



*Mt. Royal*  
**Airpark**

---

**MT. ROYAL AIRPARK PROPERTY OWNERS' ASSOCIATION (MRAP POA)  
BOARD OF DIRECTORS  
MT. ROYAL AIRPARK PAVILION  
109 Airport Drive  
Crescent City, FL 32112  
September 6, 2023  
6:00 PM  
MEETING MINUTES**

**BOARD MEMBERS:**

Tom Cacek, President  
Jeff Sager, Vice-President  
Monique Glaize, Secretary/Treasurer  
Rebecca Poston, Assistant Secretary

**BOARD MEMBERS AT LARGE:**

John Drago  
Jeff Levine  
Bob Welsh  
Dave Zawistowski

---

**I. Call to Order- Tom Cacek**

The meeting was called to order at 6:00 PM by President Tom Cacek. All Board Members attended the meeting, and a quorum was established. Board members Cacek, Saager, and Glaize attended in person. Drago, Levine, Welsh, and Zawistowski attended via TEAMS. Other association members in attendance included Barbara Martin, Kevin Poston, and Dave Worrell.

**II. Approval of Meeting Minutes Tom Cacek**

There was a motion by DRAGO and seconded by SAGER to approve the April 5, 2023, meeting minutes. The motion carried and will be posted at [www.mrapoa.com](http://www.mrapoa.com).

**III. Old Business Tom Cacek**

**1. Wildlife Hazard Mitigation- Tom Cacek**

President Cacek reported reduced wildlife on or near the runway, particularly sandhill cranes. He attributes this reduction to making residents aware that feeding the sandhill cranes is illegal and poses a hazard for pilots. He will contact Natalie Stamp to see if she received additional information from the Florida Fish and Wildlife Conservation Commission. President Cacek suggested a representative from the Florida Fish and

Wildlife Commission (FWC) be invited to attend the annual meeting and provide a presentation.

**2. Weather Station- Jeff Sager-**

Vice President Sagar provided additional information for the board's consideration regarding the possibility of adding a weather station near the runway. The handout provided by Vice President Sagar contained three options. Please see the handout in the agenda materials. The three possibilities produce similar weather reports and history. All have a method for displaying the weather on an Internet page. Differences between the options include cost, Internet capability, and power versus solar.

After reviewing the differences between all three options, the Board preferred Option 3 by Dyacon ([www.dyacon.com](http://www.dyacon.com)). Dyacon's technology uses a cell phone connection so that a simple one-letter text message responds with weather information. There is no need for an Internet connection or power source because the system is 100 percent solar-powered. It provides an estimate for cloud bases over the field. It does not report on CTAF. The initial cost is \$5,115.50, with the recurring charge for cell service of \$20.00 per year starting in year 2. The battery would need to be replaced every few years, with the cost estimated at \$40.00. Maintenance on the wind sensor would be needed every three years for \$350. Dyacon will provide references upon request. The sales team was very knowledgeable about aviation requirements.

There was consensus by the Board for Jeff Sager to reach out to the other pilots and get their thoughts on Option 3 by Dyacon. The initial start-up cost would be \$5,115.50 with a recurring fee of \$450 over three years.

Description	Year 1	Year 2	Year 3	Total Cost Over 3 Year Period
System	\$5,115.50			\$5,115.50
Cell Service		\$20.00	\$20.00	\$60.00
Battery Replacement		\$40.00		\$40.00
Wind Sensor Service			\$350.00	\$350.00
Total Cost	\$5,115.50	\$60.00	\$370.00	\$5,565.50

Ms. Poston will provide the email addresses to Mr. Sager.

**3. Website- Becki Poston**

Ms. Poston reported there will be an online payment option for dues on the [www.mrapboa.com](http://www.mrapboa.com) website. Mr. Sager and Ms. Glaize created the Square account, and Ms. Poston will publish the option at [www.mrapboa.com](http://www.mrapboa.com). Ms. Poston also made a Consent and Authorization Form for Electronic Communication. This form was developed to reduce mailing expenses and facilitate a fast and easy communication process to notify the members of items such as the annual meeting dates, events of interest, board meeting dates, and proxy notifications. These notifications will be mailed as part of the yearly dues packet. Additional documents have been uploaded regarding Architectural Review Board Guidelines and Application.

**4. East Dock Repair- Tom Cacek / John Drago**

Jeff Levine and Dave Zawistowski removed the telephone posts on the property line near the east dock. The east dock is still in need of repair. John Drago suggested the Board work with Lou Kleinsmith from Mount Royal Estates, Jim Passwater, and Karl Merrell to replace the rotted wood and fasteners on the east dock. Mr. Cacek will let them know.

**5. Street Signage- Tom Cacek**

During this quarter, the sign on Timucuan Trail was replaced due to damage that occurred by an unidentified driver. There is also a need to replace the sign on Sellers Count that was damaged during construction. A form was created by Mr. Passwater and Mr. Cacek, which will be used to create the street sign for Sellers Count. Mr. Cacek will purchase the concrete and pour it this week.

**6. Change in Address – Tom Cacek**

There has been a change in the mailing address for the MRAPPOA from 111 Indian Mound Drive to 109 Airport Drive, Crescent City, FL 32112. Ms. Poston will check to be sure websites such as the FAA and Florida Aviation Database are updated to the new address. Ms. Glaize will update QuickBooks with the new address and complete a change of address at the US Post Office. Ms. Glaize also requested a letter from the President to QuickBooks requesting an update on the password.

**7. Covenant and Restriction (C&Rs) Violations- Tom Cacek**

Several lots still need to be appropriately maintained, especially after the passing of Hurricane Idalia. The Board suggested David Johnston prepare a newsletter to be sent out to the membership, reminding them of the most common violations and their responsibility to maintain their property at all times. This would include landscaping, recreational vehicles, and construction equipment. In addition, no recreational vehicles, boats, or trailers should be stored on any driveway. *See C&R 9.01 and 9.06.* Mr. Cacek will appoint a committee to review the C&Rs and recommend any changes to the Board.

#### **IV. New Business**

##### **1. Treasurer's Report- Monique Glaize, Treasurer**

- a. Ms. Glaize provided an overview of the general operating account expenditures from January 1, 2023, through September 5, 2023. Total income during this period is \$117,607. This includes annual dues, donations, interest income, and late fees. Ordinary operating expenses total \$56,624, leaving a net income of \$61,345.
- b. Twelve Notification of Late Assessment letters were mailed on July 1, 2023. Six letters of Notice of Intent to Record a Claim of Lien were sent on August 15, 2023, requiring the member to respond within 45 days. All but one member has replied.
- c. The Reserve Fund had no income or expenditure during the same period.
- d. 2024 Annual Dues Schedule- The Board suggested invoices be mailed on or around December 1 to provide the membership ample time and notice to accommodate the increase in annual dues and additional line items for the reserve fund. Based on a previous motion, the Board recommended increasing the dues by five percent from \$1,010 to \$1,061 per billable lot (108) to address the inflation of basic operating expenses in 2024. In addition, the Reserve Committee will recommend the funding required for the annual reserve amount cost per year. This is the cost calculated by dividing the “worst case” cost by the number of years remaining in the useful life of the reserve component.
- e. Square Account- Ms. Glaize reported that the Square account has been created and will provide members an online option to pay dues directly to the association.

**By consensus, the Board agreed that any fees associated with collecting the dues through Square would be passed directly to the members.**

**The Board suggested the Treasurer not move \$25,000 from the operating budget to the Reserve fund until everyone has paid their dues—schedule statements to go out 30-day net.**

##### **2. Kistemaker Business Law Group Quote- Tom Cacek**

The Board reviewed the quote from Kistemaker Law Group to retain legal representation for MRAPPOA. The law group specializes in community association work and requires a \$400 fee. There will be an additional flat fee depending on the type of work being completed. Examples of the “flat fee” items include reviewing governing documents, reviewing rules and regulations, and preparing covenant enforcement, fining, and suspension policies. Mr. Cacek reported several sections in the C&Rs need to be reviewed and updated, such as fencing architectural review board requirements. He will appoint a committee to review and provide recommendations to the Board.

**There was a motion by SAGER and seconded by ZAWISTOWSKI to approve the Invoice for Advancement of Fees for Legal Representation Community Association Retainer Agreement to the Kistemaker Business Law Group for \$400.00. Motion carried.**

**3. Mount Royal Common Property (MRCP) Report- Tom Cacek**

MRCP provided a report to brief the MRAPPOA Board on fixes and upgrades to the water plant during early 2023. The information is attached to the minutes.

**4. Architectural Review Board (ARB) Forms- Bob Welsh, Barbara Martin, Tim Wing**

The ARB Committee has been working closely with Ms. Poston to revise and update the committee's forms posted on the Mount Royal website. This will enable new members to review the guidelines and application process before beginning construction in the Airpark. The Board reviewed the application, guidelines, roadway edge protection plan, and runway conduit apron and did not have any additional comments. There was one edit noted on the runway conduit apron document.

**5. Reserve Fund Committee Appointments- Tom Cacek**

Mr. Cacek commended Susan Drago and Natalie Stamp for their excellent job in reviewing and recommending the annual reserve amount cost per year. Even though not much has changed from last year, Mr. Cacek has asked Ms. Stamp to review the reserve funding again this year.

**6. Nomination Committee Appointments- Tom Cacek**

Tom Cacek appointed David Johnston to serve as the Chair of the Nomination Committee in addition to 4 other members. The Board suggested Dave Worrell, Diane Izzard, Becki Poston, and Janet Simoneaux.

**7. Board Member Resignation- John Drago**

Mr. Drago has served the MRAPPOA Board in various roles over the past twelve years. Unfortunately, he has given his verbal resignation as he and Susan have sold their home and will no longer live in the Airpark. John has been a great historian and friend of Mount Royal. Everyone in the community will truly miss him and Susan. The Board wishes them well. John will send an official letter of resignation to the Board.

Because his resignation as a board member is mid-term, there was a call for nominations from the floor to fill his seat. David Johnston and Janet Simoneaux were nominated to serve until his term expires in March 2024. David Johnston was selected by a vote of 5/2.

## **V. Other Business**

### **1. Front Gate- Jeff Sager**

Mr. Sager reported he has key fobs available for those individuals with large vehicles, recreational vehicles, boats, or construction equipment who must pass with both gates open simultaneously. Please see him if you need an opener.

### **2. Statutory versus Non-Statutory Reserves- Monique Glaize**

Ms. Glaize has permission to open an additional TD Bank account to set up the Statutory Reserve Account and move \$239,570.18 (money market funds) into the account. In addition, she will be setting up a balance sheet in QuickBooks to capture detailed accounting of income and expenditures for the Reserve Fund.

## **VI. Adjournment**

There was a motion by DRAGO'S and seconded by ZAWISTOWSKI to adjourn the meeting at 7:53 P.M.