



**Mt. Royal
Airpark**

**MT. ROYAL AIRPARK PROPERTY OWNERS' ASSOCIATION (MRAP POA)
ANNUAL MEMBERSHIP MEETING
MT. ROYAL AIRPARK PAVILION
109 Airport Drive
Crescent City, FL 32112
MARCH 11, 2023
10:00 AM
DRAFT MEETING MINUTES**

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

I. Introductions/ Opening Remarks / Call to Order Dave Zawistowski

The Annual Meeting of the Mount Royal Airpark Property Owners' Association was called to order at 10:06 A.M by Dave Zawistowski, President. The meeting notice and agenda were posted in a prominent location (at the mail stop) within the subdivision. MRAP POA comprises of 108 voting lots. The number of votes needed to establish a quorum is 32. A total of 70 voting lots were present or represented by proxy at today's meeting. Four Property Owner Proxy Forms were not completed properly and were rejected. This left 66 voting lots, thus establishing a quorum to conduct business.

Members were allowed to introduce themselves and speak briefly about what brought them to Mount Royal Airpark.

A lunch count was taken.

II. Approval of 3/26/2022 Meeting Minutes Dave Zawistowski

There was a motion by Kevin Poston and a second by David Johnston to waive the reading of the minutes and approve them as written. Motion carried.

III. Officer Reports

1. MRAP POA- President's Report- Dave Zawistowski

During the introductions, the President provided an update on all the Board activities that have occurred during the year and reminded the membership that the Board of Directors is a team of volunteers serving three-year appointments responsible for looking after our community. He thanked the Directors that served alongside him this year, Tom Cacek, Vice President, Monique Glaize, Secretary/Treasurer, John Butler, John Drago, Jeff Levine, and Bob Welsh, for their tireless work. The Board dedicated its time and spirit to making the best possible financial decisions and increasing the community's value of homes/hangers.

2. Treasurer's Report- Monique Glaize

The Treasury Report was given by Monique Glaize, who stated there had been an approximate 10 percent increase in the cost of office supplies, postage, three insurances, professional fees, electricity, ponds, telephone, landscaping and lawn maintenance, pest control, and common area maintenance when compared to 2021. The 2022 Operating Budget was \$59,400, and the actual expenditures were \$89,595. The MRAP POA expects to collect \$109,135.80 in annual dues for 2023 and anticipates non-reserve expenses of \$76,146.00. The reserve budget balance as of December 31, 2022, was \$239,570.18, and with the 2023 contribution from the operating account of \$25,000, the anticipated reserve balance as of December 31, 2023, is \$264,678.18. Financial documents will be on file with the minutes of the meeting.

There was a motion by Tim Wing and a second by David Johnston to approve the budget.

IV. Reports of Committees

1. Capital Expenditure Committee Report- Jason Sheffield

Jason Sheffield could not attend the meeting. Committee Member Ed Connell reviewed the committee's mission to establish a list of capital assets and establish maintenance, repair, and replacement cost over time. The Committee provided a recommendation to the Board of Directors on September 21, 2022, for consideration. Mr. Connell reminded the membership that the complete Capital Improvement Plan v.1, is available at www.mrapoa.com under the Official Documents tab. The Committee identified the remaining useful life of roadways/taxiways, fountain water features, tile pavers, monument/signs, entry systems, and runway light systems. Over the next ten years, the highest cost will be associated with repairing and replacing the asphalt for the roadways and taxiways.

The 10-year plan was based on the useful life, remaining useful life, and current cost (best case) estimates of each component under the following categories: 1) Site of Grounds, 2) Building Exteriors, 3) Mechanical, Electrical, and Plumbing, and 4) Pavilion.

Reserve Component Detail	Current Cost Estimate	
	Best Case	Worst Case
Site and Grounds	\$1,143,600	\$1,372,320
Building Exteriors	59,600	71,520
Mechanical/Electrical/Plumbing	75,778	90,934
Pavilion	25,000	30,000
Total Expenditures	\$1,303,978	\$1,564,774

2. Reserves Committee Recommendations- Tom Cacek, Chair

Chair Cacek provided an update on the Reserve Committee’s recommendation and thanked Natalie Stamp and Susan Drago for serving on the committee. The committee was charged with devising a plan to fund the repair and replacement of the capital assets identified in the Capital Expenditure Plan submitted to the Board of Directors on September 21, 2022. The Committee recommended that not more than \$859 be assessed per lot and should, be set aside for reserves. The Committee also recommended that the dues, which have not been raised in several years, be increased by the 5% allowed in the current Covenants and Restrictions (C&Rs) for 2023 and each subsequent year to allow for inflation of basic operating expenses. There were [validate number and enter n] affirmative votes to establish the reserve fund, which is on file with the meeting minutes.

Mrs. Drago indicated that any excess revenue over yearly expenses should be added to the reserve account. Under section 720.303(6)(d), Florida Statutes, the funding required for reserve accounts is calculated annually. In some, if not all, years, this should allow for a reduction in the reserve amount due each year.

There was a motion by Susan Drago and seconded by Natalie Stamp to increase the annual membership dues by 5 percent per each paying lot allowing for inflation of basic operating expenses and assessment of not more than \$859 per lot for the statutory reserve account beginning in 2024. Motion carried.

There was a motion by Natalie Stamp, seconded by Susan Drago, to move the money market account funds of \$239,570.18 to the statutory reserve fund. Motion carried.

3. ARB Committee- Tim Wing, Chair

Before starting new construction, Tim Wing reminded the members to contact the Mount Royal Architecture Review Board (ARB). Information is available at www.mrapppoa.com. Click on the tab *Documents*, then *Governing Documents*. Covenants and Restrictions, Building Requirements, and Developer’s Agreement are under the tab. Another committee member, Barbara Martin, stressed the importance of getting your exterior

house colors preapproved. The ARB committee is available to answer any questions regarding the approval process.

4. East Dock- Dave Zawistowski, Chair
Dave Zawistowski indicated that the Board is still in the process of finding a contractor to provide a proposal to inspect each dock piling above and below the surface and submit a detailed drawing of the dock outlining each piling that needs to be replaced and cost associated with the scope of work.
5. Submerged Land Lease – Janet Simoneaux
In March 2023, the Submerged Land Lease was executed on behalf of Mount Royal Estates and Mount Royal Airpark and routed to the Division of State Lands in Tallahassee for signature. The lease will need to be amended to include the October 2022 Updated Dock Survey. To complete this process the surveyor needs to provide an FDEP Survey Review Checklist. The goal is to provide the October 2022 dock survey and the required survey checklist to State Lands within 6 months of final execution to prevent a second lease renewal fee. All other compliance items are complete, e.g. the Lease Renewal Compliance Inspection, Annual Revenue Report and posting the Manatee Education Signage. President Zawistowski thanked Ms. Simoneaux for her expertise in this area and for championing this undertaking.
6. Pavilion Update- Tim Wing, Chair
Mr. Wing thanked the anonymous donors for their generosity in funding the completion of the pavilion ceiling, HVAC system, and flooring.
Mr. Wing suggested hiring a consultant to evaluate various ways to improve the sound quality and reduce unwanted noise in the Pavilion. The hard surfaces appear to reflect sound perceived as an echo or reverberation. Acoustic panels made from porous materials trap the sound waves and reduce the background noise.
By consensus, the membership approved bringing in a consultant to recommend a solution and provide cost estimates for the Board of Director’s consideration.
7. Runway and Streets- Bob Welsh and Jeff Levine
Mr. Welsh and Mr. Levine provided an update on the roadways and taxiways and the importance of applying seal coating to keep the roads from worsening. It was less expensive for the Board to purchase the raw material and apply a thicker layer themselves than contracting with someone else. SealMaster provided a quote for the material needed: approximately \$2,600 per 3,800-gallon load. The Board had set aside \$25,000 at its November 9, 2022, meeting to cover the expense.
8. Website Update- Rebecca Poston

Ms. Poston reported she and Mike Stamp have been working on a Board approved pilot project to create a live feed of the view of the runway, which would be published on www.mrapppoa.com. After much discussion, by consensus, the members suggested creating a link to a weather station which may be more beneficial for pilots instead of a live feed due to privacy concerns.

Also, there was a discussion of creating a secure section to log in to the website for “Members” only. This section would include the agenda and meeting materials, calendar of events, and contact information.

There was a motion by Natalie Stamp and seconded by Joslyn Wilson, to create a secure section for members to restrict and secure private information.

V. Election of Directors

Ms. Poston was asked to provide an overview of the election process. Many members, as well as candidates, asked if the ballots could remain confidential. Any communication, whether it was the Proxy Owners’ Form or Mail-in-Ballots, contained the individual member’s name, address, and number of lots and signature. At check-in, members were asked to sign their registration card after verifying their lot numbers, number of votes, number of proxy votes, and the total number of votes to receive their numbered ballot. The members were instructed to vote for three of the five candidates on the ballot.

After the election overview, the candidates were given an opportunity to introduce themselves to the membership. There were no other floor nominations. The members were given time to vote, and the ballots were collected. Monique Glaize, David Johnston, Diane Izzard, and Becki Poston counted and recorded the votes. There was a total of 77 voting lots or 231 total votes. The following three members had the highest number of votes and were elected- Tom Cacek, Jeff Sager, and Dave Zawistowski.

VI. New Business

1. Mount Royal Common Property Report- Steve Simoneaux Secretary-Treasurer
Please see the attached report provided by Mr. Simoneaux. In addition to the current water billing structure, there is a \$1,500 fee for hook-up and installation of the water meter.
2. Mount Royal Estates Homeowners’ Association- Susan Drago
President Susan Drago reported that there are 49 properties located in the Mount Royal Estates Homeowners’ Association. Five women are serving on the Board for the first time in the Estate’s history. Susan serves as the President, Janet Kleinsmith as Vice-President, Pam Madden as Secretary, Jeanne Madden as Treasurer, and Agie Brewer as member at large. The Estates’ membership dues are 600 dollars per year. They are reviewing their covenants and restrictions and have secured legal counsel to be sure everything is in

order. Their next Board of Directors meeting is March 18, 2023, in the Mount Royal Airpark Pavilion Center at 10:00 A.M. Because the two associations have many common interests, President Zawistowski encouraged a member of the MRE Board to attend the MRAP POA Board meetings and vice-versa. Ms. Drago extended the invitation to their March 18 meeting.

3. Article III, Member Meetings, 2. – Notices- Rebecca Poston
Ms. Poston reported that it would be beneficial if meeting notices and other pertinent information be sent out by email instead of regular mail when statutorily authorized. It would save the MRAP POA a considerable amount of money on postage. There was consensus by the membership to receive communication from the Board by this method. Natalie Stamp recommended we send out a ballot for the members to determine if they want to receive electronic mail notices.

VII. Open Discussion

1. Seaplane Lane- Steve Simoneaux and Mike Stamp are concerned that the private seaplane lane coordinates need to be more accurate. The Board will investigate.
2. Airport Manager- Dave Zawistowski recognized Marshall Tetterton and thanked him for serving as the Airport Manager for four years. Kevin Poston has volunteered to take over Marshall Tetterton's role as Airport Manager.
3. West Dock- by proxy Dave Houchin indicated a few minor repairs needed to be completed.
4. Yield Signage- by proxy Dave Houchin recommends that each intersection have a "Yield Sign." Barbara Martin has indicated there a two more slated in the near future to be completed by Melvin and Sheran Carter, Estates residents. There may be a delay in adding the Yield Signs due to the seal coat work that needs to be done before the lettering is completed.
5. Lights on Bikes –by proxy Dave Houchin is concerned about the safety of bikers not having or using proper lighting at night. He recommends that all bikers use their lights when riding at night.
6. Construction traffic- Debra Butler is concerned about the number of construction vehicles in our neighborhood and the increased possibility of someone getting injured while riding their bikes or walking. The members agree that anytime a resident feels unsafe or the construction vehicle is misusing our roads, the resident should try to obtain the contact number and vehicle description so calls can be made to the company, lot owner,

contractor, and Board of Directors. Ms. Butler suggests we must communicate upfront with contractors and lot owners starting new construction to respect our community.

7. Polls at Guardhouse- Tom Cacek reported that the Board is getting a quote to replace the damaged polls at the guardhouse.
8. Construction Debris- Tim Wing is concerned that construction debris is left near the street and presents a community hazard. Also, some large construction trucks have occasionally exceeded the posted 25 mph speed limit. Please notify the Architectural Review Board if you see this occurring.
9. Street Signs- Steve Simoneaux suggested adding more speed limit signs. There is one by the entry gate and one on Indian Mound Drive. Jeff Sager requested that a street sign be replaced on Sellers Court that was damaged during construction. Steve Simoneaux suggested contacting Bill Bentley to see if he has the resources to make another one. There was a suggestion to purchase a sign indicating that airplanes have the right-of-way.

VIII. Adjournment

There was a motion by **Kevin Poston** and a second by **Ed Connell** to adjourn the meeting at 1:02 PM.