

# **Mission Hills Condominium Association**

## **Board of Directors Meeting Minutes**

A meeting of the MHCA Board of Directors was held on Wednesday, April 19h, 2023, at Mission Hills Condo Association's Club House and on Zoom.

### **I. Meeting Called to Order**

- A. The meeting was called to order at 6:02 PM by Debbie Higgins, President, who also acted as chair for the meeting.

### **II. Roll Call**

- A. Cheryl Acton, Secretary, took roll call. Present were:
  - 1. Debbie Higgins, President
  - 2. Betsy Schwartz, Absent
  - 3. Mike Marshal, Treasurer via Zoom
  - 4. Cheryl Acton, Secretary
  - 5. Al Robinson, Member at Large
- B. A quorum was established.
- C. Also present were:
  - 1. Helen Strupczewski, Documents Committee
  - 2. Bob Kelley, Ameri-Tech Property Manager
- D. There were approximately 50 residents attending in the Clubhouse. call.

### **III. Meeting Minutes**

- A. Motion to waive the reading of the minutes for the meeting held on March 15th Mike moved to wave the minutes, Al second it. Avote was taken, and the motion passed unanimously.

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

Debbie Higgins read the Treasure report for Mike.

- A. She reported the following as of March 31st, 2023:
  - 1. Income:           \$238,781
  - 2. Expenses:        \$266,979
  - 3. Over by:           \$ 28,198
- B. Year-to-date we are still over budget by \$79,706.
- C. Debbie created a spreadsheet to highlight items that are under/over:

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1. Admin: went from \$5926 to \$1123, decrease by 81%%
2. Legal: went from \$1080 to \$337, decrease by 69%%
3. Supplies for repairs and plumbing: \$3973 to \$993, decrease by 75%
4. Insurance: went from \$11,562 to \$34,011, increase by 192%
5. Roof repair minor: \$5272
6. Safety/fire inspection \$2888 (once per year)
7. Fuel tank fill up first time this year: \$2009
8. Utilities: Debbie remarked that these are the items we can't do anything about, unless we reduce usage.
  - a) Water: went from \$17967 to \$16502, decrease by 8%
  - b) Sewer: went from \$15839 to \$14,626, decrease by 8%
  - c) Gas: went from \$28618 to \$17193, decrease by 40%.

9. Overall, net increase of 13%, Income went down 24% partially due to delinquencies for the assessment and monthly fees. 12 residents received letters of delinquencies and will be continuing through the collections process.

10. Page and company has began the normal audit signed by the previous board. Debbie also signed it for continuity purposes.

11. May 1st, a Purchase Order system will be implemented. Purchases of more than \$250.00 will have a Purchase Order attached to the invoice as part of the permanent record at Ameritech. Will be approved by either Michael or Debbie.

Cheryl made a motion to approved the Purchase Order system. Michael second it, all in favor. Motion passed.

12. A consensus of the board will require 3 board members to approve purchases in the amount of \$1,000 and up. Debbie made a motion to approve have 3 board members to approve purchases in the amount of \$1,000 and up. Mike second, Betsy voted yes (by proxy), Al and Cheryl abstained. The motion passed.

Will discuss when 3 bids process at next board meeting.

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### V. Officer Reports

#### A. Maintenance Report

John gave to Debbie the maintenance report because he has previous commitments on Wednesday he will not be able to attend, he will deliver it to Debbie so she will give it you (board).

1. Last two roofs have been replaced.
2. Sewer lines are being clogged up with sanitary wipes. Please don't use them in our community.
3. Phase 3 water line replacement has begun; thank you all in advance for your patience and understanding.
4. Our semiannual Palm Tree landscape is complete.
5. We continue to replace the wood on our condos with Hardy Board.
6. We are getting bids on a second building to tent for termites.
7. We are getting bids for outsourcing our laundry room.

#### B. Finance Committee

Those that want to be on the Finance Committee, and want to volunteer, we need to have residents with skills and oversight. We really need to have residents oversight; we need 5 people. We have 2 people that stepped up but ideally we would need 5. Debbie wanted local residents but is open to everyone with skills. We don't want the same thing that happened last year to happen again.

#### C. Report from Cheryl on Teams

1. Communication Team: Is headed by Arlene Doutre. Members are Kathy Spooner and Judy Leibin.
2. A white mail box was installed next to the conference room's glass window for you to drop off the form
3. Forms are placed next to Sue's office window for you to fill out.
4. Forms are to be filled out regarding questions, suggestions, comments or commendations from neighbors or staff.
5. Welcome Team: Is headed by Kathy Spooner. Members are Judy Leibin and Arlene Doutre.
6. The Team will visit new residents and welcome them to our community.
7. The Team will give new residents a welcome gift and a bag with important community info.
8. A sample of the welcome gift was donated to the Booster club for them to use as they please.

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9. Green team: is headed by Linda Rockwell.

10. Ken Vasquez participated as well. We gathered a lot of vital information to be shared with maintenance and arborists

11. We received letters from residents wanting to be involved that are snow bird and with no landscape experience but they purchased in Mission Hills because of the trees and are willing to help to preserve them.

12. Anyone that wants to participate on preserving the trees, fill out a form or email Cheryl so we may listen to concerns and receive feedback.

13. Recognition: The Communications Team recognized: David Boyce and Kathy Lipke have helped many residents improve the look of their flowerbeds with no cost for labor.

14. Helen Strupczewski, who has served Mission Hills for years in many different capacities.

15. Vicki Loper, who serves as President of our Booster Club.

### **D. Report from AI on Tems.**

1. Community Advocacy Team: Headed by Helen Maggaro. She will coordinate with the members to help with their different needs.

2. Jan Van Bibber - helps with transportation to the food pantry and others.

3. Terry Bollanger - helps with signing up with Medicare

4. Beverly Rosborough - Helps with food pantry information

5. The team still trying for other resources from the city or other organizations.

6. The team needs help identifying residents and to come forward and reach out for help. Please contact Helen if you need food or other kind of help.

## VI. Committee Reports

### **A. Documents Committee – Helen Strupczewski**

1. Friday at 11:30am will have the Documents Committee meeting in the living room of the Clubhouse
2. Welcomed new member Liz Wessoleck to the Committee.
3. Review last months meeting with P&P approvals
4. Helen read the proposed the P&P changes to the front door. Debbie made a motion to approve the changes as written. All in favor. The motion passed.
5. Exception on P&P regarding motorcycle owners being grandfathered as of April 14th, 2023. Debbie made a motion to approve the P&P as written, Mike second it. All in favor. Motion passed.

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### B. Compliance Report - Bob Kelly

1. Bob Kelly has walked in the community for 4 days and found 340 violations.
2. It will be reviewed by the board, nothing has been set up yet.
3. Bob emphasizes to review the rules on the website.
4. Yellow cards procedure will not be implemented.
5. He also requested from residents to make sure the fire extinguishers are clear of debris, pots, plants, chairs, etc around it in order to have fast and quick access to them in case of a fire. "In the event of a fire, every second counts!"

## VI. New Business

- A. Debbie moved to discuss a new attorney for Mission Hills. Her name is Ann Hathorn. The motion was second by Cheryl.
  1. Debbie read Ann Hathorn resume and qualifications. All in favor and the motion passed.
  2. Laundry room discussion - We've had lower revenue in the past years. We are looking at perhaps someone taking over the laundry service, fixing the way we have them, better payment method, etc. Will get 3 bids as well.
  3. Vote Pinellas has approached Mission Hills for it to become a polling place for the 2024 election. It sounded like a good idea in the beginning but will attract people from the area. Debbie made a mention to reject Vote Pinellas becoming a polling place. Mike second it, all agreed. Motion passed to reject Mission Hills becoming a polling place.
  4. Cheryl discussed the City water bill regarding the city changes in the water processing procedure. A copy of this flyer will be sent to the residents as the Board blast.

### B. Questions from the Gallery:

Q: Jack Emerson: How is the process to acquire washing machines.

A: Debbie mentioned that we have a Resource team that will do the research and the board will decide the best choice. We are reviewing different vendors and choices at the time.

Q: Jerry: What is the board going to do with 300 violations?

A: The board will go through them and will make a decision.

Q: Kathy: Commented on the facility where she works clogged by sanitary wipes and what they did to bring down the plumbing cost. Suggested using one ply toilet paper. In the facility she works, they haven't call a plumber in 3 years.

## VII. Adjourn Meeting

- A. Debbie made a motion to adjourn the meeting, and it was seconded by AI; a vote was taken, and the motion passed unanimously.

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- B. There being no further business to discuss, the meeting was adjourned at 7:00 PM.

  
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Cheryl Acton, Secretary