

# MSPOA Board Meeting Minutes

DATE:	April 3, 2019 9:30 am (Open Meeting)			
LOCATION:	Smugglers Den, Corozal District, BZ			
PRESENT:	Board Members: Kenneth Schmeltzer, Chairman Marvin Horton, Vice-Chairman Kristine Arnason, Secretary David Lawson, Treasurer	X X X X	Board Members: Doug Bellamy, Member-at-large Patrick Ehnes, Member-at-large MSPOA Community Members (observe only) <i>Legend: X= Present A= Absent</i>	X X X

I. Opening of meeting by Chairman:

- Call to order 9:30 am
- Verify quorum, verified by secretary
- Opening remarks- Ken read mission statement and then announced, with regret, the resignation of fellow board member and friend, Art Higgins, effective April 1, 2019.
- Approval of past minutes
  - Motion made** by PE, seconded by MH to: **“Approve the minutes of the February 28, 2019 second meeting.”** Motion carried: Unanimously
  - Motion made** by PE, seconded by MH to: **“Approve the minutes of the March 15, 2019 meeting.”** Motion carried: Unanimously
  - Motion made** by PE, seconded by MH to: **“Approve the minutes of the March 21, 2019 meeting.”** Motion carried: Unanimously
  - Motion made** by PE, seconded by MH to: **“Approve the minutes of the April 1, 2019 meeting.”** Motion carried: Unanimously

II. Executive reports:

- Treasurer- Financial report  
 DL: Reported, balance end of January was 60,060 USD, February 69,500 USD, petty cash as of April 3 is 425 USD, 5 lots unpaid, with 100% compliance in the past, no concern for 2019. No outstanding invoices except some for facilities, to be paid today, reverting back to all previous processes in place such as the use of petty cash, both grounds and facilities chairpersons will keep petty cash, no plans to make changes to that process. Seawall project: Complete (10% under budget). Two new financial policies developed (see item 6 outstanding business)

III. Committee reports:

- KS: Provide update on outstanding items from March 15 meeting as follows  
 Kayak storage project: Complete (all labor and material were donated by volunteers)  
 Seawall project: In Treasurer Report  
 Boat ramp project: Outstanding, rock placement then cleanup. Require low tide to finish.  
 Palapa area: On hold, was waiting for grounds chairperson Barry to get back  
 BBQ for community use: On hold, further discussion is required  
 Plans for next quarter, priorities include cleaning ditches and getting ready for the rainy season
- Grounds- Barry Fitzgerald – not available
- Facilities- Acting chairman Ken Schmeltzer – update on pump house, roof leak repaired, new light will need to be installed; water disruption, fixed with replacement of circuit breaker switch
- MSAC- Bob Bugnard- not available, welcome Roger Glaze as new committee member
- Welcome- Alecia DeCent- report attached, welcome Elle Maltais, Shona Scappaticci and Pam Herndon as new committee members

# MSPOA Board Meeting Minutes

## 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**

### 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.

**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**

### 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**

### 4. 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.

**04/03/19- Status: CLOSED**

- PE advised, the board must officially record any changes to MSPOA board of directors, regardless of reason. **Action Item: KA to complete the necessary filing and submissions within required GOB timeframe** 04/03/19- Completed, status: CLOSED

### 5. 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.

**04/03/19- Purchase complete, status: CLOSED**

# MSPOA Board Meeting Minutes

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

**04/03/19- DL: Developed and read out two new financial policies as follows:**

Financial Policy #6: All signatories to any financial account associated with the MSPOA must comply with their country of residence reporting requirements regarding foreign assets (e.g. currently, American citizens must report via an FBAR schedule). In addition, this reporting schedule must be filed with the MSPOA Treasurer and MSPOA Secretary, appropriately redacted, in a timely basis.

Financial Policy #7: Expenditures, planned or unplanned, from Capital Reserve must have prior approval of a majority of the board of directors.

**Motion made** by DL, seconded by MH to: ***“Approve financial policies number 6 and 7 as distributed.”*** Motion carried: Unanimously

## 7. 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**

## 8. 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 board majority via email  
**04/03/19- Agreed further discussion with community would be required before any decision to proceed is made. Status: CLOSED**

## 9. 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**

# MSPOA Board Meeting Minutes

## V. New Business:

1. 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.
2. 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
3. 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
4. KS: Response to all previously submitted community member questions (attached)

## VI. Adjournment of meeting by Chairman:

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

Meeting was adjourned at 10:50 am

***15-minute break followed by a Community Q&A period***