



Mt. ROYAL AIRPARK PROPERTY OWNERS' ASSOCIATION
BOARD OF DIRECTORS
September 21, 2022
Mt. ROYAL AIRPARK PAVILION
6:00 p.m. to 8:00 p.m.
MEETING MINUTES
APPROVED: 11/9/2022

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

Discussion

I. Opening Remarks / Call to Order **Tom Cacek**

The meeting was called to order at 6:00 P.M. by Tom Cacek, Vice President. 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 Tom Cacek, Monique Glaize, John Drago, Members that joined by telephone were, John Butler, Jeff Levine, and Bob Welsh, and Dave Zawistowski.

There was a motion by DRAGO and a second by ZAWISTOWSKI to approve June 8, 2022, Board of Director's meeting minutes with one correction under Tab III. New Business (See below).

1. Secretary Vacancy- Dave Zawistowski

The Chairman announced Monique Glaize will be assuming the role of Secretary/Treasurer replacing John Drago who resigned as Secretary on April 14, 2022. Mr. Drago continues to serve as a Board Member.

The motion to approve the minutes as amended was carried unanimously.

II. Old Business

1. **Seaplane Designation- Dave Zawistowski**

President Zawistowski reported the seaplane destination has been approved, the Federal Aviation Authority (FAA) has completed the survey, and the seaplane private designation should be published on the next run of the chart.

2. **Notification to State of Florida Division of Corporations of change in Secretary- Tom Cacek**

Mr. Drago previously completed the *Officer/Director Resignation for a Corporation Form* and provided it to Mrs. Poston. Mrs. Poston will work with Treasurer Glaize to complete any other documentation required by the Division of Corporations.

3. Submerged Land Lease Update- Susan Drago / Janet Simoneaux

Janet Simoneaux has provided a written update regarding the submerged land lease. Please see the attached memorandum. Susan Drago, Mount Royal Estates President explained that Efrid Surveying has not provided the revised survey within the agreed-upon timeframe and has been unresponsive to Mrs. Simoneaux's e-mail correspondence dated July 19, August 11, September 2, and September 6. In the meantime, Mrs. Drago has asked Janet Simoneaux to call the Florida of Department of Environmental Protection to explore the Associations' options and request an extension to the November 20, 2022, deadline based on the circumstances with the surveyor.

4. Pavilion Renovation Update- Tom Cacek / Jason Sheffield

Jason Sheffield provided an update on the Pavilion renovation. The floor has been installed and looks terrific. Work should begin early next week with the installation of the HVAC system followed by drywall, then HVAC registers will be installed, and the system tested. Mr. Cacek reported he has installed the wiring for the sound system which has Bluetooth capabilities. Mr. Cacek requested Mr. Sheffield install an attic stairway for access to additional storage space.

III. New Business

1. Treasurer Update- Monique Glaize

Treasurer Glaize provided an update to the Board of Directors. The checking account balance as of August 31, was \$108,239; however, \$25,000 has not been transferred to the Reserve Fund account leaving approximately \$83,000 in the general operating budget after the transfer. Currently, there is a balance of \$214,534 in the money market account (Reserve Fund Account).

Because of the excess funds in the general operating budget, Natalie Stamp and Susan Drago recommended the Board consider moving some of those excess funds from the operating capital to the reserve fund if there were no large expenses scheduled for the remaining three months of the fiscal year. This could offset increasing dues for next year

The Board discussed the potential for additional expenditures before the end of the year. Dave Zawistowski mentioned the possibility of continuing additional road/taxiway sealing towards the end of the year, the beginning of next year. Jeff Levine estimated a couple of tankers of the sealant could cost easily \$30,000 to \$40,000.

Also, Treasurer Glaize reported the Falcon liability policy was renewed as is effective September 22.

2. Committee Reports

Reports were provided by the following Committees.

a. ARB Committee- Bob Welsh and Barbara Martin

Bob Welsh and Barbara Martin reported the ARB Committee reported the following:

- i. Lot 19: the ARB (by a vote of 2 to 1) approved the hanger door, and landscape plan along with a fence meeting the Conditions and Restrictions (C&R) requirements for a dog enclosure.

- ii. Lot 32: the ARB raised concerns regarding the length of time it has taken to complete the residence on lot 32. The ARB approved the project on or about November 14, 2020. During these twenty-two months, from November 2020 to September 2022, construction work has been sporadic. After hearing the discussion, the Board recommended a letter be written to the owners notifying them of the alleged violation(s) and offering an opportunity for the owners to respond based on the following.
 - Section 8.03(e) requires all approved residences to be completed within 18 months after groundbreaking.
 - Section 8.11(a) in part, requires all construction activities to be performed in a diligent, workmanlike, and continuous manner. All refuse and debris will be removed and deposited in a dumpster daily.

Even though there have been unforeseeable circumstances with the completion of this project, there was a consensus by the Board to send a notification letter to the owners of lot 32 regarding the violations of Sections 8.03(e) and 8.11(a) of the C&Rs.

b. Dock Committee- Tom Cacek

Tom Cacek reported the Capital Expenditure Committee requested and received a quote and scope of work from *All About Docks Marine Construction, LLC. (All About Docks)* The scope of work included cleaning and sealing the dock for \$5,200; completing a dock inspection above and below the surface for \$2,500; and covering the dock slips at \$65 per square foot. The Board as well as Susan Drago felt as though both associations could form a workgroup to handle the cleaning and sealing of the dock. The Board agreed and would like to focus on *All About Docks* completing only the dock inspection. This inspection would include inspecting each dock piling above and below the surface, providing a detailed drawing of the dock, and providing a written report of the condition of each piling. The proposed cost and scope of work received by *All About Docks* to cover the dock slips were informational only.

Susan Drago, President of the Mount Royal Estates Property Owners Association (MRE POA) reminded the Board there was a Board of Directors meeting on Saturday, and she would place the proposal from All About Docks on the MRE POA Board agenda for discussion and would let the MRAP POA Board know the results.

The was a motion by CACEK and a second by WELSH to approve having *All About Docks* complete the dock inspection and provide the services outlined in their proposal dated June 21, 2022, only if approved to move forward by the MRE POA.

c. Social Committee- Tom Cacek

Barbara Martin reminded the Board of the Annual Pig Roast, on November 13. Susan Drago indicated the band was canceled for the Christmas Party. Barbara Martin suggested we have a New Year's Eve party like the one hosted by Dave Zawistowski and Keri Ackley last year.

d. Capital Expenditure Committee- Jason Sheffield

The Capital Expenditure Plan (CEP) was made part of the meeting agenda materials for the Board of Directors review. The Committee recommended increasing the base assessment by five percent each year as well as an assessment to increase the reserve fund contribution from the operating budget. Jason Sheffield reported the CEP is a living breathing document and is subject to change based on inflation (currently 8.5%) and the reserve components' useful life.

Components with a remaining useful life of fewer than 10 years include the roadway/taxiways, fountain water features, tile pavers, monument/sign, entry systems, and runway light systems. The largest cost over the next 10 years will be the cost associated with the repair or replacement of the asphalt for the roadways and taxiways. Jason Sheffield anticipates the useful life of the southside roadways to be approximately six years (completed in 1998). The northside roads were completed in 2007, which will have a longer useful life. The Board discussed assessments to cover the cost of repaving or replacing the asphalt versus seal coating. Jeff Levine indicated there were 400,000 square feet of road and would estimate based on last year's cost approximately \$80,000 doing everything in seal coat.

The CEP compared the current reserve balance to the fully funded reserve balance. The MRAP POA reserves are 23.2 percent funded and at the end of 10 years, the reserves are anticipated to be 81 percent funded.

There was a discussion regarding the base assessment increase recommendation from the Committee, the percentage of increase, and when the increase needs to occur to meet reserve needs. Also, the Board determined there may need to be a special assessment as an alternative to build reserve funds for the calendar year 2023 to maintain an adequate reserve fund for the periodic maintenance, repair, and replacement of improvements to the Common Property. Natalie Stamp suggested a committee be appointed to assess this and asked if Susan Drago could help as well.

There was a consensus by the Board to increase the reserve fund to provide adequate funding to properly maintain and improve the common property over the next 10 years. This will be accomplished by increasing the base assessment (dues) and possibly adding a special assessment.

Mr. Sheffield also recommended the Board consider authorizing some permanent and professionally designed signage about "staying out of the ditches."

There was a motion by CACEK and a second by LEVINE to form a Reserve Committee to see how we will address assessments to increase the reserve fund.

3. Reserve Budget and Assessment Process- Tom Cacek

Tom Cacek appointed a reserve committee consisting of himself, Natalie Stamp, and Susan Drago. The Committee will meet in October to discuss Article VII, Owner Assessments, and outline a timeline to meet reserve fund needs. The Committee will provide the recommendation to the Board for consideration at its December 1 meeting.

4. Runway 26 Approach- Bob Welsh

Jeff Levine recommended waiting to cut down the trees on the 26 approach until the weather is cooler.

5. Website- Becki Poston

Becki Poston reported the website is seeing more traffic. There has been an additional tab placed for the agenda and meeting minutes. She also reminded members that there is a tab for the E-STORE where promotional items may be purchased.

6. Live-stream Video of Runway- Becki Poston / Mike Stamp

Mike Stamp provided an overview of the proof of concept to create a live-stream video page on the www.mrappoa.com website and link it to the URL of a publicly available feed through Weebly. Becki Poston reported, Joe Miller is to provide the IP connectable camera and will attach it to the StJ Airwaves feed, set up port-forwarding, and change the live-stream page URL to point to it. Joe Miller has estimated the cost to be less than \$250.00. Becki Poston and Mike Stamp are seeking the Board's permission to test the proof of concept associated with this project.

Safety and privacy concerns were brought to the Board's attention; however, Mike Stamp reassured members the camera(s) would have a narrow field of focus and not be pointed directly at anyone's home or tail numbers during take-off and landing.

There was a motion by ZAWISTOWSKI and a second by CACEK to approve a proof of concept to establish a live-stream video of the runway.

IV. Open Discussion

1. Grass Cutting Violations- John Drago

John Drago brought it to the Board's attention that several lot owners have been negligent in keeping their grass cut timely. In addition, he has noticed the easement is not being cut according to the terms of the lawn mowing contract with the MRAP POA. Tom Cacek indicated he would be meeting with the lawn mowing company for the Airpark next week and would revisit the MRAP POAs' expectations.

2. Water Release Pipeline- John Drago / Jim Passwater

Mr. Drago invited Jim Passwater to discuss the overflow at the pond by the front gate. Because of the high-water level, his lots, 87 and 88 have flooded and have impeded his ability to mow. He diagramed the elevation difference between the pond at the front gate and the south pond for the Board's review. See attached. Mr. Passwater proposed an overflow be created to address the flooding issue and provided several suggestions as to how this could be accomplished. Mr. Passwater offered to bring his sump pump over and pump the water level down. Tom Cacek offered to work with Mr. Passwater and suggested Jason Sheffield review what is being proposed to make sure the plan is feasible and will resolve the drainage issues.

V. Adjournment

Mr. Cacek thanked everyone for attending the meeting this evening and providing additional comments for the Board's consideration. He also thanked the Capital Expenditure Committee for their great work in preparing the Capital Expenditure Plan 2023.

There was no further business.

A motion was made by CACEK and seconded by LEVINE to adjourn the meeting at 7:43 p.m.