

# MSPOA Board Meeting Agenda

DATE:	April 12, 2019		
LOCATION:	Lot 2, Mayan Seaside, Corozal District, BZ		
PRESENT:	Board Members: Kenneth Schmeltzer, Chairman Marvin Horton, Vice-Chairman Kristine Arnason, Secretary David Lawson, Treasurer	X X X A	Board Members: Doug Bellamy, Member-at-large Patrick Ehnes, Member-at-large Veronica (Ronnie) Higgins, Member-at-large <i>Legend: X= Present A= Absent</i>

I. Opening of meeting by Chairman:

- Call to order, 1:05 pm
  - Verify quorum, secretary confirmed quorum
  - Opening remarks- Welcome to our new board member Ronnie
  - Approval of past minutes
- Motion made** by KS, seconded by DB to: **“Approve the minutes of April 3 2019 second meeting.”**  
 Motion carried: Unanimously

II. Executive reports:

- Treasurer- Financial report – not required

III. Committee reports:

- Not required

IV. 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  
 04/03/19- KA: on behalf of RPL, all required documents have been received as of April 2, as such the Land Transfer Application can now be completed  
**04/12/19: No update- unable to proceed with land transfer until lease is finalized**

2. MSPOA lease with RPL

- 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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04/03/19- Ongoing, next step is to discuss changes with our attorney, produce clean draft lease, then have a follow-on conversation with RPL (date/time unknown) with goal to obtain an agreement in principal

**04/12/19- Further discussions required, nothing new to report**

## 3. Update on community top 5 priorities

- Meeting of March 21, 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.

04/03/19- All data has been re-entered into a summary for board review. The top five priorities appear to have changed slightly due to some input being withdraw, results attached.

Action Item: KA will distribute the summary out to the community and board to review updated results and compare them to the 3-year rolling plan/approved budget by April 17

**04/12/19- On track to complete by April 17**

## 4. Signing authorities

- KA: With the need for non-board member signing authorities for our Atlantic Bank account, **Motion made** by KA, seconded by MH to: **"Allow non-board, community members in good standing to become signatories on the MSPOA bank account as required."**  
Motion carried: 6 in favor, 1 unavailable for vote

## 5. 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.

04/03/19- Determined work needs to be done in this area, to be completed within 21 days

**04/12/09: Libby Fitzgerald as tendered her resignation effective immediately, as such, Motion made by KA, seconded VH to: "Appoint Louise Bailey as the MSPOA Money Laundering Compliance Officer (MLCO) effective immediately."**

**Action Item: Monthly account monitoring procedures and board report form to be circulated to the board for approval by Monday April 15, 2019.**

## 6. Communication Policy:

- KA: Read a proposal to implement a MSPOA Communication Policy, presented a "draft" version of policy which was discussed and modified by the 6 board members. Motion made by KA, seconded by MH: *"I put forth a motion to develop and implement a MSPOA communication policy."* Motion carried: Unanimously Action Item: KA will incorporate the suggestions for change into the draft version, recirculate to all board members for further review. The final version will be presented during the April 3 board meeting where a motion to adopt the updated version of the policy will be put to a board member vote.

04/03/19- KA: Advised this is almost complete Action Item: This will be reviewed and approved by the BOD by April 12

**04/12/19- Board worked through policy draft and committed to finalize last circulated draft by April 15. No further changes will be made with the condition that it will be reviewed at the next**

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**board meeting but no sooner than 6 months from now (to allow time to evaluate its effectiveness).**

7. KA: Procedures for submitting questions and agenda items to the board - send request to the MSPOA Secretary, members are welcome to copy all other board members, and if that isn't done, the email will be forwarded on to them. Complete details will be included in the finalized Communication Policy that will be distributed shortly after April 12 once approved.  
**04/12/19- Process will be to email the MSPOA Secretary with questions/agenda items. The decision was made to no longer open up regular board meetings to the community. Any questions submitted will form part of the standing agenda, they will be reviewed and answered during the meeting, and answers will be included within the minutes to be distributed.**
8. KA: MSPOA Guidelines for Committees document- the January 11, 2018 motion made, and carried, to review policies on committees is outstanding. Action Item: KA, taking into account current committee chairpersons and community member feedback will update the document with suggestions for change, recirculate to the board with the aim to finalize the document within 21 days  
**04/12/19- In progress**
9. KS: Address health concerns due to standing water on certain lots- contacted the Ministry of Health (MOH) to discuss MSPOA concerns. They suggested to also contact Central Building Authority Belize (CBA). Note: If investigations are done by the Department of Health and/or CBA and any community member violations are discovered, those departments, not MSPOA Board of Directors, would take over and send the appropriate letters to community members directly  
**04/12/19- In progress**

V. New Business:

1. Chairman Kenneth Schmeltzer announced with regret, due to personal health reasons his resignation from the board of directors effective immediately.

Adjournment of meeting by Chairman:

- **Motion** made by KA, seconded by DB: ***"I move the meeting be adjourned."***  
Motion carried: Unanimously.

Meeting was adjourned at April 12, 2019 2:59 pm