

Mission Hills Condominium Association, Inc.

Board of Directors Meeting Minutes

A meeting of the Mission Hills Board of Directors was held on Wednesday, February 17, 2021, 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 1:30 PM by Jim Mateka of Ameri-Tech, who also acted as Chair for this meeting.

II. Roll Call

- A. Present were:
 - 1. Eudora Partridge, Vice President
 - 2. Regina Hickey, Treasurer
 - 3. Debbie Higgins, Secretary (via Zoom)
 - 4. Art House, Member-at-Large
- B. Kay Hunt, President, was absent from this meeting.
- C. A quorum of the Board was established.
- D. Also present were:
 - 1. Jim Mateka, Ameri-Tech Property Manager
 - 2. John Prokopovich, Facilities Maintenance Supervisor
 - 3. Helen Strupczewski, Documents Committee Chair
- E. Visitors included:
 - 1. Joe Booth
 - 2. Edsel Paleaz
 - 3. Mike Spooner
 - 4. There were three guests in attendance via Zoom.

III. Approval of Minutes from the January 20, 2021 BOD Meeting

- A. Jim 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 Eudora 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: \$266,640
 - 2. Expenses: \$221,592
 - 3. Under by: \$45,592
 - 4. We are under due to assessment payments are still coming in.

V. Maintenance Department Report

- A. Seven (7) Phase IV trees are all down and the stumps are ground; we are finished with the arborist.
- B. We are waiting for the plumbing permit from the city, which should be Friday, 02/19/21.
- C. Staging for the plumbing materials is underway; we just need the permit to start.
- D. The truck had to have both a new battery and starter replaced during this process.
- E. The roofing materials have all been delivered and are in the staging area near the pump house.
- F. We are still waiting for shingles for the Clubhouse; if they arrive within the next two days, we will start it on Monday. If they don't, we will start on the next six-pack.
- G. We are starting a couple of carports this Friday through Sunday.
- H. Leaf pickup has begun.

VI. Documents Committee Update

- A. Documents committee has a new member, Mary Ann Sheehy, so there are now five members.
- B. Helen presented the Insurance Information for Condominium Owners document dated 08/14/19 to the Board for approval; Regina moved to accept this document as written, and Eudora seconded. The motion passed unanimously.
- C. The second document presented for approval was the Window Replacement Policy dated 02/09/21; Debbie moved to accept the document as presented, and Eudora seconded. The motion was passed unanimously.
- D. Debbie will have both documents added to the websites.

VII. Compliance Committee Update

- A. Art asked Helen to provide an update on the Compliance Committee.
 - 1. The committee met on 02/10/21 and had a process workshop with Jim Mateka.
 - 2. The guidelines were reviewed and modified slightly; the binder will reside in a locked cabinet in the office; they also decided that a point of contact for each meeting will obtain the binder for the meeting.
 - 3. Art is responsible for getting the results of the meeting (the forms that are completed are considered minutes) to the BOD without modification or commentary.
 - 4. The official start date for the Committee is May 1, 2021.

VIII. Old Business

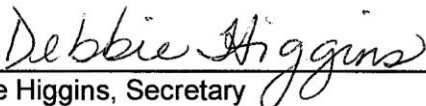
- A. Clubhouse – Debbie researched the State of Emergency status for Florida and it is still in effect. The Clubhouse remains closed.

IX. New Business

- A. Jim presented information that Kay and Eudora had him research regarding having someone come to Mission Hills to provide COVID-19 vaccinations. He stated that On Top of the World has had this done, but he was unable to arrange it. They will continue to investigate this possibility.
- B. Document Review Requests
 - 1. The resolution from the attorney was reviewed.
 - 2. Debbie suggested that the timeframe be changed from every 30 days to every 90 days (as opposed to calendar quarters) for any one individual to present a document review request.
 - 3. The rest of the BOD agreed, and Jim will discuss the changes with the attorney and present an updated document for approval at the March BOD meeting on 03/17/21.

X. Adjournment

- A. Debbie made a motion to adjourn the meeting and Regina seconded; no one opposed.
- B. There being no further business to discuss, the meeting was adjourned at 2:40 PM.



Debbie Higgins, Secretary