



Mt. Royal
Airpark

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

BOARD OF DIRECTORS MEETING

**Mount Royal Airpark Pavilion
109 Airport Drive
Crescent City, FL 32112**

January 23, 2024

6:00 PM

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. All committee members attended, and Dave Zawistowski joined by telephone.

II. Approval of the Meeting Minutes

The approval of the minutes from the November 8, 2023, Board of Directors meeting was postponed until the March 6 Board meeting.

III. New Business

A. Architectural Review Requirements- Tom Cacek

The Board has received Barbara Martin's resignation as an Architectural Review Board (ARB) member; however, she will remain in an advisory capacity. The Board entertained nominations for Karen Sager and Bobby Glaize to fulfill Barbara's role.

There was a motion by WELSH, seconded by J SAGER, to appoint Karen Sager and Bobby Glaize to the ARB. If there is a tie vote, the President will break the tie. The motion carried unanimously.

- B. Certificate of Compliance- The ARB will issue a Certificate of Compliance prior to occupancy of any improvement constructed or erected on any Lot; the Owner will obtain certification that the improvements comply with the requirements. The Owner must submit any variation from the original submission. Ms. Poston will draft a Certificate for ARB approval.
- C. New ARB Members- The new ARB members were given an opportunity to introduce themselves and ask questions regarding the expectations of the positions they were appointed to serve. The primary purpose of the ARB is to administer and perform the architectural and landscape review and control functions relating to the Community. Article VIII. Architectural Review Requirements set forth building requirements in our community and provide the Owner with due process if the Board denies their application or requests. The ARB approval process is under review, and the new forms will be included in the minutes. All ARB members keep applications for active projects. The main file is kept with Tim Wing. Permanent records will be maintained by an ARB member on-site full-time.
- D. Architectural Review Guidelines
The ARB presented the following updated forms: 1) Architectural Review Guidelines (ARB Form-001), 2) Application (ARB Form-002, 3) Roadway Protection Plan (ARB Form-003), and 4) Runway Conduit Apron (ARB Form-004) for the Board to review and approve. See attached.

There was a motion by SAGER and a second by JOHNSTON to approve the ARB Forms.

During the review of the forms, the following topics were discussed.

- 1. Colors Pallets- Ms. Martin informed the Board that color pallets may be selected from the Sherwin-Williams preapproved colors or a 1 square foot sample of the Owner's preferred color on siding material. The Owner doesn't need to choose Sherwin-Williams paint but only a preapproved color using the Sherwin-Williams color pallet. The ARB must meet consensus when reviewing the color selected by the Owner. Some colors were approved before the use of the preapproved pallet.
- 2. Culverts- Bob Welsh reminded the Board that drawings must be submitted to the ARB for review and approval before establishing the location and depth of culverts or swales. There should be no circumstance where the culvert would be installed without ARB approval. This is covered in paragraph 5 (c).
- 3. Fences- The ARB requests guidance from the Board of Directors on using fences in the Community. ARB Member Bob Welsh reminded the Board that in 2009, the Board of Directors approved the following fencing guidelines at its September

meeting. It suggests that all adjacent property Owners sharing a common property line sign an approval of the fence design before ARB and Board approval. No fencing is allowed from the front of the house toward the street. Approved fencing materials include white vinyl and black wrought iron. Chain link is only approved for dog runs, which may not exceed 150 square feet. Because of wingspan considerations, no fencing will be allowed within 15 feet of the edge of a taxiway or the runway. The current Architectural Guidelines conflict because they do not require the adjacent property Owner's signature nor limit the dog runs' size.

The ARB approved Mr. Brown's fenced-in dog enclosure on January 20, 2021. The ARB did not consider the entire fenced-in lot a dog enclosure as part of its approval. Two fences are acceptable: 1) white vinyl or 2) wrought iron (black). The ARB does not have any documentation to substantiate the approval of the wire fence or the placement of the hedge on the inside of the wire fence in his backyard. Mr. Brown came to an ARB meeting and provided a diagram where the fence was lined with plants.

The Board of Directors suggested Mr. Brown provide documentation for the approval of the wire fence and the placement of hedges along the property line. If the original intent was to complete a fenced-in enclosure for a dog, neither the ARB nor the Board approved his whole yard. There is still an opening on the north side of the fence.

There was a consensus of the Board to restrict fences from the front of the house towards the street because of wing-span considerations, and no fencing will be allowed within 15 feet of the edge of a taxiway or the runway. The C&R Committee will incorporate these changes into the Third Amended Covenants and Restrictions document and limit a dog enclosure to 150 square feet.

4. Use of motorized vehicles by minors. In accordance with Section 322.03, Florida Statutes, the use of motorized vehicles (including golf carts, motorcycles, 4-wheelers, etc.) can be operated on Common Roads only by a licensed driver or student driver accompanied by a licensed driver aged 21 or older. The law is in effect. The Board is concerned with underaged drivers operating motorized vehicles along the roadways and taxiways in the Community. Mainly because this is an active fly-in Community, and pilots land and take off at various times during the day. In the meantime, there was a motion to restrict usage.

There was a motion by CACEK / WELSH that no one under 16 may operate a motorized vehicle on all roadways and taxiways without an adult accompanying. The motion carried unanimously.

- E. Summary of Rules- Mount Royal Airpark has rules and regulations for driving motorized vehicles, helicopter operations, and Pavilion use. By consensus of the Board, the President asked Ms. Poston to place the rules and regulations on the website at www.mrapoa.com under the Tab Documents > Governing Documents. Summary of Rules- driving, helicopter operations, pavilion use.
- F. Nominations Committee- The Nomination Committee will meet in the next few weeks to review the election process, set a date for members to return their Proxy, and prepare ballots for the Annual Membership Meeting. Two members, David Johnston and Monique Glaize, have sent in the nominations for the Board of Directors. The Secretary will receive a letter recognizing the nominations in the next few days.
- G. Aviation Committee- The Committee is scheduled to meet the first week in February to discuss helicopter use and general aviation procedures. The Board is concerned with high-performance take-offs and hover taxiing, especially with the proximity of houses and the number of oak trees with dead limbs along the roadways and taxiways. The Board will postpone the vote until it reviews the new rules from the Aviation Safety Committee. The vote may be conducted by email.
- H. Utility Lots- At the Annual Membership Meeting in 2021, the membership approved Jason Sheffield to subdivide his utility lot into four (4) parcels. One of the parcels has been rezoned from a utility lot to a residential, enlarging Lot 26. The other three lots are Utility Lots B, C, and D. Tim Wing reached out to Jason Sheffield to obtain a copy of the Application for Lot C to complete the file. Tim Wing has contacted all utility lot owners to see if they would like to meet to discuss use requirements. Tom Cacek and Jeff Sager will meet with Jason Sheffield to discuss commercial operations and equipment storage.
- I. Statutory Account- During the recent meeting, Treasurer Glaize shared that two members had raised concerns about the Statutory Reserve Fund. The Reserve Committee met on November 21, 2023, to review the 2023 Capital Improvement Plan and identify any potential additions or modifications required for the upcoming fiscal year. After careful review, the Committee confirmed that the 2024 Capital Reserve Assessment of \$859.00 per year per member lot aligned with the projected funding goals established in the 2023 Capital Improvement Plan. The Committee also discussed adjusting the 2025 Capital Reserve Assessment if the 2024 assessment exceeded or fell short of the projected goals. In such a case, any increase in the assessment would require a majority vote of the general membership. Treasurer Glaize reported that the annual percentage rate for the statutory account funds was 3.2 percent this year.

There was a motion by CACEK seconded by GLAIZE- Upon the result of the Reserve Fund Committee's recommendation to leave the Reserve Fund Assessment at \$859.00 per lot. If the 2024 assessment exceeds project goals, the Board can vote on reducing the 2025 Assessment remotely. Motion carried.

IV. Adjournment

The meeting adjourned at 8:23 p.m.

V. Addendum February 11, 2024

During the Board of Directors meeting on January 23, 2024, some members expressed concern about helicopter operators' use of roadways and taxiways in the community. The discussion ended with a decision to delay voting on any new rules until the Aviation Safety Committee presents its recommendations. The Aviation Committee held its meeting on February 3. Afterward, the recommended Aviation Guidelines and meeting notes were provided to the Board for review. After careful consideration, the Board of Directors has decided to restrict the use of helicopters to the runway only and prohibit hover taxiing on roadways and taxiways. The decision was made due to the proximity of residential areas and numerous dead tree limbs, which pose potential safety risks to homeowners, their property, guests, and pilots. Consequently, new rules for helicopter operations will be implemented accordingly.

On February 11, 2024, a motion was presented by email to the Board of Directors: **“All helicopter takeoffs and landing operations will be conducted using Runway 26/08. Hover taxiing is prohibited on paved roadways and taxiways. The implementation of the new rules was approved unanimously by the Board, in accordance with the MRAPPOA By-Laws Article IV, Section 16 paragraph (f) and MRAPPOA Covenants and Restrictions, August 2014, Sections 3.02(b) and 9.02(b).**