



Homeowners Association, Inc.

Annual Meeting 3/6/2022

1. **Welcome.** Thank you for attending.
2. **Approval of 2021 annual meeting minutes** (provided in handout, 1st item after this itinerary). **No issues with the minutes noted.**
3. **Presidents Report:**
 - a. Since last year, the following items were accomplished:
 - i. Mowing bid was awarded to U.S. Lawns. To date, we have had no known issues with this vendor.
 - ii. 2021 to 2022 financial records are up to date in QuickBooks.
 1. Bank statements are balanced for each month completed.
 - iii. We are working with the last homeowner(s), with an outstanding HOA dues balance, to get them paid in full. All other homes are up to date.
 - iv. Pergola was removed and the corner was fenced in.
 - v. Website has been kept up to date with pictures of completed projects in 2021-2022.
 - vi. Board members went door to door and met with homeowners who were available. We are planning to discuss committees later in this meeting, (from the door to door discussions).

4. Treasurer's report:

- a. Total balance of funds: [REDACTED]
 - i. Mid Florida Credit Union
 1. Checking: \$6301.40
 2. Savings: \$ 95.00

Current balance was updated verbally by Ron at the meeting as these figures were a month old as the agenda was prepared in advance.

- b. After reviewing the budget of actual expenditures for 2021, and normalizing the spend by removing the costs for the pergola removal, fencing installed and fence cleaning, I project that we will spend \$13,481.00 in a normal year, June 1, 2021 to May 31, 2022. (Insurance went up \$600.00 in 2021. There is no telling how much insurance will increase this year.) If we collect the \$218.00 on time from all 56 homes, that is \$12208.00. As you can see, that is \$1273.00 dollars short of our annual spend. Here is a basic breakdown. Note: the numbers below reflect YTD (June 2021 to the end of May 2022 actual spend plus the projected spend for the remainder of the fiscal year.)

i. Expenses:

QuickBooks	Annually	[REDACTED]	\$ 300.00
City of Lakeland (streetlights and water)	Monthly	\$ 310.00	\$ 3,720.00
US Lawns	Monthly	[REDACTED]	[REDACTED]
GoDaddy (website)	Annually	[REDACTED]	\$ 200.00
Insurance	Annually	[REDACTED]	\$ 1,441.00

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Office supplies, Postage, Miscellaneous	As needed	\$ 600.00
Annual Meeting	Annually	\$ 200.00
Grand Total:		\$13,481.00

ii. **Dues:**

The Board projects that we will have **\$500.00** remaining at the end of the 2022 dues cycle when 5/31/2023 arrives, and we are beginning to collect the 2023 dues.

iii. **Large expenditures:**

1. Pergola removal:	\$2500.00
2. Fencing in where pergola was:	\$2191.90
3. Temporary fencing for pergola area:	\$ 309.74
4. Pressure washing:	\$ 562.76
Grand Total:	\$5564.40

5. **Committee reports:** Currently, there are no committees, and we are looking for volunteers.

6. **Unfinished Business from 2021:**

- Getting committees formed and working on things discussed last year.
- Speed study in the neighborhood was done, and we did not qualify for speed humps or a reduced speed limit.

7. **New Business:**

- Any volunteers to join the board? Any nominations for potential new board members? **No volunteers/nominations**
- Dues:
 - Based on our analysis of income (dues collected) vs normal expenditures as shown in the presidents report above, we need to discuss raising the dues. We have made it to this point by not raising the dues since 2013, because we had multiple homes that were behind in prior years when expenditures were less. We collected most of the back dues this past year and used the money to remove the pergola and fence in that area, as well as pressure wash the fencing that the HOA owns facing the external streets. The board has the ability to just raise the dues, but we have chosen to bring it up as a matter for discussion at the annual meeting to give our homeowners an opportunity to give us feedback. The board feels that we need to consider raising the dues by at least **\$15.00** this year and then re-evaluate where we are in 2023. We know around the year 2030 the HOA owned fencing will need replacing and based on the fencing we bought this year, it would cost the HOA **\$35,000.00** at a minimum using this year's pricing level. Future fencing needs, column maintenance/painting, landscaping improvements are all above and beyond our normalized spend. For this reason we would like to raise the dues at least \$15.00 this year. That would only equate to \$840.00 in additional dues income in 2022. **It was decided to raise the dues by [redacted] this year to [redacted]**

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- c. Drainage areas on the back of the properties that are located on the outside perimeters of the neighborhood's North, East and South sides: **All understood.**
 - i. These drainage areas are part of your property. Those areas are not deeded to the HOA.
- d. Oversized trucks, trailers and non licensed vehicles: per Article V, section 8, these are all violations of the "Covenants, Conditions and Restrictions" (CCR). The verbiage is pasted below directly from the CCR:

"All vehicles, trucks, and boat trailers, kept in the premises shall have current year's license tag and be in operative condition. "

"No tractor/trailer or truck larger than 1 ton capacity shall be parked on these premises, except for commercial delivery service, 4 hours max., except for emergency repairs, vehicles, boats, or utility trailers, campers and motor homes must be placed behind the home with an effort being made to prevent them from being seen from the street (front of house facing street)."

It was decided by the group that if no one is complaining, let compliance of the CCR listing of restrictions alone until we have some complaints. Potential issues that could result from this course of action were discussed by the group.
- e. A comprehensive "Living Document" has been created as a guide/timeline for when various tasks are performed by the board so that in the event anyone on the board resigns, the remaining members have a guide to follow, ensuring the board can continue without missing any due dates and/or critical functions. When the current board was formed just over a year ago, it was a learning curve for us all. We were only given very basic information/timelines.
- f. Door to Door campaigns by the board: **Everyone was grateful that this has been done**
 - i. The board would like feedback on our attempts to talk to each of you and get feedback on current events in our neighborhood. Is there a better way to get feedback from you?
No one had an issue with this being done, with the understanding that people may not answer their door. We discussed possibly a facebook page for posting items or using the website more for posting news. An afterthought by Ron is to put out a bi-monthly or quarterly newsletter on the website.
- g. Street lights and post lights:
 - i. If a street light is out near you, anyone can turn in a trouble ticket to the City of Lakeland Electric company. Open this website: <https://lakelandelectric.com/storms-and-outages> then click on the tab named "Report a Problem" and fill out the form on the page. You will need the home address next to the light with an issue, the street name it is on, (optional information is the pole number (on a metal tag at roughly eye level) or the light number (just under the light at the top of the pole)) or call (863) 834-9535. You can speak to a Customer Service Representative from 7:30 a.m. to 6:00 p.m., Monday through Friday.
 - ii. Post lights are supposed to be lit from dusk to dawn. The homes have a GFI outlet usually near the front door of the home that may be tripped and need to be reset. If that is ok, the photocell may be bad in the post the light is mounted on. Amazon has a good variety of light bulbs that have the dusk to dawn feature built into the bulb making the photocell obsolete in the post. **Good information for everyone to have.**

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- h. Website:
 - i. Our website is www.missionhillshoa.com :
 - 1. It has all of the following:
 - a. A way to pay dues via PayPal, (incurs a fee to the homeowner for convenience).
 - b. Things accomplished by the board in 2021 (photos).
 - c. Downloadable PDFs of the By-Laws (items that govern the board) and the Covenants, Conditions and Restrictions (items that govern the homeowners as members of the association).
 - d. Annual meeting minutes from the previous year.
 - e. Google form for compliance issues.
 - f. Google form for committee sign up.
 - g. How to contact the board.
 - 2. Is there something else you would like to see the website used for? **No real suggestions, but good information for everyone to have.**
 - i. Trash missed pickup, service needed or large items to be picked up:
 - i. Do you have large items to be picked up, or your trash was not picked up, or does your trash can need to be repaired/replaced? You can go to the Polk Waste Wise website ([Request for Service - Polk County, FL \(gscend.com\)](http://Request for Service - Polk County, FL (gscend.com))) or download the Polk Waste Wise app for Apple or Android to your cell phone and open a ticket from either the website or app, for your needs. **Good information for everyone to have.**
 - j. Any volunteers to join/head up a committee such as
 - i. Compliance?
 - ii. Landscaping?
 - iii. Maintenance?
 - iv. Special Events?
 - v. Revisions to the Compliance, Conditions and Restrictions document and getting the 43 required notarized signatures so we can officially get them updated legally.

We did have a lot of discussion about committees with the homeowners who were available when we did our last door to door campaign and there was some interest in items iv and v listed above. We still need people to officially sign up for them via the website as listed above.

Note: as part of our "Google" account, we can set up calls on "Google Meet" and all documents can be shared in "Google Docs" formats so that committees can meet remotely and no one has to host actual physical meetings and anyone who edits a document, it can be seen and/or shared instantly including during meetings. **No volunteers/nominations**

8. Announcements:

- a. Next meeting will be in March of 2023. Date and venue to be decided at a future board meeting.

9. Adjournment. **Nick made this motion and Kayla seconded it. Meeting adjourned.**

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Attendees:

Richard and Nordica from 6059

Nelson and Carla from 6040

Barbara from 6068

Clint from 6003 (renter)

Nick from 6007

Israel from 6060

Kayla from 6088

Ron from 6048

Attachments included below:

- ✓ Agenda/Minutes of 2021 meeting.
- ✓ Actual 2021 Profit - Loss sheet for Jan. 1, 2021 to Dec. 31, 2021.
- ✓ Fiscal Year Jun. 1, 2021 to Current date 2022.
- ✓ Board approved budget (recurring expenses) for the Aug 2021- May 2022

Annual Meeting 5/3/2021 Minutes

1. Welcome. Thank you for attending. We have quite a bit to go over.
2. Approval of 2021 annual meeting minutes (provided in hand out, 1st item after this itinerary).
3. Presidents Report:
 - a. Since last year, the President and Vice President have both sold their homes and resigned from the board. A new board was elected on 12/13/2020. Since then, the following items have been completed:
 - i. Mowing bids were sent out and 3 proposals were received.
 1. Currently we are using the vendor from last year, Kingdom Lawn and Environmental, LLC., on an as needed basis. Last year the charge was \$200.00 per mow. The new bid is for \$650.00 per month or \$250.00 per mowing going forward. Anything additional requested to be done, is extra at \$100.00 per hour. Attendees voted this option down.
 2. The second bid is from U.S. Lawns. It is extremely detailed and includes mowing, edging, blowing, entrance plant(s) trimming (including the palm trees annually), weeding, fertilizing and mulching the flower beds at the entrance, routine inspections of property with an HOA representative, technician inspection of the irrigation system monthly for issues is included and repairing them as needed for

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- time and materials. Cost is \$585.00 per month. Attendees voted this option as a Yes at the meeting and agreed to using this for our lawn service.
3. 3rd Bid is from 1st Choice Lawn and Landscape. It duplicates most of what "U.S. Lawns bid" includes, except the following, fertilizing, mulching, sprinklers and tree trimming. All those are an additional cost above the monthly fee. They also do not have workers compensation insurance on their employees. I have asked our insurance agent if our policy would cover their employees. I should have the answer this week. The bid is \$450.00 per month. Attendees voted this option down.
- ii. Entrance way sprinklers have been repaired.
 - iii. 2021 YTD financial records are up to date in QuickBooks.
 1. Bank statements are balanced for each month completed.
 - iv. The attorney responded to our questions. All past due accounts were sent a 15 day demand for payment, with a payment option for non-bank owned properties.
 1. 1 home has paid in full.
 2. 3 homes have made the March and April payments requested. 1 home has paid the March payment, not the April payment.
 3. 6122 is bank owned and we will have written off the past due amount per the advice of the attorney, (-\$2423.99) as the previous board did not forward the foreclosure document to the attorney so we could be represented at the foreclosure/auction of the property. They paid someone the full amount via EFT, but unfortunately not us. They are trying to recover their funds and pay us the \$460.00 actually due. Someone asked about the lien on the property, Ron clarified it had expired.
 - v. Pergola:
 1. Quote from Williams Fencing for the pergola area received \$2200.00 for white fence placed between outside columns covering the 5 openings from the street view.
 - a. Ownership of the pergola is in question and it will cost an additional \$2000.00 for the attorney to provide proof of ownership and by which party. He will also provide a document for the homeowner and the HOA to sign for turning the corner pergola area over to the homeowner with restrictions on what can be done to the area, which will include a requirement for prior HOA approval and a building permit for all improvements such as a new roof.
 2. 2nd option is to abandon the columns and plant plants costing \$1750.00. Future maintenance costs to be incurred by HOA. Attendees voted this option down
 3. 3rd option is to re-install a new pergola roof with aluminum that should last up to 30 years or so. The price came in at \$10,360.00. Plants etc. would be an additional cost. Attendees voted this option down, not many at the meeting liked this idea.

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4. 4th option is to just take the columns out and have fencing put in its place. Price unknown and it requires the homeowners permission as half the existing columns are on their property. I also have posed the question to our insurance agent as to where we would stand if we left the columns and the homeowner in turn put their own covering over/on the columns and it blew off. Could we get sued and would the HOA insurance cover it or would we as homeowners be liable for damages? I am waiting on the response from the agent.
- vi. Website was re-created and is live now.
 1. "Declaration of Covenants, Conditions and Restrictions" and the "By-Laws" are both available for downloading from the website.
 2. Dues are payable via a check mailed to the PO box or using PayPal on the website.
 3. Google form is available for feedback to the board.
 4. Coming soon will be a Google form for compliance complaints to be submitted regarding non-compliance of restrictions.
- vii. Services costing the HOA a recurring fee that the current board could not justify were all discontinued and abandoned (all software related).
- viii. Board members went door to door and met with homeowners who were home and answered their door. We also mailed out a 2-page document to every home where no-one answered the door and created a google form to collect survey questions. We got one online response from someone not on the board. The following were the concerns we collected in order descending from the most frequent to the least:
 1. Excessive speeds in the neighborhood by cars – To be addressed with the county. The county will do an assessment in the coming months and is trying to get it done by the end of the school year as school days increase daily traffic and the study needs as many vehicle(s) counted as possible to qualify for any action. If they do not get it done by school's summer break, it will be the fall before they come out. *Ron will ask when they contact us again about the speed/traffic count study.*
 2. Pergola – being addressed as discussed above.
 3. Wood Fences facing Stokes Road, HOA cannot tell homeowners what type of fence to have as it is not in the Declaration of Covenants, Conditions and Restrictions.
 4. Semi parking in a driveway, the owner was told of the violation and has since removed the truck.
 5. Vehicles parked in the yard by front door - HOA cannot tell homeowners how or where to park as there is nothing in the Declaration of Covenants, Conditions and Restrictions regarding parking other than parking of greater than 1 ton trucks. *Additionally, it was suggested about making changes so boats, campers, etc. only needed to be parked in the backyard possibly. Also, trying to change the*

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restrictions so the HOA may have jurisdiction over fences, which was discussed in reference to the black fence.

4. Treasurer's report:
 - a. Total balance of funds: \$11,730.83
 - i. Mid Florida Credit Union Checking: \$5722.71
 - Savings: \$ 95.00
 - ii. Wells Fargo Bank Checking: \$5913.12
5. Committee reports: Currently, there are no committees, and we are looking for volunteers.
6. Unfinished Business from 2020:
 - a. Since we only have the meeting agenda to look at, (no minutes or details) I only find the pergola as unfinished business which was covered in the president's report above.
7. New Business:
 - a. Any volunteers to join the board? HOA explained the purpose of the association, the length of time it needs to be active and possible consequences if it is not run by community members.
 - b. Any volunteers to join/head up a committee such as
 - i. Compliance?
 - ii. Landscaping?
 - iii. Maintenance?
 - iv. Special Events? There was some interest in community get-togethers and being able to know our neighbors.
8. Announcements:
 - a. Next meeting will be in March of 2022. Date and venue to be decided at a future board meeting. Requests for location/venue will be sent out by no later than 1/31/2022.
9. Adjournment.

Below are things that were brought up in meeting that is considered New Business:

1. Washing fence and columns next to 540A road right next to house 6134, which HOA will look into pricing out the pressure washing with getting it sealed to see if the pressure wash will last longer.
2. 6123 - ask the homeowner about maintenance on a house with black fence, many people at the meeting don't really like that black fence but understand that the current home owner just moved in.
3. People will like to have things more enforced but HOA likes to be able to talk to people first before sending out letters in the mail.

Time: 7pm to 8pm

Attendance:

6048 Ron Turner

6068 Barbara Tooke

6088 Kayla Nixon

6059 Richard and Nordica Hart

6093 Lawana Jackson

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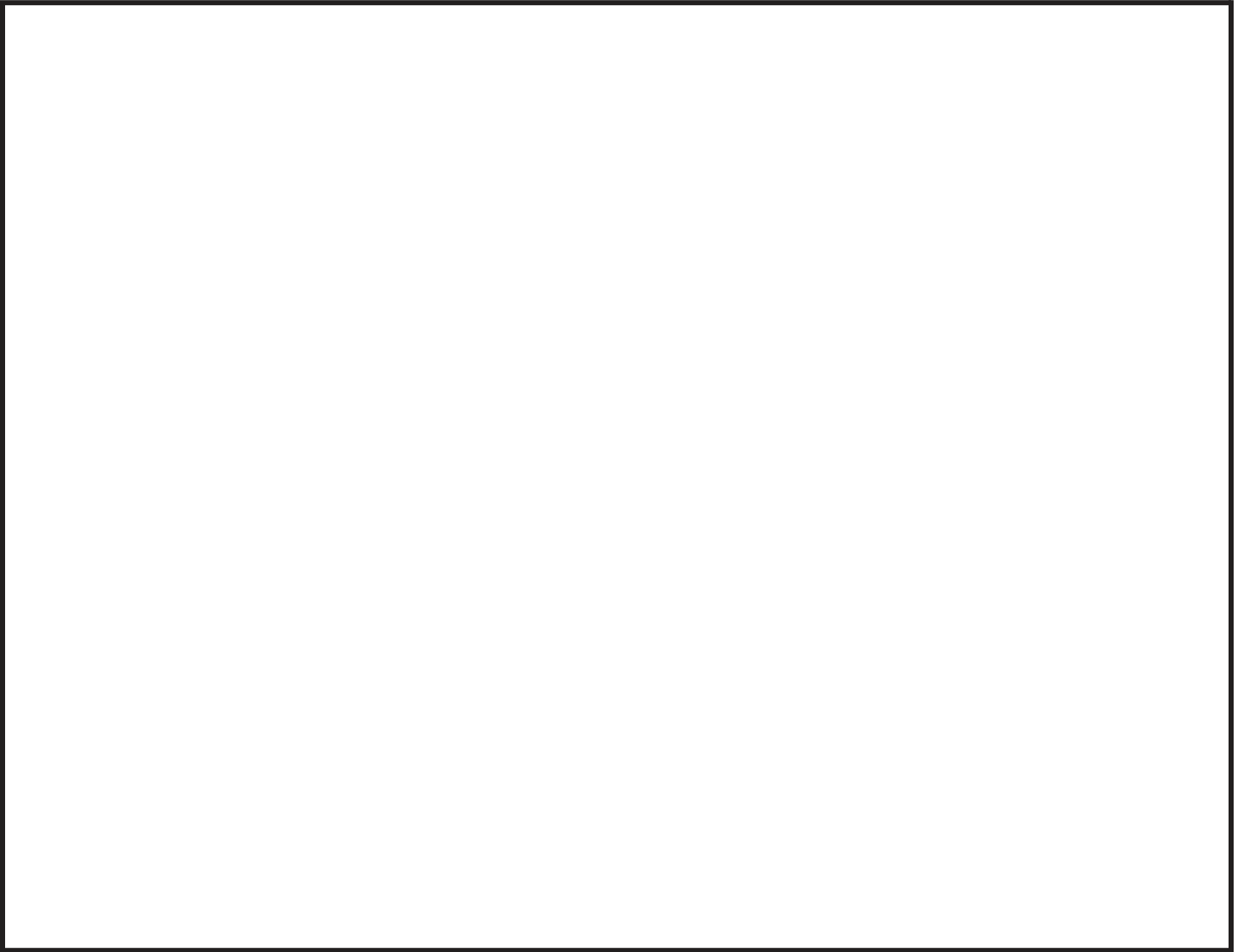
6040 Nelson and Carla Alvarez
6011 Priscilla Mosley
6115 Beth and Steve Blitz
6035 Ashley VanMeter
6044 Barbara Eaton
6007 Nic Weis
6089 Jasmine Perez

Actual 2021 Profit - Loss sheet for Jan. 1, 2021 to Dec. 31, 2021:

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Fiscal Year Jun. 1, 2021 to Current date 2022 (note, does not include the current year dues as they have not been billed/collected):



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Board approved budget (recurring expenses) for the Aug 2021- May 2022