



Mt. ROYAL AIRPARK PROPERTY OWNERS' ASSOCIATION

BOARD OF DIRECTORS

JUNE 8, 2022

Mt. ROYAL AIRPARK PAVILION

6:00 p.m. to 8:00 p.m.

MEETING MINUTES

APPROVED: 9/21/2022

BOARD MEMBERS PRESENT:

Dave Zawistowski, President
Tom Cacek, Vice-President
Vacant, Secretary
Monique Glaize, Treasurer

BOARD MEMBERS AT LARGE:

John Drago
John Butler
Jeff Levine
Bob Welsh

I. Opening Remarks / Call to Order

The meeting was called to order at 6:00 p.m. by Dave Zawistowski, Chairman. The meeting notice and agenda were posted in a prominent location (at the mail stop) within the subdivision. A quorum was present to conduct business. Members in attendance included Dave Zawistowski, Tom Cacek, Monique Glaize, John Butler (by phone), John Drago, Jeff Levine (by phone), and Bob Welsh.

Susan Drago along with Janet Simoneaux, and Natalie Stamp voiced their concerns with the Board of Directors that the special board meeting held on April 14, 2022, was not properly noticed, and that the business conducted at the meeting should be disregarded. The property owners (Members) were unaware the Board was discussing adding the private seaplane designation to the Federal Aviation Administration (FAA) chart. Ms. Drago was not certain if any board members reviewed the FAA Advisory Circular 150.5395, [AC 150/5395-1 \(faa.gov\)](#) Seaplane Bases. The Circular dated 6/29/1994 details specific requirements for a seaplane base, waterways, docking facilities, aircraft landing, and takeoff area, including taxiways. There is a minimum clearance of 50 feet that should be provided between the side of the turning basin and the nearest obstruction. It did not appear the Advisory Circular and its implications were discussed at the meeting. Ms. Drago requested the vote be rescinded until the entire membership had an opportunity to weigh in and vote on the private seaplane designation.

The Board of Directors was willing to discuss the topic again and allow the Members to express their concerns about adding a private seaplane base designation to the FAA chart. The item is on the agenda under the tab of Old Business and has been properly noticed.

Chairman Zawistowski advised there was a lot of misinformation being communicated amongst the Members and there is nothing else being done but adding a private seaplane designation to the FAA chart. The Board is not constructing a seaplane base, especially for public use. There is no cost to the MRAP POA.

Vice-President Cacek explained the purpose of the designation and the benefits to the community. Extending the bubble around Mount Royal Airpark would prevent another entity from establishing a commercial seaplane base within a safe distance from the runway and traffic pattern. Christopher (Doc) Bailey, Steve McCaughey, and Secretary Drago provided information to the Board to make its decision which the Board voted (6 in favor and 1 opposed) to move forward with completing the FAA application to become a private seaplane base designation. In addition, not extending the bubble, affords a public seaplane base operation to be established adjacent to our community increasing aircraft noise on the St. John's River. Currently, only one person who lives in the Airpark seasonally uses the cove as a runway/taxiway a couple of days a week. Director Welsh reminded the Members there was no financial impact. Director Drago requested to read off the e-mail message he received from Falcon Insurance included in the meeting materials. Chairman Zawistowski followed up with Dave Gampfer at Falcon Insurance Agency EAA Department who wrote in an e-mail on 5/23/2022, "given the fact the discussed seaplane base is on public water, and neither owned by nor contiguous with the MRAP's insurance-defined insured premises, the policy does not apply to operations on that base. This would be true regardless of whether the base appears on the FAA chart." The Articles of Incorporation, Bylaws, and Covenants addressing the private seaplane base designation will be reviewed and revised if necessary.

A motion was made by Tom Cacek and seconded by John Butler to approve the April 14, 2022, Board of Directors Special Meeting minutes. The motion carried unanimously.

Regarding March 26, 2022, Annual Meeting Minutes, these will remain in DRAFT form on the website until such time the Membership reconvenes its annual meeting and approves. The Members in attendance requested all minutes be posted to the website immediately after the conclusion of a meeting.

II. Old Business

1. Seaplane Designation- Dave Zawistowski

Chairman Zawistowski reported the seaplane destination paperwork has been submitted to the FAA.

2. Roadway Repairs- Bob Welsh

Bob Welsh reported the roadway patch on Timucuan, and Indian Mound Drive has been completed for \$12,500. Multiple Members recommended the Board use the money already set aside to complete a formal Reserve Study for the roadway repairs. Members also suggested the Board seek an engineer to reevaluate the road repairs on Timucuan Trail and provide a recommendation for the Board's consideration. The Chairman reminded the Members the Capital Expenditure Committee was created by the Board to identify a list of capital improvement projects and identify and establish maintenance, repair, and replacement cost over time. The Committee is responsible for providing recommendations to the Board including a budget and unfunded liabilities. The Committee will establish a detailed, adequately structured, easy, and straightforward reserve line-item budget.

3. Pavilion Repairs and Donations- Dave Zawistowski

Chairman Zawistowski provided an update on the progress of finishing the Pavilion through donations for the HVAC system, ceiling drywall, and flooring. Jason Sheffield is working up the

cost to complete the HVAC installation, drywall for the ceiling, and flooring. The HVAC system and ceiling drywall installation will be at no cost to the MRAP POA and is fully funded by an anonymous donor. There was a \$5,000 donation towards completing the floor at \$6.00 per square foot. According to Jason Sheffield, the total cost for an epoxy floor is \$6.00 per square foot and there are approximately 1,500 square feet of epoxy totaling \$9,000. There is a shortfall of \$4,000. John Butler volunteered to donate \$1,000 along with Bob Welsh. The Board will continue to solicit donations for the remaining \$2,000.

A motion was made by Tom Cacek and seconded by Bob Welsh to approve the \$9,000 expenditure to epoxy the Pavilion floor using \$7,000 in donations including \$1,000 from John Butler and \$1,000 from Bob Welsh. The motion carried unanimously.

4. Yield Signage- Barbara Martin

Barbara Martin reported the yield signage has been completed at the intersections of Indian Mound Drive and Mount Royal Avenue and Temple Mound Drive and Indian Mound Drive thanks to our generous Mount Royal Estates neighbors Melvin and Sheran Carter. Once the road surfacing is completed, additional yield signs will be painted on the taxiways and roadways accordingly. If other Members would like a yield sign at other intersections, let the Board know.

III. New Business

1. Secretary Vacancy- Dave Zawistowski

The Chairman announced Monique Glaize will be assuming the role of Secretary/Treasurer replacing John Drago who resigned on April 14, 2022. Mr. Drago and Ms. Glaize will work together to complete the forms removing Mr. Drago as Secretary and adding Ms. Glaize as Secretary/Treasurer.

A motion was made by Tom Cacek and seconded by Bob Welsh to approve the appointment of Monique Glaize as Secretary-Treasurer.

2. Board Member Certification- Becki Poston

Board Members were reminded to complete their Certification forms before the 90-day deadline. Becki Poston was provided certifications for David Zawistowski, Monique A. Glaize, Robert H. Welsh, Thomas, Cacek, Jeff Levine, and John Drago. Ms. Poston will reach out to John Butler to submit his certification.

3. Treasurer Update- Monique Glaize

Treasurer Monique Glaize provided an update to the Board of Directors. Year to date Profit & Loss shows the MRAP POA receiving \$105,000 in dues. Twelve owners are delinquent. Some of the new owners have not provided the Treasurer with contact information. Barbara Martin will work with Treasurer Glaize to provide the most updated contact information she has recorded. Treasurer Glaize reported the MRAP POA is on budget, \$12,500 has been pulled from the money market account and designated as infrastructure repair for the patches on Timucuan Trail and Indian Mound Drive. Lot 56 and lot 111 have been sold.

4. Committee Reports

a. Capital Expenditure- Becki Poston

Ms. Poston provided an update from the Capital Expenditure Committee for Chairman Jason Sheffield. The Committee held its first meeting on May 17, 2022, and is working towards meeting monthly to complete its mission. The Committee identified the following capital assets which include roadways, taxiways, and runway; entrance gate; Pavilion; land/property; stormwater/retention ponds; signage, docks, streetlights, and runway lights. The draft minutes have been posted on the MRAP POA website under the Minutes tab. Janet Simoneaux volunteered as a resource to the Committee with her extensive experience with the Florida Department of Environmental Protection (DEP).

b. Architectural Review Board (ARB)- Bob Welsh

The ARB rejected a sketch that did not meet the Covenants and Restrictions for Mount Royal Airpark. The Funks have begun their excavation work.

c. East Dock- Dave Zawistowski

There are some issues with the east dock survey that was recently completed. Chairman Zawistowski has made several unsuccessful attempts to contact the surveyor to discuss this. The Board has hired another survey company to survey the property line on the east side and complete a dock survey to submit to FDEP. Susan Drago will reach out to Efirid Surveying Group, Inc., to see if he will re-do the east dock survey when he comes out to survey the property line. The reason the floating dock configuration was changed was that a storm blew it away and the east side floating dock was never used, so it made sense just to join them together and put them both on the west side of the dock.

d. Website Update- Becki Poston

The Chairman recognized Becki Poston to provide an update on the MRAP POA website. The Board appointed Becki Poston to replace Jim Manus as the webmaster after the March 26, 2022, Membership meeting. Ms. Poston reported in the past seven days, the webpage has had 165 views and 40 unique visits. The average views per page are 3.406 per visit on average. Ms. Poston reminded the Board some changes were made to the website including adding a narrative about the Airpark on the *Home* page, an *Announcement* page was added to place meeting notices and meeting agendas, and *Community Activities* for general community activities. The Chairman recognized Jim for his service to the community by creating and maintaining the Mount Royal Airpark Property Owners' Association website at www.mrappoa.com. You may also visit the Airparks Facebook page at [\(9\) Mount Royal Airpark | Facebook](#). The public group has 125 members.

IV. Open Discussion

1. Submerged Land Lease- Janet Simoneaux

The co-owned east dock submerged land lease number 540584562 is due to expire on November 20, 2022. The lease is issued by the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida, to the Mount Royal Estates Homeowners' Association, Inc., (Estates) and the Mount Royal Airpark Property Owner's Association, Inc. (Airpark). The Lease was fully executed

on May 9, 2013, by the Florida Department of Environmental Protection (FLDEP) and Eugene Way representing the Estates, and Jason Sheffield representing the Airpark.

On June 20, 2017, the FDEP conducted a Submerged State Land Lease Midterm Compliance Inspection of the East Dock. The inspection remarks indicated that the orientation of the slips does not match that of the survey and that the floating platforms depicted in the lease survey (2 mirrorings (of 10' x 12' platforms) have been replaced with one 25' x 12' platform. The inspection report dated June 29, 2017, was addressed to the Mount Royal Estates Homeowners Association, Inc., at 100 William Bartram Drive. There is no record of the Associations receiving correspondence from FDEP. Janet Simoneaux recommended renewing the submerged land lease before its expiration, on November 20, 2022. A survey identifying the existing configuration needs to be performed. Since the Mount Royal Estates Homeowners' Association is the entity of record for all historical notices, she recommended the newly elected president of the Mount Royal Estates contact the FDEP to inquire about the lease renewal process and commit to submitting a corrected survey.

Please see Submerged Land Lease Overview, Correspondence dated June 29, 2017, from the Florida Department of Environmental Protection, Board of Trustees of the Internal Improvement Trust Fund of the State of Florida, and February 16, 2011, correspondence from the Florida Department of Environmental Protection provided by Janet Simoneaux.

The Chairman received an e-mail from Heather Sharron, Government Operations Consultant, Florida Department of Environmental Protection regarding a recent audit of the Annual Reporting Forms. The Wet Slip Information, Annual Revenue Reports, or Gross Income Reporting forms are required to be reported annually. Janet Simoneaux will work with the Associations to complete all missing revenue reports by July 7, 2022.

2. Dock Charges- Monique Glaize

Ms. Glaize reported that the Airpark is paying 30 percent of the property taxes on the west dock boat slips that are deeded to specific lot numbers and the slip owner is paying 10 percent. She is not receiving notifications when ownership changes. Barbara Martin suggested the Putnam County Property Appraiser's website will have information; however, is three to six weeks behind in posting. Ms. Martin will provide her current mailing list to Ms. Glaize. Ms. Drago will reach out to Efid Surveying Group, Inc. in Deland, FL, and request a new survey of the east dock.

3. Runway Approach 26- Bob Welsh

Bob Welsh requested the Directors approval to remove the trees at the end of runway 26 and set aside the funds to complete the project. Jeff Levine suggested the trees be cut at the proper time of the year, preferably during the winter months when the trees are docile. Director Welsh suggested we add to the next agenda to discuss further.

V. Adjournment

There was no further business. A motion was made by Dave Zawistowski and seconded by Bob Welsh to adjourn the meeting at 8:06 p.m.

Note: Supplemental Agenda materials were received on June 8, 2022, from Natalie Stamp and were included in the meeting minutes and forwarded to the Capital Expenditure Committee for review.