

Mission Hills Condominium Association

Board of Directors Meeting Minutes

A meeting of the MHCA Board of Directors was held on Wednesday, January 18, 2023, at Ameri-Tech and on Zoom.

I. Meeting Called to Order

- A. The meeting was called to order at 1:30 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 (via Zoom)
 - 3. Regina Hickey, Treasurer
 - 4. Debbie Higgins, Secretary (via Zoom)
 - 5. Art House, Member at Large
- B. A quorum was established.
- C. Also present were:
 - 1. John Prokopovich, Maintenance Supervisor
 - 2. Helen Strupczewski, Documents Committee
 - 3. James Mateka, Ameri-Tech Property Manager
- D. There were 15 residents on the Zoom call.
- E. There were 25 residents in the Clubhouse observing the Zoom call.

III. Meeting Minutes

- A. Debbie made a motion to waive the reading of the minutes from the BOD Meeting held December 12, 2022, and accept them as written, and the motion was seconded by Eudora.
- B. A vote was taken, and the motion passed unanimously.

IV. Treasurer's Report

- A. Regina reported the following as of December 31, 2022:
 - 1. Income: \$371,942
 - 2. Expenses: \$401,087
 - 3. Over by: \$ 69,145
- B. This includes the assessments that have been collected and transferred.
- C. Year-to-date we are still over budget by \$22,763, because we had to make the \$34,000+ insurance deposit, but we are financially stable right now.
- D. Debbie discussed the two refund checks, one in hand and one enroute, from FIF (insurance premium finance company), that happened because Ameri-Tech overpaid on the contract that expired on 10/12/22.

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- E. Each check is \$23,539.71, which represents over \$47,000 in payments that shouldn't have been made by Ameri-Tech.
- F. Jim asked for an email explaining the circumstances surrounding receiving the check. He also wanted it included in the record that it should have been sent to Ameri-Tech and not handed to the Secretary.
- G. Debbie expressed that she, too, is a Board member so it was not inappropriate, and was happy it happened the way it did, because otherwise she might never have known it happened.

V. Maintenance Report

- A. Report by John Prokopovich, Maintenance Supervisor:
 - 1. John and Lynn were forced to retire due to John's illness.
 - 2. Irrigation PVC has gone up 45%.
 - 3. Two irrigation vendors closed their doors, FIS and Right Flow of Dunedin, which leaves us one contractor.
 - 4. Three heat pumps for our water heaters went out, and they are under warranty.
 - 5. There's a watch in effect for excess water usage.
 - 6. Carport repairs have started, which is a couple of months earlier than expected.
 - 7. Labor and materials are in short supply, so gutters will not be put on right away for the carports that are redone; they will be completed when the shortage is resolved.
 - 8. The Clubhouse has been repainted.
 - 9. One of the compressors on the heating system for the pool went out; parts should be in within 7-10 days. All repairs are under warranty.
 - 10. Pressure washing the front and back of units as needed is ongoing.
 - 11. We are currently addressing sidewalk leveling throughout the community.
 - 12. The new date for Phase 8 courtyard electrical challenge with Duke Energy is January 31st.

VI. Committee Reports

- A. Documents Committee – Helen Strupczewski
 - 1. The Declaration, Article XVI, from 1998 says that owners are responsible for all windows; they are otherwise silent regarding doors.
 - 2. The change to the existing Policy and Procedure (P&P) is to include an option for a small window at the top of the door, either as a half moon or small panels, and they can be etched.
 - 3. Debbie clarified that this was presented to the Board back in May; Kay was absent, but Eudora and Regina voted no, Debbie voted yes, and Art abstained, so it was tabled at that time.

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4. Current requirements state that doors should be 6-8 panels, be made of material according to existing building codes, and should be painted according to the existing color scheme.
 5. Eudora made a motion to kill the updated P&P, and Art seconded the motion.
 6. A vote was taken and four voted to kill the P&P, and Debbie voted against killing it; the motion passed.
 7. Thursday, January 19, 2023, at 6 PM is the first of two seminars to discuss the proxy and voting procedures.
 8. The packet each person receives at the seminar includes a FAQ (Frequently Asked Questions) document.
- B. Compliance Committee – Jim Mateka
1. Jim is postponing inspections regarding outside bushes and shrubbery to give the vegetation a chance to rebound from the cold weather.
 2. The Flint Dr issue is in the hands of the Clearwater Policy Department; just today, they went over there and gave the people 24 hours to leave the premises.
 3. Debbie asked Jim about the compliance issue she submitted that contained videos, pictures, and relevant information for a place on Mission Hills Blvd with unvetted people living there, and a dog.
 4. Jim stated that he hadn't followed up on the letter due to the holidays, but that it was on his list, after stating that he couldn't recall the complaint. He was not prepared to answer questions regarding that issue.

VII. New Business

- A. John and Lynn
1. They have been forced to retire due to John's health issues after many years of service cleaning areas of Mission Hills.
 2. Crystal Hancock is the name of the person who has been hired, after being fully vetted; she is taking over these responsibilities and works on Monday/Wednesday/Friday.
- B. Marie Purcell
1. Has been locking up the Clubhouse and laundry rooms for many years.
 2. She is unable to provide this service, so Keith Arndt will be locking up the Clubhouse and laundry rooms seven days a week; Keith will be unlocking the Clubhouse and laundries on Tuesday/Thursday/weekends.
- C. Apollo O'Neill
1. He is a licensed Master Arborist who is consulting on the Phase 3 trees, as well as all trees listed on the \$127,000+ Estate ~~Landscaping~~ *Landservices* estimate; he will present a report of his findings to Eudora.

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D. Mission Hills Website

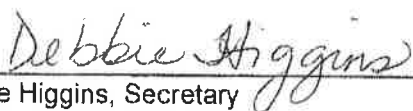
1. The IT person at Ameri-Tech left without notice, taking all passwords with him.
2. Matthew is the new IT person and has created a whole new website that is currently active.
3. All residents must reregister for the new website by going to the current public website and clicking Register; Matthew will send new credentials.

VIII. Gallery Questions

- A. Cheryl Acton asked questions regarding Apollo O'Neill and the tree inspections he is doing; she wanted to know if there is mapping for pipes and trees.
- B. Betsy Schwartz asked about the insurance payment and why Ameri-Tech was defensive about the delivery and not apologetic about the overpayments.
- C. Stella Navone, an owner in Mission Hills who is an Earth Science Engineer, reinforced everything that Cheryl questioned regarding tree removal and what could happen to the infrastructure as a result.
- D. Rose Feneck asked about the Finance Team. She was interviewed and accepted by Joe Booth, and then learned through word of mouth that the team was disbanded. Eudora explained that the new Board would make that decision after the March election.

IX. Adjourn Meeting

- A. Regina 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 2:24 PM.



Debbie Higgins, Secretary