

MSPOA Extraordinary Board Meeting Minutes

DATE:	February 1, 2023 10:00AM CST			
LOCATION:	59 Toucan Trail, Mayan Seaside, Consejo, Corozal District			
ATTENDEES:	John Scappaticci, Chairman	X	Doug Bellamy, Member-at-large	X
	Susan Glaze, Secretary	X	Greg McCarthy, Member-at-large	A
	Kristine Arnason, Treasurer	X		

I. Opening of meeting by Chairman:

- Meeting called to order by John Scappaticci at 10:04 am.
- John asked Secretary to verify quorum. Susan Glaze verified we have quorum.
- Opening remarks/mission statement read by John Scappaticci.
- Approval of April 14, 2022 Extraordinary Board Meeting Minutes as distributed: **Motion made by Susan Glaze, seconded by Kristine Arnason to: "Approve the minutes of the April 14, 2022 meeting as distributed." Motion carried: JS, SG, KA, DB.**

II. Executive Reports:

- Treasurer Report:
 - Collection of 2023 Fees - Only 4 homeowners outstanding with payment arrangements made. Will be collected by the end of February.
 - Year End - Successful year end. We budgeted zero transfer to reserve and in fact transferred around \$7400 due to some big projects (fiberglass stairs) not being completed. Suggest that new board consider no transfer to reserve in 2023 and continue on with the maintenance projects.
 - Auditors Report - Received early January with no issues.

III. Committee Reports:

- Facilities Report: N/A
- Grounds Report: Grounds Contract with Chris Loza Services for 2023 completed and approved in December 2022. There was a nominal increase to offset rising fuel costs, however, we had already sent out 2023 invoices therefore the additional cost was absorbed by the MSPOA. We have been forewarned that due to rising costs in fuel and labor, there will be an increase to next year's contract.

IV. Outstanding Business:

1. Grounds/Common Areas and Projects: It is quite impossible to have a well-kept property with continuous improvement without either paying for it (outsourcing) or more owners getting actively involved and/or offering donations. As per our lease agreement we need to start putting more money into maintaining what we currently have, and to freshen up some areas (e.g. front entrance- this is the first impression of Mayan Seaside, the signage needs to be improved, flowers/plants etc. Either way, the board needs to clearly define the expectations to the volunteers and workers so routine maintenance gets completed, and any problems/issues get addressed.

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a. Central Park Refurbishment Project:

03/04/22 – Doug, Greg and Susan to walk the grounds to determine which areas need to be addressed. Doug and Greg to put together a “Spruce Up the Space” project plan. Volunteers will be called upon to assist with these projects either by donating your time, the time of one of your workers, or a monetary donation to offset costs.

03/11/22 – Doug, Greg and Ed walked through Central Park to discuss what can be done to improve the space (see attached report). Greg and Flacco to begin next week tagging the damaged trees to be removed.

03/25/22 – John thanked Greg and all the volunteers who donated their time to assist with the first phase of this project. Kristine also thanked the volunteers who by donating their time and resources saved the MSPOA approximately \$1,000 in labor and hauling costs. Working closely with Flacco over a 3 day period, we removed 35 truckloads of trees and limbs significantly increasing the natural light that comes into the park. Moving forward to the next phase we will install a water source closer to the gazebo and then will consult with Ed and Flacco on recommended plants for the area. Thank you to Bob and Martha who have offered to donate plants.

04/07/22 – Greg has just returned from holiday and will be moving forward with installing a water source closer to the gazebo.

02/01/23 – Water source installed.

CLOSED

2. As well, it has been mentioned it would be nice to have a ramp built on the second beach (Maya Beach) so it will be accessible to owners.

03/04/22 – We have received a very generous anonymous donation to offset some of the cost for this project. Kristine will request quotes.

03/11/22 – To date, we have received two quotes for this project. John mentioned that we will be unable to move forward with this project until the trade winds abate therefore we have time to source other quotes.

03/25/22 – There is no new update at this time.

04/07/22 – Still on hold as water is too high. However we are actually now looking at alternative options such as fiberglass stairs so that we don't have to break into the seawall.

02/01/23 – The Board has reconsidered installing a ramp at this location as serious concerns were raised about the structural integrity of the seawall. Moving forward, we are looking into installing fiberglass stairs as an alternative.

CLOSED

3. Maintenance Building paneled door is falling apart and needs to be replaced.

03/04/22 – John to look into better options for this door as we seem to replace them every couple of years.

03/11/22 – John glued, caulked and screwed panels together on the back side of existing door. It will be repainted and hopefully will last for a little while longer. John is looking into possibly getting a metal door or something that is more durable at some point. New lock set to be installed on Maintenance Building door. Lock set already replaced on bathroom door.

03/25/22 – John painted the door and replaced the threshold. New lock set to be installed.

04/07/22 – John to install new lock set soon.

02/01/23 – Paneled doors have been repaired and new locks installed.

CLOSED

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4. Several owners have mentioned adding a second railing to the dock stairs for easier access in and out of the sea especially for those with mobility issues.
03/04/22 – John to look into adding a simple wooden railing that reaches just to the edge of the water line that can be attached to the dock structure. He will also reach out to Herman for a quote to modify the existing fiberglass stairs with a second handrail.
03/11/22 – John added a temporary rail to the stairs. We received a quote for a permanent fiberglass rail from same vendor supplying entrance sign. We'll need to wait until seas are calmer to install.
03/25/22 – We are still waiting on seas to calm before we can move forward with installing a permanent rail. We will follow up with vendor to get his thoughts on whether to build rail in advance and have it ready to install or how best to proceed.
04/07/22 – This is still ongoing. John suggested we lift the fiberglass stairs (which were installed on a pivot) and inspect them to see what kind of shape they're in in order to confirm that this fiberglass system is working and that we're not having any issues with them under the water. We could then install the new railing at that time. Greg suggested we should use a narrower top rail as some owners with smaller hands mentioned it's difficult to grab onto the wider railing.
02/01/23 – Dock stairs were lifted and inspected with minimal damage identified. The damage will be repaired and a second fiberglass handrail will be installed. As we only have the one access point into the sea, it was decided to wait until after the majority of the snowbirds depart to proceed with the repairs.
CLOSED

5. Varnishing Totems, Pergola, Painting Chairs/Tables, etc.
03/04/22 – Susan will look into what needs to be tended to with regards to Facilities.
03/11/22 – Susan will arrange for Naomi to paint/varnish above. She is currently busy with other projects.
03/25/22 – Meeting scheduled with Naomi this week to discuss paint projects.
04/07/22 – Susan requested four quotes for this project. Two have been received. Should receive the other two soon.
02/01/23 – A group of volunteers painted the seaside tables and benches. Some of the paint is already peeling, so we need to do some touch ups. We have contracted out the painting/varnishing of the pergola, maintenance building awnings, 34 totems, and 5 wood carvings. Due to the contractor's schedule, this should be completed by the end of February.

6. Mayan Seaside Entrance Sign needs to be replaced as it is completely rotted through.
03/04/22 – Kristine received a quote for a fiberglass covered wood sign that will be painted to look like wood similar to our existing sign. She will follow up with vendor to discuss specifics and report back.
03/11/22 – We will use existing rock temples as a base. Mayan Seaside name will be same size as existing sign (approximately 8' x 18"). A Mayan Head will anchor each side of the name. These will be more substantial and colorful. We will consult with the artist on recommended colors. It was agreed that replacing existing sign with Fiberglass will save money in the long run.
Motion made by Kristine Arnason to approve purchase entrance sign in the amount of \$2,000. Seconded by John Scappaticci. Motion carried: JS, SG, KA, DB, GM
03/25/22 – Kristine to order sign this week.
04/07/22 – Entrance sign has been ordered. Delivery date no later than April 23rd.
02/01/23 – Entrance sign has been installed.
CLOSED

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7. Reserve Fund Study
03/25/22 – It was agreed that all members need to be present to discuss. In the meantime, individually we should identify major elements that we are considering and then try to put some numbers together (e.g. seawall, dock, maintenance building, pump house, pergola, gazebo, kiosks, etc.) any major components outside of general maintenance. Look back historically to see what we've spent over the years to get a better projection. Defer to next meeting.
04/07/22 – Several of the Board members have been out of town and were unable to address this topic. It was agreed to defer this to the next meeting.
02/01/23 – The current Board will defer this to the new Board members.
TABLED

8. Kiosk Maintenance Project:
04/14/22 – In our original assessment of the Kiosk Project, we had hoped we could perform some minor repairs of the cracked and flaking plaster, replace the broken/missing tiles and paint. It would appear now after consulting with the contractors who bid the project that several of the cracks are more significant than we had realized. Two of the kiosks on Old Smugglers Road require major repair due to steel failure. All of the other kiosks have some cracking or plaster repair that needs to be addressed. The scope of work includes washing the 21 kiosks and tile roofs, repairing all structural damage and cracking, plaster repair as needed, painting all kiosks inside and out, and painting all tile roofs. The Board reviewed quotes and has agreed on a contractor who meets all of the criteria required to complete the project efficiently. A contract will be drafted and submitted to the board for review and approval.
Motion made by Greg McCarthy to approve quote in the amount of \$5,640 which covers labor, construction materials, tiles, paint and supplies. Seconded by Doug Bellamy.
Motion carried: JS, SG, KA, DB, GM.
02/01/23 – All electric meter kiosks have been repaired and painted.
CLOSED

9. Maintenance Building parking area perimeter posts.
03/25/22 – Several of the wooden posts are rotten and all need to be sanded and painted. Some of the board members were in favor of removing them altogether and some were in favor of replacing them with something more durable (i.e. rocks, PVC, concrete). Further discussion is needed.
04/07/22 – It was agreed that Susan will get quotes on different options for this project and then we'll decide where to go from there.
02/01/23 – New relatively maintenance free PVC posts were installed to replace the old wooden ones. We are pleased with the new fresh look.
CLOSED

10. 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.
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.

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Cost to date to address this section (Section 1) = \$1,080. This figure does not include labor cost to transplant the grass.

11. New Path to Shuffleboard area:

02/01/23 – One question from the community last year was the idea of adding a new path leading to the shuffleboard area. We have decided to focus on improving and maintaining the paths we currently have before adding anything new at this time.

CLOSED

12. New Mayan Seaside sign on Consejo Road:

02/01/23 - We were looking into options for a new Mayan Seaside sign at the corner of Consejo Road and Smugglers to better direct vendors, etc. to our community. However with the installation of the large Mayan Seaside Estates Re-max sign, we have decided that it is no longer necessary at this stage.

CLOSED

V. New Business:

1. Fiberglass Stairs – Dock Stairs; Maya Beach; 2nd set Dock Stairs; Sunrise Beach:

02/01/23 - We are working on obtaining additional quotes for new fiberglass stairs. We have reached out to Johan Wiebe who built the fiberglass dock stairs for an estimate. He is currently onsite building two homes. He will advise when he has an opening in his schedule. We will also consult with him at that time with regards to repairs to existing dock stairs and the addition of the second handrail.

2. Smugglers Road Maintenance Project:

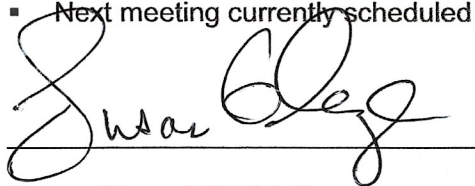
02/01/23 – Phase 1 was completed in November. Phase 2 is 90% completed. The trimmer quit working about 3/4 of the way down the road. They will finish this section on Saturday. Due to scheduling conflicts with the Town Board equipment, Phase 3 has been put on temporary hold until the equipment becomes available.

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.

VI. Adjournment of meeting by Chairman:

- **Motion made by John Scappaticci, seconded by Kristine Arnason to “Adjourn the meeting at 10:32am”. Motion carried: JS, SG, KA, DB.**
- **Next meeting currently scheduled for February 7, 2023 at 10:00am.**



Susan Glaze, MSPOA Secretary