

Mission Hills Condominium Association

Board of Directors Special Meeting Agenda

This special meeting of the Board of Directors is being held on Thursday, October 6, 2022, at 6:00 PM at Ameri-Tech's office and on Zoom. Please see Zoom instructions at the bottom of this notice.

I. Call to Order

II. Roll Call

- A. Eudora Partridge, President
- B. Kay Hunt, Vice President
- C. Regina Hickey, Treasurer
- D. Debbie Higgins, Secretary
- E. Art House, Member at Large

Also in attendance will be:

- F. James Mateka, Ameri-Tech Property Manager
- G. Karen Browder, Ameri-Tech

III. Treasurer's Report and Discussion

- A. Report on the 2022 shortfalls we are experiencing
- B. Discuss the proposed assessment to cover several large projects

IV. Adjourn Meeting

Zoom Instructions:

Topic: **MHCA Special BOD Meeting**

Time: **Thursday, October 6, 2022, 6:00 PM**

Join Zoom Meeting:

<https://us02web.zoom.us/j/6733370648?pwd=WXVSaU9xRlV6amxsYTh4Y2VzVjI0UT09>

Mission Hills Condominium Association

Special Board of Directors Meeting Minutes

A meeting of the MHCA Board of Directors was held on Wednesday, October 6, 2022, at Ameri-Tech and on Zoom.

I. Meeting Called to Order

- A. The meeting was called to order at 6:00 PM by Eudora Partridge, President, who also acted as chair for the meeting.

II. Roll Call

- A. Debbie Higgins, Secretary, took roll call. Present were:

- 1. Eudora Partridge, President
- 2. Kay Hunt, Vice President
- 3. Regina Hickey, Treasurer
- 4. Debbie Higgins, Secretary
- 5. Art House, Member at Large

- B. A quorum was established.

- C. Also present were:

- 1. John Prokopovich, Maintenance Supervisor
- 2. James Mateka, Ameri-Tech Property Manager
- 3. Karen Browder, Ameri-Tech

- D. There were 15 residents on the Zoom call.

III. Treasurer's Report

- A. Regina reported the following as of August 31, 2022

- 1. We are over budget for the year by \$105,940
- 2. The reason for the overage is due to rising costs from August 2021 to August 2022 according to the Bureau of Labor as follows:
 - a) Gasoline up 25%
 - b) Electricity up 15.8%
 - c) Food up 11.4%
 - d) All other items up 8.3%
- 3. There was no way we could have predicted these unprecedented increases when doing the 2022 budget last year.
- 4. We did not budget for the cost increases for the three roofs we replaced, nor for the \$58,000 (reduced to \$50,000) land lease adjustment.
- 5. Proposing an assessment for four critical areas:
 - a) Phase III Piping – includes replacing pipes, hiring an arborist for removing the necessary trees, etc., just as we have had to do in the other phases – \$200,000
 - b) Roofs – The last two roofs must be done now, because they are leaking and causing mold issues – \$160,000
 - c) Trees – Removal and replacement of 15-20 trees – \$150,000
 - d) Utilities – The proposed amount is \$45,000
- 6. The total proposed assessment is \$555,000.

Mission Hills Condominium Association Board of Directors Meeting Minutes

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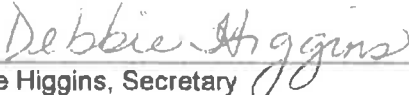
IV. New Business

- A. A discussion ensued regarding each of the four categories reported by Regina.
- B. Piping:
 - 1. John said that of the four trees located in Phase III that will need to be removed, three of them are large live oaks..
 - 2. Debbie suggested having our entire tree community be assessed and mapped by John Snow, who is a Master Arborist, at a cost of \$15,000.
 - 3. Jim suggested that this becomes part of the \$150,000 allocated for trees in this assessment.
 - 4. John claimed that the city has a Master Arborist who comes out whenever we have tree issues; Debbie challenged that fact and Art suggested that we verify the credentials of the city arborist.
 - 5. We are going to accept the Plumbing by Jamin bid for the piping.
- C. Roofs:
 - 1. The last two roofs that need to be done are both six packs and will cost twice as much as prior roofs.
 - 2. John explained that getting a contract signed now just gets us in line for the materials and labor, which may get our roofs started by early 2023.
- D. Trees:
 - 1. John explained the various situations regarding many of our trees and says there are approximately 40-50 trees that require removal/replacement.
- E. Operating Shortfall (Utilities and more):
 - 1. We need money to cover the remaining four months of the year for our utilities, and \$45,000 isn't going to be enough.
 - 2. Jim suggested that this be called an Operating Shortfall, so it covers all the other expenses beyond the other four categories above.
- F. After all discussions, this Operating Shortfall was raised to \$100,000, and will be described in further detail by Karen.
- G. The total proposed assessment is \$610,000; Regina will rework the numbers for the assessment, as well as the descriptions, and send it out for review.
- H. The due date for the first payment will be November 15, 2022, and residents can make it in four payments, and a payment is due each month.
- I. The next Board meeting is being moved to 10/26/22 at the Clubhouse and will include the vote for this assessment, and the mailing will go out by 10/12/22.

V. Adjourn Meeting

- A. Debbie made a motion to adjourn the meeting, and it was seconded by Eudora; a vote was taken, and the motion passed unanimously.
- B. There being no further business to discuss, the meeting was adjourned at 7:22 PM.

Approved with correction of Admirative fee of \$5,963. Added to section G . 12/12/22


Debbie Higgins, Secretary