



Mt. Royal
Airpark

MT. ROYAL AIRPARK PROPERTY OWNERS' ASSOCIATION (MRAP POA)

Board of Directors

109 Airport Drive

Crescent City, FL 32112

Mount Royal Airpark Pavilion

November 8, 2023

6:00 PM

MEETING MINUTES APPROVED 3/6/2024

BOARD MEMBERS:

Tom Cacek, President

Jeff Sager, Vice-President

Monique Glaize, Secretary/Treasurer

Rebecca Poston, Assistant Secretary

BOARD MEMBERS AT LARGE:

David Johnston

Jeff Levine

Bob Welsh

Dave Zawistowski

I. Call to Order- Tom Cacek

The Board of Directors of the Mount Royal Airpark Property Owners' Association was called to order at 6:00 PM by Tom Cacek, President. The meeting notice and agenda were posted in a prominent location (at the mail stop) within the subdivision and online under the Announcement and Agenda Tab at www.mrappoa.com. Members present include Tom Cacek, Jeff Sager, Monique Glaize, David Johnston, Jeff Levin, Bob Welsh, Dave Zawistowski, and Rebecca Poston (non-voting member). A quorum was established to conduct business.

II. Approval of the Meeting Minutes Tom Cacek

There was a motion by WELSH seconded by LEVINE to waive the reading of the minutes and approve them as written. Motion carried.

III. Old Business

1. Weather Station- Jeff Sager

Vice President Sagar provided the results of a pilot survey for the board's consideration regarding adding a weather station. All opinions were positive. One concern was that it does not report on CTAF; however, pilots can listen to AWAS from Palatka. He indicated we were still in the time of the existing quote. Of the weather stations examined, Dyacon provided the most features compared to the price. There is a current quote- in place of

\$5,115.50 for year 1, followed by \$60.00 for year two and \$370. Per year 3, which includes a wind sensor service fee. The system does not give ten nautical miles of visibility but provides temperature, humidity, dew point, wind speed, and wind direction. The recommended location is the center of mid-field near the windsock. It operates using solar and cellular data. There is no internet connectivity. Mr. Sager will check and see about the warranty.

There was a motion by WELSH and seconded by ZAWISTOWSKI to purchase the Dyacon. [MS-130B] for \$5,115.50. The motion carried unanimously.

2. East Dock Repair- Dave Zawistowski

Dave Zawistowski will reach out to Lou Kleinsmith from Mount Royal Estates and set a meeting to review the cost of repairing the East Dock. Dave reported some of the decking in the launch area had been replaced but did notice the light at the end of the dock was not working. There is interest in improving the dock, and we would like to open the dialog with the Estates to get their thoughts on the matter. Mr. Worrell indicated that replacing the decking with Trek composite lumber would cost approximately \$25,000 in materials alone.

Ms. Glaize indicated that both associations will pay repair and maintenance costs. Ms. Poston will provide Ms. Glaize with the previous quote from *All About Docks Marine Construction, LLC*, which is no longer in business, so that she can get an updated quote. Mr. Zawistowski suggested she reach out to Michael Jackson, too. The Boards had previously approved \$2,500 to complete a dock inspection.

The recreational use property (Parcel 37-12-26-6085-0000-0000) at the East Dock lists the First Owner's Name as the Mount Royal Estates Homeowner Association, Inc. et al. and does not list a Second Owner's Name. Ms. Glaize will also review the PUD list with Barbara Martin and check with Putnam County for accuracy.

Mr. Welsh reported he is still having difficulty with EFRID Surveyors to complete the survey for the recreational area. Communication has been better, but he finds them still slow to respond.

3. Kistemaker Business Law Group Update- Jeff Sager

Mr. Sager reported he met with Kistemaker Law Group and is pleased with their willingness to review our documents. A retainer of \$400 was mailed to them; however, since the quote was out of date, the retainer is now \$550. Ms. Glaize will send them an additional \$150 to create the file. Ms. Poston and Mr. Sager will complete the necessary information to create the file.

4. Reserve Committee- Tom Cacek

Mr. Cacek would like the Reserve Committee to review the Capital Expenditure Plan for FY 2024 and make recommendations to the Board. June Levine volunteered along with Ms. Poston to serve on the Committee. Mr. Cacek will set the meeting for the next few weeks.

5. Nominations Notification- David Johnston

The following members have been appointed to serve on the Nominations Committee: David Johnston, Chair, Betsy Connell, Janet Dalton, Diane Izzard, and Becki Poston. The call for nomination notice will be posted at the mail drop and emailed to the membership roster with an email address on file. A notice will be scheduled to be distributed on or before December 10.

6. Annual Dues Notification- Monique Glaize

Ms. Glaize reported that the 2024 dues statement would be dated January 1, mailed on or about December 1, 2023, with a due date of January 30, 2024. Those members with unpaid balances cannot vote at the annual membership meeting. Ms. Glaize needs to confirm the line item amounts for the 2024 reserve fund assessment. She will move \$25,000 from the operating account to the money market fund account.

7. Entrance Gate- Tom Cacek

The Board had previously approved the repair of the posts as the guardhouse (hut). The Ivey Group, Inc., quoted cost-plus 15 percent. Mr. Cacek will contact Jim Passwater to discuss the build of the cement cast wall. Mr. Passwater used American Concrete during his build. Mr. Cacek also talked to Lanier about replacing the outdated front gate controller for roughly \$1800. It can be relocated during the wall construction, and antennae can be placed on top of the hut.

8. Seal quote- Jeff Levine

Mr. Levine will get an updated quote on the seal coat for the roadways and taxiways. All Services, Inc. recently completed coating the Mount Royal Estates roads. We will reach out to see if they have a contract for the Estate's work and get a quote for the price per gallon and square footage. Send edging reminders to the neighbors as there is a lot of grass on the roadways.

IV. New Business

1. Treasurer's Report- Monique Glaize, Treasurer

- Budget Review- Ms. Glaize indicated she has seen 10 to 15 percent increases in cost from vendors and recommends the Board approve a 15 percent increase across the

board from a budget perspective. She also provided an update on the P&L and balance sheet for the third quarter.

a. P&L Sheet-

The balances of the three accounts are as follows. The operating checking is \$122,388, the money market reserve account is \$15,432, and the statutory reserve account is \$239,694. The \$2,767 maintenance income on the P&L is for the money received from the Estates for the Common Property lawn maintenance for the front gate.

b. Balance Sheet-

Ms. Glaize indicated she will work with June Levine to establish the statutory reserves categories in QuickBooks that will show a breakdown into various projects included in the Capital Improvement Plan.

There was a motion by GLAIZE and a second by JOHNSTON to increase the budget by 15 percent for fiscal year 2024 and move \$25,000 from the operating account to the money market reserve fund. The motion carried unanimously.

2. Covenants and Restrictions (C&R) Committee Report- Jeff Sager

Chairman Sager reported that the C&R Committee met on November 1, 2023, and another meeting is scheduled for November 15. Members include John Gostomski, Becki Poston, Janet Simoneaux, and Bob Welsch. The goal of the committee is to 1) solicit members' input, 2) prepare a summary sheet of the changes, 3) make recommendations to the Board, and after legal review, 4) present the final version to the membership for final adoption, which requires 2/3 vote.

Discussion included:

- Review of PUD, Developers Agreement, current C&Rs.
- Fences, outside storage, signs, holiday decorations, street parking, and language to provide the Architectural Review Board additional guidance.
- Establishing Aviation Committee as Section 9.02, paragraph (c) outlines. Mr. Cacek recommended the appointments be made at the annual meeting when more members will be present.
- Utility lot use. In the original plat, utility lots included hangars, a water treatment plant, and a self-service fuel convault.
- Use of motorized vehicles on roadways and taxiways.
- Commercial storage of lawn equipment.
- Enforcement and fines.

3. MRAP Newsletter- David Johnston

Mr. Johnston will work with Ms. Poston to create a Quarterly Newsletter. Stories will include general human-interest information to keep members abreast of all activities

within the association. The first edition should explain the dues increase, the Annual Membership meeting date, and C&R changes.

4. Lot 26 Easement Request- David Worrell

Mr. Worrell purchased lot 26 in the Mount Royal Estates. This lot borders the Mount Royal Airpark Common Property. He requests a 100-foot by 25-foot easement from the taxiway to the back of lot 26. Mr. Worrell is an airpark member and pays dues on three lots. He will 1) maintain the area from the Estates sign to the property line, 2) install a culvert pipe and install additional grass on the easement, and 3) if he decides to sell, restrict the deed if the new owner wants to keep the easement.

Mr. Sager pointed out that the Board cannot approve Mr. Worrell's request. It will require two-thirds (2/3) of the Members according to the Covenants and Restrictions (August 2014) section 3.02 paragraph (d).

The Board asked if the property was going to be rented. The C&Rs indicate guests and tenants can use common property such as the runway; however, hangar space may not be rented.

Mr. Worrell withdrew his request.

Working well with the Estates and finding common ground between the two subdivisions is important.

5. Transitional Parking- Tom Cacek

Mr. Cacek suggested the Board use one of MRAPPOA lots for recreational parking. This will give visitors a temporary, safe place to park their aircraft at 3FLO.

V. Adjournment

Tom Cacek adjourned the meeting at 7:52 pm.