

1401 Mission Hills Blvd

Clearwater, FL 33759

Meeting Minutes

When: Tuesday, **November 19, 2024**

Time: 5:00PM

Where: Mission Hills Clubhouse

Mission Hills Board Meeting

- **The Mission Hills Board Meeting was called to order at 5:00 PM**

- **Roll Call of the 2024 Board Members by Cheryl Acton:**

- Cheryl Acton, President
- Rod Halvorson, Vice President
- Ron Stock, Treasurer
- Open, Secretary
- Pat Banning, Member-at-Large

Also in attendance

- Robert Kelly, Ameri-Tech
- Pledge of Allegiance

- **Meeting Minutes**

- Rod Halvorson made a motion to waive the reading of the Meeting held on October 15, 2024, and vote as written. Pat Banning seconded the motion. Motion is passed favorably, no dissension.

- **President's Presentation**

- President's Remarks
 - Cheryl Acton addressed the fact that board meetings are usually for the board members to discuss board business. Mission Hills has always been a little more flexible because we always try to involve residents and get feedback from them on all future decisions. As year-end approaches the board is diligently working on the 2025 budget. The Board is still waiting on insurance figures to finalize the budget. Cheryl will not be seeking re-election next year. So, If anyone is interested in running for the board, now is the time to get involved.
 - Mission Hills is still recovering from two hurricanes and one tropical storm. The Board has applied for FEMA relief and was blessed with them picking up the debris and saving the Association \$6,000.
 - Cheryl was pleased to report that 2024 has been a successful year in terms of financial

planning. Thanks to a strong budget and the ability to keep expenses under control, the Board has managed to allocate funds to cover some of the storm-related issues. Importantly, this has been achieved without requiring any additional financial contributions from the residents. The service department has been instrumental in helping and contributing to the Association to keep costs down as much as possible.

- **Treasurer's Report**

- Ron Stock started by stating that no matter what the property is, even if it's used as residential property, if there are four units or more in a complex FEMA believes the property is a commercial project and doesn't provide funds for the damages that Mission Hills sustained with the trees. The only thing that they provide is an SBA loan at a reasonable rate, 3.25%. Mission Hills may end up taking advantage of a loan, depending on the coverage from our insurance policy for our hurricane damage.
- For the October financial report, for the second month in a row, expenses have exceeded revenues. Revenues were \$277,874.00 and expenses were \$287,683.00. Year-to-date, revenues still exceed expenses. Mission Hills revenues are \$2,755,865.00 year-to-date, and their expenses are \$2,598,779.00. That revenue exceeded expenses by \$157,000.00. Delinquencies continue to run high, being \$33,938.00. Eight accounts are in various stages of collection. The Board projects to be under-budgeted by approximately \$256,000.00 by the end of the year. The current reserves are \$748,824.00. There is one outstanding loan, taken out several years ago, for roof repair. That loan is due to be paid in full next year. The outstanding balance of that loan is \$170,935.00.

- **Maintenance Report**

- Pat Banning presented maintenance highlights for the property.
 - The maintenance crew installed a new carport on Roof 17.
 - There is ongoing cleanup of roofs and checking them for leaks, as well as fixing them. All 88 buildings have been inspected. Damage reports were presented for insurance.
 - Maintenance is also addressing drainage issues.
 - Two erosion controls in need of repair by our crew have been completed.
 - The condo interiors are being repaired as necessary, and as quickly as possible.
 - There was a hot water leak discovered in Phase 2, which maintenance fixed.
 - FEMA started removing the huge piles of brush. The maintenance department is thankful to the board for expeditiously submitting the paper work to FEMA.
 - A new maintenance man has been hired. His name is Dax Schlechty.

- **Teams Report**

- Cheryl Acton gave a Teams update.
 - Snowbirds were welcomed back to Mission Hills.
 - From the communications, as always, there is a mailbox in the lobby for your questions to the Board. Also, you may send emails to any of us as well. All email addresses are on page two of the post.

- Most of the questions this month have been regarding debris pickup and roof leaks. The Board and the maintenance crew are diligently working with roofers, contractors, tree removal companies, plumbers, et cetera.
- The Board has worked with the compliance committee and revised the compliance rules to be more in compliance with Florida Statute 718. The Board hopes to act more expeditiously with the residents to bring issues to a faster resolution. As always, for those loose animals, noise, extended visitors, and other immediate issues, please call the non-emergency police.
- **Committee Report**
 - Ron gave a FEMA update and the possible future use of SBA Loans.
 - He apologized to Melissa regarding how FEMA looks at four or more units as commercial. She was correct.
 - Compliance - One of the Board members' top priority has been to rewrite the guidelines so that they were in compliance with state law.
 - Any resident of Mission Hills has the right, if they believe that there's an apparent violation of the declaration, the association bylaws, or the ruling adopted by the Board of Directors, to make a complaint to the Property Manager. The property manager then investigates, and he will provide to the Board a decision about whether or not there's an apparent violation.
 - There's a second way in which a violation can begin, and that is the Property Manager, on a regular basis, walks through the community and provides a list of apparent violations to the Board of Directors. The next step is that the Board of Directors issue a courtesy letter requesting that the owner come into compliance. The Association must treat everyone that has the same issue alike. If it doesn't come into compliance, the Board then can issue a 14-day notice stating that if it's not in compliance, the Association can go forward and assess a fine or a suspension of the use of the common areas. The fines that are possible under state law is a maximum of \$100.00 per day or an aggregate of \$1,000.00. If the problem is not resolved after that 14-day period, the Board can act to move forward to levy the fine and to give notice to the owner that a hearing will be held by the Compliance Committee. If the condition is not corrected by the date of the hearing, the Compliance Committee goes forward to holding the hearing. Whether or not the property owner attends, the Committee holds the hearing. But if the property owner does attend, the Committee can hear both sides. And the Committee has essentially only two possible actions. They can either uphold the fine or not. The hearing is held by three members of the Compliance Committee chosen at random, and their decision is final. It's reported to the Board, and then a notice goes out to the owner, telling him of the Committee's decision. And if the fine is upheld, the fine is due and payable within five days of that notice. If the fine is not paid, the Board has the right to seek collection of the fine in small claims court. If any violation is cured before the hearing date, the hearing will be vacated. If the violation is cured prior to the notice of the decision of the Compliance Committee, the fine will also be vacated. The interest is in seeking compliance, not collecting money from owners. That is the Compliance Committee guidelines for the Board of Directors.
 - Ron made a motion to adopt the Compliance Committee's new guidelines, as stated above. Rod seconded the motion. Motion is passed favorably, with no dissension.
 - Ron made a motion for the Compliance Committee to keep the manual with the chair.

Rod seconded, all in favor, motion passed.

- Rod Halvorson made a motion to allow the Compliance Committee to make the final decision on violations, and then transmit their decision to the Board. Pat Banning seconded the motion. Motion is passed favorably, no dissension.
- Discussion ensued on the new compliance guidelines.
- Ron made a motion to set a fine of \$100.00 a day, going forward on the letters that are existing now. Pat Benning seconded the motion. Motion is passed favorably, no dissension.

- **New Business**

- Compliance Guidelines, See above
- My Safe Florida Condominium Pilot Program
 - A new program was initiated on 11/14/24. It was addressing wind mitigation regarding hurricanes. It is a state program with a limit of \$175,000.00. Because of the limitations it looks like the program will not be able to benefit Mission Hills, the Board has decided not to move forward in the application process.
- Laundry Room Rules for the Orientation Packet
 - A team was formed to create new laundry room work order forms. Hopefully this will help with addressing laundry room maintenance requests. The Team is also collecting and counting quarters and bringing these funds to the bank.
 - New changes have been made to the new residents' welcome/orientation packet.
- Rod Halvorson made a motion to accept the changes made to the orientation packet. Pat Banning seconded the motion. Motion is passed favorably, no dissension.
- Adding Ron Stock's Signature to the Valley Bank Laundry Account. Pat Banning made a motion to add Ron Stock to the Valley Bank Laundry Account. Rod Halvorson seconded the motion. Motion is passed favorably, no dissension.
- Al Robinson's Resignation from the Board Rod Halvorson made a motion to accept Al Robertson's resignation from the Board. Ron Stock seconded the motion. Motion is passed favorably, no dissension.
- Appointment to Directorship to the Board. Rod Halvorson made a motion to table this agenda item. Cheryl Acton seconded the motion. Motion passed favorably, no dissension.

Adjournment

- Cheryl Acton motioned to adjourn the meeting at 6:08 PM. Pat Banning seconded the motion. Motion is passed favorably, no dissension.

Respectfully Submitted by Ruth Dorch and edits made by Board members