

# MSPOA Board Meeting Minutes

DATE:	November 28, 2019 11:00 am CST			
LOCATION:	Conference Call			
ATTENDEES:	Marvin Horton, Chairman Kristine Arnason, Secretary Veronica (Ronnie) Higgins, Treasurer	X X A	Patrick Ehnes, Member-at-large Doug Bellamy, Member-at-large	A X

I. Opening of meeting by Chairman:

- Call to order by Marv Horton at 11:00 am
- Marv asked Secretary to verify quorum- Kristine Arnason confirmed we have quorum
- Opening remarks/mission statement by Marv Horton
- Approval of October 31, 2019 meeting minutes as distributed: **Motion** made by MH, seconded by DB to: **“Approve the minutes of the October 31, 2019 as distributed.”** Motion carried: KA, MH, DB

II. Executive reports:

- Treasurer report in BZ dollars- Not too much change from last month. Assets (Atlantic Bank balance/petty cash) November 1, 2019 of \$113,214.31; Liabilities (pro-rated budget item projections made to year end December 31) of \$8,307; Allocations (previously board approved estimated costs to keep on reserve for potential future use) of \$90,000 = anticipated surplus of roughly \$14,907 as of December 31 for reserves.

III. Committee reports:

- Barry Fitzgerald, Grounds Team Leader sent by email additional updates to his October 31, 2019 written report. The board of directors have additional questions and require some clarity on certain items prior to any release of the report out to the community.
- Reports for MSAC, Facilities and Welcome were not requested at this time but will be for the December meeting

IV. Outstanding business:

1. MSPOA land transfer from RPL  
10/31/19 – *Further discussions on hold until lease finalized*  
**11/29/19- Meeting will be requested with those involved in the lease negotiations in order to gain further understanding of next steps.**
2. MH: MSPOA lease with RPL  
10/31/19- *Everything was completed and sent for registration with the Belize Land Department*  
**11/29/19- Meeting will be requested with those involved in the lease negotiations to obtain any updates, have an opportunity to ask questions on next steps etc.**
3. KA: Update on community top 5 priorities  
10/31/19- *In the interest of time, consensus was to defer this item for a separate meeting*  
**11/29/19 – Deferred until the entire board can be together to discuss- likely mid-December**
4. MH: Signing authorities  
10/31/19- Kenneth Schmeltzer & Susan Glaze are now signing authorities on our MSPOA account at Atlantic Bank, Art Higgins (at his request) has been successfully removed  
**11/29/19- CLOSED**

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5. KA: Money Laundering Compliance Officer (MLCO) procedures  
10/31/19- Louise Baily was appointed as the MLCO for MSPOA on April 10 and has been submitting monthly reports on time to the Board Chairman and Secretary as per the MSPOA policies and procedure compliance regime. Louise attended this portion of the meeting and reported monthly process is going smoothly, all transactions are in order.  
Annual renewal has been submitted to the FIU via email, with originals sent by overnight courier October 31, well in advance of due date.  
**11/29/19- CLOSED**
  6. KA: MSPOA Guidelines for Committees document  
04/03/19- Action item to complete a draft of the guidelines for committees document – Draft completed  
10/01/19- Draft went out via email to owners for review/feedback due November 1  
10/31/19- No feedback received to date. Once deadline has passed, board will approve updated document  
**11/29/19- Clarification on 10/31/19 update- There was no requests from community for any changes (some kudos thank you!) received, however these documents were vetted through the Grounds and Facilities committee team leaders in advance of release to the community and feedback was provided to the board. Board will proceed to make motion to approve the documents to be done by next board meeting.**
  7. KA: Address health concerns due to standing water on certain property owner lots  
10/31//19- Good communication and cooperation with lot owner to get this resolved. One lot has been completed, with additional work to be done on the second and third, communication is ongoing.  
**11/29/19- Communication ongoing with owner, expect some additional work to be completed in December.**
  8. Current grounds condition update – discussion on work being done; noted that fertilizing and watering of palms completed, maintenance ongoing.  
DB: recommends removing dead growth on palms- Marv/Pat will work with Barry on getting that done  
**11/29/19- Dead palms removed and work is ongoing. Board agreed maintenance of what we have is the priority before adding any further plantings with the exception of replacing any of the existing palms that may not survive the drought.**
  9. 2020 Budget- discussion on what has been completed and what is left outstanding  
**11/29/19- Work will be completed in December with the goal to release shortly thereafter receiving sufficient board approvals.**
  10. 2020 Board Elections/AGM Date  
**11/29/19- Discussions ongoing; will research with past board members possibility of changing AGM date to January 2020**
- V. New business:
1. Task List/Job Descriptions for MSPOA employees – **Received from Barry Fitzgerald, Grounds Team Leader. The board of directors to review and have a period of time to ask questions, adjust it as required before implementation in January 2020**
  2. Speeding/Speed Bumps on Old Smugglers Road & Puma Path -**Board of directors received owner concern about speeders on Old Smugglers Road and current diminished condition of the speed bumps- Marv will arrange with facilities to fix existing bumps as soon as possible; in addition, board will look at the possibility for another bump on that road and additional signage with reflectors in December 2019.**
- VI. Questions from the Community Members (submitted via email prior to meeting date) – **NONE**

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### VII. Adjournment of meeting by Chairman:

- **Motion** made by Kristine Arnason, to “***Adjourn the meeting at 12:22 pm***” seconded by DB, Motion carried: MH, KA, DB,
- **A board meeting will be planned for December that will be open to the community members for observation only. Any questions must be submitted in advance of the meeting and these will be answered during the meeting.**