



BIB Property Owners Association Board of Directors Meeting Minutes

May 23, 2019

1. Call to Order

- a. Ann McGregor called to order the regular meeting of the BIB Property Owners Association, Inc. Board of Directors at 10am EST/8am BZT, via FreeConferenceCall online meeting.

2. Attendance

The following members were in attendance:

Ann McGregor	Board Member
Kathie Miller	Board Member
Bryan Weary	Board Member
Gina McCarthy	
Marvin McCarthy	
Doug DeGirolamo	
Linda DeGirolamo	
Paris	
Renie Brady	
Susanne Jefferson	
Jennie Lodes	
Veronica Cal	
Lori Wadlington	
Akila	

3. Administrative

- a. The meeting minutes from 2 April 2019 were approved [Kathie, Ann, Bryan 3-0]
- b. Proof of notice was sent to all owners on record
- c. The meeting is being recording – to help with minutes and review – these are available for one month
- d. Marvin McCarthy is temporarily doing secretary duties in a volunteer capacity
- e. Sandi is on medical lead until the end of her term, Dec 2019
- f. Meeting notes to be sent to Dawna once minutes are done - Ann to send Marvin Dawna's email address

4. Volunteers, Committees and Serving on Board

- a. Some owners are feeling out of touch with what is going on – if you have questions you can ask Bryan, or send email to board, or Facebook message. “There is no we and them; it is just us.” We are 100% volunteer. We want everyone to feel that all information is available to them, including financial information. Also, please consider pitching in. The more volunteers, the better.
 - i. Gina: “is there a list of all open positions?”
 - ii. Ann: The board will create a list of all open positions and get that to all BIB owners
- b. **Committees include:** EAB, Garden and Grounds, Communications, Roads and Safety. We like to have 3 to 5 volunteers on each committee and one chair with the chair reporting to the board. There are 5 board positions each with a staggered three-year term.

5. President’s Report - Property Management

- a. **Remediation on underperforming contracts:** We can’t give specific details of the contract, but we have reviewed a contract where there has been lack of performance. The contractor is on probation but things are improving. Personnel issues are kept secret. Ann will review the law regarding sharing of information, Belize has no codified HOA laws, however we are a Florida based corporation, we are licensed as a foreign corporation in Belize. See ADDENDUM

6. President’s Report - Financial Records

- a. **All financial are open to review** – all owners, every member who is an owner of record is equal. Employee issues are protected information

7. New Business

- a. **Vacation Rentals**
 - i. Akila (owner of lot 54): Akila had a question regarding vacation owners. She would like some help putting together a list of best practices – some advice to those that are doing vacation rentals. She said she doesn’t have all of answers – but she would be willing to help out with this as she has been doing B&B for 6 years and has some experience

- ii. Ann: There hasn't been an organized process for that. The discussion about instituting a user fee has been shelved for now. Some kind of self-organization would be great.
- iii. Kathie: "That's a great idea"

8. Treasurer's Report - Kathie Miller

a. Bank Statements & HOA fees

- i. We have reconciled bank statements through the end of April
- ii. We will continue to 'hound' people about their fees. We can add finance charges for those accounts 90 days past due
 - Linda: For those making monthly payments – are we going to be assessed financial fees?
 - Kathie: If people are making payments and will be current by the end of the year – we don't think that finance charges should be incurred.

9. Committee Status Updates

a. EAB – Doug DeGirolamo

- i. A couple of trees were removed in the upper milpa in order to make room to plant some orange trees
- ii. Lot 33 to start build – Gina and Marvin's
- iii. Doug can use some help on committee
- iv. This committee should have three to five volunteers
- v. Doug is doing quite a bit – we need more help on EAB.
- vi. Renie volunteered to help Doug on EAB.
- vii. Question was asked about how long it takes to get approval for cutting trees, building, etc. Ann: Approval normally takes a couple of days unless there are exceptions or lack of information.
- viii. Ann: We have over 30 homes. We are growing and have some growing pains.

b. Violations of HOA covenants

- i. Susanne: We have had some people remove a lot of trees from their property without permission.
- ii. These violations are noticed by Doug and Bryan and they have asked for remediation plans.
- iii. Susanne: How do we prevent this from happening in the future?
- iv. Ann: We can fine people, we can make reparations and then bill the party. The best way to prevent this behavior is to have people feel like they are part of the community.

- v. The only legal recourse is to put a lien on the property – and collect when the property is sold.
- vi. Beth asked “Can violations be made public?”
- vii. Ann “Do you think that would help?”
- viii. Renie thinks that would help. Renie will readdress the ‘cheat sheet’ – a simplified version about what the covenants and rules are.
- ix. Renie thinks a list of those violators would also be helpful.
- x. Ann will check the law about this – and let us know. She will check into fines and legality of releasing this information. Ann sent this info after meeting - Please see **ADDENDUM** at end of minutes.

c. Gardens – Beth Weary

- i. Transplanted bananas, and papayas, cut down two large trees so we can plant orange trees, removed branches hanging over road on lower milpa and cleaned up lower milpa.
- ii. The raised beds of tomatoes are part of the community garden.
- iii. Renie has question, “I’m thinking about doing a medicinal trail. How can I make it more visible?”
- iv. Ann: “Get together with Beth, and whatever you two can work out.”

d. Roads – Bryan Weary

- i. The board has approved \$50,000 to buy a tractor and \$3,000 to buy a grader. (Susanne knows where grader is.)
- ii. Once we get a tractor the speed bumps will be removed and ropes will be put down.
- iii. We should have enough in the budget to repair ‘Eagles Landing’
- iv. We don’t have anyone on our current crews that can run the tractor
- v. The question was asked “Will the tractor will be available for owners now?” We are in agreement that option will not be in phase one – and may be discussed in the future
- vi. Signage for bumps/ropes will also be obtained for safety and liability

e. Safety – Gina McCarthy

- i. Gina did bring backpack down from the US – is now deciding where it will be located
 - 1. Linda is assisting on this with First Aid contents for backpack
- ii. Sue Waite helped with the fire prevention plan.
- iii. We have had a lot of fires around here lately.
- iv. Working on written processes to improve safety.
- v. Need inventory on what radio equip, first aid, etc we have.

- vi. Linda: Linda, Gina & Marvin are attending First Aid/CPR training on Saturday at Martz Farm
- vii. Ann: We are looking to use satellite radios instead of the radios we currently have. The satellite equipment keeps getting more affordable.
- viii. Gina submitted the fire safety plan to board for review. Once finalized, the plan will be posted on the owner website.

f. Communications

- i. Ann: This might as well be called the internet committee.
- ii. Doug, Ian & Paul are on that committee. No chair at this point. If anyone has a technical background – we are looking for a chair.
- iii. We have two new batteries. We are getting a refund from Tobias. Tobias is off the payroll. We are waiting for the office to be set up.

10. Other Business

- a. We had someone get stuck with a 2-wheel drive – Bryan had to tow them up.
 - i. Renie suggested the car rental companies be notified.
 - ii. Kathie will speak with the rental companies when she is here – and will start emailing companies now. Avis rented two-wheel drive cars to people driving to BIB.
 - iii. Linda: People should be charged when they are towed out.
 - iv. Ann: Any towing fee would go to the people that actually do the towing.
 - v. Better in Belize website should have a mention that ‘4-wheel drive required’
 - vi. Akila will send email to board to recommend ‘4-wheel drive required’ be placed on the website and the recommendation will be forwarded to Dawna

11. Next Meeting

- a. Next meeting will be on June 20th at 10am EST and 8 am BZT

12. Adjournment

- a. Meeting adjourned at 11:27 AM EST.

13. ADDENDUM

According to the laws governing our POA, the State of Florida says:

"(5) INSPECTION AND COPYING OF RECORDS.—The official records shall be maintained within the state for at least 7 years and shall be made available to a parcel owner for inspection or photocopying within 45 miles of the community or within the county in which the association is located within 10 business days after receipt by the board or its designee of a written request." and that includes "(i) A current copy of all contracts to which the association is a party, including, without limitation, any management agreement, lease, or other contract under which the association has any

obligation or responsibility. Bids received by the association for work to be performed must also be considered official records and must be kept for a period of 1 year."

In laymen's terms, any owner who wants to review the contract(s) we are a party of can submit a written request to view such documents and will be provided that opportunity within ten days. This also includes the violations notices. We (the board) have to make them available for inspection within ten days of receiving a written request from another owner.