

BIB PROPERTY OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES

August 18, 2016

A meeting of the BIB Property Owners Association, Inc. Board of Directors was held on August 18, 2016, at 11am EST/9am BZT, via online meeting.

Attendees:

Irene Brady Susanne Jefferson Ann McGregor Sandi Smith

- **Welcome and call to order:** The meeting was called to order at 11:29am. Ann Kaplan was unable to attend due to technical issues.
- **Approval of minutes – 12 May 2016 and various email voting minutes: A motion was made (Brady) and seconded (Jefferson) to approve minutes of the May 12, 2016 board meeting as well as various email votes. Motion carried 4-0**
- **New board members and board roles:** The board welcome new members Susanne Jefferson and Sandi Smith, who were appointed to fill two vacancies until the end of the year. Sandi Smith will continue in her role as Chair of the Safety and Communications Committee, and Susanne Jefferson will continue as Chair of the Gardens and Grounds Committee. New board members were reminded to send Ann McGregor a monthly expense report for any expenses incurred on behalf of the POA.
- **Committee Status Updates**
 - **Administration– Ann McGregor**
 - **Transition tasks update:** The next step in the process is the signing of an agreement between BIB POA, Inc and BIB, Ltd. Transferring all power and authority for the EAB/HOA to our corporation. This should be completed soon, and will include transfer of physical items already assigned to HOA on the inventory list provided earlier this year. All paperwork for the bank account has been submitted to the bank by the attorney, and we are awaiting approval for our account. The final steps included decision about purchase of additional items, transfer of title for physical property (community green spaces, parking area and milpa), and mutual easement and upkeep agreements for shared spaces (roads, communications tower, etc). We are targeting the end of 2016 for all these tasks to be completed.
 - **Hurricane damage mitigation + expenses:** We authorized hurricane

damage mitigation and repairs and expect total expenses to be approximately \$1,000. Sandi has been documenting best practices for future preparations (see committee update below)

- **Property management update:** Roads continue to be our main expense and concern with regard to property management. We discussed minimizing our property management expenses whenever possible, and Sandi, Susanne and Renie agreed to provide errand and trips to town when needed. They will be reimbursed for gasoline via expense report, but will not incur the 30% administration fee.

A motion was made by Susanne and seconded by Sandi to sell the green Toyota truck as-is, rather than pay for expensive repairs. Motion carried 4-0

- **Financial status:** We have been very conservative with expenses this year, and should be able to extend our 2015-2016 budget through December 31, 2016 without additional fees being charged to owners. We will need to attempt collections on all overdue fees, and will negotiate with BIB, Ltd. for remaining inventory items and outstanding fees.
 - **Interim budget/fee plan: A motion was made by Irene and seconded by Sandi to carry the current 2015-2016 budget through December 31, 2016. Motion carried 4-0**
 - **Annual meeting planning + tasks:** Pending transition completion, the board will begin planning for an annual meeting in mid-December, per the bylaws, which will include preparation and presentation of the budget for 2017, as well as board elections. More information will be forthcoming as the time grows closer.
- **EAB – Ann Kaplan (requests, approvals, build status):** Ann Kaplan was unable to attend the meeting. There have been no new requests or approvals. James Pitson's house move is on hold. There will be a new build request soon from Susanne's mother. The lot prep was approved this summer. Hank Cunningham's build is still in process.
 - **Garden Share – Renie Brady (updates, plans):** We have limited production in the garden right now, but will continue to hold the share social hour each week, with a focus on social. We asked Renie to purchase 5 more chairs, for a total of 10, as her time permits.
 - **Gardens & Grounds – Susanne Jefferson (updates, plans):** We have some seeds available for owners who wish to plant their own or take over a raised bed planter in the garden. The expensive tomato seeds will be kept for later planting, and should be refrigerated for longer term storage. Ann McGregor offered her

fridge until Shannon is gone. The lower milpa needs trimming and will be placed on regular maintenance rotation. We'll also continue to use the upper milpa as our community center, and will move the badminton net, small totem poles, and chalkboard to that area. Susanne will coordinate fruit tree pruning with Jorge and at least one other worker. Jorge has asked to have the scrap wood in a pile near the lower section of the milpa, and he can have it if he removes it soon.

- **Safety & Communications - Sandi Smith (updates, plans):** The recent hurricane gave our safety procedures a good practice. Sandi will be developing a hurricane guide we can share with all owners, with best practices before, during and after a storm. This will include provided safety contact information to our committee. Radio communications need to be a top priority, and we'll work to get the system completely functional, then distribute that info to owners so they can purchase and license handheld radios for the system. Every home should have a radio. Sandi will move forward with the Neighborhood Watch program, too. We had very positive response from owners about the program. Sandi also recommended that we keep a comprehensive list of inventory items and location as we acquire them, and consider an engraving ID of some sort.
- **Other Business:** No additional business was presented at the meeting.
- **Next Meeting:** The next meeting of the BIB POA board was scheduled for Thursday, September 15, 2016 at 9am Belize/11am EST via Skype.
- **Adjournment:** A motion to adjourn was made by Susanne and seconded by Irene at 12:47pm EST. Motion carried 4-0