

# **Mission Hills Condominium Association, Inc.**

## **Board of Directors Meeting Minutes**

A meeting of the Mission Hills Board of Directors was held on Wednesday, December 16, 2020, at the Ameri-Tech offices. Zoom was included for those Mission Hills members that wanted to join the meeting without doing so physically. It was hosted by Debbie Higgins.

### **I. Call to Order**

- A. The meeting was called to order at 1:34 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 (via Zoom)
  - 5. Art House, Member-at-Large
- B. Also present were:
  - 1. Jim Mateka, Ameri-Tech Property Manager
  - 2. John Prokopovich, Facilities Maintenance Supervisor
  - 3. Helen Strupczewski, Documents Committee Chair
- C. A quorum of the Board was established.

### **III. Approval of Minutes from the November 18, 2020 BOD Assessment Meeting**

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

### **IV. Treasurer's Report**

- A. Regina reported the following details about income and expenses:
  - 1. Income: Budget was \$2,372,720 / Actual was \$2,402,079 = \$29,359 over budget. It should be noted that this is because of prepaid condo fees and assessments.
  - 2. Expenses: Budget was \$2,372,720 / Actual was \$2,336,038 = \$36,682 under budget. It should be noted that it's because not as many snowbirds are here, so water, electric and gas are down. Roofing expenses are down, because most of the small roof repairs are down.
  - 3. Bottom line: Under budget by \$66,041. Again, it should be noted that it's because of prepaid condo fees and assessments.

**V. Maintenance Department Report**

- A. The pool is down due to a part needed for the water heater; part will arrive by Friday, December 18.
- B. The plan is to shut down the pool from about the third week of July through all of August (about six weeks) to bring the pool up to code. It was Triangle Pools/Pool Works who determined that our pool is out of code. We are working to get it done before the city shuts us down, at which time there will be many other pools that will require these types of repairs. We were lucky to get approval from the city to reopen after the work we just completed. Jim will follow up with Triangle Pools/Pool Works
- C. Started the process on Phase IV hot water line replacement by meeting with the Arborist (to determine which trees must be removed) and the plumber. A proposal is underway but permitting could take as long as eight weeks to obtain. Our hope is to begin repairs by February 1, 2021.
- D. Permitting has delayed the electrical repairs on Mission Circle.
- E. Permitting has also delayed us in getting four more roofs completed by year-end. We will complete a three-pack by the end of this week, but then nothing more until the first week of January.
- F. There's a 50' sprinkler main line down in Phase V that will be replaced on 12/18/20. It came up due to the roots of two rotted trees, which have been removed. The rotten trees were determined by an arborist.

**VI. Documents Committee Update**

- A. Helen Strupczewski sent nine Policies and Procedures (P&Ps) for us to review back on November 22, 2020.
- B. All Board members have reviewed them; Debbie had questions regarding the P&P for The Post.
  - 1. The Board formally appointed Debbie as Editor for the Post, since it was never done when she took over.
  - 2. Debbie asked about The Post Exchange since it hasn't been used for a very long time. Debbie asked that the last paragraph regarding The Post Exchange be deleted.
- C. Jim asked Debbie as Secretary to produce a separate document for the Policies and Procedures binder in the office that states when the nine P&Ps were approved.
- D. Kay called for a motion to approve all P&Ps as written and the one corrected; Debbie seconded. A vote was taken, and the motion passed unanimously.

**VII. Old Business**

- A. Compliance Committee
  - 1. Art stated that we should have the details of the Committee finished by the end of December to present to the Board in January.
  - 2. There are either eight or nine people who have volunteered for this committee. The intent is to keep all members on the committee, but that there would only be three members for all hearings and interviews. The members would rotate through the three-member teams.

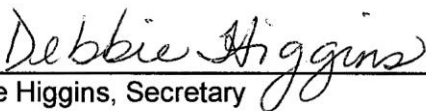
3. Residents make a complaint to Jim Mateka and he investigates, along with John and a Committee member. Jim would be the one to issue a violation.
  4. If the owner does not comply, then the violation is presented to the Compliance Committee.
  5. The Committee Chairperson reports to the liaison, and the liaison reports to the Board.
- B. Clubhouse – The Clubhouse will remain closed until the governor rescinds the State of Emergency for Florida. Governor DeSantis issued a 90-day State of Emergency on November 3, 2020.

**VIII. New Business**

- A. Office Computer – A new computer was purchased and installed as of today. Ameri-Tech's IT person (Rei) purchased, built and installed the new computer with the Board's approval of the bid, which was under \$600.
- B. Renters and Pool Privileges – There are residents who don't believe renters should have access to the pool. The Board agreed that renters are entitled to the same access as owners, whether year-round or seasonal. Everyone must comply with COVID restrictions.

**IX. Adjournment**

- A. Regina made a motion to adjourn the meeting and Eudora seconded; no one opposed.
- B. There being no further business to discuss, the meeting was adjourned at 2:28 PM.

  
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Debbie Higgins, Secretary