

# MSPOA Board Meeting Minutes

DATE:	March 21, 2019			
LOCATION:	Lot 55, Mayan Seaside, Corozal District, BZ			
INVITEES:	Kenneth Schmeltzer, Chairman	X	Art Higgins, Member-at-large	A
	Marvin Horton, Vice-Chairman	X	Doug Bellamy, Member-at-large	A
	Kristine Arnason, Secretary	X	Patrick Ehnes, Member-at-large	X
	David Lawson, Treasurer	X	<i>Legend: X= Present A= Absent</i>	

Opening of meeting by Chairman:

- Call to order- KS called to order at 10:20 am
- Verify quorum- KS confirmed quorum with secretary
- Opening remarks- KS goal of this meeting is establishing an agenda for April 3 open meeting
- Approval of previous meeting minutes – Not yet available, will be done on or before the next meeting

I. Executive reports:

- Treasurer (KA): Financial reports will be presented at the April 3, 2019 meeting

II. Committee reports:

- N/A- not requested by the board for this meeting

III. Outstanding business:

1. MSPOA land transfer from RPL

- AH: Progress has been made in obtaining the required documentation for submission with the new applications to transfer the 5 major common area parcels from RPL to MSPOA. All but the MSPOA certified list of current directors, which MSPOA secretary has requested from the Belize Company Registrar, should be available by about March 20. The list of current directors should take about three weeks, then the property transfer procedure can start which may take up to six months to complete. Once completed MSPOA will have land certificates for 96% of the common area property. The remaining 4% common area property will be transferred once these smaller parcels have been subdivided from larger parcels. The subdivision process is in progress; subject land has been surveyed, surveyor cement pillars are in place and all surveyor paperwork requesting this official subdivision has been sent to the Belize Lands Department.  
**03/21/19- No update**

2. MSPOA lease with RPL

- DL: The board has authorized Carol Livermore, Doug Bellamy and David Lawson to work with MSPOA attorney, Yolanda Centeno of Wrobel Attorneys at Law, Belize City to continue the necessary work to consummate a 99-year lease for the common area. MSPOA reviewed recent RPL lease feedback, added MSPOA comments and forwarded same for legal review. The majority issues are regarding stamp tax payment and the rights and privileges accruing to the MSPOA under the provisions of the lease.  
**03/21/19 - MSPOA has reviewed RPL comments on draft lease, MSPOA has documented responses to RPL concerns. MSPOA will be meeting with RPL to update outstanding issues by next board meeting. Copies of the 2016 and 2019 draft lease were provided to those board members not on the land lease committee.**

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## 3. Update on community top 5 priorities

- KA: Advised, all responses have been recorded and distributed for board review. The process used was to record all community member comments verbatim, then create a summary page listing the most common items/areas brought forth in a generic manner, such as the lease and land transfer, committees, financial etc. More information will be provided during the April 3 board meeting.  
**03/21/19- Board discussion identified the top five areas of focus for MSPOA action are: Securing 99-year lease with RPL; Road repair and ongoing maintenance; Grounds plans and budget; Financial prudence; Committees.**  
**Possible actions to address these items included 2019 road grading/repairs, reevaluating the grounds plans and budgets and review of the “MSPOA Policy Guidelines for Committees” document which will include opportunity for community member feedback before any board approved changes. Further discussion to be held at the April 3 board meeting- need community feedback on how to publish the results.**

## IV. New business:

### 1. Changes to the 2109 Board of Directors

- PE announced his resignation from the secretary position, stated he would be happy to remain on the board in the role of member-at-large.  
**Motion** made by MH, seconded by KS: **“Kristine Arnason take on the role of secretary and David Lawson take on the role of treasurer.”**  
Motion carried: Unanimously
- PE advised, the board must officially record any changes to MSPOA board of directors, regardless of reason.  
**Motion** made by PE, seconded by DL: **“Make the necessary motion to remove Jim Maltais (deceased) name from the board directory listing as required by the Government of Belize.”**  
Motion carried: Unanimously  
**Action Item:** KA to complete the necessary filing and submissions within required GOB timeframe

### 2. Request for board printer/scanner

- KS expressed the need for a printer/scanner for board members. Suggested using the 2019 budget approved allocation of \$400 a for printer instead of filing cabinet.  
**Motion** made by KS, seconded by DL: **“To purchase a printer that will be owned and shared by the MSPOA Board of Directors.”**  
Motion carried: Unanimously

### 3. Signing authorities

- Discussion around adding additional signing authorities to MSPOA bank account, potential benefits/risks a non-director take this responsibility. With stringent checks and balances, segregation of duties and possible change/addition to financial policy the board members conceded this would be a good solution.

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**Motion** made by PE, *“To add Ken Schmeltzer, chairman and Sharon Bugnand, community member as authorized signing authorities on the MSPOA Atlantic Bank chequing account.”*

Seconded by DL with discussion - Ensure all signing authorities are aware of the annual FBAR filing requirement and that they will be obligated to provide a copy of same to the MSPOA secretary.

Motion carried: Unanimously

**Action Item:** DL to review current financial policies, suggest additions as necessary for submission to the board for review and approval.

## 4. Money Laundering Compliance Officer (MLCO) Procedures

- KA: Asked, about the role of MSPOA’s MLCO (documentation and reporting) to ensure we are Financial Intelligence Unit (FIU) compliant.

**Action Item:** DL will inquire with the current MSPOA MLCO, Libby Fitzgerald about our compliance regime. If a review is deemed necessary then it will be scheduled and all updates will be sent to the board for their required approval.

## 5. Agenda items for April 3 open meeting

- Respond to any questions submitted to the board for inclusion in the Q&A
- Procedure to request items be added to the board meetings for discussion
- Plan to review of the MSPOA Guidelines for Committees document
- Address health concerns due to standing water on certain lots

## 6. Shade option for the palapa area on the seafront

- **Motion** made by PE, seconded by KA to: *“Purchase posts and removable screen shades for in between two palapas which will be available to community members for events”.*

Motion carried: Unanimously

Addendum March 23, 2019:

- **Motion** made via email by KA, seconded MH: *“As no action has yet to be taken on this unanimous motion, I, Kristine Arnason put forth a motion to rescind the March 21 motion to purchase posts and removable shades, due to the fact this cost was not included and approved in the 2019 budget.”*

Motion carried by majority via email

## V. Adjournment of meeting by Chairman:

- **Motion** made by MH, seconded by KS: *“I move the meeting be adjourned.”*
- Motion carried: Unanimously.

Meeting was adjourned at 12:15 pm and next open board meeting is to be held April 3, 2019 9:30 am at Smugglers Den