

Mission Hills Condominium Association, Inc.

Board of Directors Meeting Minutes

A meeting of the Mission Hills Board of Directors was held on Wednesday, October 21, 2020, at the Ameri-Tech office, with one member attending via Zoom (the Zoom host, Debbie Higgins). Zoom was included for those Mission Hills members that want to join the meeting without doing so physically.

I. Call to Order

- A. The meeting was called to order at 1:36 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 (Zoom Host)
 - 5. Art House, Member-at-Large
- B. Also present were:
 - 1. Jim Mateka, Ameri-Tech Property Manager
 - 2. Karen Rowder, Ameri-Tech
 - 3. John Prokopovich, Facilities Maintenance Supervisor (via Zoom)
 - 4. Helen Strupczewski – Documents Committee (via Zoom)

III. Approval of Minutes from the September 16, 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. Eudora moved to approve the minutes as written and Art seconded the motion; the motion passed unanimously.

IV. Treasurer's Report – Regina Hickey

- A. Regina reported that as of September 30, 2020, we are very stable financially.
 - 1. Income: \$1,964,502
 - 2. Expenses: \$1,916,052
 - 3. **Under Budget:** \$ 48,450
- B. This is making it possible for us to get the \$500,000 roof loan we need.

V. Maintenance Update – John Prokopovich

- A. The pruning 520 palm trees is underway.
- B. Sidewalks are being power-washed; the units will be power-washed after the sidewalks are done.
- C. Wood replacement and painting on units will begin soon, along with getting the carports ready before the carport roofs are replaced.

- D. Carports need to be primed and painted on those carports where the roofs have been replaced already.
- E. We have a new parts contractor for the Grasshopper mowers that is 50% less than previous contractor.
- F. There will be three or four roofs done by the end of the year and uses current funds available.
- G. Arborist's work will begin in January for the Phase IV hot water piping.

VI. Old Business

- A. **Assessment Update** – The \$350,000 assessment required will include:
 - 1. Phase IV hot water piping
 - 2. Bringing pool equipment up to code and replace gas heater with heat pump
 - 3. Administration fees and interest for the \$500,000 roof loan
 - a) This will get us 10 more roofs in 2021
 - b) It will leave us with 6 more roofs in 2022
 - c) The interest rate is at 3.3%, which is a point lower than the current loan
 - 4. Clubhouse flat and shingle roofs
 - 5. We have a Fifth/Third Bank CD from 2017 specifically for roofs in the amount of \$46,250, which helps us reduce the total assessment
 - 6. Payments can be made as follows:
 - a) Pay in full the first month
 - b) Pay in halves over two months
 - c) Pay in quarters over four months
 - 7. A Special Assessment meeting notice will be sent out by Ameri-Tech to the membership 14 days prior to the next BOD meeting (scheduled for 11/18/20), which is when the assessment will be finalized.
 - 8. The assessment payments would begin in January 2021, so that all income will be in the same year.
- B. **Documents Committee**
 - 1. Helen asked the Board to approve the amendments to the documents, which were distributed to the Board on March 5, 2020. They include:
 - a) An addition to the Parking amendment
 - b) An addition to the Restrictions amendment
 - c) Recall of Board Members amendment
 - d) Electric Vehicles amendment
 - 2. The Parking amendment has been combined with the Electric Vehicles as one amendment.
 - 3. Debbie made a motion to accept all three amendments as written, so they can be delivered to the attorney for review; Regina seconded the motion and it passed unanimously.
 - 4. Debbie volunteered to do the following:
 - a) Review statute 718.11.3G.1-4 to get the proper list of documents for the website and work with the Ameri-Tech Webmaster, Michael, to get them updated online.

- b) Work with Michael to update the title on the website for the Rules and Regulations section and rename it to Policies and Procedures.
- c) See that the ESA document with the proper title is provided to Michael for the website, and that the Parking amendment is removed.

C. Compliance Committee

1. Debbie made a motion to re-establish the Compliance Committee and Eudora seconded; the motion passed unanimously.
2. Kay has a list of 10 people who have volunteered for this committee.
3. Art volunteered to be the committee liaison.
4. The BOD will vote on who the five members will be once we have the proper documents in order.
5. Kay will appoint a chairman for the committee from the five who are voted in.

D. Clubhouse Reopening

1. Debbie stated that she attended a webinar regarding the legalities of opening the Clubhouse.
2. As long as the State of Florida is under an official "state of emergency," we cannot open the Clubhouse without facing liability if someone should get sick.
3. The Clubhouse will remain closed until this "state of emergency" is rescinded.

VII. New Business

A. Meeting with our Lawyer

1. We get 30 minutes per year for free to meet with them.
2. We have not heard back from the attorney as to when that will be.

B. Clubhouse Refrigerator

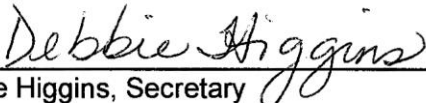
1. The Booster Club purchased a new refrigerator a few months back and have requested that we share in that cost, which is around \$1,000, because they are unable to hold any functions due to the Clubhouse closure.
2. Regina made a motion that we contribute \$500 toward the purchase of the refrigerator and pay it out of the laundry fund. Debbie seconded the motion and it passed unanimously.
3. Regina will write a check for \$500 to the Booster Club.

C. Budget Meeting Proxy Count – Proxies were counted today, and we have received 255 proxies for the meeting on 10/28/20; we have a quorum.

VIII. Adjournment

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

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



Debbie Higgins, Secretary