

Mt. Royal Airpark Property Owners' Association
Capital Expenditure Committee Meeting
110 Airport Drive
Mount Royal Airpark
4:30 p.m.

Minutes

May 17, 2022

Discussion

I. Call to Order

The meeting was called to order at 4:30 p.m. by Jason Sheffield, Chairman. The meeting notice was posted in a prominent location (at the mail stop) within the subdivision, and a quorum was present to conduct business. Members in attendance included Jason Sheffield, Ed Connell, Lindy Farmer, Dave Johnston, Joe Miller, and Rebecca Poston. Guest(s) included Bob Welsh, Board of Directors.

Note: At the Annual Association meeting on March 26, 2022, a motion was made by JASON SHEFFIELD and second by REBECCA POSTON to create a 10-year Capital Expenditure Plan identifying cost projections and other future costs for capital improvements and advise the Board regarding ways to fund these projects. The Capital Expenditure Committee was unanimously approved by the membership and included Jason Sheffield, Ed Connell, Lindy Farmer, Dave Johnston, Joe Miller, and Rebecca Poston.

II. New Business

1. Homeowner's Association Responsibilities- Jason Sheffield

Chapter 720, Florida Statutes, was included in the Meeting Packet and the Articles of Incorporation and Bylaws of the MRAP POA for the Committee's review. The Chairman reminded the committee members that there were specific statutory responsibilities of corporations not for profit that operate residential communities in this state. He encouraged the Committee members to review the documents at their convenience.

2. Mission Statement and Committee Expectations- Jason Sheffield

The Chairman reviewed the mission statement and committee expectations. This committee's mission is to establish a list of capital improvement projects and identify and establish maintenance, repair, and replacement cost over time. The Committee is responsible for providing recommendations to the Board of Directors. Ed Connell reminded the Committee we must prepare our budget according to statute, or there must be a declaration of unfunded liabilities. An unfunded liability is a debt obligation that does not have sufficient funds to pay debt. The Committee will establish a reserve line-item budget which should be detailed, adequately structured, easy, and straightforward.

3. Identify all MRAP POA Capital Assets and Values- Jason Sheffield

Committee members have identified the following capital assets.

- a. Roadways, Taxiways, and Runway
- b. Entrance Gate
- c. Clubhouse /Pavilion
- d. Land / Property
- e. Stormwater / Retention Ponds
- f. Signage
- g. Docks
- h. Streetlights, Runway Lights

4. Identify MRAP POA Capital Improvement Projects, Associated Budgets, and Recommended Timeframes- Jason Sheffield

The Committee discussed the life expectancy of the Roadway/Taxiways. Phase I is near its term; phase II was paved in 1999 and Phase III in 2007. The runway was paved in 2006. A seal coat may be an alternative to stop the water damage from worsening in some areas. This treatment option should help protect the strength of the taxiways and possibly decrease the need for repair or replacement. Bob Welsh reported the latest patchwork cost the Association \$12,000. Jason Sheffield pointed out a new depression in front of the Butler's house on Timucuan Trail.

5. Committee Tasks- Jason Sheffield

The following Committee Members will take the lead in identifying the cost associated with the capital improvement projects listed below and provide a budget associated with the maintenance, repair, or replacement of the asset.

- a. **Roadways, Taxiways, and Runway- Jason Sheffield.** Jason will calculate unit cost based on the surface area. Seal coats will have a different price and may need to be broken out separately.
- b. **Entrance Gate- Joe Miller.** Joe will work with Mike Stamp to identify costs associated with maintaining the gate and its replacement parts and guardhouse.

- c. **Clubhouse /Pavilion- Jason Sheffield.** Jason will work up the cost to complete the HVAC installation, drywall for the ceiling, and sealant for the floor.
- d. **Land / Property- Jason Sheffield.** There is a conservation easement on the lot by the east dock. Should the Association explore the advantages of purchasing the lot on the west side of the east dock?
- e. **Stormwater / Retention Ponds- Ed Connell.** Jason will provide Ed with the two drawings. Ed will also consider the ditch swell.
- f. **Signage- Becki Poston.** Becki will reach out to Bentley Sign Company in Jacksonville, who did the original install.
- g. **Docks- Dave Johnston.** Joe reminded Dave that the Estates owns 50% of the dock. Any improvements will need to be agreed upon by the Estates. Dave will research the cost of maintenance, repair, and other improvements. Ed will assist. Joe mentioned the pilings might need to be checked. Pressure washing was completed last year, and seal coating may be necessary. Becki suggested Dave reach out to Erik Lee, who is interested in providing information on how to improve the dock. Jason recommended Dave also reach out to Dave Zawistowski and Michael Jackson at MD Jackson Marine Construction LLC., 109 Valley View Dr., San Mateo, FL 32187 (386) 325-2067.
- h. **Streetlights, Runway Lights- Clay Electric** is responsible for maintaining the streetlights. Jason Sheffield will work with Jeff Levine to determine the cost associated with maintenance, repair, or replacement of the runway lights. There have been some lightning strikes over the years impacting performance.
- i. **Internet / Connectivity and Communication- Ed Connell.** The Federal Communication Commission (FCC) is slated to distribute \$2 billion to Internet Service Providers (ISPs) to build new Internet infrastructure in rural areas. There may be a federal option available to establish infrastructure in rural areas. Putnam County would be considered rural as well as Mount Royal. Ed will reach out to Congresswoman Kat Cammack for assistance. Jason will also explore options and contact Bill Pickens, Putnam County Commissioner- District 1.

6. Committee Schedule- Jason Sheffield

The Committee agreed to meet monthly. Becki will send out a doodle poll to determine availability.

7. Other Committee Items- Jason Sheffield

No further business.

III. Adjournment- Jason Sheffield

There was no further business. Jason Sheffield adjourned the meeting at 5:18 p.m.