

Mission Hills Condominium Association

Board of Directors Meeting Minutes

A meeting of the MHCA Board of Directors was held on Tuesday, July 18th, 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 4:05 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, 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 present were:

1. Danuta Dzikowska - Ameri-Tech Property Manager
2. Phil Coletis - Ameri-Tech Management.
3. Interim Police Chief Walek
4. Officer O'Connor
5. Samantha Moulett, City of Clearwater, Neighborhood Manager
6. There were approximately 50 residents in attendance in the Clubhouse.
7. There were approximately 10 Zoom attendees.

III. Meeting Minutes

1. Al made a motion to wave the reading of the minutes for meeting held on June 21st, 2023, Doug Second it, all in favor. Motion passed.
2. Doug made a motion to wave the reading of the minutes for meeting held on June 27th, 2023, Al Second it, all in favor. Motion Passed

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IV. Presentation from Interim Police Chief Walek, also Officer O'Connor

1. Safety tips regarding locking cars.
2. Phone numbers to call in case of an emergency.
3. Different kinds of emergencies.
4. Gun owners safety tips
5. How to register your surveillance camera with the police department.

V. Treasure's Report

1. Delinquencies for the Month of June: \$18,550, \$10,000 were Special Assessments, \$8,500 were for Monthly Maintenance. 25 Delinquencies total, 22 last month. \$24,500 last month going down to \$18,500.

2. For the month of June:

A. Revenue: \$261,856

B. Expenses: \$237,949

C. MTD under: \$23,906.

D. YTD over: \$55,653 Last month was \$79,559 going in the right direction

3. Items that helped:

A. Two salaries from Ameritech. Lost 2 people and will not be reinstated.

B. The CPA is over \$3,400, accrues every month. By year end will be over \$400.00

C. Equipment \$9,200 Gators and things like that to the good.

D. Laundry revenue is good, not much spending there.

E. Grounds is pretty good, \$2,000 for the year

F. Insurance were \$18,548 to the good. Made extra payments last year and were credited this year.

G. Roof repairs we are \$1,600 to the good.

4. The red part now.

A. Safety were over \$1,400, will continue until the buildings are complete

B. TV/Spectrum/internet is over \$5,400 contract is higher than what is budgeted for; that will be over by \$10,000 by the end of the year.

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- C. Utilities we are over \$31,458 YTD.
- D. Electricity we are over \$1,791 YTD.
- E. Water we are over \$12,740 YTD
- F. Sewer we are over \$10,440 YTD
- G. Gas we are over \$7,647 YTD
- H. We have a meeting with Ameri-Tech and will be discussing: Delinquencies, Special Assessments, Send 30 day letter to “intend to lean” by the attorney,
- I. Some people are on payment plans and have done ok. They are closing out because it is 6 months after the Special Assessment.
- J. Will be talking about changing the fiscal year; not sure if we can do that but the big assessment at Christmas time is not good.
- K. We can't tell you we will not have a Special Assessment but we want to give you as much warning as possible.
- L. Line item for Special Assessment are not in the budget themselves, yet the reserves are consider expense because they are liability; even if we haven't used them yet. That number hits our bottom line.
- M. Was doing research of being self insured, so far is terrifying.
- N. Bob Mitchel shops in the market place 3 months before our contract is up which is October 1st. For him to give us an idea based on other communities. Our budget meeting is in October and the insurance is not until December. Therefore, we need to be close to the budget as much as possible. Otherwise, will have to do another Special Assessment. Don't want to do that if we don't have to.
- O. We have two accounts for the laundry and we pay \$40-50 a month because they don't take coins. We have a savings and a checking and should not pay \$90 a month for nothing.
- P. Talking to the county for help for people that can't pay their C.O.A.

VI. Maintenance Report - by Doug Kuchle

- A. Pool equipment has a chiller, we are not sure how much is costing us or if its doing anything. Someone is coming tomorrow to evaluate.
- B. Crew is mowing the lawn in this very hot weather and we don't want them to over heat.
- C. Working on water meters for the laundry room in order to know how much water is going through it.
- D. We have only 2 people to work in the community and we have a back log and we are trying to stream line that..

VII. Teams Reports by Cheryl and Al

Welcome Team:

- A. We would like to welcome Michele and Barney Smith, Aura Lee Wymore, Robert and Susan Coppes, Jody Flowers and Arlene Englehardt.
- B. If you run into them, please welcome them to the Mission Hills family.

Communications Team:

- A. The team has been quiet but the board blast has been busy. We get a lot of questions and concerns and sometimes compliments. We want to thank everyone that gets in touch with the board directly.
- B. We had questions regarding the pool temperature. That is in the hands of the Resource Team and will be answered by Al.
- C. Also, some concerns regarding garbage bags. The garbage bags quote we received this year is in the amount of \$7,799.27 compared from last year at around \$5,000. The trash bins **WILL** have liners, even if we have to spend the \$7,799.27; amount we are trying to avoid. We are shopping for more economical options. For the month of June we were over budget \$23,906 and we like to keep it that way as much as we can. Therefore, being a “nickel and dimer” might not be a bad idea when it comes to trash.
- D. On the month of July, we emailed the Post to those on the boardblast and it has been very well received. Our goal is to be able to email the Post electronically to most of you and cut down on print form. We are heading in that direction in the future without sacrificing those that prefer to receive hard copy.

Advocacy Team:

- A. We have a special surprise guest lined up to give you a presentation on our September board meeting. The City of Clearwater Neighborhood Association Manager, Samantha Moullet, will visit Mission Hills residents and will brief the community on all the resources for seniors the city offers.
- B. In September’s Board Meeting, representatives from 211.org will be presenting all their resources for the community in general and for seniors as well.
- C. A Matter of Balance is almost over and we are hoping to bring it back around September or October.
- D. Working on bringing Neighborly food pantry to Mission Hills but we’ll need volunteers from residents of the community.

Green Team:

- A. As you know, we are moving forward with the protection of Mission Hills assets, our trees, and we need members on the team. We would like it in the future to be a permanent team that can work with the arborists, the maintenance department to protect the landscape and also when infrastructure issues arise.

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- B. Research has shown that when a community has mature trees, like Mission Hills does, property value raises anywhere from 5-15%. It behoves all of us to protect them but we also have to be cognizant that some trees are reaching their life span, as well as balancing them with our aging infrastructure.

Resource Team:

- A. Is conducting a study on the pool expenditures and its history. AI will elaborate on it and explain on the next board meeting.

VII. Committee Reports

A. Documents Committee – Helen Strupczewski (Read by Cheryl)

1. We are working on 3 drafts of proposed amendments. Once we have ensured that they are all in line with our Documents and the 718, we will present them to the BOD for approval to be sent to our attorney.
2. We have received information regarding the new laws that hit the books on July 1st. I forwarded this over to the Documents Committee members and we are currently assessing to determine if any of them impact our documents.
3. As of this writing, the committee is discussing accepting the application of a resident to become a Committee member.
4. Our next meeting will be held on September 15th at 11:30AM in the clubhouse living room ... all residents are invited and encouraged to attend .. after our meeting adjourns, we open the floor for a Q&A on the Documents.

B. Compliance Committee - Danuta Dzikowska

1. After an initial violation walk, approximately 340 violations were identified, they mostly consisted of landscaping, trees, and patios issues.
2. For compliance, we will be using the 3 strikes method.
3. A courtesy letter will be mailed to all owners that are not in compliance. After 30 days, a second letter will be mailed requiring compliance with the rules.
4. If compliance is not obtained from the 2nd letter, a 3rd and final letter will be mailed to the owner.
5. There are 2 options for the 3rd letter: the first option is fining and the second option is Mission Hills Association bringing the violation into compliance.
6. The board will decide which letter is appropriate for each 3rd level violation.

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VIII. New Business:

1. John Snow conducted a study for Phase I and saved 13 trees from being removed. We have 60 additional trees targeted for removal and further study of all the trees in the property is needed. The study's estimate is \$18,000.

2. Cheryl made a motion to approve the estimate and go ahead with the study. Doug second it, everyone in favor. Motion passed.

3. The second part of Phase 1 is to hire a tree company to cut down the two trees John Snow showed on his study. Estimates for the removal of trees:

Estate Land Services:	\$5,600
Independent Tree Svc	\$6,750 + \$2,900 (grinding)
B&T Tree Service	\$6,500

4. Cheryl made a motion to approve Estate Land Services. They are the lowest and they have proven in the past to be able to cut down trees for Mission Hills. Doug has second the motion, all in favor. Motion Passed.

5. The last part of Phase 1 is the pruning. The pruning of Mission Hills hasn't been done properly and is affecting roofs, roots, the health of the trees, etc.

We received estimates as follows:

Estate Land Services:	\$15,300
Independent Tree Svc	\$16,000
B&T Tree Service	\$ 4,000

6. Cheryl made a motion to approve Independent Tree Service. The difference between the first two is that Independent's owner is a Master Arborist and followed John Snow's instructions for pruning. Estate land Services have proven themselves to cut trees but not for pruning. The difference is worth the investment. B&T Tree Services, although they are the least expensive, they did not follow John Snow's instructions for pruning and they offer hedging more than pruning as per the study's instructions. Cheryl second the motion, all in favor. Motion passed.

7. Cheryl made a motion to review all Haskel \$395.00 (Termite tenting company) renewal contracts and to review all renewal contracts before paying. Jack second the motion, all in favor. Motion passed.

8. Doug made a motion to make available the dumpster during business hours, Monday-Friday for compliance clean up for a period of 2 months while the compliance campaign is on. Cheryl second it, all in favor. Motion passed.

9. Al made a motion to look for training for the crew to use power tools and the equipment they use for their job. Cheryl second the motion, all in favor. Motion passed.

10. Al made a motion for all the Mission Hills records to be organized, labeled and indexed; made legible and changed from handwritten to printed. Cheryl second it, all in favor, motion passed.

11. Jack made a motion for Tom Hancher, resident and Civil Engineer, member of the Resource Team, to do a historical study and formal presentation of the swimming pool. Doug second it, all in favor. Motion passed

12. Al made a motion to rename the Resource Team to Cost Cutting Team. Doug second it, all in favor. Motion passed.

IX. Adjournment:

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

Meeting adjourned at 5:00PM