



Mt. Royal
Airpark

**MT. ROYAL AIRPARK PROPERTY OWNERS' ASSOCIATION (MRAP POA)
BOARD OF DIRECTORS
NOVEMBER 9, 2022
MT. ROYAL AIRPARK PAVILION
6:00 PM
MEETING MINUTES**

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS AT LARGE:

John Butler
John Drago
Jeff Levine
Bob Welsh

I. Opening Remarks / Call to Order Dave Zawistowski

Dave Zawistowski, the President, called the meeting to order at 6:00 P.M. 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 Drago, John Butler, and Bob Welsh. Jeff Levine was absent.

There was a motion by CACEK and a second by WELSH to approve the September 21, 2022, Board of Directors meeting minutes.

II. Old Business

1. Submerged Land Lease Update - Janet Simoneaux

Janet Simoneaux reported that on October 18, 2022, the Florida Department of Environmental Protection inspected the east boat ramp and dock in connection with the Submerged Land Lease. Bob Welch and Janet Simoneaux participated in the inspection. Carmine Oliverio indicated that he would mark the lease in compliance with the state system and follow up with a written report. One item mentioned that needed to be addressed related to a "Special Lease Condition," which requires "Manatee Education Signs" to be posted. Mr. Oliverio will provide additional information on the procedure for the installation of these signs and update the Board when received.

Ms. Simoneaux contacted the Florida Wildlife Commission (FWC) and found that manatee educational signs are non-regulatory and informational. FWC designs manatee education signs to

fulfill state permit or lease conditions. Sign companies should be contacted directly to arrange for shipping and billing of the signs. To order, Ms. Simoneaux will contact Bob's Signs and Designs, 9535 Sandler Road, Jacksonville, FL 32222, (904) 874-2955. Mount Royal Estates and MRAP POA will divide the lease renewal fee and sign cost.

2. All About Docks proposal- Tom Cacek

The Capital Expenditure Committee received a proposal from All About Docks Marine Construction, LLC, to complete a dock inspection which includes inspecting each dock piling both above the surface of the water and below, submitting a detailed drawing of the dock outlining each piling and submitting a written report stating the condition of each piling by its corresponding number. The All About Docks proposal was discussed, particularly the inclusion of the covered slips. The Board concluded that the covered slips issue is dead.

According to Susan Drago, Mount Royal Estates agreed to pay one-half of the inspection cost. After the inspection has been completed with All About Docks Marine Construction, LLC, if work is required, the cost proposal will be shared with the MRE POA for approval of one-half of the repair costs. Funds will be taken from the general operating revenue or the reserve funds to cover the MRAP POA portion of the repair cost if necessary.

There was a motion by WELSH and a second by CACEK to move forward with the proposal.

3. Pavilion Renovation Update- Becki Poston

Thanks to anonymous donors, work has been completed in the pavilion, including new flooring, drywall, and HVAC unit installation. Tom Cacek installed a state-of-the-art sound system that is both Bluetooth and Wi-Fi compatible. Steve Simoneaux will donate a television that can connect to the sound system. Barbara Martin indicated there would be an additional cost to the association for adding 15 can lights, reinstalling the ceiling fan, painting, and installing a pull-down attic ladder for extra storage. There was a consensus by the Board to pay The Ivey Group for the additional costs.

The Board requested Ms. Poston to assemble a packet of information to be sent to the member at the time of reservation, outlining the members' responsibilities. The package should include do's and don'ts, a disclaimer to abide by the rules, and acknowledgment that the member will be responsible for any damage incurred. The Board recommended that the current do's and don'ts be amended, prohibiting using tape on the walls or ceiling fans.

Now that the Pavilion work has been completed, the Board encourages MRAP POA members to use the facility. The Board discussed the possibility of accessing a deposit for reserving the venue and returning the deposit if clean-up was satisfactory. In the rare instance when clean-up is unsatisfactory and a cleaning service is hired, the deposit will not be returned and will be used

toward the cleaning service. The Board agreed that a cleaning charge may be assessed if a cleaning service must be hired to clean up; however, no deposit will be required for reserving.

4. Live-stream Video of Runway Proof of Concept- Mike Stamp

This project is in progress. Mr. Stamp has created a link at www.mrapppoa.com called Experimental. The link displays a live stream of a bridge in Quebec. Mr. Stamp will prepare a small paper on the concept with screenshots and present it at the next board meeting.

5. Covenant and Restrictions (C&Rs) Violations- Dave Zawistowski

Several lots still need to be appropriately maintained. The Board suggested letters be prepared to remind members of the C&Rs. Please provide Ms. Poston with a list of the lots to prepare the letter for President Zawistowski's signature.

Natalie Stamp provided several templates of letters sent previously to members who may violate the C&Rs. Ms. Poston will prepare the templates for the Boards review and edits.

6. Water Overflow/Release (Fountain #1)- Tom Cacek-

Tom Cacek reported that the water level in the fountain by the front gate is down; however, the Board may consider installing a stormwater drain due to recent flooding. Mr. Cacek will contact Jason Sheffield for his opinion on the best options.

7. East Dock Plat

The supplemental meeting materials included a copy of the original plat map from October 1982. As Jason Sheffield mentioned in an email dated October 10, 2022, the associated radius point for this property is 50', and the entrance property's overall length is 18.44', as identified on the original plat map from Oct 1982. This overall length of 18.44' EXCLUDES the 20' drainage easement on the north side of the entrance, as depicted on the original plat. Jason compared and contrasted the original plat map with some of the recent surveys, as others have done, and it is evident that a discrepancy exists. He has suggested the Board consider using an independent surveyor such as Morris Surveying and Mapping ((352) 213-1200) to sort this out. In addition, Tom Cacek suggests that Jeff Levine meets with Putnam County Property Appraiser first to see if the Property Appraiser could help rectify the issue.

III. New Business

1. Committee Reports

a. Reserves Committee Recommendations- Susan Drago and Natalie Stamp

The Reserves Committee was charged with devising a plan to fund the repair and replacement of the Capital Assets identified in the Capital Expenditure Plan submitted by the Capital Expenditure Committee (CEC) to the Board at its September 21, 2022 meeting.

The Reserve Committee, comprised of Tom Cacek, Susan Drago, and Natalie Stamp, held its first meeting on Saturday, October 8, 2022, to review and discuss relevant Florida Statutes, identify the process of establishing a reserve fund, and discuss the implications for the 2023 budget.

The Reserve Component Detail List shows the capital assets identified by the CEC. From the Reserve Component Detail List, the Committee established Non-Reserve Assets and Reserve Assets Lists. The Non-Reserve Assets lists show several expenditures under \$10,000 with varied remaining useful lives. Repairing or replacing those assets from the operating budget should be possible without special assessments. As such, no reserve should be required. Those items are shown on the attached Non-Reserve Assets spreadsheet.

The Committee recommends that each of the remaining assets be allocated to a “pool” for which reserves are established under Florida Statute 720.303(6)(d). The pool will contain the assets listed on the attached Reserve Assets spreadsheet.

The calculations for the “pool” assume that the 2023 budget will include a special assessment of \$50,000, allowing for the roadways and taxiways to be sealed. This is expected to extend the useful life, on average, from 6 to 12 years. It also assumes \$240,000 of existing reserves are moved to the Reserve Account (the reserve funds are established under Section 720.303(6)(d), Florida Statutes) for the 2024 budget year.

The annual reserve amount cost per year is calculated by dividing the “worst case” cost by the number of years remaining in its useful life. See the table below.

Annual Reserve Amount

Reserve Component	Worst Case Cost	Years of Useful Life	Cost per Year
Roadways and Taxiways	[\$888,000-\$240,000=] \$648,000	12	\$54,000
Runway Lighting System	\$30,000	5	\$6,000
Asphalt- Overlay Runway	\$396,000	15	\$26,400
Fountain/Water Features	\$36,000	10	\$3,600
Monument/Sign	\$18,000	10	\$1,800
Concrete Sidewalks	\$18,000	30	\$600
Roofs	\$30,000	35	\$857.14
Windows & Doors	\$41,520	25	\$1,660.80
TOTAL Annual Reserve Account Cost			\$94,917.94

The total annual reserve account cost is \$94,917.94. The total number of billable lots in MRAP is 106. The methodology calculates the annual reserve cost per lot by dividing the total yearly reserve cost of \$94,917.04 by 106 billable lots. Each MRAPPOA member will be required to pay an additional \$895.45 per lot for reserves beginning January 1, 2024.

The Reserve Committee also recommends that the dues, which have not been raised in several years, be increased by the 5 percent allowed in the current Covenants and Restrictions for 2023, and probably for each subsequent year, to follow due to inflation of basic operating expenses.

Any excess revenue over expenses each year should be added to the reserve account from the operating budget. Under Section 720.303(6)(d), Florida Statutes, the funding required for reserve accounts is calculated annually. In some, if not all, years, this should allow for the reduction of the reserve amount due each year.

The Reserve Committee recommends the following.

Implications for the 2023 Budget:

- Dues should be increased by 5 percent from \$962 to \$1,010
- An additional \$543 should be billed as a \$50,000 “special assessment” levied for sealing the road and taxiways
- The total billing in 2023 per lot will be \$1,553.

Implications for the 2024 Budget:

- Dues should be increased by 5 percent from \$1,010 to \$1,061
- Line item for Reserve Assets will be Short Term Reserves will be \$895
- Total billing per lot in 2024 will be \$1,956.

Motion by CACEK and second by WELSH to adopt the Reserve Committee’s recommendations and mail the membership a Reserve Asset Packet, including an introductory letter, ballot, 2023 Reserve Assets Component, Reserve Committee recommendation, and supporting documentation to establish a reserve account. The motion carried unanimously.

Susan Drago and Natalie Stamp agreed to create the packet to be mailed to the membership.

The collection of dues is an issue, so members need to be in good standing to cast their vote(s).

b. ARB Committee

Scott Brown provided an update on his project, and he intends to move forward with its completion and receive the certificate of occupancy in the next several months. He indicated an approximate 12-week delay with the county approving the redesigned and reengineered roof. Because of this delay, he requests that the Board consider extending the completion date until June 1, 2023. There has been a marked improvement in all construction activities.

There was a motion by DRAGO and a second by CACEK to extend the completion requirement until June 1, 2023. The motion carried unanimously.

c. Social Committee- Barbara Martin

Barbara Martin reminded the Board members of Tom Cacek and Barbara Martin's Bi-Annual Pig Roast. Flyers have been posted, and e-mail notifications have been sent out. The Pavilion has been reserved for November 13, 2022, from 2:00 p.m. to 6:00 p.m. with entertainment by Cam.

2. 2022 Proposed Q4 Expenditures- Dave Zawistowski

The following items were placed on the Board's agenda for consideration. These are proposed quarter-four expenditures for the 2022 budget.

- a. Jacobs Tree Service- Jason Sheffield received a proposal from Jacobs Tree Service to trim back the right-of-way along the east side of Mount Royal Avenue. The area includes everything from the beginning of Mount Royal Avenue adjacent to the guardhouse to the powerline crossing. The neighboring trees are heavily encroaching onto the Queen Palms. The quote is for \$4,500.

There was a consensus by the Board to move this item to the next meeting for further discussion.

- b. Guest entrance Concrete Barrier (24" tall x 10" thick) for keypad protection- street barrier. Jason Sheffield requested that the Board consider placing a concrete wall to protect the entrance gate keypad.

The Board requested that the Ivey Group prepare a quote.

- c. Landscape front entrance.

The Board suggested that the Ivey Group prepare a design and quote.

- d. McKinley Lawn Care-

The Board suggested the contract be reviewed to include the southern ditch line maintenance along Ft. Gates Ferry Road from the beginning of the metal fence to the guest entrance. Monique Glaize will request a copy of his current contract to review.

3. 2023 Budget Review and Approval- Monique Glaize

Monique Glaize reviewed the MRAP POA operating and reserve budget for the calendar year 2023 and the expenses by vendor detail from January 1 through November 8, 2022. The total income from the 2023 annual dues is anticipated to be \$109,135.80, and \$76,146 in operating expenses. She also reported a balance of \$239,570.18 in the reserve fund (money market account). It is anticipated that reserve account interest for 2023 will be \$108. There will be a 2023 contribution from the operating account to the reserve fund in the amount of \$25,000. At the end of 2023, the reserve fund will have an anticipated balance of \$264,678.18.

Ms. Glaize reported a balance of \$80,104.34 in the operating account. Due to the excess amount in the operating account, the Board determined it may not be necessary to levy a "special assessment" as authorized in the *Seconded Amended and Reinstated Declaration of Easements*,

Covenants, Conditions, and Restrictions for Mount Royal Airpark, Article VII, Owner Assessments, Section 7.03, Special Assessments as recommended by the Reserve Committee. Because the previous motion had been passed adopting the recommendations of the Reserve Committee, which included a “special assessment,” the Board reconsidered its action.

There was a motion by CACEK and a second by WELSH to reconsider a previous motion adopting the Reserve Committee recommendation. The motion passed unanimously.

Because there was an excess in the operating account, the Board determined it would amend the Reserve Committee’s recommendation as it was unnecessary to levy a special assessment.

There was a motion by CACEK and a second by WELSH to adopt the Reserve Committee’s recommendation with the following changes: 1) approve an increase in the 2023 dues by 5 percent from \$962 to \$1,010 per lot, 2) eliminate the \$50,000 special assessment, and 3) move \$50,000 from the operating budget to seal the roadways and taxiways in 2023. The motion passed unanimously.

There was a motion by WELSH and a second by DRAGO to approve the 2023 budget with two changes 1) to increase the Airpark Repairs and Maintenance expenses to \$12,000 and 2) to set aside \$50,000 from the operating budget to seal the roadways and taxiways in 2023. The motion carried unanimously.

The Board asked Ms. Glaize to confirm whether the number of lots is 108 versus 106.

Susan Drago suggested that the financials be audited annually by a member.

IV. Open Discussion

1. **Nominating Committee- Tom Cacek**

Mr. Cacek recommended Monique Glaize and Becki Poston to serve on the Nominating Committee to help count the election results and send out notices for nominations. The nomination notices should be mailed by February 8th.

2. **Fountain Lights and Sprayer- Tom Cacek**

Mr. Cacek has ordered and replaced parts for the second fountain to ensure it’s working correctly. He will also be replacing the connector on the light.

3. **West Retention Pond- Dave Zawistowski**

Due to the excavation of the vacant lot on Ramona Road, the Board will continue monitoring the west pond to ensure it drains appropriately into the culvert.

4. **Contracts- Dave Zawistowski**

Mr. Zawistowski suggested reviewing the contract with the MRAP POA and McKinley Lawn Care, Inc.

5. **Scanned documents- Becki Poston**

Susan Drago and Natalie Stamp cleaned the guard house and segregated boxes identifying those documents about the Estates, Common Properties, and Airpark. In addition, the ladies are cataloging the boxes' content for the Board's review. To preserve the documents for the future, Ms. Poston suggested they be scanned and will obtain quotes for the Board's consideration at its next meeting.

V. **Adjournment**

Mr. Zawistowski thanked Tom Cacek, Susan Drago, and Natalie Stamp for their work on the Reserve Committee in preparing the recommendations for the Board's action. The information presented was clear, concise, and easy to understand.

There was no further business.

A motion was made by CACEK and a second by WELSH to adjourn the meeting at 8:52 p.m.

DRAFT