

Mission Hills Condo Assn

c/o Ameri-Tech Community Management, Inc.

24701 US Highway 19N, Suite 102

Clearwater, FL 33763

Phone (727) 726-8000 Fax (727) 723-1101

NOTICE

January 23, 2020

**Re: Mission Hills Condominiums
Board Election Meet the Candidates Night**

Dear members of the Mission Hills Condominium Community:

Please be informed that a "Meet the Candidates" night will take place on Tuesday February 11, 2020. The evening will begin at 7:00PM at the Mission Hills Clubhouse.

This non-debate event will allow each candidate a total of 5 minutes to speak and field questions regarding their qualifications to be on the board of directors.

Please plan to attend as this will be an excellent opportunity for you to meet and become familiar with your board candidates and help you make an informed decision when casting your election ballot.

See you on the 11th.

For the Board of Directors.

Sincerely,

James J. Mateka, LCAM
Ameri-Tech Community Management
727-726-8000 EXT 269

cc: BOD via Email
Annual Meeting File

MISSION HILLS CONDOMINIUM ASSOCIATION, INC.

SECOND NOTICE OF ANNUAL MEETING AND ELECTION OF DIRECTORS

To All MISSION HILLS CONDOMINIUM ASSOCIATION, INC. Members,

The ANNUAL MEETING of MISSION HILLS CONDOMINIUM ASSOCIATION, INC. will be held at the following DATE, TIME, and LOCATION:

- **DATE / TIME: TUESDAY, MARCH 3, 2020 AT 7:00 PM (Sign in at 6:30PM)**
- **LOCATION: MISSION HILLS CLUBHOUSE, 1401 MISSION HILLS BLVD., CLEARWATER, FL 33759**

Enclosed with this notice is the Agenda for the Annual Meeting, and a Proxy which will help establish a quorum and represent your vote on business that may arise. The Annual Meeting of the Association will be held for the purpose of selecting the Directors and conducting such other business as may lawfully be conducted.

This year six (6) Homeowners have submitted their intents to be considered as members of the Board of Directors. There are currently five (5) positions open for the 2020 Board of Directors. Enclosed are directions for casting your 'Ballot' for the five (5) of the candidates which you feel will best serve the Association. Nominations cannot be taken from the floor. Immediately following the Annual Meeting, the Board will meet briefly to elect Officers.

Agenda items are as follows:

1. Call to Order
2. Proof of Notice of the Meeting
3. Certifying of Proxies & Establish Quorum
4. Read or Waive Minutes of Last Members' Meeting
5. Candidates have read and Agree to abide by Association Documents
6. Motion to close the Ballot Box
7. Election of Directors
 - Selection of 2 or 3 NON-Candidate Members to count the Ballots
8. Reports of Officers and Committees
9. New Business
 - a. Seating of the new Board
10. **Adjournment**

The Organizational Meeting for the new Board will be held immediately following the Annual Meeting.

BOARD OF DIRECTORS ORGANIZATIONAL MEETING

1. Call to Order
2. Appoint Chairperson of the Meeting
3. Appoint Officer Positions
 - (1) President, (2) Vice President, (3) Treasurer, (4) Secretary
4. **Adjournment**

MAILED: JANUARY 31, 2020

**BY ORDER OF THE BOARD OF DIRECTORS
JAMES J. MATEKA, LCAM**

PROXY WILL ALSO BE USED TO ESTABLISH A QUORUM

MISSION HILLS CONDOMINIUM ASSOCIATION, INC.
PROXY

The undersigned owner(s) or designated vote of unit/address _____ in hereby appoints the **Secretary** of the Association or (fill in name), _____ as my proxy-holder to **ATTEND** the Annual Membership Meeting of **MISSION HILLS CONDOMINIUM ASSOCIATION, INC.** to be held on: **TUESDAY, MARCH 3, 2020 AT 7:00 PM** at **MISSION HILLS CLUBHOUSE, 1401 MISSION HILLS BLVD., CLEARWATER, FL 33759.**

The proxy- holder named above has the authority to vote and act for me to the same extent that I would, if personally present, with power of substitution, including the establishment of a quorum, in all matters before the membership, except that my proxy holder's authority is limited as indicated below:

GENERAL POWERS: Check "General Powers" if you want your proxy holder to vote on other issues which might come up at the meeting and for which a limited proxy is not required.
_____ I authorize and instruct my proxy holder to use his or her best judgement on all other matters which properly come before the meeting and for which a general proxy may be used.

Signature of Owner or Designated Voter:	Signature of Co-Owner	Date:
_____	_____	_____
Print Name:	Print Name:	Date:
_____	_____	_____

SUBSTITUTION OF PROXY HOLDER

The undersigned, appointed as proxy holder above, designates _____
To substitute for me in voting the proxy set forth above.

Dated: _____
_____ (Signature of Proxy-holder)

This proxy is revocable by the unit owner and is valid only for the meeting for which it is given and any lawful adjournment. In no event is the proxy valid for more than ninety (90) days from the date of the original meeting for which it was given.

VOTING BY PROXY

If you are unable to attend the Membership Meeting and wish to vote on all issues/items by proxy, please note the following information about proxies:

1. A proxy may be used for the purpose of establishing a quorum, and for appointing another person to vote for you in the event that you might not be able to attend the meeting.
2. The proxy must be signed by all owners or voting representative of the unit.
3. By selecting "General Powers" on the Proxy, you authorize and instruct your proxy holder to use his/her best judgement on all matters which properly come before the meeting and for which a general power may be used.
4. The proxy should be submitted to the Association prior to the scheduled time of the meeting. **The proxy can be submitted by faxing to 727-723-1101 or mailing to Ameri-Tech Community Management, Inc., 24701 US Hwy 19 N, Suite 102, Clearwater, FL 33763 in the enclosed "Proxy Return Envelope".** You may also bring the proxy with you the night of the meeting. It is encouraged that you submit your proxy in advance of the meeting in order to avoid delay in registration.
5. If you appoint a proxy and later decide you will be able to attend the meeting in person, you may withdraw your proxy when you register at the meeting.
6. A proxy may be revoked in writing or superseded by a later proxy to another person. It may be assigned (substituted) by the person designated on the proxy to a third person, if the person you designate as a proxy decides that he or she will be unable to attend the meeting

The Association will incur additional administrative costs if the meeting is rescheduled due to failing to achieve a quorum

MISSION HILLS CONDOMINIUM ASSOCIATION, INC.

Board of Directors – Voting Ballot – March 3, 2020

*****Vote for up to five (5) Candidates by placing an “X” in the box*****

HICKEY, REGINA

HIGGINS, DEBBIE

HOUSE, ARTHUR L.

HUNT, KAY

PARTRIDGE, EUDORA

PELAEZ, EDSEL

- After you have completed marking the ballot, it must be placed in the envelope marked **“BALLOT”**. Please write the name of your association on this envelope.
- Place this **ballot** envelope into the envelope marked **“RETURN BALLOT ENVELOPE”**.
- Please write in your unit information on the outer **“RETURN BALLOT ENVELOPE”** and sign this envelope before mailing
- If the outer **“RETURN BALLOT ENVELOPE”** is not signed, your **ballot** will be voided and your vote will not count.

MISSION HILLS CONDOMINIUM ASSOCIATION, INC.

Please Return to Ameri-Tech Community Management, Inc.
24701 US Hwy 19 N, Suite 102, Clearwater, FL 33763
E-mail: jmateka@ameritechmail.com – 727-726-8000 Ext 269

EMERGENCY CONTACT INFORMATION
FOR OWNER OR TENANT

PROPERTY ADDRESS _____ UNIT _____

Please complete the form below by PRINTING the requested information, sign & date and either hand deliver, mail, or scan & email to Ameri-Tech Community Management c/o James J. Mateka.

Homeowners Name(s) _____

Resident Address _____ Unit _____

Mailing Address (if different) _____

Home Telephone Number _____

Work Telephone Number _____ Text Cell Phone: YES or NO

Email _____ Cell # _____

Nearest Contact (relative, friend, neighbor) with a key (in case of emergency)

Name _____ Phone _____

Mailing Address _____

Nearest Relative (in case of emergency)

Name _____ Phone _____

Mailing Address _____

TENANT(s), if applicable _____

Home Telephone Number _____

Work Telephone Number _____ Text Cell Phone: YES or NO

E-mail _____ Cell # _____

Number of Person(s) occupying unit

Number of Pets (and type) (If permitted by Docs)

Adults(s) _____ Children _____

Dogs _____ Cats _____ Other _____

Vehicle(s) Make/Yr Model

Color TAG Number

PLEASE SIGN AND DATE BELOW:

Owner Signature

Date

Co-Owner Signature (if applicable)

Date

I give permission to share my personal information (phone numbers, e-mail & address) with other MISSION HILLS CONDOMINIUM ASSOCIATION, INC. owners.

Regina A. Hickey
2971 Flint Drive S
Clearwater, FL 33759
412-600-0802

January 16, 2020

Mission Hills Condominium Association, Inc.
c/o Ameri-Tech Community Management, Inc.
24701 US Highway 19N, Suite 102
Clearwater, FL 33763

Attached is "Notice of Intent to be a Candidate for the Board".

My qualifications include over 50 years as an Administrative Assistant for various companies which included Insurance Agencies, Advertising Agencies, Financial Investors, a Costume Shop and churches.

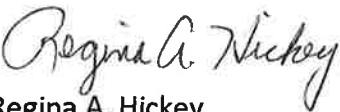
My duties included secretarial as well as accounting functions.

I've worked with A/R, A/P, Payroll, Tax returns and budgets.

I worked with Vickie Buchheit during the last three years, so I am somewhat knowledgeable about the finances here at Mission Hills.

I would like the opportunity to be of service to Mission Hills.

Sincerely,


Regina A. Hickey

Debora C. Higgins

1502 Mission Hills Blvd.
Clearwater, FL 33759-2527
727-204-2286
dchiggins0504@hotmail.com

Please consider this as my notification to run for Secretary for the Board of Directors for Mission Hills.

EXPERIENCE

- I have worked as secretary for many organizations and clubs during my life; I am currently secretary to my employer's 501(C)(3) organization, and transcribe the minutes for another of his charitable organizations.
- I have years of experience take minutes and creating the final document for the Board.
- I have extensive financial experience as well, and i have served on the financial committee since May 2019.

My entire work experience is quite extensive and diversified, but this is what may be relevant to serving on the Board. If you require additional information, please contact me. I work from home, so contact me any time after 10 AM.

Thank you!

Debbie Higgins

Board Candidate Information Art House

1-2020

Current
2 yr. board member ("at large") Mission Hills
3 yr. volunteer maintenance Mission Hills
25 yr. board member Rancho Cristianitos CA

Relevant Experience

- building construction + design, heavy equipment operator
- general contractor Webb Schools of CA as "owner builder"
coordinator for building Vivian Webb School: dorms,
gym, athletic fields, site development, classrooms,
faculty housing
- administration - dean, athletic director, facility
manager, program director

Board Member Focus

- General - understand the past, deal with the
present, and use forward thinking, respect
the diversity of MH population and their needs
- continue building required reserves
- minimize assessments and major monthly
fee increases
- prioritize infrastructure repair and replacement
- complete reroofing of condos and carports
- continue clarification and enforcement of
rules and regulations
- continue maintenance department increases in skills
and ability for "in-house" repairs and improvement.

My name is Kay Hunt, I am a fulltime resident of Mission Hills. I have been the Secretary on the Board of Directors for the past two years.

As some of you know I work in Construction, for Ajax Building Company, I have been with them for the past five and a half years. My work involves preparing subcontracts, change orders, processing billing each month, trouble shooting and much more. I am in contract with the Subcontractors on site, by computer and by phone to assist them with their needs.

As your Secretary, I have knowledge of the day to day operations in Mission Hills. Working as a Board we address the items that arise in a timely manner. We work through the budget for the coming year and set goals for those items that need to be done.

I feel that I am and would still be an asset to the community as a Board member and am willing to take on whatever comes our way.

Please consider me again as one of your Board Member.

Thank you.



EUDORA PARTRIDGE

fpartri4972012@aol.com | C: 603-494-3887 | Clearwater, FL 33759

Summary

Hi, I'm Eudora Partridge and have lived in Mission Hills since 2015. I've been very active in the community as head chef for the Breakfast Club for 3 seasons. I'm currently chairman of the dance committee and have been since 2017. I'm a member of the Booster Club. I've worked on the Big Bash and contribute regularly to the community. My goals is to keep property values high, maintain infrastructure, and be committed to sound financial decisions.

Skills

- Supervision and training
- Performance improvements
- Trend forecasting
- Cross-functional team management
- Staff supervision

Experience

Friendly's Restaurant Corp | NH
General Manager
06/1975 - 06/2015

- Collaborated with staff to maximize customer satisfaction, streamline procedures and improve bottom-line profitability.
- Strategized long-term business needs while generating guest relations feedback for process improvements.
- Established clear performance goals and metrics for revenue, P&L, customer service and customer retention for each retail unit.
- Streamlined operational efficiencies by coordinating staff development and succession planning.
- Coordinated monthly budgets, managed profit and loss and consistently met desired margin targets.
- Monitored supplier operations to verify quality, delivery schedule and conformance to contract specifications.
- Enhanced operational performance by developing effective business development strategies, systems and procedures.
- Encouraged, trained and disciplined employees to maximize performance.
- Oversaw scheduling for individual restaurants to ensure optimal productivity.
- Recruited, hired and trained high performing sales and support team while maximizing profitability by setting performance benchmarks for customer service, cost control, revenue, and profits.
- Motivated and led team members to work together to achieve targets.
- Directed 20 managers with over 900 associates across 8 restaurants.
- Set and administered annual operating budget, consistently maintaining controls and preventing overages.

Education and Training

Community College | NH
Some College (No Degree) in Business And Finance

CANDIDATE FOR THE BOARD\MISSION HILLS CONDO.

I worked part time in construction while in High School and graduated from Clearwater High. In 1962. After graduating, I went into the Construction business until drafted.

I served in the Army from 1965 until 1967 with an Honorable Discharge as a Vietnam Veteran. I then returned to the Construction Business for a number of years. I opened my Construction Co. EDSEL LAMONT AND ASSO. The business I performed was Drywall, Steel Studs and Stucco.

My business grew to supervising over a hundred men. I was responsible for all the paper work, figuring and payroll. I built several homes at Tremont Subdivision in Dunedin. I also built a 12,000 sq. ft. building in Oldsmar. One of the projects I did was East Lake Woodlands included all the steel studs, drywall and stucco. I have done all kinds of financing, and had my Insurance and Mortgage Brokers License with my wife.

RESPONSIBILITIES:

- 1 Coordinating: Sent crews out to do jobs every morning.
- 2 Supervising: Checking the men out, making sure the work was done properly.
- 3 Financing: Coming up with a total price for doing projects.
- 4 Budgeting: The materials and cost of materials for each project.

SKILLS

- 1 Drywall
- 2 Stucco
- 3 Framing
- 4 Metal Lath
- 5 Channel Iron

I would appreciate your consideration and vote.

Thank You
Edsel Lamont