specialists conducted an onsite visit of the SCCA Facilities to prepare a Level II Reserve Study for the Year 2018 for Sun City Civic Association. Once the draft Reserve Study was prepared the SCCA Board of Directors along with members of the Finance and Maintenance Committees and Mark Jones of Avalon Management met on November 3, 2017 to review and update any necessary corrections needed to the 2018 Reserve Study.

Discussion and motion to approve or disapprove would be in order.

D. OPEN DISCUSSION – ADDITIONAL MEMBER COMMENTS

E. FUTURE AGENDA ITEMS

15. NEXT MEETING

The next Regular Session Board of Directors Meeting for the Sun City Civic Association will be **THURSDAY, JANUARY 25, 2018 at 7:00 P.M. IN WEBB HALL.**

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16. 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.*