

Mission Hills Condominium Association

Board of Directors Meeting Minutes

A meeting of the MHCA Board of Directors was held on Tuesday, August 15th, 2023, at Mission Hills Condo Association's Club House and on Zoom.

I. Meeting Called to Order

- A. The meeting was called to order by John Emberson, President at 5:32 PM who also acted as chair.
- B. Pledge of Allegiant recited by board member and U.S. Veteran Doug Kuchle

II. Roll Call

- A. Cheryl Acton, the Secretary, took roll call. Present were:
 - 1. John "Jack" Emberson, President
 - 2. Al Robinson, Vice President
 - 3. Jone Burr, Treasurer
 - 4. Cheryl Acton, Secretary
 - 5. Doug Kuchle, Member at Large
- B. A quorum was established.
- C. Also in attendance were:
 - 1. Bob Kelly - Ameritech - Property Manager
 - 2. Samantha Mullett - City of Clearwater, Neighborhood Manager
 - 3. Erika Escaramilla - City of Clearwater, Assistant
 - 4. Scott Javante, City of Clearwater, Assistant
 - 5. There were approximately 50 residents in attendance in the Clubhouse.
 - 6. There were approximately 10 Zoom attendees.

III. Meeting Minutes

Jack announced a change in today's agenda to move item A of Old Business to New Business.

- 1. Cheryl made a motion to wave the reading of the minutes for the meeting held on July 18th, 2023, and approved it as written.
- 2. Al seconded it, all in favor. Motion passed.

IV. Presentation from Samantha Moullett, Erika Escaramilla and Scott Javante

1. Briefed on schedule activities from the City of Clearwater.
2. Briefed on resources offered by the City of Clearwater.
3. Sign up of City Newsletter
4. City Newsletter will be sent on the BoardBlast as well
5. Long Center information/Aging well Center behind the building
6. Different City activities are available on the brochure handed by the City to present attendees.
7. 62 Plus program to assist seniors with utilities 727-562-4030
8. Housing program, help with down payment, rehabilitation loans, assistance for retrofitting homes such as plumbing, Air Conditioning, Wheelchair ramp, etc.
9. Fire alarm program giveaway.
10. Partnership with 211.org (Presentation at next Board Meeting)
11. myclearwater.com/parking for residents' parking discounts.

V. Treasure's Report:

Unfortunately, we are going in the wrong direction again in July. For the month, we are over budget by \$23,672.87. For the year, we are still over by \$79,325.95 (\$23.7K worse than last month). We have 32 delinquencies this month vs 25 last month totaling \$18,739.63. Many of these now sit with our attorney and this drives up our legal costs. Delinquent residents are charged back for these costs. Residents should be aware that monthly assessment delinquencies are not treated differently than special assessment delinquencies. Once these accounts go to the attorney, if funds are not received, this can lead to foreclosure. This is the same process that has been in place for many years.

We were successful in eliminating the monthly service charge on the laundry checking account. We are also working with Spectrum on surcharges and the year-over increase which is higher than the contract specified. We are starting to gather information for next year's budget and a number of providers are already indicating that we will see increases (ie. Lake Doctors, Boot-a-Pest, Jani-King, City of Clearwater). Obviously, insurance and utilities are still a concern. We are over on all utilities by \$27.8K -Electricity (\$.2K/Pool Electric(\$2.7K))Water(\$10.4K)Sewer(\$12.1K)Gas(\$4K). This month, I have added the revenue and Non-Operating Expenses(Reserves) below. Please note that we are over \$276K on reserve spending for the year. I wish I had more positive news to share but want you to know the full picture. Sadly, Florida is becoming a more expensive place to live but we need to continue to pay our bills.

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	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Variance(Actual - Budget)
TOTAL REVENUE	\$ 228,978.58	\$ 243,523.50	\$ 1,894,852.74	\$ 1,704,664.50	\$ 190,188.24
Operating Expense					
Admin(Ameritech)	\$ 46,123.30	\$ 41,407.67	\$ 274,820.30	\$ 289,853.69	\$ 15,033.39
BLDG	\$ 9,983.26	\$ 5,616.67	\$ 37,938.26	\$ 39,316.69	\$ 1,378.43
CPA	\$ -	\$ 500.00	\$ 6,400.00	\$ 3,500.00	\$ (2,900.00)
Equip	\$ 860.20	\$ 3,250.01	\$ 11,118.80	\$ 22,750.07	\$ 11,631.27
Grounds	\$ 2,222.71	\$ 1,666.67	\$ 10,013.23	\$ 11,666.69	\$ 1,653.46
Ins	\$ 34,011.91	\$ 29,750.00	\$ 193,962.95	\$ 208,250.00	\$ 14,287.05
Land Lease	\$ 40,423.31	\$ 40,423.00	\$ 281,963.17	\$ 282,961.00	\$ 997.83
Legal	\$ 794.95	\$ 500.00	\$ 6,824.45	\$ 3,500.00	\$ (3,324.45)
Pest	\$ 220.00	\$ 125.00	\$ 835.60	\$ 875.00	\$ 39.40
Pool	\$ 825.00	\$ 1,000.00	\$ 6,750.16	\$ 7,000.00	\$ 249.84
Roof	\$ 222.00	\$ 1,250.00	\$ 5,635.00	\$ 8,750.00	\$ 3,115.00
Safety	\$ 215.63	\$ 375.00	\$ 3,909.76	\$ 2,625.00	\$ (1,284.76)
TV/Internet	\$ 25,243.46	\$ 24,342.00	\$ (176,701.10)	\$ 170,394.00	\$ (6,307.10)
Util	\$ 55,435.21	\$ 59,161.09	\$ 441,840.18	\$ 414,127.63	\$ (27,712.55)
Total Operating	\$ 216,581	\$ 209,367	\$ 1,105,311	\$ 1,465,570	\$ 6,857
Total Non-Operating(Reserves)	\$ 36,514.51	\$ 34,156.41	\$ 515,465.87	\$ 239,094.87	\$ (276,371.00)
TOTAL EXPENSE	\$ 252,651.45	\$ 243,523.52	\$1,974,178.83	\$ 1,704,664.64	(\$269,514.19)
COMBINED NET INCOME	(\$ 23,672.87)	(\$ 0.02)	(\$ 79,326.09)	(\$ 0.14)	(\$ 79,325.95)

VI. Maintenance Report - by Doug Kuchle

1. Pool Chillers are not working. Met with the salesperson and we are going to the manufacturer next.
2. John P has personal issues and can't be here.
3. Carports are being repaired steadily. About 32 left, doing 2 1/2 per week.
4. The hot water main break in Phase 2 repaired
5. Cold water break on Phase 6 repaired.
6. 4 trees were removed with permits, a 5th one will be removed tomorrow.
7. Hardy boards have been received and will work on emergency orders.
8. We have a situation with Duke Energy and trying to resolve the issue.

VII. Teams Reports by Cheryl and AI

Welcome Team:

1. We would like to welcome Ana Trifkovic, Muharen Mujanovic, Julie Shank, William and Teresa Charles, Laren Angyn and Pamela Kinnison.
2. If you run into them, please welcome them to the Mission Hills family.

Communications Team:

As you know, we have a mailbox in the lobby for your questions to the board. For those of you that left questions in it, we would like to thank you. Also, we get a lot of questions from the Board Blast. We bring the questions to the board meeting and share them with you here. By law, you also have the opportunity to ask questions at the end of the meeting. The only difference is that the questions at the Board Meeting must be related to the agenda. The questions you send to the board blast, are of your choice. Just remember, we will answer your questions to the best of our ability and it will be the truth.

We received emails beginning with “I heard a rumor”, “Someone told me”, “it was brought to my attention”, or similar. Like I said, we will answer them to the best of our abilities and we will always tell you the truth.

We were questioned regarding the minutes: I was told they were not done properly, too long, unable to be read, and not posted on the Portal on time. Since I’m the one doing minutes (Cheryl) I had to do some research on this one. Some minutes were removed from the portal a few months by Ameritech because they contained confidential information; I learned that last week. The minutes are back on the portal in sequential order. In trying to improve myself, I looked through old Mission Hills board minutes and I didn’t find any specific standards. I looked online as well, minutes seem to vary from association to association and from person to person. Personally, I try to put as much information as possible without being lengthy for those that are not in the meeting, it might not please some but it's a personal choice. The minutes will always also be posted on the bulletin board by the pool until they are replaced by new ones. Also, a copy of the minutes is in a binder in front of the office for those that don’t have access to the portal.

The other “rumor” was regarding outsourcing. We have not outsourced anyone. During my tenure with the previous board, an arborist was hired; since we never had one on staff he can’t be considered outsourced. You are aware that in Phase I, 15 trees were targeted for removal, the arborist determined that we only needed the removal of 2. They have been removed at this time. The arborist report showed specific pruning for the rest of the 13 trees. This pruning will begin by an outside company next week. This decision was done by the board since our crew does not have that level of expertise, the equipment, the gear, or the insurance to protect them. This process saved the community \$5,900 from the Phase I budgeted Special Assessments.

The next question was regarding Compliance. Please note that from the original 350 violations done by Ameritech in March, this board narrowed them to a hand full, and mainly, they are trees against the building walls that cause damage to the structure. If damage were to occur, it is a cost that the rest of the residents will have to incur on repairs. The previous board started this process with Jim Mateka and we are continuing with the beautification and protection of Mission Hills’ aesthetics and infrastructure. We are offering a lot of help in order to accomplish this. Please reach out to one of us for help if needed.

Advocacy Team:

Samantha Moullett, from the City of Clearwater, made a presentation, We hope you enjoyed it. Resources will be posted on the pool's bulletin board. A copy of all the addresses and phone numbers is available with Sue in the office.

Next month's guest speaker: 211.org presenter. More resources in general for the residents of Mission Hills. You may always go to 211.org website or call 211 for assistance.

Green Team:

Since we have an arborist doing a study on the whole property, this team has been unable to do much work at this time. We hope that when he is done, we can organize the team again.

VII. Committee Reports

Compliance Committee - Bob Kelly

1. The website has landscape rules
2. In March, we had 340 violations.
3. Last week conducted a walk, weeds on the porch, and trees against the walls.
4. The letters will be going out next week.

VIII. Old Business:

- A. Was moved to New Business
- B. Cheryl: Some office files and cabinet are done. I was helped by Christine Picard and will continue with Sue to organize old files.
- C. Jack: Dumpster will open during business hours for those residents following with compliance and decluttering.
 1. I worked with Jason doing garbage pickup.
- D. Al: Ameritech is working with the board to find the best-fitting safety training for our crew.
- E. Cost Cutting member Tom Hancher conducted a pool analysis; it will be posted on the bulletin board by the pool. Also, a copy will be available with Sue in the office.
- F. Jone: The Fifth Third laundry account used to have enough funds in the past to avoid service charges. That was not the case since last year and we have been paying service charges since then. With a phone call, we were able to change the type of account to a "free checking" thus avoiding these monthly fees.
 2. Jack and I are on the accounts at this time

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G. Cheryl: Another Cost Cutting team member did extensive research on garbage bags and found a vendor that offers the bags we need at a reduced price. The new quote is about .27cents per bag vs .48 and 1.7 mil thickness instead of 1.0. These new bags will be stronger and less expensive than our present ones. We did receive a second quote from our present vendor at 38c per bag but on half the original quantity. If this new quote is approved by the board, the community will have a savings of \$3,849.00

IX. NEW BUSINESS:

- A. Inspection requirements for condo owners when purchasing a unit.
- B. Homestead condo owners waved from licensing contractors
- C. Worker's responsibility for After Hours work order
- D. Vehicle Insurance Premiums Renewal


Jack made a motion to discuss these items, Al seconded it, all in favor. Motion passed.

Al made a motion to table these items pending legal review, Cheryl seconded it, all in favor. Motion passed.

X. Adjournment:

Jack made a motion to adjourn the meeting, Al seconded it, all in favor. Motion passed.

The meeting adjourned at 5:53 PM


Cheryl Acton, Secretary