

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

Board of Directors Meeting

A meeting of the MHCA Board of Directors was held on Wednesday, May 17th, 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 6:01 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. Michael Marshall, Treasurer
 3. Cheryl Acton, Secretary
 4. Al Robinson, Member at Large
 5. Betsy Schwartz, Vice President.
- B. A quorum was established.
- C. Also present were:
1. Helen Strupczewski, Documents Committee
 2. Bob Kelley, Ameri-Tech Property Manager
- D. There were approximately residents in attendance at the Clubhouse, and 7 on the Zoom call.

III. Meeting Minutes

- A. Michael made a motion to waive the reading of the minutes for the meeting held on April 19th, 2023, and it was seconded by Betsy. A vote was taken, and the motion passed unanimously.
- B. Cheryl made a motion to waive the reading of the minutes for the meeting held on May 11th, 2023, and it was seconded by Betsy. A vote was taken, and the motion passed unanimously.

IV. Treasurer's Report

Michael read the treasury report as follows:

- A. She reported the following as of April 30th, 2023:

1. Income: \$258,781
2. Expenses: \$244,684
3. Under by: \$ 14,097

Year-to-date we are still over budget by \$65,607

4. All purchase made over \$1,000 and up will require a Purchase Order and consensus of 3 members and signature of either the President of the Treasurer. Cheryl made a motion to discuss the Purchase Order system,

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Debbie Seconded, Betsy, Mike and Debbie approved the motion. Al and Cheryl voted against it. The motion pass with a quorum

- B. Audit has been completed, approved and signed and will be on the website and in the office by the next weeks or sooner.

V. Officer Reports

A. Maintenance Report

Betsy reported on maintenance on behalf of John Prokopovich.

1. Safety, a car was stolen from our property.
2. Phase III hot water lines are complete
3. Roofs are all complete.
4. No wood work orders or carports were done in the month of May because no hardy boards was approved for purchases by the board in time. There is a 15 day delivery on orders placed on the 1st of each month so work can't start.
5. No trees have been removed associated with the assessment. We are in the process of analysis the 15 trees in Phase I.
6. We are getting proposals for using cameras in the sewer line for the project of lining them.
7. The crew had structural pruning training of our trees which will help with preserving. Started implementing the 4-hour free training done by Arborist Apollo O'Neil.
8. Garbage and recycling will be picked up Friday afternoon, rather than Friday morning.
9. Cracked stucco throughout the community is being addressed.
10. On the western part of our property we repaired 6 4x8 sections of vents, helping our neighbors after 3 trees were cut in their yard.
11. When doing after-hours work orders, it must be paid by home owners, it is not provided at the expense of other residents.
12. When getting quotes on HVACS, get a couple of them, not just one.

B. Team Reports –

1. Welcome Team: Cheryl Acton

- i. Announced new residents that were greeted by the Welcome Committee.

2. Communications Team:

- i. Answered questions sent to the communications team regarding: Water usage, sanitary wipes, employees termination, new designated non-smoking entrance in the Club House, compliance items and pool maintenance.
- ii. Recognition given to Susan Salesses from the Neighborhood watch.

3. Resource Team: We have homeowners that have been working since election to design and implement system to bring Mission Hills to the millennium in the operation of the Service Department and will work with John in order to establish cost savings protocols.

D Advocacy Team: Al Robinson

- i. Leader of the team is Helen Maggaro

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- ii. Visited an association with Cheryl and Helen and saw the operation of Good Neighbors food program and will bring it to Mission Hills.
- iii. Will need help from residents that are willing to help with the implementation of the program in this community.
- i. Pinellas County will come to Mission Hills to register voters for Absentee ballot and mail in ballots.
- v There is food in the back of the Club House left by snowbirds for those that would like to have it.

VI. Committee Reports

A. Documents Committee – Helen Strupczewski

1. Last month the Documents Committee presented 2 P&P: 1) Entry door 2) Motorcycles.
2. Need to approve the motorcycles after the editing of it. Will address it at the next meeting.
3. Documents Committee will be on Friday 5/19 at 11:30AM In the Living-room. Q&A after the meeting

B. Compliance issues must go to Bob Kelly

VI. Old Business

A. Purchase Order process discussed by Mike.

B. Laundry Room Discussion

1. Outsourcing will not happen since we will have to raise the fees over \$3.00 a load.
2. Broken W/D will be removed except 2 that could be repaired I needed. The 2 W/D that are beyond repair will be removed.
3. Laundry Room South will be brought up to par with Laundry Room North

VII. Adjourn Meeting

- A. Debbie moved to adjourn the meeting, Betsy made a motion to adjourn, Mike second. The motion passed unanimously.
- B. There being no further business to discuss, the meeting was adjourned at 6:27 PM.


Cheryl Acton, Secretary