

Mission Hills Condominium Association

Board of Directors Meeting Minutes

A meeting of the MHCA Board of Directors was held on Wednesday, March 15, 2023, at the MHCA Clubhouse and on Zoom.

I. Meeting Called to Order

- A. The meeting was called to order at 6:03 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, Vice President
 - 3. Michael Marshall, 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 (via Zoom)
 - 2. Bob Kelly, Ameri-Tech Property Manager
- D. There were approximately 6 residents on the Zoom call.
- E. There were approximately 75 residents attending in the Clubhouse.

III. Meeting Minutes

- A. Debbie read the minutes from the BOD Meeting held January 18, 2023.
- B. Betsy made a motion to approve the minutes with a correction referencing Estate Land Services instead of Estate Landscaping; the motion was seconded by Cheryl.
- C. A vote was taken, and the motion passed unanimously.

IV. Treasurer's Report

- A. Debbie read the Treasurer's Report for Michael
- B. Following is the report as of February 28, 2023:
 - 1. Income: \$303,976
 - 2. Expenses: \$356,539
 - 3. Over Budget: (\$ 52,563)
- C. Year-to-date we are over budget by \$61,789.
- D. Debbie created a spreadsheet to highlight items that are over, which was discussed in detail.

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1. Admin: Went from \$,3096 to \$5,926, increased 91%
2. Legal: Went up from \$689 to \$1,080, increased 58%
3. Supplies/Repairs-Plumbing: Went from \$2,767 to \$3,973, increased 44%
4. Payroll processing: \$8,341 to \$8,619, increased 33%; Debbie remarked that in the financials, the payroll itself went down, so this increase didn't make sense.
5. Water: These are the items we can't do anything about unless we reduce usage:
 - a) Water: increased 29%
 - b) Sewer: increased 26%
 - c) Gas: Went from \$1,609 to \$ 2,806, increased 70%.
6. We understand that much of this is due to the seasonal residents being back and some very cold days this winter.

V. Officer Reports

Maintenance Report – Debbie Higgins for John Prokopovich

- A. John is unable to attend meetings on Wednesday evenings due to a prior commitment, so Debbie provided a summary of his report:
 1. Repaired a sewer line on property.
 2. Roofs cleared of leaves and were picked up and donated to our local organic farms.
 3. Needed roof repairs were found during clearing of leaves and are repaired.
 4. Phase 1 carport requires three times as much hardy board as any other carport due to structural differences.
 5. After 6 plus months, doors and windows from the tree falling in the courtyard have been repaired.
 6. Pool parts finally came in and were installed at no cost to us.
 7. We had a phase 8 hot water line break.
 8. Our last two buildings that need roofs start next week. The contractor is working with us regarding payments; they are being applied when the work is done instead of having to pay a bunch of money up front.
 9. Our site tree report is done; next steps remain to be determined.
 10. Phase 3 hot water line replacement is in the permitting department in review and will start any day.
- B. Debbie mentioned that the pool bathroom floors were cleaned. We had a quote for \$602.00 from Stanley Steemer, which included a silicone base sealer.
- C. Debbie had a vendor she knew, Charlie Wood of Celebrity Restoration, and he did the job for \$250; he stated that the sealer should not be used, because the sealant will deteriorate due to chemicals from the pool when people walk in with wet feet.

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- D. The paving project was done by what is known in the industry as a “gypsy,” who was from Massachusetts.
 - a. We do have a picture of his driver’s license, but it is illegible.
 - b. He gave us a list of different measurements for the job, and the total came to \$11,675.
 - c. We paid him \$10,000 from our paving reserves.
 - d. We saved money but have no recourse should the paving start to deteriorate with our summer weather; we don’t know what it will cost us down the road.

Compliance Report

- A. Postponed to be discussed as part of Committee Reports.

Finance Committee – Debbie Higgins for Michael Marshall

- A. Debbie discussed the urgent need for a Finance Committee, formed with volunteers who have the skills to provide proper oversight.
- B. We need five people, who will review the financials on the Tuesday before the Wednesday BOD Meeting.
- C. There will be a resident Chairperson who will run those meetings.
- D. Michael Marshall will be the Board liaison and will be in the room in case any questions arise.
- E. Minutes must be taken, so someone will be assigned that task.
- F. Michael will report the findings to the Board from the Committee.

Teams Report – Cheryl Acton and Al Robinson

- A. **Welcome Team:** This team will greet new homeowners and brief them on all the amenities Mission Hills offers; they will be shown how to logon to the ePortal and how to navigate it. Some of new people expressed no knowledge on the financials. Also briefing on the Booster Club, etc.
- B. **Green Team:** This team will interact with the Board, follow the study done by Master Arborist Apollo O’Neill, and help develop a process regarding pruning, upkeep, irrigation, healing and/or cutting of trees.
- C. **Communications Team:** This team will be twofold: 1) follow-up team and 2) recognition.
 - 1. They will develop a system of following up with those residents that feel their requests are incomplete or have gone unanswered.
 - 2. The recognition will come from residents that are happy with the community, the Board, maintenance, or any other residents that have gone above and beyond offer help for other residents.
- D. **Grounds Team or Resource Team:** They will interact with the Board regarding the research of multiple quotes, applications, and prices for major purchases; the amount of such purchases remains to be determined by the Board.

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They will seek programs for residents and owners, such as contacting the Pinellas Council on Aging and the Clearwater Neighborhood Council to look for programs for our residents.

The team names are tentative until the teams are formed; the members will name them according to how they identify themselves.

VI. Committee Reports

- A. Documents Committee – Helen Strupczewski
 - 1. Documents committee held two seminars to educate and help people understand the different definitions regarding our proxies.
 - 2. The next meeting is Friday, March 17th, at 11 AM.
- B. Compliance Committee – There were no updates to the open issues.

VII. New Business


- A. Introduction of Bob Kelly – Property Manager
 - 1. He is replacing Jim Mateka, because Mike Perez thought the timing was right with a new Board.
 - 2. Bob explained to everyone that the maintenance department works for the association; AMT Maintenance Services is a payroll processing service, so they don't work for Ameri-tech or AMT.
 - 3. Compliance: Bob will start tomorrow (March 16th) with a walk-through in the community; he will have a more comprehensive compliance report at the next meeting.

VIII. Gallery Questions

- A. Helen Strupczewski mentioned that we have had a Compliance Committee in Mission Hills since 2021. She asked for Bob's email as the contact.
- B. Jerry asked what the walk-throughs entailed.
- C. Joanne Dunne: Discussed the New Residents package and that they get briefed about everything.
- D. Barry: Tried to register on the website and it didn't work; Debbie stated that Mathew from Ameri-tech is more responsive. If any issues, call Bob.
- E. A resident asked how to get a New Residents package; Debbie suggested that they contact Joanne Hess.
- F. Art House: Asked about chlorine, stating it the pool isn't chlorinated; Debbie said that it does have chemicals, so it affects the bathroom floors.

IX. Adjourn Meeting

- A. Debbie made a motion to adjourn the meeting, and it was seconded by Al.
- B. A vote was taken, and the motion passed unanimously.
- C. There being no further business to discuss, the meeting adjourned at 6:53 PM.


Cheryl Acton, Secretary