

BIB POA Board Meeting Minutes of September 19, 2016

Meeting called to order at 11:00 a.m. EDT by Ann McGregor, president.

Board members present were Ann McGregor, Ann Kaplan and Sandi Smith. A quorum was present.

Sandi Smith moved to approve the minutes of the previous board meeting. Ann Kaplan moved to second the motion. All board members present voted to ratify the motion.

Committee Reports:

Ann McGregor:

Transition Tasks: Ann McGregor signed agreement with Looey Trembley of BIB Ltd. to make our corporation of BIB Property Owners' Assn. (POA) official.

McGregor stated the agreement totally separates the POA's business affairs from BIB Ltd. and Looey Trembley . The application for POA bank account has been submitted to the bank.

Transition Tasks still to be completed include obtaining easements for roads and common spaces, negotiate purchases of equipment, locate and organize some supplies like radio equipment, transfer money to new bank account when set up is complete and obtain liability insurance policies for POA and POA Directors. Ann Kaplan is researching options for the insurance plans.

The POA needs to pay for title searches for our community lands at a cost of about \$1,000. because BIB Ltd. has no records of this.

Looey Trembley confirmed that he is keeping the 2 lots that were designated for the Community Center so, at this time, the POA will continue to use the garden/milpa for the Community Center.

The current status of lot ownership is as follows:

21 lots are under contract but not yet titled

72 lots are sold and titled

19 residential lots are for sale, 2 commercial lots are for sale (originally designated Community Center).

12 lots are reserved for Belize Property Trust

Property Management Report Ann McGregor

Clean up from the hurricane has been completed. The bridge area by S. Jefferson's home is still a problem and has already been fixed 3 times. POA needs to get an engineer's advice on all BIB road maintenance in 1st quarter 2017 to make a long term plan.

The front parking area needs to have debris stacked and covered. Construction debris in milpa reportedly from Belize Tropical Builder's build needs to be removed.

Lower milpa needs to be trimmed.

The green truck needs to be sold.

Move POA items from previously designated Community Center lots to milpa .

Boundary markers need to be posted.

Milpa bathroom needs to be moved to higher ground.

POA errands will be done by resident board members Renie Brady, Sandi Smith and Susanne Jefferson to save 30% up-charge.

Current POA administrative expenses:

Veronica- \$500. per month. Will not continue after transition.

Sandy- \$200. per month. Will not continue after transition.

Jorge- \$600. per month as property manager.

Balance Sheet: see attached

All figures are shown in Belize dollars.

Profit and Loss Statement: see attached

"HOA Fees" of \$313,699 means all outstanding fees not yet collected.

Loeey Trembley pays fees on unsold lots but paid nothing last year.

"Business Tax" won't have to be paid in the future.

Ann McGregor will find out about these categories: Dues and subscriptions, miscellaneous, repairs and maintenance, travel.

"Gratuity" is Christmas bonus for BIB workers.

"Management Expense" is 30% markup on services for BIB LTD.

"Payroll Expenses" is for 4 full time BIB workers.

"Professional Fees" is for lawyers.

"Roads Expenses" is for tractor rental and Jorge's labor.

“Solar Expenses” is for the installation of 9 solar panels on bean bale house in front parking area.

POA Board needs to prepare budget for 2017 in December, 2016.
POA Board needs to send notices ASAP to property owners for unpaid fees.

Board discussion about the need for a local, professional road engineer to assess the internal BIB roads and recommend maintenance for long term road improvement. It’s important that the engineer be on site at BIB during the rainy season when the most erosion occurs.

Does it make sense for the POA to purchase lower Howler Hill property?
Ann McGregor will get a price quote for this property.

EAB Report Ann Kaplan

The Cunningham house looks almost complete.
The Pitson house move is on hold until further notice.
Mark Boissy- did he build the structure we approved recently?

Garden Share Renie Brady

Mail Chimp is now being used to send notices of Garden Share to residents.

Gardens and Grounds Susanne Jefferson

Road Report and Garden Report will be provided by Susanne.

Safety and Communications Sandi Smith

The Hurricane Safety Guide is now complete.
Sandi will be organizing the Neighborhood Watch and locate/organize the emergency radio supplies and security cameras.
Jorge should always have a working, charged radio with him while on BIB property.
The front gate had some damage from the hurricane.
The front gate is not being closed at night as the POA had directed.

Communication Strategies Ann McGregor

Ann McGregor will compose a letter to owners to introduce HOA.

We will hold all POA email discussions in forums rather than email.

Ann M. will shut down the BIB owners Facebook site and use our BIB owners website to communicate with the owners.

POA will have one email address for owners to contact board of directors.

EAB will also have an email address for Ann Kaplan and Sandi Smith.

Ann M. is using Mail Chimp for notices to owners and can track use.

The next BIB POA board meeting will be held on Thursday, October 13, 2016 at 11:00 a.m. EST/9:00 a.m. BZT, via on-line meeting.

Ann McGregor adjourned the meeting at 12:43pm EST.

Minutes submitted by Ann Kaplan, secretary