

Mission Hills Condominium Association, Inc.

Board of Directors Meeting Minutes

A meeting of the Mission Hills Board of Directors was held on Wednesday, May 20, 2020, via Zoom. This method was used due to Coronavirus regulations for social distancing.

I. Call to Order

- A. The meeting was called to order at 1:35 PM by Kay Hunt, President, who also acted as Chair for this meeting.

II. Roll Call

- A. Present were:
 - 1. Kay Hunt, President
 - 2. Eudora Partridge, Vice President
 - 3. Regina Hickey, Treasurer
 - 4. Debbie Higgins, Secretary
 - 5. Art House, Member-at-Large
 - 6. Jim Mateka, Ameri-Tech Property Manager
 - 7. John Prokopovich, Facilities Maintenance Director

III. Approval of Minutes from July 2019

- A. Chair asked the Board members if they had reviewed the minutes, which were included in the package sent by Jim Mateka to each Board member.
- B. Debbie moved to approve the minutes as written and Regina seconded the motion. The motion passed unanimously.

IV. Financial Report

- A. Regina reported on the MHCA financials. For the first four months of this year, income was \$891,363 and expenses were \$879,537, leaving us under budget by \$11,825 as of April 30, 2020.

V. Maintenance Report by John Prokopovich

- A. John asked Kay when she wanted him to turn off the pool gas, and Kay responded now. John will comply.
- B. John reported that we are having problems with brakes and leakage of the hot water heaters. The root cause of these issues is that the expansion tanks are old and full of water and put pressure on the pipes. There are 20 expansion tanks, and 11 have been replaced.
- C. Phase IV is having continuous hot water line leaks like we had in Phase V. We need to plan ahead for these repairs, because the work cannot be done until January and February of 2021.
- D. Roof report:
 - 1. Six roofs were done this year.
 - 2. We have 12 more six-packs and 8 3-packs, along with the Clubhouse roof. John got a proposal for the Clubhouse at around \$45,000. When John started, 54 of 88 roofs needed to be replaced.

3. We are going to require an assessment for next year. We will need around \$600,000 for all the roofs that remain.
 4. Eight of the roofs are 20+ years old and need to be replaced as soon as possible.
 5. Debbie asked if we could add the roof report to the newsletter, and it was approved.
- E. Jim Mateka asked John if the communications between them was going well, and John said yes.

VI. Policies and Procedures

- A. Kay Hunt proposed a Resolution for assigning collection notices to units in arrears:
1. Arrearage letters will be sent by the Mission Hills office.
 2. Demand letters and liens will be requested by Ameri-Tech from the attorney with Board knowledge, but Board approval will not be required.
 3. Foreclosure notices on any unit would require Board approval before any action is taken.
- B. Art asked Jim if we would still receive copies of all correspondence and Jim said yes.
- C. Eudora moved to add the Resolution to our Condo Documents, and Art seconded. The Resolution was approved unanimously.
- D. Jim asked for a motion to have the Resolution sent to the attorney so he could have it recorded. Kay made the motion and Regina seconded. The motion passed unanimously.

VII. Homeowner Violations

- A. Jim reviewed the list of MHCA homeowner violations that have been tracked since the first of the year. There are 10 homeowners with violations on the list, some have multiple violations, for a total of 13 violations.
1. Eight violations have been closed.
 2. We have a 3-tier system:
 - a) The initial violation is sent to the homeowner.
 - b) An inspection is made and if it hasn't been corrected, a second violation is written.
 - c) If the homeowner doesn't comply, a third violation is written.
 3. This is where we need to establish a protocol regarding a Compliance Committee.

VIII. Compliance Committee Update

- A. We have enough people now to step up to be on this committee.
- B. Kay will put a list together of who has volunteered for the Board to review, and then she will talk to Jim to see what further steps must be taken to make a formal committee.
- C. Kay explained that the committee only meets when there is an issue.
- D. Kay asked for a Board member to volunteer as liaison to the Compliance Committee, and Art volunteered for this position.
- E. It was accepted.

IX. Clubhouse and Pool

- A. Jim provided documents regarding the pool reopening. Key points are:
 - 1. The number of people permitted is 50% of occupancy
 - 2. Someone must be designated for sanitation
- B. Eudora explained that there are already policies in place for taking care of these items.
- C. Jim recommended that these policies be put in writing and be filed at the office. He said it doesn't need to be posted, just on hand should an official ask about it.
- D. Kay said she will ensure that this is done.
- E. The pool remains designated for residents only, which mean no friends or relatives are permitted. Debbie has added this to the front page of the Post for June. It will not change until Florida is fully open (we are only at stage 1 now).
- F. The Clubhouse will remain closed until we can figure out how to keep people safe for the functions that they want to return to.
- G. Art asked about the Cornhole game; he suggested that we add something to the Post to let people know what the system is for procuring the items needed. There are keys in the office. It's something we need to think through, but it's not going in the Post yet.

X. Policy Forms

- A. Kay provided the Patio Extension and Garden/Flower Bed Planting Guidelines to the Board for review and modification.
- B. Kay stated that John should be present when a patio is going in to ensure that it is done correctly.
- C. Debbie asked what the procedure is to remedy a situation where someone put in a patio that complies but didn't get permission to do so. Jim stated that they should get the application and submit it after the fact.
- D. Art pointed out that with this precedent, it could encourage people to do this as a matter of course, i.e., patios, etc., without permission and getting it after the fact.
- E. We need to discuss those items that are not in compliance and what to do about them and take it on a case by case basis.

XI. Questions/Answers

- A. Regina asked about the insurance renewal that is coming up. Jim stated that the letters have already been received and forwarded to the Mitchell Agency.
- B. Regina asked about getting quotes from other companies, and Jim stated that Vicki had negotiated a great deal that would be hard to beat. However, if they present us with a large increase, we should shop the policy.
- C. Regina asked about the use of community water. A discussion ensued about turning the water on temporarily, and then turning it back off. An item is going into the Post stating that people can turn the water on but must turn it back off. People leaving should turn off the valves inside their units.

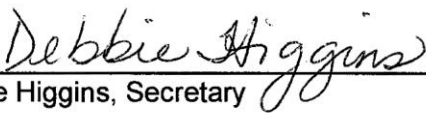
XII. Bank Signature Cards

- A. The new Board needs to sign the signature cards at the bank. We need to contact Jenifer at Ameri-Tech to find out who needs to sign them.

XIII. Adjournment

- A. Kay made a motion to adjourn the meeting and Regina seconded.

There being no further business to discuss, the meeting was adjourned at 2:45 PM.



Debbie Higgins, Secretary