

MSPOA Annual General Meeting Minutes

DATE:	February 20, 2021 12:00 PM		
LOCATION:	Zoom Conference Call		
ATTENDEES:	Marvin Horton, Chairman Kristine Arnason, Secretary Patrick Ehnes, Member-at-large	X X X	Doug Bellamy, Member-at-large John Scappaticci, Member-at-large Community Members (Observation Only) 26 Owners
			X X X

I. Opening of meeting by Chairman

- Call to order by Marv Horton at 12:02 pm
- Marv asked Secretary to verify quorum- Kristine Arnason confirmed we have quorum
- Mission statement read by Marv Horton ***“To create a culture of kindness and respect within our community and with nature, that builds a safe and sustainable environment.”***
- Board of Director Positions- In 2021 three board members, Marvin Horton, John Scappaticci and Patrick Ehnes positions were expiring. Nominations were called for, to which we received one, David Lawson. Both Marvin and John let their names stand, but Patrick did not.

Kristine- Due to the fact that we could not run an election, therefore the community was not able to vote and decide on their board of directors, I'd like put forth a motion that:

“The three terms for 2021 Board of Member Directors be for one year only, and in 2022 the board runs an election for all 4 terms that will become available at the time to allow for a community vote.”

Seconded by John Scappaticci, In favor: John, Marvin, Doug, Kristine, Motion carried.

- Therefore Marvin, John and David are directors by acclamation for a one-year term. We wish Pat all the best and thank him for his years of loyal and dedicated service to this board and this community.

II. Executive Reports

- Treasurers Report- Including Auditors Statement
- A Year in Review
- Committee Reports
- 2021 DRAFT Budget

III. Questions from the Community – None submitted

IV. Adjournment of meeting by Chairman:

- **Motion** made by Kristine to ***“Adjourn the meeting at 12:27 pm*** seconded by John. In favor- John, Marvin, Doug, Kristine, motion carried.

MSPOA Annual General Meeting Treasurer Report

The 2020 Approved Operating and Capital Budget summary noted the following budget figures, the actuals follow alongside:

- Facilities Operating Budget \$8,650 / Actual \$8,505
- Grounds Operating Budget \$40,842 / Actual \$37,646
- Admin Operating Budget \$5,405/ Actual \$6,166
- Capital Budget Projects \$5,400 / Actual \$100
- Total Budget \$60,297 Actual \$52,416 for a total of \$7,881 under budget.

It was noted in the 2020 Treasurers report that some capital project items may not be completed should we experience any significant unplanned expenses. As you can see from the Capital Budget Actual, some were not completed. This was due in part to unplanned expenses for the water system early on in the year, as well the outstanding property owner fees. It should be noted that the 2020 Treasurer Report targeted \$2,375 going to reserves, and in fact we were able to transfer \$4,535.

Though most of the year we had 11 outstanding property owners' fees, we are happy to report we are left with just 1 outstanding lot fee for 2020 with a promise to pay by March 15, 2021. Late fee assessments were charged and collected. Unfortunately, some drastic measures had to be taken such as the disconnection of water service for any homes hooked up/using water service that had not yet paid. We must remind all owners that the Articles of Incorporation and Bylaws of the MSPOA are clear, it is the Board of Directors duty to take whatever measures are necessary in order to collect all outstanding amounts and will continue to do so.

Though in past years the due date for annual home owner fees was always January 1, there was a grace period that extended to March for payment. This year the invoices went out earlier and the grace period was shortened with the intention of having all fees paid up earlier in the year. We have 80 lots paid up so far and 11 checks in the mail and do not anticipate any issues with collections for 2021. Thank everyone for your prompt attention to this very important matter.

It was an expensive year for MSPOA. We had to undertake major pier repairs so the board authorized a maintenance expense of \$28,250 for those repairs. The funds for these repairs came from the \$35,000 in reserves held for that pre-allocated purpose. The balance left in that allocation is \$6,750. The plan is to replenish that fund with the funds from the increased property owners' fees at the rate of \$2,550 per year at a minimum.

Attached is the auditor's report which I will read aloud. The Statement of Operations and Balance Sheet for 2020 accompany this report, and is also attached. This year was a little different with 2021 fees paid in 2020 and using part of our reserve allocation. As a result, you will see a slightly different format this year than in past years.

The 2021 DRAFT Budget has been circulated to the board of directors, and is attached. This was not finalized and approved due to the uncertainty of a new board make up, we opted to allow any potential new board members an opportunity to participate in this budget process. Once the 2021 board of directors is finalized the budget will then be reviewed and approved.

A brief summary is as follows:

- Revenues/inflows of \$67,620 and Expenses/outflows of \$61,720
- Total transfer TO reserves of \$5,900 (note: \$2,550 of this will allocated towards the Pier fund)

It is worth noting we have had a suggestion from our resident owner John Schofield on some improvements to the common areas; he did a wonderful job documenting them and getting price quotations. This will be shared with the owners for feedback in the coming months. The DRAFT budget has allocated \$2,900 BZ for some of this work. In 2020 due to efficiencies gained from obtaining online banking (viewing only) we were able to complete monthly and quarterly roll up financial statements, all of which are posted on the MSPOA website and quarterlies sent by email. All financial policies are adhered to, and my many thanks to my fellow board members and committee team leads who are cautious with spending and ensures expenditures are in line with the budget.

"To create a culture of kindness and respect within our community and with nature, that builds a safe and sustainable environment."

2021-02-12

To whom it may concern this is to certify that I C Roger Henry have reviewed the Mayan Seaside Property Owners Association Statement of Operations for Year Ending December 31, 2020.

I find them to be in good order and in accordance with general accounting practises. It is noted that the Pier repair was carried out from funds transferred from the Reserve Funds, and that the Association was able to pay for all of its other operating expenses from its 2020 fees and return \$4,534.71 to the Reserve Fund.

C Roger Henry

A handwritten signature in black ink, appearing to read "C Roger Henry". The signature is written in a cursive style with a long, sweeping underline.

**MAYAN SEASIDE PROPERTY OWNERS ASSOCIATION
STATEMENT OF OPERATIONS
YEAR END DECEMBER 31, 2020**

		2020	2019
Revenue	MSPOA Fees / Lot Clearings for 2020	\$60,512.21	\$ 64,153.32
	MsPOA Fees / Lot Clearings for 2021	\$23,756.00	
	Other - Late Fees & Donations	1135.57	\$ -
	Transfer from Reserve Allocation	\$28,250.00	
	TOTAL FEES & RECEIPTS	\$113,653.78	\$ 64,153.32
Expenses			
	Administration		
	Utilities-Pump House	\$ 1,439.26	\$ 973.53
	Prop. Taxes-Parks	\$ 973.00	\$ 973.00
	Pier Permit	\$ 800.00	\$ 800.00
	Legal/Government Filing Fees	\$ 1,405.13	\$ 1,652.00
	Office Supplies/Equipment/PO Box Rental/Webservices/Misc.	\$ 1,498.90	\$ 1,332.42
	CAP Land Lease (Parks)	\$ 50.00	\$ 100.00
	RPL Lease Cost	\$ -	\$ 5,220.47
	Total Administration	\$ 6,166.29	\$ 11,051.42
	Facilities		
	Pier Repair	28,250.00	\$ 2,685.00
	Rebuild of Sea Wall	0.00	\$ 2,960.00
	Entrance Park Pathways	2,815.00	\$ -
	Labour	1,740.00	\$ 2,251.00
	Gravel for Road Repair	1,845.00	\$ 1,697.50
	Repair Thatch	100.00	\$ -
	Water System & New Pump & Controls	1,321.70	\$ 3,406.35
	Tools	115.52	\$ 1,638.60
	Supplies (Includes Grounds)	2,498.44	\$ -
	Total Facilities	\$38,685.66	\$ 14,638.45
	Grounds		
	In-house Labour Including Social Security	\$16,213.80	\$ 15,370.46
	Supplies /New Equipment 2019	\$ -	2,321.62
	Mowing & Maintenance Contracts	22,632.00	\$ 26,037.50
	Chemical/Fertilizer	1,665.32	
	Grounds improvement	0.00	\$ 750.00
	Total Grounds	\$40,511.12	\$ 44,479.58
	TOTAL EXPENSES	85,363.07	\$ 70,169.45
	TOTAL REVENUE	\$113,653.78	\$ 64,153.32
	DIFFERENCE - Transfer to/-from Reserves	\$28,290.71	(\$6,016.13)

**MAYAN SEASIDE PROPERTY OWNERS ASSOCIATION
STATEMENT OF OPERATIONS
YEAR END DECEMBER 31, 2020**

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DIFFERENCE -		
Transfer to/-from		\$28,290.71
Reserves		
Deduct 2021 Fees		
paid in 2020		(\$23,756.00)
TOTAL TRANSFER TO RESERVES IN 2020		\$4,534.71

BALANCE SHEET

Assets		
	Cash	\$97,346.71
	Petty Cash	\$3,946.68
	Total Assets	\$101,293.39
Liabilities		
	1 Unpaid Lot Owner Annual Fees in 2020	(\$550.00)
	2021 Property Owners Payments Paid in 2020	(\$23,756.00)
	Liabilities	(\$24,306.00)
Allocations		
	-Operations Reserve \$15,000	\$15,000.00
	-Natural Disaster/Legal Fee Contingency \$30,000	30,000.00
	-Water System Major Repair/Replacement \$5,000	5,000.00
	-Roads/Culverts \$5,000	5,000.00
	-Pier Repairs/Replacement (TARGET \$35,000)	6,750.00
	Allocations	(\$61,750)
	Total Liabilities/Allocations	(\$86,056)
	Total Assets	\$101,293
RESERVES	DIFFERENCE = TOTAL RESERVES	\$15,237.39

RESERVE Balance	
2019 Balance Forward	\$10,702.68
2020 Transfer In	\$4,534.71
TOTAL RESERVES	\$15,237.39

MSPOA Annual General Meeting 2021 - A Year in Review

2020 was a challenging year for most. The global pandemic had far reaching effects. Many Belizeans were affected significantly by not being able to work and make a living, including our grounds staff who we were forced to lay off. Due to the generosity of board members (personal donations) and other community members, donations were gathered and distributed to our staff and some other village members in need. A huge thank you to all who contributed. Despite the challenges, the show had to go on! Some of the accomplishments made in 2020 are noted below:

- Land Lease with RPL for the common areas was completed! All land certificates are back in MSPOA possession safely housed in a fireproof safe. This was long overdue and the board is very pleased to have brought this to fruition.
- Pier Repairs- Significant pier repairs were required as the main beams and cross members were in dire need of replacement. A previous allocation of \$35,000 was designated, the board obtained two quotes, which is not a requirement but a prudent business practice. We would have obtained a third but it can be quite difficult to find specialty resources in a third world country. After our due diligence the board approved a reputable builder who was familiar with pier work, being the builder of the infamous Lamanai pier in Belize. This expense came in under the allocation at a cost of \$28,250. It also came with a guarantee no charge for cost overrun as well as a 7-year warranty which is unheard of in Belize. As later determined by the MSPOA lawyer, this expense was considered a necessary maintenance item, required by our lease agreement, so the board was able to proceed without any owner vote. Due to circumstances beyond anyone's control (Mother Nature) we have experienced an issue with seaworms breaking down the staircase, but this is being rectified.
- As suggested by the Government of Belize Archeology department there were repairs made to the Mayan Ruins to preserve them.
- Entrance Common Area Improvements- this area had never been completed, but yet frequently used by many owners. This area received nice new walking paths which match all the other stone paths throughout the community.
- Beach Area/Common Area Improvements- the area around the boat ramp and pier walkway needed some improvements to limit flooding in the rainy season. Thanks to some community member donations along with a nominal amount of MSPOA approved funds, work has been completed as well a newly installed "beach" in that area. Orchid flowers have been purchased and installed in the center common area and in the front common area by the shuffleboard courts. Benches have been freshly painted as is one of the shuffleboard courts.
- Roads & Ditches- road work has been completed as required resulting in better road conditions in the seaside. A maintenance schedule was implemented for ditch clearing as to limit the overflow issues in the rainy season.
- Community Spirit and Unity- Unfortunately due to the global pandemic many of the festivities later in the year had to be put on hold, but prior to lock downs, folks were still able to take the Polar Bear Plunge, Howl at the Moon, watch the chicken drop at the Snowbird Ball and participate in some healthy competition at the onsite Winter Games. Not to mention a few bocce and shuffleboard games on Sunday Funday. A good time was had by all #mayanseasideproud
- Government Requirements- all government filings have been completed in advance of deadlines, the MSPOA is in full compliance with The Companies Act, Chapter 250 of The Laws of Belize Revised Edition, 2000, as well in compliance with the Financial Intelligence Unit (FIU). All monthly reporting requirements are met by our Money Laundering Compliance Officer (MLCO) Louise.

On behalf of the Board of Directors we thank those many community members who have supported this board during another difficult year. We absolutely love getting your notes of thanks and appreciation for the work we do! We must thank all of our community team members and volunteers. Such as thanks to our MLCO Louise who keeps a sharp eye on the MSPOA finances. Thanks to our bank account signing officers who make themselves available for check signing and online account viewing and reporting to the treasurer. Thanks to the owners who volunteered their time and monetary donations with community projects. And lastly a huge shout out and thanks to our community team leaders Tim (Facilities), Ian (Grounds) and Alecia/Elle/Shona/Pam (Welcome Committee). All of these important community tasks couldn't have been done without all of YOU. THANK YOU SO MUCH! All the best to all our community owners and their families for a safe and healthy 2021.

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MSPOA Annual General Meeting 2021- Committee Reports

The board would like to thank our team leaders and volunteer helpers for their valuable contributions to the continual upkeep and upgrading of our community common areas. The work effort is tremendous, and very much appreciated by the board and no doubt the rest of the community members.

Facilities & Grounds:

It is wonderful that the two team leaders, Tim and Ian work so well together. The board and the community can count on them to work in tandem to get the maintenance and any project work done swiftly and cost efficiently. Together, along with our hands-on Chairman Marv, there was great work completed- all noted in the Year in Review report. Those accomplishments though significant, does not come close to covering the work these volunteers do on a regular basis. Here is a glimpse at some of the behind-the-scenes stuff that is so important to keep our paradise operating.

- Daily water readings to see any spikes in order to keep costs down
- Monitoring of water system to watch for any leaks
- Work on water system as required on a priority basis- drop what you are doing and get on it to ensure owners have water access!
- Monitoring and in some cases working with the grounds staff to ensure tasks are completed as per schedule
- General up keep of pier and common area furniture, fixing and ensuring painting as completed as necessary
- Replacing lights on the pier, in maintenance buildings etc.
- General up keep of maintenance building, water pump station, and electrical stations- ensuring painting is completed as necessary
- Trips to town to purchase supplies needed for maintenance and upkeep
- Getting quotations for any of the work that has to be done for general upkeep
- Arranging workers and handling payments for maintenance items that can't be done themselves
- Monitoring workers as required for projects
- Arranging and working with the volunteer community members for jobs that can be done by volunteers to keep costs down

Welcome:

We are happy to welcome some fantastic new faces here in the seaside, Elizabeth and John Lockmiller who purchased their home on Lot 13 (as well as lot 14) from the Marshalls. Our warmest welcome to you both! Thankfully the Marshalls still own lot 103 so we hope to see both their smiling faces one day soon!

MSAC:

Some work has been completed in our development, which is subject to approval from this committee. The submissions received for this past year include:

Lot 87 Bob and Martha have started construction on their home by the sea, how exciting!

Lot 53 John and Shona has made great progress with their home construction on their second lot across from the park, its looking great.

We thank those homeowners who took the time to review the requirements and submit their plans for approval.