



26850 Sun City Blvd. Sun City, California 92586-2948

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Annual Meeting and Election

February 10, 2021

AGENDA

VIA ZOOM – SEE BELOW

- 10:00 a.m. Determination of Quorum
 - California Elections Company
- 10:05 a.m. Call to Order – Once Quorum Established
- 10:10 a.m. Close Polls/Balloting
- 10:15 a.m. Approval of 2020 Annual Meeting Minutes
- 10:20 a.m. Tabulation of Ballots by Inspector of Election
- 1:30 p.m. Election Results
- 1:31 p.m. New Board Member Oath/Organizational Meeting
- 1:45 p.m. Adjournment

ZOOM INSTRUCTIONS

To login in with video, please use the link below to join:

<https://us02web.zoom.us/j/84280728235>

Passcode: 164794

You will need to dial the telephone number below to join by video and phone only:

Dial any of these phone numbers:

1-669-900-9128

1-346-248-7799

1- 253-215-8782

1-646-558-8656

1-301-715-8592

1-312-626-6799

Enter the following at the prompts:

Webinar ID: 842 8072 8235

Passcode: 164794



Sun City Civic Association
Annual Meeting of the Membership
February 5, 2020

CALL TO ORDER

The Annual Meeting of the Membership of the Sun City Civic Association was called to order by SCCA Board President Judi Haeberle at 10:00a.m.

President Haeberle introduced the current Board of Directors the Inspector of Election and Management.

TURN MEETING OVER TO CALIFORNIA ELECTIONS

President Judy Haeberle made a motion and Vice President Hunt seconded the motion to turn the meeting over to California Elections.

ESTABLISH QUORUM

It was determined that a quorum of the membership was duly represented by ballot or in person, and thus, registration was closed. **1345 ballots** were received.

MEMBERSHIP APPROVAL OF THE 2019 & 2018 ANNUAL MINUTES AND WAIVER OF READING OF THE MINUTES

Motion was made by Dottie Barnett and seconded by Rosie Elrite to approve to waive reading of the 2018 and 2019 annual minutes and to approve as submitted. Motion passed.

MOTION FROM THE FLOOR TO CLOSE POLLS & REGISTRATION

Director Judy Haeberle made a motion and Vice President Hunt seconded the motion to recess the Annual Meeting and close the polls and registration and reconvene at 1:00 P.M. Motion passed unanimously.

ADJOURNMENT

The annual meeting was adjourned at **11:08 A.M.** and set to reconvene at **1:00 P.M.** to enable California Elections to open and count the ballots received, with plans to reconvene later in the day.

RECONVENE

The annual meeting was reconvened at **1:00 P.M.**

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Director Jack Corlett

OPEN FORUM/COMMENTS

The members in attendance of the Annual Meeting were asked if anyone had comments or wished to speak, no one requested to speak.

ELECTION RESULTS

The results of the election were announced by Linda Alexander, General Manager.

Nancy Thompson	797 Votes (Elected)- For a two year term
June Conant	791 Votes (Elected) – For a two year term
Dottie Barnett	692 Votes (Elected) – For a two year term
Marianne Keersmaekers	689 Votes (Elected) – For a two year term
Thomas W Thurman	522 Votes (Not Elected)
Rich Gardner	474 Votes (Not Elected)

OATH OF OFFICE

The oath of Office was administered by General Manager Linda Alexander.

ANNOUNCEMENT OF NEW BOARD MEMBERS & POSITIONS

The new Board of Directors selected officers of the new Board and were announced as follows:

Brian Holley	President
Marianne Keersmaekers	Vice-President
June Conant	Treasurer
Nancy Thompson	Secretary
Suzie Hunt	Director
Jack Corlett	Director
Dottie Barnette	Director

The Annual meeting was adjourned until the next meeting of the membership to be held in 2021 at 3:13 P.M.

Respectfully submitted,

Linda Alexander

Attest:

Secretary

Sun City Civic Association 2020 Accomplishments

Administration Building:

- Painted all interior - vendor
- Floor replaced - vendor
- Lights replaced with LED - vendor
- Water heater replaced - vendor
- Kitchen cabinet replaced with quartz counter donated - vendor
- Replaced restroom cabinets, sinks and faucets - vendor
- Damaged ceiling fans replaced - vendor
- In-wall air conditioner removed and holes patched/water damage repaired - vendor
- Electrical repaired/restored - vendor
- Added 2 side quartz counters at front office - vendor
- Replaced front office desk and quartz counter - vendor
- Replaced large door with ½ door - vendor
- Installed 2 emergency lighting assemblies – vendor
- Replacement of two A/C units at administration building – vendor
- Section completed with plants and mulch – maintenance
- Replacement of the card system in administration building - vendor

Billiards:

- All 9 pool tables refurbished – vendor
- Replaced all pool balls – maintenance
- Mulch placed around building along with Civic – maintenance
- Obtained proposals for solar installation - management

Ceramics:

- Floor replaced - vendor
- Interior repainted - vendor
- New kilns – small and large – vendor
- Ceramics kiln room exhaust fans replaced (had not been working for a long time) – vendor

Civic Hall:

- A/C replaced - vendor
- Exterior paint touch up - maintenance
- Restrooms cleaned and painted – maintenance
- Obtained proposals for solar installation - management

Corbett Park:

- Continual weed abatement - maintenance
- Moved fence for additional space - vendor
- Organized list of those assigned spaces as to who is where and paperwork on file - mgmt.
- All updates done with security system - vendor
- Management took over trail cameras - management

Sun City Civic Association 2020 Accomplishments

Greek Theater:

- Lines on steps painted - maintenance
- Installed solar lights – maintenance
- Installed railings – vendor
- Installation of vinyl backdrop – vendor
- Installation of palm trees side planters – maintenance
- Painting of hand rails at Greek Theatre to match fence - maintenance
- Proposals obtained for the repair of cracks and seal - manager

Gym:

- 1 recumbent bike installed - vendor
- Moved gym equipment out due to pandemic - maintenance
- Replaced rotted wood and touch up paint outside - maintenance
- Installation of cellular controlled chlorinator - maintenance
- A/C replaced – vendor
- 2 emergency exit lights installed - vendor

Lapidary:

- Hazardous material removed - vendor
- A/C replaced – vendor
- 2 emergency exit lights installed – vendor
- Painted interior of lapidary - maintenance

Lawn Bowling:

- Lawns thatched and groomed - maintenance
- Lawns treated for oxtails - maintenance
- New mower and grooming machine purchased - vendor
- Redid irrigation system - maintenance

North Town Hall:

- Repaint restroom foyer and kitchen - maintenance
- Stripped old wax and re-waxed floors - maintenance
- LED lights installed – maintenance
- Outside paint touch up – maintenance
- install fan in kitchen to help with stove exhaust with new electrical run to switch – vendor
- Two potted sago palms moved from pool area and planted in front of North Town Hall – maintenance
- Painting of entire exterior – vendor
- Painting of restroom interiors – maintenance

Pool Area:

- Finishing of Crystal pool and deck - vendor
- Repair deck around Olympic pool – vendor
- Repaired crack in pool plaster at Olympic pool - vendor
- Installed curved pinched spear railing on top of block wall around pool area - vendor

Sun City Civic Association 2020 Accomplishments

- Replaced south gate – vendor
- Extension of two remaining pool gates - vendor
- A/C at Olympic pool restrooms repaired – vendor

Spa:

- Repainted interior - maintenance
- Installed rinse off shower – vendor
- Replaced noisy fan in spa room with quieter and more efficient fan system -vendor

Shuffle Board:

- Floors reground and polished – maintenance
- Exterior paint touched up - maintenance

Webb Hall:

- Men's & Women's restrooms painted - maintenance
- Cleaning of electrical room behind stage - maintenance
- Some outside paint completed - maintenance
- Clearing of drains - vendor
- Repair ADA doors - vendor
- A/C replaced – vendor
- Webb Hall exhaust fan above ice maker replaced with quieter and more efficient system - vendor
- Replaced electrical lines from main breakers to A/C units due to theft – vendor
- Painting of entire exterior – vendor
- Repaired drapes – manager
- Mulch installed in bare areas – maintenance
- Bottom perimeter sealed bottom adjacent to Greek to prevent water intrusion - vendor

Wood Shop:

- Grinders, vacuums and miscellaneous parts for machines replaced - maintenance
- Replaced old equipment – maintenance
- 2 emergency exit lights installed – vendor
- Door lock shield installed on equipment room door to deter tampering - maintenance

Miscellaneous:

- All carpets on property shampooed and cleaned – East Room, Museum and Library - maintenance
- WII room floor stripped and waxed - maintenance
- Arts building exterior paint touched up - maintenance
- Ongoing repair of all irrigation system on property due to disrepair - maintenance
- 40 lights across campus on buildings including Civic replaced or improved with motion detectors to watch movement at night - maintenance
- Replaced one malfunctioning backflow device - vendor
- Repaired 3 main irrigation lines - maintenance
- Replaced several non-functioning irrigation valves - maintenance
- Hand sanitizer carts donated for use at pool areas

Sun City Civic Association 2020 Accomplishments

- Installed security boxes on gates at maintenance yard and Corbett Park - vendor
- Replaced main breaker controlling section at Sun City Bl and Cherry Hills - vendor
- Serviced and repaired backflow devices – vendor
- Replacement of one golf cart - vendor
- Rekey of perimeter locks to one master key – vendor
- Maintenance truck serviced after almost a year - vendor
- Bleachers moved back from horseshoes to pool area - maintenance
- POW flags replaced - maintenance
- Light fixture at front office flag pole replaced - maintenance
- New soap dispensers being installed to replace old Cintas dispensers - maintenance
- Created an up to date janitorial supply inventory list - management
- Updated all first aid kits - management
- Corbett Park, all bricks painted and updated – maintenance
- All fire extinguishers serviced, few cabinets and out of date extinguishers replaced - vendor
- First maintenance service of new mower conducted - vendor
- All restrooms painted with a lighter color - maintenance
- Replace ReadyFresh water service for office and maintenance room (cost of \$189 per month) with two permanent water dispensers that connect directly to water system - maintenance
- Locked all exterior outlets around campus buildings – maintenance
- Painted all external wood benches – maintenance
- Proposal approved for maintenance staff uniforms - management
- CERS Annual Hazardous Material Training of maintenance staff per County of Riverside – vendor
- Researched billiards SCE billing -management
- Tree trimming proposals obtained for all campus trees on a two (2) year schedule - management
- Proposals obtained to replace the exterior halogen lights at billiards, Civic Hall with LED lights - management
- Proposals obtained to replace the exterior non-working lights at Crystal and Olympic Pool - management
- EMWD bills – researched to assure association not being charged for sewer on irrigation accounts - management
- Cleaned out all gutters in anticipation of rainy season - maintenance
- Webb & North Halls repair drywall and replace fascia boards with painting - vendor
- Replacement of the alarm systems on campus – vendor
- Move trees from one location to another due to overcrowding – maintenance
- Christmas décor inventoried, new purchased as necessary
- OSHA training of maintenance staff
- Uniforms (long sleeve shirt, polo, sweater, cap) for maintenance staff
- Removed trees growing under utility lines adjacent to Greek – maintenance
- Installed 4 crepe myrtles at landscape area adjacent to Greek - maintenance
- Cleaned all area drains including Greek Theatre and sump pumps ahead of rainy season - vendor
- Grinding of lifted concrete throughout campus to prevent trip/fall - vendor

Sun City Civic Association 2020 Accomplishments

- Filled with mastic and ground three main expansion joints running parallel at stairs at Greek Theater – vendor
- French drains and pipes at pickle ball cleared of concrete to allow drainage – maintenance
- Monitored French drains at pickle ball during rain storm of 12/28, no standing water - management
- Pickle ball storage area perimeter sealed so that no flooding occurs when water runs to French drains – maintenance
- Replaced missing plants and trees as necessary once irrigation was repaired – maintenance
- Installed mulch throughout property to help weed abatement and enhance appearance - maintenance

Sun City Civic Association

Balance Sheet For December 2020

Accounts Receivable

100000 - Current Owners Receivables	\$447,372.04
100710 - Allowance for Doubtful Accts	(\$386,689.00)

Total Accounts Receivable

\$60,683.04

Operating Bank Accounts

100140 - Petty Cash	\$150.00
100250 - CIT - Operating - #	\$158,521.32
100253 - CIT - Debit Card Acct - #	\$2,416.03
100260 - Morgan Stanley Smith Barney - Operating	\$73,950.15

Total Operating Bank Accounts

\$235,037.50

Reserve Bank Accounts

100400 - Morgan Stanley Smith Barney - Reserve	\$85,701.86
100405 - MSSB Reserve - MS BK CD 2.85% 1/11/21	\$202,171.70
100406 - MSSB Reserve - Private Bank CD 1.70% 8/6/21	\$232,175.80
100407 - MSSB Reserve - Texas CAP CD 0.200% 3/3/22	\$200,318.00

Total Reserve Bank Accounts

\$720,367.36

Other Assets

100900 - Prepaid Expenses	\$5,916.21
100905 - Prepaid Insurance	\$53,521.29

Total Other Assets

\$59,437.50

Land

100915 - Land	\$26,156.00
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Total Land

\$26,156.00

Total Asset

\$1,101,681.40

Prepaid Assessments

200000 - Prepaid Assessments	\$68,337.02
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Total Prepaid Assessments

\$68,337.02

Accounts Payable

200100 - Payables Strongroom	\$2,200.20
200200 - AP - Expenses accrued per Budget	\$63,335.50

Total Accounts Payable

\$65,535.70

Other Liabilities

200309 - Federal Tax Payable	\$2,920.00
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Total Other Liabilities

\$2,920.00

Reserve Funds

600001 - Reserve Fund	\$720,367.36
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Total Reserve Funds

\$720,367.36

Operating Funds

600020 - Prior Years Operating	\$58,795.17
610000 - Net Income	\$185,726.15

Total Operating Funds

\$244,521.32

Sun City Civic Association

Balance Sheet For December 2020

Total Liability / Equity

\$1,101,681.40
