

**Mission Hills Condo. Assoc.
Board of Directors
Meeting Minutes – July 17, 2019**

CALL TO ORDER:

Vicki – This is the July Board Business Meeting. We will start out with the Insurance Review.

ATTENDANCE:

Vicki Buchheit – President
Joe Booth - Treasurer
Mike Vorel – Vice President

Jim Mateka – Ameri-Tech
Karen Browder – Ameri-Tech
John Prokopovich - Maintenance Supervisor
Bob Mitchell – Bob Mitchell Insurance Agency

Insurance Review/Renewal – Bob Mitchell presented and went over the policies in detail for the Associations 2020 proposed insurance. **Motion to accept the coverage as listed with 5% hurricane deductible made by Mike; 2nd by Joe; none opposed; motion passed.**

APPROVAL OF MINUTES FROM June 19th MEETING: Jim Mateka, informed the Board that the minutes should not be posted or uploaded to the website, until the Board has formally approve the minutes at the monthly Board Meeting. **Motion to accept the June 19th meeting minutes made by Mike; 2nd by Joe; none opposed; motion passed.**

MAINTENANCE REPORT –

Roofing Project– We are done with Bldg. 8 and are done now until the fall. Bldg. 40 is finished, and waiting on Done-Rite to get back to John for Bldg. 41. Working on a number of repairs.

Carports – We are progressing on the carports.

General – The leaves have been removed from the roofs. We are doing the trimming of the shrubs. Discussion by the Board regarding the process for un-kept, overgrown vegetation.

Finance Report: We are over budget year to date.

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Review of Delinquencies – The delinquencies were discussed line by line.

Aging Report – The aging report was reviewed and discussed.

Website – The website is up and running. Jim Mateka introduced the new webmaster, Michael. Michael went over the website with the Board.

Documents Committee - Helen gave an update on the items they are working on. Helen also said that they were making sure all the completed and approved paperwork is in the Documents binder.

Old Business –

Patio - The patio form was updated to eliminate the diagram. After Board discussion, Vicki will make the approved changes.

Motion to accept the form once corrections have been made by Mike; 2nd by Joe; none opposed; motion passed.

A/C Installation - Vicki presented a form for all A/C contractors for review. After Board discussion, Vicki will make the approved changes.

Motion to accept the form once corrections have been made by Mike; 2nd by Joe; none opposed; motion passed.

A/C Service Contract - After Board discussion of the two service contracts for the clubhouse A/C units. **Motion to accept the Fast Service Contract was made by Joe; 2nd by Vicki; none opposed; motion passed.**

Dog - Jim Mateka reported that he has heard nothing and will do a follow-up on the roommate with the dog.

Motorcycle registration - The Board discussed how to notify the motorcycle owners that have not registered their motorcycle in the office of intent to tow. A letter of an intent to tow will be placed on the unregistered motorcycle(s).

Collection - Vicki said that on the advice, from Steve at Ameri-Tech, she will be sending the letter of collection from the roofing company to out attorney.

Odor - Jim Mateka will send letter to the owner regarding the odor and vehicles.

CD's – One of our CD's is about to mature. **Motion made to roll the CD over made by Joe; 2nd by Mike; none opposed; motion passed.**

Motion made by Joe to adjourn; 2nd by Mike; none opposed; motion passed.