

# **Mission Hills Condominium Association**

## **Board of Directors Meeting Minutes**

This meeting was held on Wednesday, April 21, 2021, at the Ameri-Tech offices, and via Zoom.

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

- A. Eudora Partridge, President, requested that Jim Mateka chair this meeting; the Board agreed. Jim called the meeting to order at 1:30 PM.

### **II. Roll Call**

- A. Eudora Partridge, President
- B. Kay Hunt, Vice President – **Absent**
- C. Regina Hickey, Treasurer – **Absent**
- D. Debbie Higgins, Secretary
- E. Art House, Member at Large
- F. A quorum was established.

Also in attendance was:

- G. James Mateka, Ameri-Tech Property Manager
- H. John Prokopovich, Maintenance Supervisor – **Absent**

It was noted that one person attempted to join via Zoom but had technical difficulties with the sound that couldn't be corrected.

### **III. Meeting Minutes**

- A. Debbie made a motion to waive the reading of the Board of Directors Meeting Minutes for March 2, 2021 and accept them as written; it was seconded by Eudora. A vote was taken, and the motion passed unanimously.
- B. Debbie made a motion to waive the reading of the Board of Directors Organizational Meeting Minutes for March 2, 2021 and accept them as written; it was seconded by Art. A vote was taken, and the motion passed unanimously.
- C. The MHCA Annual Meeting Minutes for March 2, 2021 will be held for approval by the membership at the next annual meeting in 2022.

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

- A. Eudora reported on behalf of Regina, who was not in attendance.
  - 1. March Income = \$211,297
  - 2. March Expenses = \$203,998
  - 3. Under for March by \$7,299
  - 4. For quarter ending 03/31/21, we are under budget by \$31,032, mostly due to prepaids.
- B. A discussion was held regarding unpaid assessments as of 04/30/21. It was previously determined that anyone not paid in full by this date would be sent to collections immediately; there is no grace period.
- C. The Board confirmed this predetermined plan.

# MHCA Board of Directors Business Meeting Minutes April 21, 2021

Page 2 of 3

- D. Jim apologized for sending out late notices at the end of March, for which we received many complaints.
- E. Jim discussed the fact that the penny differences would be written off; the Board approved this via email prior to the meeting.
- F. Art asked if we have received most of the assessments. The Balance Sheet shows that 99% of assessments have been received to date.

## V. Maintenance Report

- A. John was not present, so Eudora presented his report.
  - 1. Phase IV hot water piping is complete and ahead of schedule.
  - 2. 520 palm trees have been trimmed.
  - 3. There are only three buildings remaining regarding roofing; they only require the metal trim and drip moldings to be completed.
  - 4. The staging area has been cleaned up substantially as of today.

## VI. Compliance Committee Report

- A. A discussion was held regarding the start date.
  - 1. Jim stated that a letter will be sent to the homeowners regarding establishment of the Compliance Committee and the start date.
  - 2. Eudora suggested that the date be 09/01/21 to give people time to get things in order.
  - 3. Both Art and Debbie disagreed with this date, stating that the community has been told about the Compliance Committee in the Post and in other ways for at least six months, so they are aware.
  - 4. Art mentioned that some of the more severe situations should be targeted first to give them the maximum of time to remedy it. He also mentioned that a lot of this may fall on the Maintenance Department for remedy.
  - 5. Debbie made a motion to have a start date of 06/01/21, and it was seconded by Art. A vote was taken, and the motion passed unanimously.
- B. Jim will put together the letter and get it to the Board for approval; it will be mailed to the membership no later than Monday, 05/03/21.

## VII. Old Business

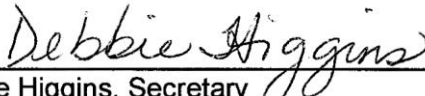
- A. A discussion was held regarding CDC protocols for the Clubhouse and pool.
- B. Both Art and Eudora said that they saw everyone complying.

## VIII. New Business

- A. A discussion ensued regarding the mess the roofers are leaving on residents' patios.
- B. Jim will talk to John about the roofers handling this better.

**IX. Adjourn Meeting**

- A. Debbie moved that the meeting be adjourned, and Art seconded. A vote was taken, and the motion passed unanimously.
- B. There being no further business to discuss, the meeting was adjourned at 2:00 PM.

  
\_\_\_\_\_  
Debbie Higgins, Secretary