

Mission Hills Condominium Association, Inc.

Board of Directors Meeting Minutes

A meeting of the Mission Hills Board of Directors was held on Wednesday, September 16, 2020, at the Ameri-Tech office, with two members attending via Zoom. Zoom was included for those members who are not in Clearwater at this time and are not able to attend physically.

I. Call to Order

- A. The meeting was called to order at 1:33 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 (via Zoom)
 - 3. Regina Hickey, Treasurer
 - 4. Debbie Higgins, Secretary (via Zoom)
 - 5. Art House, Member-at-Large was absent
- B. Also present were:
 - 1. Jim Mateka, Ameri-Tech Property Manager
 - 2. John Prokopovich, Facilities Maintenance Director (via Zoom)
 - 3. Helen Strupczewski – Documents Committee (via Zoom)

III. Approval of Minutes from the August 19, 2020 BOD Meeting

- A. Kay asked the Board if there were any questions or concerns regarding the minutes, which were sent by Debbie via email; there were none.
- B. Regina moved to approve the minutes as written and Kay seconded the motion. The motion passed unanimously.

IV. Treasurer's Report

- A. Regina reported that as of August 31, 2020, we are very stable financially.
 - 1. Income: \$1,744,168
 - 2. Expenses: \$1,723,319
 - 3. Under Budget: \$ 20,848

V. Documents Committee

- A. Helen Strupczewski presented two policy and procedure forms for approval today:
 - 1. MHCA Condo Entrance Door Policy – A motion was made by Debbie to approve this policy and seconded by Regina. The motion passed unanimously.
 - 2. MHCA Hurricane Shutter Policy – A motion was made by Debbie to approve this policy and was seconded by Regina. The motion passed unanimously.

- B. Helen reminded the Board regarding the amendments to the documents, which were distributed to the Board on March 5, 2020, regarding the following:
 - 1. An addition to the Parking amendment
 - 2. An addition to the Restrictions amendment
 - 3. Recall of Board Members
 - 4. Electric Vehicles

VI. Old Business

- A. Spectrum Contract – Kay made a motion to ratify the contract with Spectrum that was signed, and Debbie seconded. The motion passed unanimously.
- B. Assessments:
 - 1. Kay discussed the possibility of obtaining a loan for the additional roofs. The assessment would only include interest and other fees associated with the loan.
 - 2. In addition, we would include the assessment for Phase IV hot water lines, along with a little extra for other unforeseen expenses.
 - 3. The total would be between \$250,000 and \$300,000 spread out among all units, the numbers for which still need to be analyzed.
- C. Eudora made a motion to permit us to seek the loan of \$500,000, and it was seconded by Regina. The motion passed unanimously.
- D. Debbie made a motion to accept the revised Patio Extensions policy, along with the diagram, and Kay seconded. The motion was passed unanimously.
- E. John recommended that it be the policy to have whoever is hanging the door to paint it first.
- F. Kay discussed the need for a policy for windows. It was tabled until a document can be created. It should include an approval section.

VII. New Business

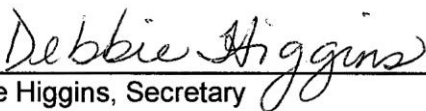
- A. **Clubhouse Reopening** – A discussion ensued regarding the reopening of the Clubhouse. There was no formal vote, but three Board members were opposed to reopening and two were in favor, so it will remain closed and will be readdressed next month.
- B. **Ameri-Tech Walk-throughs** – Jim discussed the details of property manager walk-throughs:
 - 1. Jim comes on Tuesday and Thursday
 - 2. He looks for outside offenses
 - 3. A Compliance Committee would need to deal with the outstanding violations
 - a) Exterior Cosmetics
 - b) Extended Visitors that are unregistered
 - 4. Complaints are addressed that have been submitted by the Board or residents
- C. **Budget Meeting** – Jim suggested that a budget meeting be held on 10/28/20, with the mailing going out on 09/28/20. A Zoom meeting will be held at 6:00 PM on that date. Debbie will post the Zoom details on the bulletin board by the pool.

- D. **Budget Workshop** – Jim suggested that the budget workshop be held next week. Regina's data will be moved to the Ameri-Tech Excel file after this workshop. During the workshop, the file would be shared with all on the meeting and adjusted, and the revised budget would be included in the mailing of 09/28/20. A Zoom meeting will be scheduled for 09/22/20 at 1:30 PM and will be posted on the bulletin board by the pool.

VIII. Adjournment

- A. Eudora made a motion to adjourn the meeting and Debbie seconded; no one opposed.

There being no further business to discuss, the meeting was adjourned at 2:21 PM.



Debbie Higgins, Secretary