

Mission Hills Condominium Association

Board of Directors Meeting Minutes

A meeting of the MHCA Board of Directors was held on Tuesday, September 19th, 2023, at Mission Hills Condo Association's Club House and on Zoom.

I. Meeting Called to Order

1. The meeting was called to order by John Emberson, President at 5:30 PM who also acted as chair.
2. Pledge of Allegiance recited by board member at large and U.S. Veteran Doug Kuchle

II. Roll Call

1. Cheryl Acton, the Secretary, took roll call. Present were:
2. John "Jack" Emberson, President
3. Al Robinson, Vice President
4. Jone Burr, Treasurer
5. Cheryl Acton, Secretary
6. Doug Kuchle, Member at Large

A. A quorum was established.

B. Also in attendance were:

1. Bob Kelly - Ameritech - Property Manager
2. Helen Strupczewski - Documents Committee Chairperson - Via Zoom
3. Guest Speaker - Kip Corriveau - 211 Tampa Bay Cares Presentation
4. There were approximately 50 residents in attendance in the Clubhouse.
5. There were approximately 24 Zoom attendees.

III. Meeting Minutes

1. Al made a motion to wave the reading of the minutes and to vote for approval as written for the meeting held on August 15, 2023. Doug seconded it, all in favor. Motion passed.

IV. Presentation by Kip Corriveau - 211 Tampa Bay Cares

1. They are a National Network of local call centers.
2. 99% of the United States is covered by dialing 211.
3. If you call 211 and you have a 727 area code and are in Montana, you will be connected with the local 211 in Montana.
4. They offer information and referral services.
5. Dial 988 and it will connect you to the Suicide prevention hotline, the government has transitioned from an 800 to a 3-digit number for convenience purposes since July 2023. They cover 10 counties in West Florida
6. They provide services to seniors and caregivers that are unique to them.
7. Caregiver Navigator is funded by United Way National and AARP.
8. They have 2.7 million unpaid caregivers in the state of Florida.

V. Treasure's Report:

1. Our delinquencies were much reduced this month from \$18,739.63 to \$8,099.90. August revenues were \$275,708.01. August expenses were \$251,430.94. We are under \$24,277.07 for the month but still over \$55,048.86 year to date. The operating expense budget is under budget \$2442 for the year.
2. We are still over budget on utilities-electric \$4.4K, Water \$11.4K Sewer \$9.4K, and Trash \$2K. Gas is OK. We are also over \$7,208.56 on TV and Internet. This is largely due to retransfer fees charged by the networks. Currently, Spectrum is charged 27% and these surcharges are passed on to us. This is still a relatively good value at \$52.92 per unit. Our contract isn't up until 8/25/2026 and we have to give 90 days notice if we don't want to auto-renew for 1 year.
3. We will be having a budget workshop in the next few weeks. I will schedule this with Bob Kelly on Monday and we will post the date and time for everyone.

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	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Variance(Actual - Budget)
TOTAL REVENUE	\$ 275,708.01	\$ 243,523.50	\$ 2,170,560.75	\$ 1,948,188.00	\$ 222,372.75
Operating Expense	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Variance(Actual - Budget)
Admin(Ameritech)	\$ 35,618.65	\$ 41,407.67	\$ (310,438.95)	\$ 331,261.36	\$ 20,822.41
BLDG	\$ 5,173.39	\$ 5,616.67	\$ (43,111.65)	\$ 44,933.36	\$ 1,821.71
CPA	\$ -	\$ 500.00	\$ (6,400.00)	\$ 4,000.00	\$ (2,400.00)
Equip	\$ 4,192.55	\$ 3,250.01	\$ (15,311.35)	\$ 26,000.08	\$ 10,688.73
Grounds	\$ -	\$ 1,666.67	\$ (10,013.23)	\$ 13,333.36	\$ 3,320.13
Ins	\$ 39,385.91	\$ 29,750.00	\$ (233,348.86)	\$ 238,000.00	\$ 4,651.14
Land Lease	\$ 40,423.31	\$ 40,423.00	\$ (322,386.48)	\$ 323,384.00	\$ 997.52
Legal	\$ -	\$ 500.00	\$ (6,824.45)	\$ 4,000.00	\$ (2,824.45)
Pest	\$ 253.50	\$ 125.00	\$ (1,089.10)	\$ 1,000.00	\$ (89.10)
Pool	\$ 928.80	\$ 1,000.00	\$ (7,678.96)	\$ 8,000.00	\$ 321.04
Roof	\$ 4,926.00	\$ 1,250.00	\$ (10,561.00)	\$ 10,000.00	\$ (561.00)
Safety - Fire Alarm Inspection	\$ -	\$ 375.00	\$ (3,909.76)	\$ 3,000.00	\$ (909.76)
TV/Internet	\$ 25,243.46	\$ 24,342.00	\$ (201,944.56)	\$ 194,736.00	\$ (7,208.56)
Util	\$ 57,636.35	\$ 59,161.09	\$ (499,476.53)	\$ 473,288.72	\$ (26,187.81)
Total Operating	\$ 213,782	\$ 209,367	\$ (1,672,495)	\$ 1,674,937	\$ 2,442
Total Non-Operating(Reserves)	\$ 36,514.51	\$ 34,156.41	\$ 515,465.87	\$ 239,094.87	\$ (276,371.00)
TOTAL EXPENSE	(\$ 251,430.94)	\$ 243,523.52	\$2,225,609.77	\$ 1,948,188.16	(\$277,421.61)
COMBINED NET INCOME	\$ 24,277.07	(\$ 0.02)	(\$ 55,049.02)	(\$ 0.16)	(\$ 55,048.86)

VI. Maintenance Report - by Doug Kuchle

1. Maintenance feeder line down - Lealan Electric has been working for us on this.
2. The City will approve after 30 days
3. Replaced water heater on Phase 8
4. The hot water main break in Phase 2 repaired
5. Picked a new plumber for the heater which responded faster, was less expensive, and has worked with Ameri-tech in the past.
6. We are bidding on everything. When we subcontract, we get bids "until the cows come home."
7. Lots of roof issues. One of the servicemen and I are doing inspections on all the roofs to be able to prioritize their repair or replacement.
8. Sign-in sheets for subcontractors or anybody that is coming in the property; like A/C people, demo, or condo remodeling. Avoiding the neighbor having A/C, electrical, or any other problem. These vendors must be licensed and insured on any major project.
9. The maintenance crew is doing an excellent job.
10. We are having issues with the cameras and will make decisions regarding this in about 10 days.

VII. Teams Reports by Cheryl and AI

Welcome Team:

We would like to welcome Linda Mc Carthy. If you run into her, please welcome her to Mission Hills.

Communications Team:

We mentioned the following on several board meetings but I will mention it again as a refresher for those that don't know. We have a mailbox in the lobby for your questions directed to the board. For those of you that left questions in it, we would like to thank you. In order to void false rumors, please send your questions directly to the board through the email Board Blast. We bring the questions to the board meeting and share the answers publicly with the rest of you. By law, you also have the opportunity to ask questions at the end of the board meeting in the Q&A section; the only difference is that the questions at the Board Meeting must be related to the agenda. Therefore, if you have questions, please send them to us, and we will answer them in full.

Once again, the question regarding Compliance keeps coming up. Please note that from the original 350 violations reported by Ameritech in March, this board has narrowed them to a handful, and mainly, they are trees against the building walls that may cause damage to the infrastructure. If damage were to occur to the infrastructure, the rest of the residents would have to incur the cost of

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repairs. Also, there are repairs to the front and back walls of the units and they can't be performed if trees are too close to them. Our crew may do some of the work but they will need your assistance in what is considered personal items. Some of the "out of compliance" items are personal and nobody can't touch or decide for you. Please, clear those items up if you would possibly like help from our crew. IF YOU NEED ASSISTANCE, PLEASE EMAIL THE BOARD OR CALL SUE AT THE OFFICE.

Please, don't call John Snow regarding trees, contact the maintenance department or the board.

The dumpster is open for trash, not trees; the city does not pick up branches from the dumpster, it's for trash only. We placed the trailer in front of the dumpster for branches and trees.

Green Team:

Note that from the 75 trees originally targeted for removal out of the last Special Assessment, John Snow targeted a fraction of that number and identified trimming of trees with specific risk. We have received 3 bids from three different companies and Apollo O'Neil had the best price this time around and the bid was awarded to his company. He has done work in the past, he is also a Master Arborist and has trained our crew for free as well. We recognized the other two vendors for their contribution and we hope that in the future they participate in bids as well as they have in the past.

Advocacy Team:

211.org: We hope you enjoyed Mr. Kip's introduction to the scope of assistance. He left a full PowerPoint presentation for all to enjoy which I will be sending on the board blast soon. If anyone would like a copy of the full presentation, if you are not on the board blast, please send me your email, and I will send it to you.

"Living a Healthy Life with Chronic Conditions Class": for those aged 60 and above at Mission Hills Clubhouse. Once a week, 6-week Course. Starts Mondays, October 23 through December 4th. 1:30-4 pm. Sign-up is at Clubhouse at this time, please hurry to reserve your spot! They need 12-16 participants

Safety, Safety, Safety

Once again the concern regarding the sale of the lift truck keeps coming up. Please understand that the lift truck was purchased by Jerry, our then-maintenance supervisor. Jerry had a landscape license and was able to use the lift (or Boom truck) legally. Mission Hills does not have a landscape license and the workmen's compensation coverage our crew enjoys is for "grounds keepers, maintenance workers..." Therefore the board decision was made based on the safety of our crew and the cost to the community in the event an accident were to occur and the worker's compensation was to be reset based on a new claim; the crew may still cut low-hanging branches with a pole saw. If this is the case, and you have a low-hanging branch that needs trimming, please write a Work Order in order to be able to evaluate the branch and handle it accordingly.

Understand the truck was purchased for \$19,000 at least 7 years ago and was just sold for \$20,000. In the event any future board would like to purchase one, the funds are available in the operating budget.

Please don't feed the alligators, they are very dangerous.

Other safety training is in the works as well. Stay tuned!

VIII. Committee Reports

A. Compliance Committee - Bob Kelly

1. Bob will do a second go-around. If you struggle and can't take care of it, let the maintenance crew know, they can help you with that.
2. Got several phone calls and will call back and will work with the board to let you know what the issue is.
3. Please have 12 inches between the bushes and the trees. You are not supposed to have full-size trees because it will affect the foundation.
4. The height must be at the height of the eye.
5. The portal has a description of the rules
6. This is a Condo Community, you buy the unit as-is.
7. Rules are on-line (also posted on the bulletin board)

8. Bob has received calls asking for extensions and will pass it on to the board and they can relay to me how they want to handle that.

B. Documents Committee update - Helen Ztrupczewski - via Zoom

Zoom audio was inop. Jack made a motion to table the report, Al seconded it, all in favor, motion passed.

(The items below were given by Helen after the meeting to be added to the minutes.)

1. We have 4 drafts of proposed amendments that are in the process of being "polished" to reflect the correct language. Once this is complete, we will email them to the BOD for review as well as place a hard copy in your mail bins in the office. At that point, they would need to be moved up the pipeline to the attorney and finally on the proxy ballot in time for our annual meeting. Cheryl and Al attend the Documents Committee meetings so they have been made familiar with this process.
2. We reviewed the new Florida Statutes and have found that none apply to our Mission Hills Documents, so YAY!!
3. We will be notifying the community of our One-on-5 informational sessions on our documents .. more info to follow.
4. We will continue with our larger Educational Seminars .. we are looking at one in January and the other in February. The purpose of these is to assist the community in understanding the proxy and the proposed amendments.

IX. Old Business:

1. We have opened access to the garbage bins for trash only, no trees, plants or branches. The city does not pick up landscape debris.
2. The outside trailer is just for plants, trimming, and plants. Not for garbage.
3. We are working on several pool quotes at this time.

X. NEW BUSINESS:

1. Wind Mitigation, Jone discussed the fact the insurance in the State of Florida is going up and the thing that will help us is to get a Wind Mitigation inspection on the roofs. Jone made a motion to get a Wind Mitigation inspection. The cost is \$50.00 per building, totaling \$4,400.00 Jack seconded it, all in favor, motion passed. She further expressed that the board was concerned about not having permits for all roofs. Ameri-tech said that the inspector will make a report and note if there are permits filed with the city but what gives you the discount is the quality of the roof and a lot of the roofs have been recently done. Jone made the motion to get wind mitigation so it will help lower the insurance cost. Bob mentioned it can be posted on the portal for residents to have access to it.
2. Water Heater Phase 8: Cheryl explained the situation regarding the water heater between the time it was reported by a resident and the time of its installation of the new unit.
3. Jack: This board is playing catch-up. There is a lot involved in a day. The water heaters are not mapped and we don't have much information on file. Scotto's Plumbing, the company that installed the last water heater, offered to map out all the water heaters in the community for free. Jack made a motion for Scotto's to do this mapping of all the water heaters, age, type, etc. Jone seconded it, all in favor. Motion passed.
4. Cheryl: Updated form and procedure for contractors working in Mission Hills issues with relative new roofs and since the association doesn't know who walks on the roof, the residents have to pay the bill. Contractors must sign in by the office, we are trying to control who is on the roofs. The sign-in sheet is in the foyer, foyers is open until 10:00 p.m. These forms will be part of the Orientation Package in order for new residents to understand the steps.
5. Jack made a motion to discuss and reaffirm the sale of the Boom Truck, Al seconded it, all in favor, motion passed. Al explained the liability of this truck and the lack of coverage in the event the crew got hurt.
6. Cheryl: Updated after-hours work orders to reflect waiving the community of any liability derived by Mission Hills staff working on residents' homes after hours. Your homeowner's insurance might protect the crew working in your unit After Hour work is not covered by Mission Hills. Check with your insurance company and find out how it works in case of accidents by the crew working in your unit.
7. Jack: Discussed the importance of the implementation of the Request for bid/ proposal which will include, for all Mission Hills vendors, a copy of W9, worker's compensation, liability insurance, and permits if required on present, past, and future bids.
8. We are reviewing the surveillance camera equipment to allow this or future boards access to it. At this time, the board has no access to the system.

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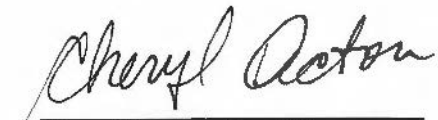
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9. Jack made a motion to table the last item on the New Business regarding the New Maintenance Supervisor's Employment Agreement

XI. Adjournment:

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

The meeting adjourned at 6:40 PM


Cheryl Acton, Secretary