

Mission Hills Condominium Association

Board of Directors Closed Meeting Minutes

A closed meeting of the MHCA Board of Directors was held on Thursday, May 11, 2023, at the Safety Harbor Library to discuss the subjects of personnel, legal matters, and delinquencies.

I. Meeting Called to Order

A. The meeting was called to order at 7:07 PM by Debbie Higgins, President, who also acted as chair of the meeting.

II. Roll Call

A. Cheryl Acton, Secretary, took roll call. Present were:

1. Debbie Higgins, President
2. Betsy Schwartz, Vice-President
3. Mike Marshal, Treasurer
4. Cheryl Acton, Secretary
5. Al Robinson, Member at Large

B. A quorum was established.

III. Proof of Notice

A. Proof of Notice was posted by the pool on Tuesday, May 9, 2023, and on the ePortal in a timely manner according to Florida Statue 718.

IV. Meeting Minutes

A. Betsy made a motion to postpone reading the minutes from April 19, 2023, as it will be addressed at the next BOD meeting.

B. The motion was seconded by Mike; a vote was taken, and the motion passed unanimously.

V. Agenda Items

A. Personnel Review

1. The Board will implement new protocols for employee dismissals, which will include corroborating documentation of any employee issues as they occur.

B. Legal Matters

1. The Board will announce to residents the procedure they must follow regarding incidents with their neighbors to document them; a police report must be requested, and a copy put in the resident's file.
2. Estoppel Letters:
 - a) The Board is taking back responsibility for issuing Estoppel Letters.
 - b) Jenifer at Ameri-tech will provide the information required.
 - c) Debbie will redesign the form to suit Mission Hills.
 - d) This will be a new revenue stream for Mission Hills; as much as \$10-15,000 annually.

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- e) Cheryl made a motion to authorize Betsy and Debbie to be the signatories for all Estoppels (only one signature required); the motion was seconded by Michael.
 - f) A vote was taken, and the motion passed unanimously.
3. Land Lease Estoppel Letters will come from Anne Hathorn, our attorney, at a cost of \$50, compared to the \$60 per letter that Nikoloff was charging us.
 4. The Board has removed all automatic procedures regarding legal actions on delinquencies; Anne's law firm will not move on anything until advised by the Board.
 5. Jenifer at Ameri-Tech will not send anything to the attorney until the Board notifies her to do so.
 6. The Board will negotiate with residents first.
- C. Delinquencies
1. The Board is willing to offer a six (6) month payment plan, interest free, for those who are delinquent on the 2022/2023 Special Assessment only, to be paid each month in addition to their normal monthly assessment fees.
 2. Michael will be working with residents to bring them current on their payments.
 3. Florida Homeowners Assistance Fund was recommended by Ameri-Tech to help homeowners with payments. The Advocacy Team and Michael will look into it.
- D. Other Issues
1. Betsy is the Compliance Committee liaison, and the Board decides what goes to the Committee.
 2. Liability Insurance: The future of American Coastal Insurance, our present provider, is in question.
 3. If they don't survive their current financial struggle, the only other option is Citizens, and they require a current Wind Mitigation Study and a Reserve Study.
 4. We have bids for Wind Mitigation Studies. Fairwinds Inspections was offered by Bob Kelly and Four Points Inspections was offered by Cheryl as options.
 5. We need a Reserve Study for insurance and budget purposes.
 6. Citizens also requires that two inspection forms be completed that must include pictures, and they are roofs and electrical for all buildings.

VI. Adjournment

- A. Debbie made a motion to adjourn the meeting, and it was seconded by Cheryl; a vote was taken, and the motion passed unanimously.
- B. There being no further business to discuss, the meeting was adjourned at 7:50 PM.


Cheryl Acton, Secretary