

# **Mission Hills Condominium Association**

## **Board of Directors Meeting Minutes**

A meeting of the MHCA Board of Directors was held on Wednesday, June 21rd, 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 4:00 PM by Al Robinson, Vice President, who also acted as chair for the meeting.

### **II. Roll Call**

- A. Cheryl Acton, Secretary, took roll call. Present were:
  - 1. John Emberson, President - via zoom
  - 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. John Prokovich - Facilities Supervisor
  - 2. Helen Strupczewski, Documents Committee
  - 3. Bob Kelley, Ameri-Tech Property Manager
  - 4. John Snow - guest speaker - Arborist
- D. There were approximately 50 residents attending in the Clubhouse. And 8 on zoom.

### **III. Meeting Minutes**

- A. Motion to waive the reading of the minutes for the meeting held on May 17th. Doug moved to wave the minutes, Cheryl second it. A vote was taken, and the motion passed unanimously.
- B. Motion to waive the reading of the minutes for the meeting held on May 23rd. Doug moved to wave the minutes, Cheryl second it. A vote was taken, and the motion passed unanimously.

# Mission Hills Condominium Association Board of Directors Meeting Minutes

Page 2 of 6

## IV. Treasurer's Report by Jone Burr

### A. Financial Report Totals for May

1. Revenue: \$247,513.94
2. Expenses: \$254,179.75
3. Over MTD.: \$6,665.81
4. YTD Over: \$79,559.44

B. May wasn't a particularly good month. We were over budget \$6,665.81 due to increases in bldg. and ground supplies/repairs, legal costs and utilities. Year to Date we are still over budget by \$79,559.44.

C. We have 22 delinquencies totaling \$24,534.04. Special Assessment delinquencies are \$14,136.45 and monthly maintenance delinquencies are \$10,397.59. Since the last special assessment payment was in February, we are moving forward with 30-day letters and filings by the attorney. As a treasurer, I do not negotiate payment plans with residents. If you are late, you need to get your balance paid. We need every penny from everyone that is due.

D. The thing keeping me up at night is insurance. Rates in the state of Florida are going up significantly. My other HOA went up 52%. Our increase could be even higher than that. We won't know the final cost until mid-December. For the 2024 budget, I will work to estimate the increase with our insurance agent. Residents should expect higher monthly assessments next year due to insurance, TV/Internet(under budgeted) and Utilities(under budgeted). A special assessment may also be necessary if our insurance estimate is too low. Please plan accordingly so you don't become delinquent in the future. If insurance goes up 52%, we will have a per unit average increase of \$33.07. If it goes up 100%, the per unit average would be \$63.60. For TV/Internet and Utilities, the per unit average would be \$1.89 and \$12.58 respectively.

OPERATING EXPENSE	Current Period Actual	Current Period Budget	May Variance	YTD Actual	YTD Budget	Variance (Over/Under)
Admin(Ameritech)	\$ 32,689.62	\$ 41,407.67	\$ 8,718.05	\$ 193,743.94	\$ 207,038.35	\$ 13,294.41
BLDG	\$ 10,054.92	\$ 5,616.67	\$ (4,438.25)	\$ 27,969.96	\$ 28,083.35	\$ 113.39
CPA	\$ 6,400.00	\$ 500.00	\$ (5,900.00)	\$ 6,400.00	\$ 2,500.00	\$ (3,900.00)
Equip	\$ 3,335.80	\$ 3,250.01	\$ (85.79)	\$ 9,857.93	\$ 16,250.05	\$ 6,392.12
Grounds	\$ 580.70	\$ 1,666.67	\$ 1,085.97	\$ 7,604.21	\$ 8,333.35	\$ 729.14
Insurance	\$ 34,011.91	\$ 29,750.00	\$ (4,261.91)	\$ 125,939.13	\$ 148,750.00	\$ 22,810.87
Land Lease	\$ 39,423.31	\$ 40,423.00	\$ 999.69	\$ 201,116.55	\$ 202,115.00	\$ 998.45
Legal	\$ 120.00	\$ 500.00	\$ 380.00	\$ 5,297.00	\$ 2,500.00	\$ (2,797.00)
Pest	\$ 150.00	\$ 125.00	\$ (25.00)	\$ 615.60	\$ 625.00	\$ 9.40
Pool	\$ 1,067.78	\$ 1,000.00	\$ (67.78)	\$ 5,020.49	\$ 5,000.00	\$ (20.49)
TVInternet	\$ 25,243.46	\$ 24,342.00	\$ (901.46)	\$ 126,214.18	\$ 121,710.00	\$ (4,504.18)
Util	\$ 59,939.11	\$ 59,161.09	\$ (778.02)	\$ 325,936.29	\$ 295,805.45	\$ (30,130.84)
Roof Repair	\$ 2,786.00	\$ 1,250.00	\$ (1,536.00)	\$ 4,172.50	\$ 6,250.00	\$ 2,077.50
Safety	\$ 64.64	\$ 375.00	\$ 310.36	\$ 2,953.46	\$ 1,875.00	\$ (1,078.46)
<b>Total Operating</b>	<b>\$ 215,867</b>	<b>\$ 209,367</b>	<b>\$ (6,500)</b>	<b>\$ 1,042,841</b>	<b>\$ 1,046,836</b>	<b>\$ 3,994</b>

**V. Officer Reports**

**Maintenance Report by John Prokovich**

1. Doug announced that the date of the BOD meeting will be moved so John may participate on the board discussions regarding maintenance.
2. John announced he must leave at 4:25 pm today
3. Wind storm took down a tree by the pond.
4. Laurel Oak went down by Arrowhead
5. Large branch by the club house we had to get the city involved.
6. Unplanned projects: roads, painting, gas lines, trees, etc.
7. Hurricane season is upon us, need to address outside plants, chairs, carrier for pets, etc
8. 21 unit Sewer lines back up blocking are never ending.
9. We are monitoring water ponding in the back and the front of units.
10. 3 kids unsupervised in the Clubhouse on 5/31/23 causing mischief; was reported to the board
11. Check on your neighbor; had a neighbor passed away inside their home for days.
12. 2987 Flint Dr. South a 6 pack Duke Energy fixed it, we were told by the engineers that will not be fixed again. Later, we received a letter from Duke saying they will fix it 2 more times. Will get clarification on that.
13. Hardy Boards arrived, started back up on replacing the car-ports.
14. The 5 car ports that were done this year, we are now doing gutters
15. To new residents, no garbage drop off at the recycling area.
16. The 2nd and 4th Tuesday of the month is bulk drop off at the Clubhouse.
17. Pool breaks have been shut off, working on getting timers.
18. Staff meeting in the morning, occasionally last longer. Instead of spying on us, ask questions.
19. Bldg 24, we got 3 quotes for termite tenting.
20. Out of garbage bags. Special order 6-8 weeks to make them. Concern is safety and mess inside cans. Motor oil, worms, ants, maggots inside cans, more animal waste, adult diapers.
21. Our crew was struck twice with needles.

**B. John Snow - Arborist Presentation.**

1. Study Was done on Phase I of 15 trees. It was determined that 2 must be taken down. One in particular.
2. There are loose limbs that must be cut.
3. Need pruning to mitigate future hazard.
4. Suggest to plant trees in that area so when trees need to be removed, there are trees growing and not just sticks.
5. Lots of storms have not taken trees down, some of these trees can be there for 10 years.
6. There is a risk if not assessing the trees.

## **Mission Hills Condominium Association Board of Directors Meeting Minutes**

Page 4 of 6

7. Assessing trees can prevent potential hazard and preserve the beauty of the community.
8. Detect issues before they happen with the Score card.
9. Best Option: Tree check up score
10. Better Option: assess 60 trees. Short to mid range planning (similar to 15 trees)
11. Will convene with the board on 6/27/23

### **C. Doug Kuchle - Maintenance structure and future**

1. John P took up a lot of pending items
2. Working with John on daily operation
3. Establishing time card for the crew
4. Working on Work orders and pool chillers

### **D. Cheryl Report on Teams.**

#### 1. Welcome Team:

- A. It is summer and as always a bit slower, not much activity in terms of new residents except Carla and Robert Houston. They are not in property yet but when they come, please welcome them to our community. We did have a busy winter and we welcomed a lot of new residents. We will welcome our future residents, when winter arrives again.

#### 2. Communications Team:

- A. As most of you know, the board has Board Blast and we send out lots of updated and information relevant to our community. The good thing is that we get a lot of questions through it, therefore, we are engaged. It is good for the residents and everyone in general. If you have a question, you ask the board directly or fill out a form and drop it in the Communications Mailbox next to the Conference/Poker room.

#### 3. Resource Team:

- A. Part of the resource team are now board members. They continue working to implement systems. We are almost done with an Organizational Chart, Pre-bid to Purchase Order flow chart and more. Stay tune.

## **Mission Hills Condominium Association Board of Directors Meeting Minutes**

Page 5 of 6

### **4. Green Team:**

- A. We need more volunteers, we have one person and we need more. You attended Arborist John Snow and as you can see, we have a lot of work ahead of us in order to keep our beautiful vegetation healthy and thriving.

### **5. Bulletin Board Information**

- A. The Bulletin board will display the Compliance steps and Delinquency flow chart. The whole idea is to make people aware of the steps in order to make this process easier for everyone. We have a wonderful crew that loves to work for you, even after hours, therefore, use their help. It will always be better, less aggravating and less expensive than fees and fines. You can always fill out an "after hour" order and negotiate the rates among yourselves.

## **E. AI Report on Teams**

1. While Jack is gone, he has been performing his duties
2. Learning a lot from Jone, Doug and Cheryl
3. The Advocacy Team is headed by Helen Maggaro and she has taken on its responsibilities.
4. Vote Pinellas was here today, they will come back at a future date.
5. A matter of Balance will be back again in the fall.

## **VI. Committee Reports**

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

1. No meeting will be held until the third Friday in September
2. We are still available if you need us.
3. Working on P&P's. Condo doors have been approved. Info on website.
4. P&P on motorcycles exception for the 3 that are in property. To be approved to be brought in front of their car when there are severe storms.
5. Also, no motorcycle can be sold with condo as part of parking authorization.
6. Cheryl made a motion to approve the correction and the language for P&P. Jone seconded it. A vote was taken, all in favor, motion passed.
7. Drafting situation of documents will review in September

## Mission Hills Condominium Association Board of Directors Meeting Minutes

Page 6 of 6

### B. Compliance Report - Bob Kelly


1. Landscape that shouldn't be there must be removed.
2. Planters must be trimmed back.
3. Back patios have lots of weeds, bikes, kayaks and other items.
4. Explaining the process:
5. First: Courtesy letter. You have 14 days to communicate regarding the situation.
6. Second letter: If it still the violation, you have 14 days to correct it.
7. Third letter: Final letter and will go in front of the Committee
8. You can get together with the maintenance crew and negotiate work for a fee.
9. Al interjected that the Compliance Committee is open for new members.
10. Bob explained the role of the Compliance Committee.
11. You have more than one option, we can send the crew to work on the violations and the owner will pay for it.
12. Some of these rules have to be design.

### VI. Old Business

1. Purchase Orders above \$250.00 - \$999.00 requiring more than one signature. The last time it was taken up, one of the votes was by proxy which is illegal.
2. We signed up with Docusign to make the process fast.
3. Doug made a motion to approve requiring 3 signatures for any orders above \$250.00, Cheryl second it. A vote was taken, all in favor, the motion passed.

### VII. Adjournment

- A. Doug moved to adjourn the meeting, Al second it, All in favor. Motion passed. Meeting adjourned at 5:27PM

  
Cheryl Acton, Secretary