

# MSPOA Extraordinary Board Meeting Minutes

<b>DATE:</b>	January 20th, 2024, 10am CST			
<b>LOCATION:</b>	102 Seaview Drive, Mayan Seaside, Consejo, Corozal District			
<b>INVITEES:</b>	Marna Stahlka, Chairwoman	X	Rick Keating, BAC Member	X
	Kristine Arnason, Treasurer	X	Kathy Luna, BAC Member	X
	Susan Glaze, Secretary	X		

## I. Opening of meeting by Chairwoman

- Meeting called to order at **9:45am.**
- Secretary to verify quorum. **Quorum verified.**
- Chairwoman to read mission statement – **“To create a culture of kindness and respect within our community and with nature that builds a safe and sustainable environment.”**
- Welcome the 2024 MSPOA Board of Directors and Board Advisory Committee Members: Marna Stahlka, Kristine Arnason, Susan Glaze, Rick Keating, and Kathy Luna
- Approval of November 25th, 2023 Extraordinary Board Meeting Minutes as distributed: **Motion made by Kristine Arnason, seconded by Marna Stahlka to: “Approve the minutes of the November 25th, 2023 meeting as distributed.” Motion carried: MS, KA, SG.**

## II. Code of Conduct

- Code of Conduct Agreements on file for all current members.

## III. Officer Positions/Team Leader Positions

- Discussion for Board Officer positions and terms which resulted in the following:
 

Marna Stahlka	Chairwoman	Term of <u>  1  </u> year(s)
Kristine Arnason	Treasurer	Term of <u>  1  </u> year(s)
Susan Glaze	Secretary	Term of <u>  1  </u> year(s)
- Discussion for Board Advisory Committee terms which resulted in the following:
 

Kathy Luna	Member	Term of <u>  1  </u> year(s)
Rick Keating	Member	Term of <u>  1  </u> year(s)
- Discussion for team leader positions which resulted in the following:
 

Grounds/Facilities:	Susan Glaze/Ian Graham
(*) Infrastructure:	Tim Hicks
MSAC:	Roger Glaze
Welcome:	Alicia Horton, Shona Scappaticci, Elle Maltais

(\*) The new Infrastructure team leader is responsible for maintaining the community water system, maintaining the community roads, and liaising with BEL with any electrical issues. Thank you to Tim for supporting the Board in this new position!

# MSPOA Extraordinary Board Meeting Minutes

## IV. Government Filing Requirements

- All Directors are required to submit the following documents to the Secretary:
  - Three (3) notarized copies of valid passport.
  - Three (3) copies of current BEL bill. (NOTE: If BEL bill is not in Directors name, an affidavit must be signed by the person whose name appears on the statement. See Secretary for details.)
- Documents required by January 24th, 2024.

## V. 2024 Budget

- Draft of 2024 Budget was emailed to board members for review and approval. **Motion made by Marna Stahlka, seconded by Susan Glaze to: “Approve the 2024 Draft Budget as distributed.” Motion carried: MS, KA, SG.**
- It is important to note that due to inflation, our expenses have gone up for payroll, grounds contract, and labor by about 11%. Not to mention, the cost of supplies to sustain our regular maintenance routine for upkeep to common areas/buildings/structures has also increased.

In order to be fiscally responsible and avoid dipping into reserves, we will need to introduce an increase to property owner annual fees in 2025 by \$25 USD. This will be only the second increase to the fees in the last 10+ years. The board verbally agreed to an increase, and a formal motion will be made closer to the change. As we continue to operate with a balanced budget with no funds available for any big ticket projects, future consideration will be given to either further homeowner increases, or tapping into reserves with a plan to replenish it. Either way the board will continue to seek ways to keep costs down as best we can.

## VI. Outstanding Business

### Outstanding Business

#### 1. Reserve Fund Study:

**02/07/23 – The new board will review the existing budget and offer feedback on the possibility of restructuring the reserve fund.**

**03/07/23 – Nothing new to report at this time.**

**11/25/23 – Nothing new to report at this time.**

**01/20/24 – It was agreed that we reallocate the “Operations Reserve” of \$15,000 to “Roads/Culverts” keeping the total Reserves at \$90k.**

**CLOSED**

**Motion made by Kristine Arnason, seconded by Susan Glaze to: “Reallocate the \$15,000 from “Operations” reserve to “Roads/Culverts” leaving the total reserves at \$90,000.”**

**Motion carried: MS, KA, SG.**

#### 2. Red Dirt Issue in Seafront Park:

**04/14/22 – We received an email from one of our owners regarding the red dirt blowing into their house especially with the high winds (see Q1 below). This is an issue that’s been left too long. Greg and John will take some measurements of the area to get an idea of square footage if we opt to go with a marl and grass plug solution. We will source viable options and get feedback from the community on how best to proceed.**



## MSPOA Extraordinary Board Meeting Minutes

02/01/23 – We topped up the section around the Palm Garden with 3 loads of marl. We will let this settle for a few months. Closer to rainy season, we will transplant some grass plugs from the Palm Garden onto the marl. If this proves to be a viable solution, we will top up other sections with marl later in the year or early next year depending on budget. Cost to date to address this section (Section 1) = \$1,080. This figure does not include labor cost to transplant the grass.

02/07/23 – Nothing new to report at this time.

03/07/23 – This project is on hold until closer to rainy season when we will transplant the grass plugs from the Palm Garden onto the new marl.

11/25/23 – The grass does not appear to be growing across the newly spread marl as well as we had hoped so we are looking at alternative options.

01/20/24 – The initial concern of red dirt blowing into owners' homes has been resolved.  
CLOSED

### 3. Transfer of ownership of parklands and easements:

02/01/23 – Art Higgins (owner of RPL) has requested that we start to put into motion the transfer of ownership of parklands and easements. We are going to do some research into this and look at some options.

02/07/23 – Nothing new to report at this time.

03/07/23 – We are still gathering information on this.

11/25/23 – Nothing new to report at this time.

01/20/24 – In order to transfer ownership of Mayan Seaside parklands and easements to MSPOA, we are required to pay an 8% stamp duty of the value the Government of Belize Lands Dept. assesses on the parcels which is based on current market value. This is in addition to legal and agent processing fees. Since the majority of the 10+ acres are considered seafront, this cost is prohibitive based on MSPOA's current financial status. We currently have a 99-year lease in place with RPL. A copy can be viewed on the Mayan Seaside website.

CLOSED

### 4. Ongoing Seafront Park Maintenance:

02/07/23 – We've completed several maintenance items in Seafront Park. We still need to address the Palm Garden by cutting down the dead tree and giving it an overall refresh (eg. transplant sponge grass, level off dirt, add a few new shrubs, possibly top up with gravel). Another item that was mentioned was topping up the remaining paths (around the pond and pond access) with chippings like the rest of the paths for easier mobility. This was actually brought up last year by a few community members. Cost for this project will be substantial at \$550 per truck load (at least 4-5 loads) plus labor cost to spread the material. We would need to look at getting donations to offset some of the cost for these projects so as not to dip into reserves. Some owners may want to "adopt" a project to offset costs.

03/07/23 – We cut down the dead tree in the Palm Garden. We will give the garden an overall refresh a little closer to rainy season.

11/25/23 – Work continues on the Palm Garden.

01/20/24 – We removed all the overgrown sponge grass, added topsoil, and transplanted several plants into the bed. We also added a new royal palm to replace the one that died. We relocated the two adjacent hosepipes closer to the bed to allow for easier access for our soaker hoses during dry season.

CLOSED



## MSPOA Extraordinary Board Meeting Minutes

### 5. Multi-Purpose Court:

**02/07/23 – A suggestion was made to turn the two shuffleboard courts into one multi-purpose court for both shuffleboard and pickle ball opening up another activity for the community to enjoy. This could easily be accomplished by paving the small section in between the two courts. We would then repaint the surface to accommodate both activities. We will look into costs involved and then approach the community for donations.**

**03/07/23 – We received 1 estimate and should receive a second one this week. We also received 2 generous anonymous donations in the amount of \$1,000 towards this project.**

**11/25/23 – We are looking to move forward with this project. We currently have \$1,500BZ in donations. We will update everyone as we know more.**

**01/20/24 – John Schofield has generously offered to facilitate the installation of the new multi-purpose court or “Sports Court”. Construction costs are estimated at about \$3,300. We have scheduled a fundraiser for Friday, February 16th, 2024 to raise the additional funds needed to complete this project. An invitation was sent out to all owners earlier this month.**

### 6. 2023-2024 Maintenance List:

**11/25/23 – A list of Maintenance Items has been compiled and we will be reaching out to community members for assistance. Included on this list are the following:**

**a. Dock: Perform visual inspection of dock and repairs as needed.**

**01/20/24 – Annual maintenance inspection was performed on the dock. The topside has a few boards that are warped or split. All components of the underside are free from water damage and show no sign of insect activity. The warped/split boards will be repaired or replaced within 60-90 days. Labor and materials to perform repairs are covered under the contractor warranty.**

**b. Dock Stairs: Raise and repair dock stairs. Add second handrail.**

**01/20/24 – Repairs to the fiberglass dock stairs are forthcoming and are contingent on weather (e.g. rain, sea level, etc.)**

**c. Maintenance Building: (1.) Clean and paint metal garage door. (2.) Remove and repair bathroom door. (3.) Replace bathroom fixtures as needed. (4.) Refinish bathroom cabinet. (5.) Replace lighting as needed. (6.) Pressure wash and re-coat roof. (7.) Repaint building and wood doors. (8.) New awning over bathroom door.**

**01/20/24 – All of the above maintenance work has either been completed or is in process and should be completed by weeks end. It was determined that the entire building did not need to be repainted this year. It was also determined that adding a new awning over the bathroom door was unnecessary.**

**CLOSED**

**d. Gazebo: Repair damaged railings. Pressure wash. Paint structure. Varnish table.**

**01/20/24 – Above work completed.**

**CLOSED**

**e. Electric Meter Kiosks: Weed around the base and touch-up paint as needed.**

**01/20/24 – Above work completed.**

**CLOSED**



## MSPOA Extraordinary Board Meeting Minutes

**f. Benches/Tables: Touch-up paint as needed.**

**01/20/24 – Above work completed.**

**CLOSED**

**g. Palm Garden Hose Pipes: Move two (2) hose pipes approx. 3 feet into the Palm Garden to allow for easier access for mowers.**

**01/20/24 – Above work completed.**

**CLOSED**

**h. Maya Mound Path: Add approx. 17ft of large border rocks along the Maya Mound path.**

**01/20/2024 – Above work completed.**

**CLOSED**

**i. Seafront Park Path: Repair low section of new path. Define mower access across path.**

**01/20/2024 – This will be done when we build up the low areas throughout Seafront Park.**

**CLOSED**

**j. Maya Beach: Move 1 table and 1 bench to this area to allow for more seating.**

**01/20/24 – Above work completed.**

**CLOSED**

**k. Community Roads: There is a lot of washout on the community roads. The Board agreed that a more durable material needs to be used for road repairs. After consulting with outside sources, it was agreed that a 3-in-1 material is optimal. Material will be ordered and we will begin road repairs within the community within the next few weeks.**

**01/20/24 – Above work completed.**

**CLOSED**

### New Business

1. Waterfront Project:

**01/20/24 – We must address the low lying areas throughout Seafront Park. Grass will not grow across the exposed red dirt in its current state. And it continues to worsen due to erosion during dry season and standing water during rainy season. We recently performed test samples using Bermuda grass seed and fertilizer on black soil, red dirt, and marl. We were pleased to see that the existing red dirt with proper drainage and nutrients showed the best results. Our solution is to address this in two phases. Phase 1 is to scrape back the red dirt and install French drains in the areas that retain water. We will then top all low lying areas with marl and re-spread the red dirt. We will monitor these areas during rainy season to ensure proper drainage. Phase 2 will be to spread Bermuda grass seed and fertilizer. We are looking to implement Phase 1 in the next few weeks and Phase 2 in the 2025 budget year.**

2. Community Roads Upgrade:

**01/20/24 – We've had several owners mention the community roads need a major upgrade. We've been patching them over the years, but in order to repair them properly, we would need to bring in marl, grade and roll. This is a costly endeavor. We recently topped up the washed out areas with chippings. The board has agreed that we will see how this new material holds up through rainy season and readdress the community roads upgrade in the 2025 budget year.**


**CLOSED**



## MSPOA Extraordinary Board Meeting Minutes

### VII. Adjournment of meeting

- Motion made by Kristine Arnason, seconded by Marna Stahlka to “Adjourn the meeting at 11:20am”. Motion carried: MS, KA, SG.

  
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Susan Glaze, MSPOA Secretary



**BUDGET SUMMARY**

**2024 BUDGET**

**Inflow**

HOA Annual Fees	\$56,100	102 lots x \$550 per lot
Lot Maintenance	\$12,480	Maintenance of Lots 39 lots \$320 per lot

**Total Inflow** **\$68,580**

**Outflows**

Admin Operating Budget	\$8,305	From attached Budget Sheet
Maintenance Operating Budget	\$60,275	From attached Budget Sheet
Project Operating Budget	\$0	From attached Budget Sheet

**Total Outflows** **\$68,580**

**Inflows - Outflows** **\$0** Inflows - Outflows

<b>Transfer to Capital Reserve- Pier Fund</b>	<b>\$0</b>
<b>Transfer to/from Capital Reserve</b>	<b>\$0</b> Transfer to(-)/from(+) Capital Reserve
	<b>\$0</b>

**Balance** **\$0** Maintain a zero balance



ADMIN- BUDGET ITEM	2023 Budget	2023 Actual	2024 BUDGET
Utilities- BEL for water system pump	1000.00	1158.67	1200.00
Government Fees/Annual Return Filing	1800.00	2582.38	2600.00
Misc. Bank and Courier Fees/Safety Deposit Box Fee	400.00	478.60	400.00
Property Tax	975.00	973.00	975.00
Pier Permit	800.00	800.00	800.00
Office Supplies	839.00	462.50	400.00
Office Equipment	220.00	220.00	0.00
Website/Email Fees	450.00	431.60	450.00
CAP Rental	50.00	50.00	50.00
Post Office Box Rental	80.00	80.00	80.00
Social Security Board	1500.00	1344.00	1350.00
<b>TOTAL</b>	<b>\$8,114.00</b>	<b>\$8,580.75</b>	<b>\$8,305.00</b>

Notes:

MAINTENANCE- BUDGET ITEM	2023 Budget	2023 Actual	2024 BUDGET
Contract- Chris Loza- Ground Maintenance	22000	21696.00	25200
Payroll- MSPOA Employee	14600	14975.00	15750
Yard Waste Removal	2200	1715.00	2500
Mosquito/Termite Control	1500	1370.00	1400
Chemical/Fertilizer	550	230.75	500
Tools	350		600
Supplies	1950	2970.89	2400
Road Repair Material	1100	2550.95	2550
Water System	500	233.25	275
Misc. Labour	3900	3844.00	5600
Misc. Material	3000	3745.00	3500
	0	0.00	0
<b>TOTAL</b>	<b>\$51,650</b>	<b>\$53,330.84</b>	<b>\$60,275</b>

Notes:



PROJECTS- BUDGET ITEM	2023 Budget	2023 Acual	2024 BUDGET	Notes:
<b>2023 Projects:</b>				
Fiberglass handrail for pier stairs	500	500		
Fiberglass stairs for Maya Beach	3500	3266		
PVC post replacement-community building	2300	2206		
Painting pergola/varnish totems- out source	980	980		
Maintenance Building- Steel Grates	0	331		Required to replace as per Maintenance Review

**2024 Projects:** Any 2024 projects will be paid from Maintenance

			0
			0
<b>TOTAL</b>	\$7,280	\$7,283	\$0