

MSPOA Board Meeting Minutes

DATE:	October 31, 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 Louise Bailey, MLCO (Item V,5 only) Barry Fitzgerald, Grounds (Item IV only)
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I. Opening of meeting by Chairman:

- Call to order by Marv Horton at 11:02 am
- Marv asked Secretary to verify quorum- Kristine Arnason confirmed we have quorum
- Opening remarks/mission statement by Marv

II. Approval of April 12, 2019 meeting minutes as distributed: **Motion** made by MH, seconded by KA to: **“Approve the minutes of the April 12, 2019 as distributed.”** Motion carried: KA, MH, PE

III. Executive reports:

- Treasurer report in BZ dollars- Assets (Atlantic Bank balance/petty cash) October 1, 2019 of \$120,057; Liabilities (outstanding *debts/pro-rated budget item projections made to year end December 31) of \$14,249; Allocations (previously board approved estimated costs to keep on reserve for potential future use) of \$90,000 = anticipated surplus of roughly \$15,808 as of December 31 for reserves.
*Debts= 1 lot that has not yet paid their 2019 fees, follow up with owner ongoing

IV. Committee reports:

Welcome: Alecia De Cent, Team Leader- currently working on welcome package for new residents

MSAC: Roger Glaze and Kenny Schmeltzer have been taking care of this committee; Received Lot 24 submission for cistern and garage- paperwork completed as per the guidelines and work almost complete

Facilities: Kenny Schmeltzer, Team Leader, prior to the meeting provided updates that many of the items on the MSPOA Rolling 3 Year Plan have been completed. Some items need to wait until after rainy season.

Grounds: Barry Fitzgerald, Team Leader- provided verbal report; made recommendation for some projects and equipment purchase. Separate meeting with grounds/facilities and board members is being scheduled to discuss board approved projects and ensure all team leaders/grounds staff are in sync on expectations.

The following motions resulted after discussions of the above:

Motion made by MH, seconded by KA to: **“Order two roads of rock delivered by boat ramp area for use of finishing seawall, boat ramp and palapa areas.”** Motion carried: MH, KA, PE, DB

Motion made by DB, seconded by KA to: **“Try the road grading alternative suggested by facilities- to back blade one *test road, purchase one load of marrow to see if this will help the road condition.”** Motion Carried: DB, KA, MH, PE

*Owners affected by this work will be provided notice and best efforts will be made to reduce disruption

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Outstanding business:

1. MSPOA land transfer from RPL
10/31/19 – Further discussions on hold until lease finalized
2. MH: MSPOA lease with RPL
10/31/19- Everything was completed and sent for registration with the Belize Land Department
3. KA: Update on community top 5 priorities
04/03- Action item for KA to distribute the summary and compare results to plan/budget for board review.
Completed April 23, distributed to the board for feedback
10/31/19- In the interest of time, consensus was to defer this item for a separate meeting
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
5. KA: Money Laundering Compliance Officer (MLCO) procedures
04/03- Action item to complete work on the MLCO procedures - Completed and implemented in April
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.
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
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.

V. New business:

1. Current ground conditions- 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
2. 3 Year Rolling Plan/Budget Process- discussion on what has been completed and what is left outstanding
3. 2020 Board Elections: review status and discuss options
 - Veronica Higgins: Appointed, expires 2021
 - Pat Ehnes: Elected, expires 2021
 - Marv Horton; Appointed, expires 2021
 - Kristine Arnason: Elected, expires 2023
 - Doug Bellamy: Appointed, expires 2020
 - Open (David Lawson elected/resigned, expires 2020)
 - Open (Ken Schmeltzer elected/resigned expires 2023)Discussed options based on the current MSPOA bylaws; this will be deferred to the next meeting

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VI. Questions submitted by Owners:

1. Q: Status of Boat Ramp
A: Require low tide to complete the work; grounds person is on standby and will complete this work at first opportunity
2. Q: Status of the area around the palapas
A: Motion made 10/31/19 to order more rock to complete this project in November 2019, this will be communicated to team leaders at subsequent meeting tentatively scheduled during sometime the week of November 4th.
3. Q: Status of the task force recommendation for a path along the sea wall
A: It was originally suggested by community members to defer this project until land transfer complete. That said, board discussed that if this was to be approved, could be an extension of the work to be done by the palapa area and also determined this could be a good project for community volunteers to reduce costs. Board agreed to keep this on the table, and will have additional discussions on it, gathering owner input as necessary. Some concerns raised about this include: annual maintenance which comes at a cost to MSPOA members (existing paths need to be worked on first), maintenance on this path estimated to be high due to suggested position of the path (along sea wall) which would be subject to water erosion
4. Q: Condition of Sunrise Park- is there plans to water/revive the plants?
A: Efforts have been made to dig around palms, fertilize and water. Thank you, Jeff Collins and Marv Horton, for your work in this area. Doug has recommended removing dead portions and this will be done as well.

VII. Adjournment of meeting by Chairman:

- **Motion** made by Marv Horton, seconded by KA to “**Adjourn the meeting at 1:34 pm**” Motion carried: MH, KA, DB, PE
- **Next meeting Monday November 25, 2019 10:00 am CST**