

REGULAR SESSION BOARD MEETING AGENDA

MARCH 27, 2018



Sun City

CIVIC ASSOCIATION

AGENDA
THURSDAY, MARCH 27, 2018
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

EAST ROOM
(NOT SCHEDULED)

REGULAR SESSION

BOARD OF DIRECTORS MEETING - 7:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. AGENDA APPROVAL OR MODIFICATIONS**
- 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 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*

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*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. BOARD MEMBER UPDATES OR COMMENTS

7. APPROVAL OF MINUTES FROM THE FEBRUARY 22, 2018 REGULAR SESSION MEETING.

8. 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 **February 28, 2018.** *(Draft financials were previously distributed to the Board for the monthly Finance Meeting).*

B. COMMITTEE APPOINTMENTS

Approve the following applications for appointment to the Maintenance Committee.

1. Robert McKinney
2. Annette Pellegrino

Approve the following applicant for appointment to the Pool Advisory Committee.

1. Eileen Parker

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

9. COMMITTEE REPORTS

- A. EPAC Committee**
- B. Minutes and/or verbal report**
- C. Finance Committee**
Minutes and/or verbal report
- D. Historical Preservation Committee**
Minutes and/or verbal report
- E. Maintenance Committee**
Minutes and/or verbal report
- F. Pool/Gym/Spa Committee**
Minutes and/or verbal report

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10. MANAGEMENT REPORTS

A. Code Enforcement – Lisa Hoop, Code Enforcement Coordinator

B. Management – Roxie Holliday, General Manager

11. FINANCIAL REPORTS

A. TREASURER’S REPORT – Richard Gardner

12. OLD BUSINESS

A. GREEK THEATRE

It has been suggested that repair of the Greek Theatre be done. Project Consultant Jack Keersmaecker is in the process of evaluating the components of Greek Theater that need repair such as the chairs, drainage, electrical, railings, possible shade cover and what needs to be done to make Greek Theatre safe, ADA Compliant and functional.

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

B. FACILITIES SUPERVISOR – PROJECT CONSULTANT

At the February 22, 2018 Regular Session Meeting the SCCA Board of Directors took action to hire a Project Consultant to evaluate the SCCA Facility and provide a prioritized list of Maintenance Issues to the SCCA Board. It has been suggested that the SCCA Board of Directors consider hiring Jack Keersmaecker of Wolverine Construction as the SCCA Facilities Supervisor. The required weekly hours and compensation will need to be determined and discussed with Jack Keersmaecker.

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

13. NEW BUSINESS

A. DRAFT AUDIT

Robert Owens of Owens, Moskowitz and Associates, Inc. was selected to perform the annual audit for year ending 2017. Enclosed in your Board packet is the draft audit for review. Once reviewed Management will schedule a meeting with the auditor and the SCCA Board of Directors to go over the draft audit and take action to approve the audit before mailing to the SCCA residents.

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

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B. SECURITY SYSTEM

Currently Protection One provides the security system for SCCA, which includes cameras that are located throughout the campus and an alarm system. Protection One provides the service, all of the equipment and maintains the equipment, which belongs to Protection One, not the SCCA. The contract with Protection One is expired and Management has obtained a proposal from PJU Telecom for a replacement system that once installed, the SCCA will own, with state of the art cameras, that will have the ability to view activity at all times.

This proposal includes cameras for the entire facility, to include the interior of Webb Hall, Billiards, and Civic Hall. The monthly monitoring fee would be approximately **\$500.00**.

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

C. REPLACEMENT SOUND SYSTEM

The mixer/sound board that was located in Webb Hall on the stage was stolen Friday night after 4:30 PM. Management filed a report with the Sheriff's Department as well as our insurance carrier. Studio 33 (the company the unit was originally purchased from) has been contacted to provide a proposal for a replacement unit, with a locking case to prevent this type of situation happening in the future. Our insurance deductible will be \$2,500.00 once coverage is confirmed with the adjuster.

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

D. EPAC – CHARTER & OPERATIONS MANUAL

The EPAC Committee Charter has been revised by the EPAC Committee for review and approval by the SCCA Board of Directors. In addition the EPAC Committee created an updated EPAC Operations Manual for review and approval by the SCCA Board of Directors.

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

E. TED GROVES – EVENT PROPOSAL

Ted Groves of Menifee Buzz has presented a proposal for a Special Events Coordinator for the SCCA to work in conjunction with the current activities person. Ted Groves offered two options for the SCCA Board of Directors to consider.

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Option One would be as a Special Events Coordinator responding as an individual, as a SCCA Staff member, and Option Two as an independent contractor.

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

F. POOL MONITORS

It has been suggested that the SCCA Board of Directors restructure the facility monitors schedule for the pool/spa/gym areas to be monitored by only one monitor, with any combination of part time employees from 9:30 AM – 8:30 PM daily.

This would include when both pools are open, the monitor would actively be moving from the pools, spa and gym. The Olympic Pool is open from 7:30 AM – 8:30 PM year round, and the Crystal Pool is open beginning May and ending October yearly. The Swim Club uses the Crystal Pool Monday – Wednesday from 9:00 AM – 12:00, Thursday through Sunday the Crystal Pool is open for residents from 7:30 AM – 7:00 PM with time allocated for guests in the Crystal Pool.

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

G. OFFICE HOURS

It has been suggested that the SCCA Office change their daily operating hours to accommodate our residents to provide maximum customer service. The suggested hours would be Monday through Friday from 8:00 AM to 5:00 PM without closing for lunch.

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

H. ARMAND BLAIS ORCHESTRA

On the second Sunday of every month the Armand Blais Orchestra performs in Webb Hall from 2:00 – 6:00 a free Big Band Concert. This event is open to Sun City/Meniffee residents and/or whoever likes great music from the 40's.

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

I. OPEN DISCUSSION – ADDITIONAL MEMBER COMMENTS

J. PROJECTED FUTURE AGENDA ITEMS

- 1. REVISION OF CC& R'S**
- 2. INVESTIGATE NEW LEGAL FIRM**
- 3. OLYMPIC POOL RE-SURFACE PROJECT**

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14. NEXT MEETING

The next Regular Session Board of Directors Meeting for the Sun City Civic Association will be **Tuesday, April 24, 2018 at 7:00 P.M. IN WEBB HALL.**

15. 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.