

MSPOA Board Meeting Minutes

DATE:	April 7, 2022 10:00AM			
LOCATION:	MSPOA Maintenance Building, 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	8 Community Members participated	

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 March 25th, 2022 Board Meeting Minutes as distributed: **Motion made by Susan Glaze, seconded by Kristine Arnason to: "Approve the minutes of the March 25th, 2022 meeting as distributed." Motion carried: JS, SG, KA, DB, GM**

II. Executive Reports:

- **Treasurer Report in BZ dollars:** For the period of March 1 to March 31 in Belize dollars we had a starting balance of \$134,293. Our revenue collected was \$7,708 in annual fees and just shy of \$3,000 in donations. Our grounds and facilities expenses are routine items. The only additional cost was \$261 for the Central Park project where we incurred nominal expenses to repair volunteer owner's chainsaws that were used in the project. In regards to capital expenses we had budgeted to take \$5,075 from the reserves but the water pump replacement came in just under \$3,200 so we're pleased about that. Our expenses totaled \$17,364 which seems high but we had a lot of accomplishments this month. We completed the new pathway along the seawall which was \$4,995 as well as we topped up the existing path out of cost of \$2,630. We were able to negotiate with the contractor that was on site to use existing product and purchase of additional chippings to complete top ups to the Maya site pathway for only \$1,000 which was budgeted at \$2,550. This included building up the lower areas on the path as well as sunken areas on the front sea wall. All in all things are in order and nothing of concern to report.

Receiving almost \$3,000 in donations this month is tremendous. Once again we'd like to thank all who donated monetarily, time, supplies and equipment, food/beverages for work parties, and vehicles and effort for projects. This all speaks to the spirit of the wonderful community we have here at the seaside.

The first quarter report for the period of January 1 - March 31, 2022 has been completed and will be sent out along with the meeting minutes.

III. Committee Reports:

- Facilities Report: N/A
- **Grounds Report:** At the request of MSPOA Treasurer Kristine Arnason, on Thursday, March 31st, 2022, Dr. Allan Moore, Associate Director of the Institute of Archaeology and his associate visited Mayan Seaside for a follow up to their site inspection in February, 2020. A copy of their site inspection report is attached to the minutes.

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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.

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.

b. Ongoing Grounds Maintenance:

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.

03/11/22 – Flacco expressed concern that he is unable to freely maintain the grounds at his discretion. He has a vast knowledge of the flora in this region. He is a valuable part of this community and we need to appreciate and respect his input. We plan to work closely with Flacco in identifying areas that can be improved upon. As always, we encourage feedback from the community.

Suggestions/Ideas can be emailed or discussed privately with any board member.

03/25/22 – We continue to communicate with Flacco on ways to improve the ongoing maintenance and upkeep of the grounds. There is nothing specific to report at this time.

04/07/22 - We continue to communicate with Flacco on ways to improve the ongoing maintenance and upkeep of the grounds. There is nothing specific to report at this time.

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2. 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.
03/11/22 – A second quote has been received. Another contractor declined due to lack of manpower. The two quotes are very far apart, so John will follow up with both contractors for clarification. If we are unable to receive a third quote, it is suggested we move forward with one of these contractors.
03/25/22 – Upon further clarification with the two contractors, we opted to hire the one with the lower bid. Work has started and is progressing on schedule. John is working closely with the contractor and continues to oversee the project.
04/07/22 – Path along with a sitting area under the tree was completed on time and on budget. Workers were respectful and clean-up of site and distribution of extra material was to our satisfaction. We will have a look around to see what seating options we currently have on site that we can move over to the sitting area.
CLOSED.
3. 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.
03/11/22 – As per above, John will clarify quotes from both contractors.
03/25/22 – Chippings have been added to a section of the path. More will be added as the seafront path project progresses.
04/07/22 – Addition of chippings on path is completed. We've received several positive remarks stating that it is considerably easier to walk on and bicycle on and will become even more so as the chippings pack down a bit.
CLOSED.
4. 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.

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5. 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.
6. 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.
7. 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.
03/11/22 – Susan continues to source tiles.
03/25/22 – Similar tiles (same style, different color) have been located. Supplier will have in stock on Tuesday. Existing tiles are faded, so we plan to paint all tiles same color.
04/07/22 – Roof tiles ordered and will be delivered next week.
8. 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.
9. 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.

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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.

10. 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.

03/11/22 – Kristine has reached out to Ray at Smugglers since he paid for and installed these signs. Awaiting response.

03/25/22 – Kristine spoke with Ray who stated he has too much going on right now to deal with sign issues. She will follow up with him at a later date.

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11. 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.

03/11/22 – Kristine has reached out to Ray at Smugglers since he paid for and installed these signs. Awaiting response.

03/25/22 – Kristine spoke with Ray who stated he has too much going on right now to deal with sign issues. She will follow up with him at a later date.

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12. Remove insect damaged trees from empty lot that were cut down by previous board.

03/11/22 – Owner of adjacent lot mentioned these trees have been there for quite some time and were never removed. Board agrees these should be removed and cost will be added to maintenance budget. Kristine to coordinate removal with Ricardo.

03/25/22 – Kristine walked through lot with complainant to confirm which trees needed to be removed. She will coordinate removal with Ricardo ASAP.

04/07/22 – Kristine coordinated removal of the trees to the satisfaction of the adjacent lot owner.

CLOSED.

13. Top up chipped stone on path behind Maya Mounds.

03/11/22 – Doug and Greg to walk the path and determine what needs to be done.

03/25/22 – The section that requires chipping is lower than the rest of the path. Marl should be added to increase elevation so the new chipping doesn't wash away. Also should add rocks on the outer corner to prevent future erosion. Recommend we reach out to seafront path contractor since he's already on site so we don't have to source elsewhere. He may have leftover material from seafront path project to use on this path. We'll discuss with him after he's completed his current project.

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**04/07/22 – We were able to negotiate with on-site contractor to use leftover product from seafront path project. The larger rock was used to shore up sunken areas along the front seawall and to build up lower areas along the path. We only had to purchase additional chippings to complete top ups for the pathway.
CLOSED.**

14. 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.

15. Electric Meter Kiosks need painting.

03/25/22 – Many of the kiosks need plaster repair and most need to be repainted. Susan will coordinate this in conjunction with the tile replacement.

04/07/22 – Susan requested four quotes for this project. Two have been received. Should receive the other two soon.

16. 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.

17. Purchase Spare Pump.

04/07/22 – A motion was carried at the March 11th, 2022 meeting to purchase a spare pump for the Mayan Seaside water system. The pump has been purchased and is currently in house.

CLOSED.

V. New Business:

- There is no New Business at this time.

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

In the email dated March 28, 2022 with subject "MSPOA Meeting Minutes -3-25-2022", we requested feedback from the community as follows:

Owners are welcome to **send in any questions in advance of the meeting, no later than Tuesday, April 5th at noon.** All questions submitted by this deadline will be included for the board to respond to during the meeting. We kindly ask attendees to refrain from asking questions during the meeting in order to expedite the proceedings. Let it be noted that we received several questions as follows:

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Questions from Community:

Comment from Chairman: *"We encourage everybody to ask questions, give comments, give us your concerns. If you don't, we can't bring it up for discussion. So we want to thank everybody who gave feedback."*

Q1. Can we add paths to the shuffleboard area from the direction of the maintenance building and another in the direction of the bocce court?

A1. *Quite often the community will meet and have games however when accessing, you're walking across spongy grass and for those with mobility issues we have nothing structured in the area. We can determine a good location for a pathway and get a rough idea of pricing based on the previous path project. Then see if there is more interest within the community. We also need to check with our yard maintenance contractor to see if this changes the contract due to accessibility for the mowers. Due to all of the maintenance items completed to date and the ones still outstanding, this may not be something we have in the budget to complete this year but maybe next year.*

Q2. Can we use leftover small rock from the path project to protect the Maya Mound path before adding chippings?

A2. *Yes we can and yes we did. Please refer to Item 13 under Outstanding Business above.*

Q3. I'm concerned about the amount of poison used at Mayan Seaside. Specifically the two pipes by the dock. Every month poison goes in to keep sea worms away from planks on the dock. Why are we putting poison into the sea? People swim there. How effective is this anyway?

A3. *We have a contract with Francisco for termite remediation. We had a substantial amount of termite damage to the old dock. That was the beginning of the deterioration of the dock. Unfortunately nobody investigated it. We had no program in place for termites. The pesticide used saturates the ground and creates a barrier that they will not penetrate. There may be some leaching affect into the sea but it would be miniscule. A few people in the neighborhood have used them with some success. John recently swam underneath the full length of the dock and found that there is no termite activity. John to get a MSDS (material safety data sheet) from Francisco to get specs on what it is he is using to have on hand in case anyone else is concerned.*

Q4. There used to be stairs on the other two dock platforms. When the pier was repaired, they were never replaced. Several people have mentioned it. Sometimes the current is strong and it pushes you away from the existing stairs. Another set of stairs would be helpful.

A4. *Board agrees that another set of stairs on the dock are necessary. They would have to be fiberglass. We would prefer to raise the existing fiberglass stairs as mentioned above (Outstanding Business, Item 6) to ensure we're not putting more of something in that's not going to give us the longevity that we want. Moving forward we'll get some pricing on new stairs. John to get rise measurements and will reach out to contractor who provided existing fiberglass stairs. We'll also reach out to the contractor who quoted us for the new railing.*

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Kristine mentioned we're capped off on our projects at this point. We're going to have to have some community feedback on prioritizing where we spend money on what items as we still have some maintenance items to complete. If it ends up as a high priority from the community then it's what we'll do next.

Q5. Regarding Old Smugglers Road, Ray Wagner and Art had an agreement that Art would maintain the road and Ray would keep the bush cut back. Now that Smugglers Den is closed, will this now fall to MSPOA to maintain?

A5. Yes, we will most likely need to take this on as a maintenance item. The bush needs to be cut back and hauled off as it's been a few years and is way overgrown. After the initial cut back, this can be an annual maintenance project. We will get quotes from a couple contractors.

Q6. When you refer to such projects as Item 3 under Ongoing Maintenance, you describe the path as going from the "Lockmillers to the driveway". For those who can only refer to the map, please provide a lot number for the Lockmillers Lot and also indicate which driveway.

A6. The path in question runs east/west from Seaview Drive in front of Lot 14 to the driveway area in front of the Mayan Seaside dock.

Q7. What is your process to issue an RFP/RFQ? What is your process to select those vendors to whom you send the RFP/RFQ? What is your process to analyze the responses? Who on the BOD is currently prime for this process? Will you consider asking for assistance for the current quotes in process?

A7. All of the Board members have lived here for several years. We have all done projects here. We use contractors who have worked in Mayan Seaside who are reputable and have the ability to do the work. There is no prime. It gets vetted through all of us. Even the scope of work gets vetted through the Board. There may be one person who starts the RFQ process, but then it's submitted to the Board for review and comment. We're open to anyone referring contractors to us. We would love to have a larger pool of contractors from which to choose. Please feel free to send contact information, what type of work they do, as well as why you are referring them (e.g. character reference).

Q8. Would it be possible to have fiberglass steps for each of the beaches including an extra set between the two palapas and maybe for the platforms on the dock? The ramp on the volleyball beach gets quite slippery and you have to wade through a lot of gunk to get to the water. Also who would be responsible for getting rid of the gunk?

A8. This question goes back to what we're talking about in Question 4 above. Let's find out if the current fiberglass stairs are holding up. Let's find out what new fiberglass stairs will cost. Then let's approach the community on where the priority lies for each set of stairs.

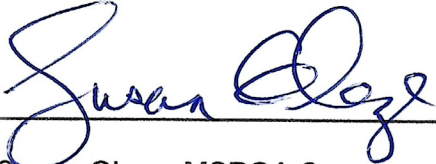
Q9. There is an invasive vine growing atop a roadside tree on Lot 94. It's killed the tree already and can spread to other trees if not removed.

A9. Greg spoke to Flacco who confirmed that the vine is parasitic. We have reached out to the homeowner suggesting the tree be removed. Awaiting a response.

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VII. Adjournment of meeting by Chairman:

- Motion made by Kristine Arnason, seconded by John Scappaticci to "**Adjourn the meeting at 10:54 am**". Motion carried: JS, SG, KA, DB, GM.
- Next meeting currently scheduled for TBD at TBD.

A handwritten signature in blue ink, appearing to read "Susan Glaze", written over a horizontal line.

Susan Glaze, MSPOA Secretary

MAYAN SEASIDE PROPERTY OWNERS ASSOCIATION

Financial Statements in BELIZE Dollars

Time Period

January 1- March 31, 2022

Balance Forward

31-Dec-21

112,756.63

Revenue

MSPOA Annual Fees

39,790

Donations

2,960

112,756.63

Expenses

Administration:

Utilities- Pump House

190.00

Property Taxes- Common Areas

973.00

Pier Permit

800.00

Government Filing Fees

609.27

Common Area Lease Payment to RPL

50.00

Office Supplies/Bank & Courier Fees

458.50

Grounds:

Labour

3,300.00

Social Security

925.40

Misc. Supplies (Fertilizer)

176.20

Grounds Contract- Chris Loza

5,424.00

Yard Waste Removal

550.00

Facilities:

Misc. Supplies

453.55

Misc. Tool Repairs

261.31

Road Material

185.06

Pest Control

225.00

Misc. Labour

10.00

Capital Budget:

Replacement pump for water system

3,193.20

Existing Pathway

2,630.00

"New" Seawall Pathway

4,995.00

Mayan Site Pathway

1,000.00

Entrance Sign- 1st payment

1,500.00

Total Expenses

27,909.49

Revenues over Expenses

Total Revenue/Income

112,756.63

Total Expenses

27,909.49

Net Difference

84,847.14

Balance at End of Period

Bank Balance

126,600.09

Petty Cash

997.05

Total Assets

127,597.14

Summary

Revenue over Expenses

127,597.14

March 31, 2022 Bank Balance & Petty Cash

127,597.14

Must Equal Zero

0.00



INSTITUTE OF ARCHAEOLOGY

Preserving the Past for the Future

Please Quote
Ref No IA/A/2/2022(15)

April 5th 2022

Mrs. Kristine Arnason
Mayan Seaside Properties,
Consejo Shores,
Corozal District,
Belize, C.A.

Dear Mrs. Arnason,

This is to thank you for your invitation to carry out inspection of the archaeological mounds situated on the residential ground of MSPOA in Consejo Corozal. Based on our visit, we are pleased to see that the mitigation steps formally recommended by the Institute of Archaeology, NICH for the security and stability of the house mounds are being followed. The gaping holes atop the mounds have been filled – these will prevent further collapse to the structure and will allow for more stability and longevity. The grassing program is coming on well, and when fully grassed will prevent surface erosion. This will then provide an additional space where kids can run around and play since it wouldn't affect the loose surface. As for the mangrove, you should encourage their growth along sea shore to prevent or slow coastal line erosion that might eventually affect the mounds.

In sum, the Institute of Archaeology is pleased with the efforts you and your team have put in, to secure the integrity of the mounds and for this we are grateful. In the meantime, I would like to thank you and the Association for all the works you have put in and for being good custodian in assisting the Institute of Archaeology in our efforts of protecting and preserving Belize's cultural heritage.

Assurances,

Dr. Allan F. Moore
Associate Director,
Institute of Archaeology
National Institute of Culture and History

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national institute of culture and history