

MSPOA Board Meeting Minutes

DATE:	March 7th, 2023, 10:00am CST			
LOCATION:	Community Maintenance Building, Mayan Seaside, Consejo, Corozal District			
INVITEES:	Kristine Arnason	X	Rick Keating	X
	Susan Glaze	X	Kathy Luna	X
	Marna Stahlka	X	<u>14</u> Community Members Participated	

Opening of meeting by Chairman

- Meeting called to order at 10:00 am.
- Secretary to verify quorum – quorum verified.
- Chairman to read mission statement- **“To create a culture of kindness and respect within our community and with nature that builds a safe and sustainable environment.”**
- Approval of February 7th, 2023 Board Meeting Minutes as distributed: **Motion made by Susan Glaze, seconded by Marna Stahlka to: “Approve the minutes of the February 7th, 2023 meeting as distributed.” Motion carried: MS, SG, KA, RK, KL.**

Executive Reports:

- Treasurer Report: 2023 Annual fees have been collected in full. January and February income statements have been uploaded to the MSPOA website, the next quarterly report will be emailed to owners early April.
- Facilities Report: N/A

Outstanding Business

1. 2023 Budget:
Budget was approved by the Board February 13th, 2023 however there are two areas in Admin which we know will exceed the budget figures. One is in relation to bank and misc. service charges. The purchase/lease of a safety deposit box has put us over budget. This was deemed a required expense to allow for the proper safekeeping of documents at Atlantic Bank. The safe purchased previously can now be sold, with money being deposited back to the MSPOA account to offset these costs. The other is in the area of Government of Belize reporting. Changes within the Government of Belize will result in higher filing costs for MSPOA. This will put us over budget for 2023. The budget will be distributed along with the meeting minutes and posted on the website in due course. Highlights include:

Admin Operating Budget	\$ 8,114
Maintenance Operating Budget	\$51,650
Project Operating Budget	\$ 7,280

Approved projects include:

Fiberglass handrail for pier stairs	\$ 500
Fiberglass stairs for Maya Beach	\$ 3,500
PVC post replacement-community building	\$ 2,300 - COMPLETED
Painting pergola/varnish totems-outsourced	\$ 980 - COMPLETED

CLOSED

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2. 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.*
 - 02/01/23 – A group of volunteers painted the seaside tables and benches. Some of the paint is already peeling, so we need to do some touch ups. We have contracted out the painting/varnishing of the pergola, maintenance building awnings, 34 totems, and 5 wood carvings. Due to the contractor's schedule, this should be completed by the end of February.*
 - 02/07/23 – Nothing new to report at this time.*
 - 03/07/23 – Contractor painted/varnished the pergola, maintenance building awnings and support posts, totems and wood carvings. This project is now completed.*

CLOSED
3. Reserve Fund Study:
 - 02/07/23 – The new board will review the existing budget and offer feedback on the possibility of restructuring the reserve fund.*
 - 03/07/23 – Nothing new to report at this time.*
4. Red Dirt Issue in Seafront Park:
 - 04/14/22 – We received an email from one of our owners regarding the red dirt blowing into their house especially with the high winds (see Q1 below). This is an issue that's been left too long. Greg and John will take some measurements of the area to get an idea of square footage if we opt to go with a marl and grass plug solution. We will source viable options and get feedback from the community on how best to proceed.*
 - 02/01/23 – We topped up the section around the Palm Garden with 3 loads of marl. We will let this settle for a few months. Closer to rainy season, we will transplant some grass plugs from the Palm Garden onto the marl. If this proves to be a viable solution, we will top up other sections with marl later in the year or early next year depending on budget. Cost to date to address this section (Section 1) = \$1,080. This figure does not include labor cost to transplant the grass.*
 - 02/07/23 – Nothing new to report at this time.*
 - 03/07/23 – This project is on hold until closer to rainy season when we will transplant the grass plugs from the Palm Garden onto the new marl.*
5. Fiberglass Stairs – Dock Stairs; Maya Beach; 2nd set Dock Stairs; Sunrise Beach:
 - 02/01/23 - We are working on obtaining additional quotes for new fiberglass stairs. We have reached out to Johan Wiebe who built the fiberglass dock stairs for an estimate. He is currently onsite building two homes. He will advise when he has an opening in his schedule. We will also consult with him at that time with regards to repairs to existing dock stairs and the addition of the second handrail.*
 - 02/07/23 – Nothing new to report at this time.*
 - 03/07/23 – We are still waiting on Mr. Wiebe to give an estimate.*

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6. Smugglers Road Maintenance Project:
02/01/23 – Phase 1 was completed in November. Phase 2 is 90% completed. The trimmer quit working about 3/4 of the way down the road. They will finish this section on Saturday. Due to scheduling conflicts with the Town Board equipment, Phase 3 has been put on temporary hold until the equipment becomes available.
02/07/23 – Phase 2 is now completed. Phase 3 is still pending.
03/07/23 – We spread 1 load of marl at the entrance to Smugglers Road leveling off the low section. We continue to wait on the Town Board equipment to move forward with Phase 3 of this project. To date, we have received \$2,865 in donations and have spent \$1,420 in expenses on Phases 1 and 2 plus this recent load of marl. All funds received will go towards the ongoing maintenance and upkeep of Smugglers Road.

7. Transfer of ownership of parklands and easements:
02/01/23 – Art Higgins (owner of RPL) has requested that we start to put into motion the transfer of ownership of parklands and easements. We are going to do some research into this and look at some options.
02/07/23 – Nothing new to report at this time.
03/07/23 – We are still gathering information on this.

8. Safety Deposit Box:
02/07/23 – For security purposes, it is recommended that the MSPOA original government registered documents (eg. land certificates, lease agreement) be stored in a safety deposit box at Atlantic Bank as opposed to a safe in an owner's home. Su was told that one has become available. Cost is \$273 per year. The board agrees that we move forward with this.
03/07/23 – A large safety deposit box was acquired last month. Original land and lease certificates are now safely stored at Atlantic Bank.

9. Ongoing Seafront Park Maintenance:
02/07/23 – We've completed several maintenance items in Seafront Park. We still need to address the Palm Garden by cutting down the dead tree and giving it an overall refresh (eg. transplant sponge grass, level off dirt, add a few new shrubs, possibly top up with gravel). Another item that was mentioned was topping up the remaining paths (around the pond and pond access) with chippings like the rest of the paths for easier mobility. This was actually brought up last year by a few community members. Cost for this project will be substantial at \$550 per truck load (at least 4-5 loads) plus labor cost to spread the material. We would need to look at getting donations to offset some of the cost for these projects so as not to dip into reserves. Some owners may want to "adopt" a project to offset costs.
03/07/23 – We cut down the dead tree in the Palm Garden. We will give the garden an overall refresh a little closer to rainy season.

10. Multi-Purpose Court:
02/07/23 – A suggestion was made to turn the two shuffleboard courts into one multi-purpose court for both shuffleboard and pickle ball opening up another activity for the community to enjoy. This could easily be accomplished by paving the small section in between the two courts. We would then repaint the surface to accommodate both activities. We will look into costs involved and then approach the community for donations.
03/07/23 – We received 1 estimate and should receive a second one this week. We also received 2 generous anonymous donations in the amount of \$1,000 towards this project.

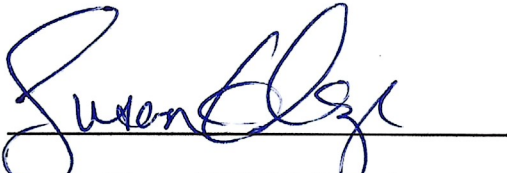
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Questions from Community

No questions were received.

Adjournment of meeting

- Motion made by Kathy Luna, seconded by Susan Glaze to “*Adjourn the meeting at 10:09 am*”. Motion carried: MS, SG, KA, RK, KL.
- Next meeting currently scheduled for TBD .



Susan Glaze, MSPOA Secretary

BUDGET SUMMARY

2023 BUDGET

Inflow

HOA Annual Fees	\$56,100	102 lots x \$550 per lot
Lot Maintainance	\$10,944	Maintainance of Lots 38 lots \$288 per lot

Total Inflow **\$67,044**

Outflows

Admin Operating Budget	\$8,114	From attached Budget Sheet
Maintenance Operating Budget	\$51,650	From attached Budget Sheet
Project Operating Budget	\$7,280	From attached Budget Sheet

Total Outflows **\$67,044**

Inflows - Outflows **\$0** Inflows - Outflows

Transfer to Capital Reserve- Pier Fund	\$0
Transfer to/from Capital Reserve	\$0 Transfer to(-)/from(+) Capital Reserve
	\$0

Balance **\$0** Maintain a zero balance

ADMIN- BUDGET ITEM	2022 Budget	2022 Actual	2023 Budget	Notes:
Utilities- BEL for water system pump	1000.00	948.00	1000.00	
Government Fees/Annual Return Filing	1500.00	1627.00	1800.00	
Misc. Bank and Courier Fees/Safety Deposit Box Fee			400.00	NEW- safety deposit box rental \$275/year
Property Tax	975.00	973.00	975.00	
Pier Permit	800.00	800.00	800.00	
Office Supplies	750.00	839.00	839.00	
Office Equipment	0.00	0.00	220.00	Document scanner purchase 2023
Website/Email Fees	428.00	144.00	450.00	2022 Invoice not reimbursed until 2023
CAP Rental	50.00	50.00	50.00	
Post Office Box Rental	80.00	80.00	80.00	
Social Security Board	1500.00	1653.00	1500.00	2022 inflated as 2021 payment cleared in 2022
TOTAL	\$7,083.00	\$7,114.00	\$8,114.00	

MAINTENANCE- BUDGET ITEM	2022 Budget	2022 Actual	2023 Budget	Notes:
Contract- Chris Loza- Ground Maintenance	22000	21960	22000	
Payroll- MSPOA Employee	14575	14300	14600	
Yard Waste Removal	2000	1915	2200	
Mosquito/Termite Control	1400	1400	1500	
Chemical/Fertilizer	0	563	550	This was included in "supplies" budget in 2022
Tools	200	261	350	New metal wheelbarrow, tire; broom; rake
Supplies	4025	2382	1950	2022 actual included paint/varnish-so budget less this year
Road Repair Material	1500	665	1100	
Water System	500	47	500	
Misc. Labour	2000	1885	3900	Major maintenance work ongoing
Misc. Material- chippings/gravel/marl	0	0	3000	Seafront work, red dirt remediation, boat launch, paths
	0	0	0	
TOTAL	\$48,200	\$45,378	\$51,650	

PROJECTS- BUDGET ITEM	2022 Budget	2022 Actual	2023 Budget	Notes:
2022 Projects:				
Seawall Pathway	4900	4900	0	
Existing Path Gravel Replenish	2600	2775	0	
Entrance Sign	2500	2000	0	
Water System Pump	5075	3193	0	
Mayan Mound Path Gravel Replenish	2550	1000	0	
(APPROVED AFTER BUDGET)				
Central Park Clean Up/Install Water Taps	0	686	0	
Kiosk Project	0	5628	0	
2023 Projects:				
Fiberglass handrail for pier stairs			500	
Fiberglass stairs for Maya Beach			3500	
PVC post replacement-community building			2300	
Painting pergola/varnish totems- out source			980	
			0	
			0	
TOTAL	\$17,625	\$20,182	\$7,280	