



MINUTES FROM THE MEETING OF THE  
BOARD OF DIRECTORS OF  
MISSIONWOOD AT MIRAMAR CONDOMINIUM ASSOCIATION  
(Zoom virtual meeting due to COVID-19)

Board of Directors Meeting of Missionwood at Miramar Condominium was held virtually via Zoom with owner's participation due to COVID-19 on Tuesday October 27, 2020

The meeting was called to order at 7:22 PM. In attendance were Heslop Daley, Michael O'Hara, Johnny Jean Louis, Yacov Wallerstein, Gifford Stern, Angela Johnson, Javier Rodriguez, Zoney Bailey absent: Fern Lamey

(zoom video time 44:39-52:47) The Minute of the Board for September 22, 2020 was read by Board President Michael O'Hara motion by Heslop Daley to adapt the minute as read by Board president Michael O'Hara and second by Board member Yacov Wallerstein the minute was adapted as read.

VOTE COUNT: Heslop Daley (YES), Michael O'Hara (YES), Yacov Wallerstein (YES), Angela Johnson (YES), Javier Rodriguez (No)

\*\*\*personal Note from the secretary. This Zoom meeting was set up with a sole agenda item (Missionwood proposed budget workshop meeting of the Board of Directors 2021) with guests from the accounting firm Stroemer and Company, LLC. represented by: Roxana Perez.

(zoom video time 53:52-1:56:24) Budget Discussion: The accountant representative Roxana Perez was introduced by board president Michael O'Hara about the discussion to accept the budget for next year. Treasurer Yacov Wallerstein, President Micheal, office manager Howard and Roxanna had two meetings for about four (4) hours to go over the budget for last year and this year.

Accountant representative **Roxana Perez** took over the reading of the proposed budget.

**Heslop**, asked about increasing the rental unit fee by \$100 or up to \$1400 the units owned by missionwood.

**Yacov**, scheduled to meet with Howard in December when the lease is up for renewal.

**Javier**, ask about the bank charge fee line

**Yacov**, explain most banks traditionally charge for business accounts, the fee is for printing coupons.

**Javier**, will drop off info on banks option.

**Javier**, inquired from Roxana about her company financial service fee and the ability to reduce the fee.

**Gifford**, requested a broad re-classification of office supplies to Howard.

**Roxana**, office supplies also cover check run, and invoice run.

**Heslop**, bleach, paper towel, and mop bucket...

**Roxana**, proceed to line item insurance

**Heslop**, I have a question on the expenses line item, to add funding for website updates for owner use to paybill, check balances and other letter updates.

**Gifford**, let Roxana continue the reading of the budget. The website update is a good idea to put a question mark on the discussion until Roxana finishes with her reading.

**Roxana**, the condo insurance is estimated to be a ten percent increase for next year 2021. which is a discount from last year.

**Yacov**, If any members could get a better quote for the insurance they are welcome to submit to him.

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**Johnny**, Roxana says we received a discount from last year's insurance but we did not. I was asked to vote on an insurance payment which was an increase from the year prior.

**Yacov**, the discount was from last year.

**Michael**, explained because Fema redistricting our complex flood zone insurance was decreased. But the premium was still an increase.

**Roxana**, clarifying the ten percent projected increase for the year 2021.

**Roxana**, continued the reading of the proposed payroll line item budget.

**Javier**, after discussion with Johnny and previous discussion with Yacov and Nadine. We are proposed to the board to eliminate certain payroll line items in the budget (775, 759 and cut 770 from \$60,000 to \$45,000), so we could save \$30,000 and invest the money in our community.

**Heslop & Zoney**, ask how Javier plans on reducing the line item.

**Johnny**, Since we are in a pandemic most owners are not currently working we could eliminate the pay bonus and salary raise for 2021 proposed budget.

**Yacov**, I sit down with Howard and there's no Bonus.

**Johnny & Javier**, we were not told about the budget change or preview of the discussion.

**Johnny**, what about the pay raise in line item 770.

**Michael**, there's no pay raise. If there is no money there will be no pay raise.

**Heslop**, let's take one item at a time, Pool staff need to be certified. The two maintenance staff are unlikely to get certified. How do you propose a certified person for the pool?

**Johnny**, Get one of our employees to get certified. We also have a lake company that takes care of the lake. We could get the same company under the same umbrella contract to take care of the pool.

**Zoney**, we don't have a pool company. The lake and the pool are two different things.

**Heslop**, our two maintenance people Jose and Miguel. Miguel, have a physical challenge. If we could get Jose to get certified but he's unlikely to do it.

**Johnny**, why Jose is unlikely to get certified. is an employee. If the board requests he get certified as an employee he must get certified.

**Heslop**, that is not part of Jose's job requirement.

**Johnny**, what do you mean it is not part of his job requirement? his job description is maintenance yes?

**Yacov**, we are trying to make a budget. If we are having issues with the budget, we have to meet as a board without Roxana to deal with the budget to see how we are going to change it, and move the money around as needed. The board should not hold Roxana "hostage" to deal with line item change.

**Johnny**, is Roxana presence during this meeting to direct the board on how to change line items we need to another to come up with a budget?

**Michael**, this's a budget, we put the number together but, if we could spend less to the year by taking steps in the future by spending less.

**Johnny**, there's never been a year in the past where the budget allocated has not been spent. We need to slim down the proposed budget where we need it to be before i could vote on it... or have a special meeting of the board of directors to discuss and make changes in the line-item in the black& white budget before putting it to a vote in the next meeting.

**Michael**, what we could do is make changes to something else. We can not decide to turn off the light at three o'clock in the morning to save \$3000 dollars in light bill. We are able to move money around as needed.

**Johnny**, money move around must be replaced?

**Yacov**, No! We are not talking about money from the reserve account.

**Javier**, Part of budget discussion is to make change on the budget. We need to invest in the community. My roof collapsed! That problem needs to be addressed by investing in our community with the proper funds allocation. We need to eliminate expenses.

**Yacov**, If money is not approved for the pool someone has to do the work. We have to pay

someone to do it.

**Homeowner Perez**, suggested having a separate meeting among the board to work out the budget.

**Johnny**, Roxanna do line items from the budget that need to be dealt with at this time How should we deal with it? When should we have the budget to you?

**Roxanna**, The sooner the budget is approved the better. A 14 day notice has to be sent prior December is the latest but the coupon needs to be ordered. The board needs to discuss the budget in a separate meeting. The board could move anything around. The board needs to meet and discuss staff payroll.

**Johnny**, Michael is it possible to schedule a special board of director meeting to go over the adjusting the budget line item in question sooner than later.

**Michael**, let us decide when we could schedule the meeting.

**Heslop**, I was the board president for eleven year during that time there was never an increase in maintenance fee. Every year there was a surplus. In terms of item changes this is not the appropriate forum to discuss them now.

**Javier**, we have a conceptual problem with the project. The budget is set up for spending not for the improvement of the building infrastructure.

**Heslop**, Javier you are making a false statement.

**Zoney**, there has been improvement on the pool, it was split in the middle. We need to upgrade the club house.

**Gifford**, all the discussions are good one but we are going off track. We need to get back to Roxana. Let have a special meeting to further the discussion and all the ideas.

**Roxana**, continued the reading of the proposed budget.

**Howard**, the \$20,000 line item is for the light. Once the project is completed the line item will be eliminated.

**Roxana**, continued the reading of the proposed budget.

**Yacov**, the roof repair line item was budgeted at \$55,000 last and the same this year. But spend \$92,000 money had to be moved around to fix the leak.

**Johnny**, we had a reserve for a complete roof replacement. is the money for repair coming out of the reserve.

**Yacov**, NO. The repair was to repair the wall stucco.

**Johnny**, so, it is not roof repair that is building maintenance.

**Heslop**, the roof repair line item should move to building maintenance.

**Roxana**, continued the reading of the proposed budget.

**Johnny**, we need role over tree trimming and lawn service into one.

**Michael**, yes I Am in favor of anything to save us money

**Heslop**, that will be the next board member issue to deal with.

**Johnny**, No, it's our job to approve a proper budget for the next board to follow.

**Michael**, let not talk about changing a service provider in a budget meeting.

**Javier**, it is not about the vendor, it is more about the budget.

**Roxana**, continued the reading of the proposed budget. Overall there's no increase.

**Michael**, there will be no increase in HOA due. An executive meeting of the board of directors will be scheduled to go over the budget line item changes.

**Johnny**, Roxana once the board approved the budget how much time do you need to prepare the coupon for the owners?

**Roxana**, as soon as the board gives me the final number I will adjust them on my end within 24 hours and return the final product back to the board for approval. The notice needs to be 14 day prior late November early december.

**Gifford**, let schedule a meeting.

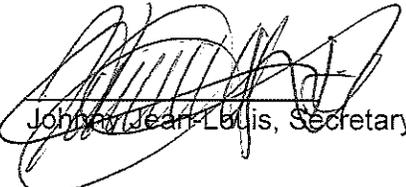
**Zoney**, let's schedule the meeting on monday.

**Michael**, Howard sent a reminder for a Monday 7pm executive board special meeting.

Board member Michael motion to adjourn the meeting and second by Johnny Jean Louis and voted by the board  
the meeting was adjourned at 9:18 pm

  
Michael O'Hara, President

12/23/2020  
Date

  
Johnny Jean-Louis, Secretary

12-22-2020  
Date