

MSPOA Board Meeting Minutes

DATE:	March 4, 2022			
LOCATION:	44 Palm Park 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	X
	Kristine Arnason, Treasurer	X		

I. Opening of meeting by Chairman:

- Call to order by John Scappaticci at 10:02 am
- John asked Secretary to verify quorum- Susan Glaze confirmed we have quorum
- Opening remarks/mission statement read by John Scappaticci
- Approval of January 17, 2022 Board Meeting Minutes, February 23, 2022 AGM Minutes, and February 23, 2022 Board Meeting Minutes as distributed: **Motion** made by Kristine Arnason, seconded by Doug Bellamy to: ***"Approve the minutes of the January 17, 2022 meeting and February 23, 2022 meeting(s) as distributed."*** Motion carried: JS, SG, KA, DB, GM

II. Executive reports:

- Treasurer report in BZ dollars: Just last week, the 2021 year end financials were distributed. An up to date as of February 28, 2022 follows: Balance Forward \$112,756.63; Revenue (Owners Deposits) \$32,082.00; Expenses \$10,544.98; Assets (Bank Balance & Petty Cash) \$134,293.65. Nothing out of the ordinary for expenses just the normal utilities as well we had annual pier permit, common area property taxes, RPL lease payment, and government annual filing fees.
- There are 8 owners outstanding, with no cause for concern about payment. Most have made arrangements or funds are in transit, with two of those properties in the process of changing ownership.
- The 2022 budget needs to get developed and finalized as soon as possible. This will be done in conjunction with the discussion on maintenance and projects, and we hope to get feedback from owners on larger expenditures.
- Facilities: A recommendation had been made by the previous Facilities Team Leader as well as the past Chairman, to purchase and keep onsite, a spare pump for our water system. This would ensure minimal disruption in the event of a failure of the existing pump. This should be strongly considered in the 2022 budget.

III. Committee reports:

1. There are no committee reports at this time.

IV. Outstanding business:

1. Secretary requires notarized copy of valid director passport as well as proof of Belize addresses (copy of BEL invoice will suffice as long as director name is listed). Require by February 25, 2022.
03/04/22- All documents have been received by Secretary.
CLOSED

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2. 2022 Budget: The next board should look to making small changes to the budget strategy. For the months of January and February, current board will approve only regular maintenance/expense items and not start any new (unapproved) projects. The new board should work on the budget for the remainder of the year as a first priority.

03/04/22 – Kristine working on new budget.

3. 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.

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.

03/04/22 - Greg and Susan to meet with Flacco to get his valuable feedback on where we can improve the ongoing maintenance and upkeep of the grounds.

4. Discussion on previous communication out to community looking for full time volunteers for team lead positions- specifically Facilities Team Leader- no responses to date. One final request will be put forth, in the meantime Doug and Greg will endeavor to develop updated job descriptions for groundskeeper, team lead positions so expectations are clear and concise in the event we need to pursue outsourcing (at a direct cost to the community)

03/04/22 –No community volunteers came forward to fill the position of Facilities Lead. Susan has volunteered to fill in. Susan will also update the job descriptions for groundskeeper and team lead positions to keep on file.

5. The current board feels strongly that the new board should participate in and establish the projects for 2022 if any are to be done based on the newly defined budget. The previously approved new path along the seawall will be completed; due to a very generous anonymous donation which should cover off the majority of the costs. The board will start to obtain 3 quotes for this project.

03/04/22 – John and Greg staked off the new path to give potential contractors a better idea for materials needed. John requested quotes. One quote has been received. A second contractor has declined due to a backlog in projects. Working on getting two additional quotes.

6. As per multiple owner feedback, this board recommendation to focus on providing more accessibility for owners to enjoy the common areas and walkway safely (i.e. making the paths easier to walk/cycle to give easier access to the water, could be obtained to change from large rock paths to the chippings for ease of foot and cycle traffic).

03/04/22 – Included in the quote for the new path is a quote for chippings to be installed on the north path that runs east/west from Seaview Drive in front of the Lockmiller’s to driveway.

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7. As well, it has been mentioned it would be nice to have a ramp built on the second 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.

V. New business:

1. 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.
2. Combination locks on Maintenance Building and Kayaks need to be changed to 2022.
03/04/22 – John has changed combination on all locks.
3. 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.
4. Roof tiles missing on some of the electric meter kiosks.
03/04/22 – Susan to check with tile suppliers. Now that the border with Mexico is open we should be able to find replacements.
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.
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.
7. Tri-level Metal Signs (Mayan Seaside, Smugglers Den, Wagners Landing) adjacent to the entrance to our property need to be addressed (either repainted or removed).
03/04/22 – Kristine to reach out to Ray at Smugglers to get his feedback on the sign. She will also get a quote from same vendor making Entrance Sign to repaint if it's decided the sign will remain.
8. Tri-level Wood Signs (same as above) located at entrance to Old Smugglers Road and Consejo Road need to be refurbished. These signs are very useful when giving directions to our property and need to be kept and maintained.
03/04/22 – Kristine to get quote.

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VI. Questions from the Community Members (submitted via email prior to meeting date)

In the email dated February 25, 2022 with subject "MSPOA Annual General Meeting Information Package", we requested feedback from the community as follows:

In addition, the next board meeting has been scheduled for Friday March 4, 2022 at 10 am, CST. At this time we are asking for any questions from the community members for the agenda, including any ideas for projects or maintenance activities that you feel need completing. Please send these in as soon as possible, no later than Thursday March 3, 2022 at noon.

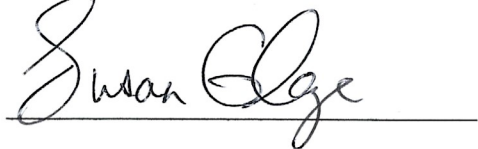
Let it be noted that we received one question only and no feedback. Question as follows:

Q: Inquiring on the drainage trench at the front common area along the seawall – is this a functioning trench?

A: The trench is functioning and does in fact flow during rainy season. Often times in heavy rains, the catch basin in front of the Lockmiller's overflows and that section of road at the corner is under water. Without that drainage trench that front area would no doubt flood, being of more concern with mosquitoes and would wash out the path.

VII. Adjournment of meeting by Chairman:

- **Motion** made by John Scappaticci, seconded by Kristine Arnason to "**Adjourn the meeting at 11:46 am**". Motion carried: JS, SG, KA, DB, GM



Susan Glaze, MSPOA Secretary