

BIB Property Owners Association Board of Directors Meeting Minutes

June 20, 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 10:06 am EST/8:06am 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
Beth P Weary
Gina McCarthy
Marvin McCarthy
Doug DeGirolamo
Linda DeGirolamo
Paul Prescott
Dawna Beemis
Rita Martin
Susanne Jefferson

3. Administrative

- a. The meeting minutes from 26 May 2019 were approved [Kathie/Ann: 3-0]
- b. Proof of notice for meeting was sent to all owners on record
- c. The meeting is being recorded – to help with minutes and review – these are available for one month on the owner website
- d. Marvin will send meeting notes from May to Dawna. These meeting notes have been approved for Dawna to post.
- e. Documents and Standards-Review by Ann
 - i. CC and R's is the master document – which requires an 80% vote of all owners of record, plus legal actions, to change

- ii. Bylaws describes how the POA is administered; hoften the board meets, how does the POA work, etc.
- iii. Rules & Regulations (Policies and Procedures) – Gina, Marvin & Ann put this together. This document provides more details about the operation of the community as a whole, and is the most easily changed. It can be amended by a majority vote of the board. For example, how to use community center, how to file a complaint, etc. We would like to adopt the rules & regulations today. It is a living, breathing document – we can change it as we move forward. Supporting documents include:
 - 1. Overview
 - 2. Priority List
 - 3. Flowchart
- f. The Rules & Regulations will be posted on the owner website shortly
- g. It does call for a new committee which is to be called the Standards Committee.
 - i. This is going to be used to review violation notifications & make recommendations to the Board
 - ii. We would like to have at least 3 volunteers, non board members
 - iii. We are formalizing the process of reviewing violations
 - iv. In the meantime – the board will be doing these responsibilities
- h. Property management –
 - i. Things are going well with Dean & Team
 - ii. Weekly reports are being posted on BIB Owners site
 - iii. Located in Community documents – section under Property management
 - iv. Property management weekly reports - When you look at reports, when you see something that you think needs to be done, let the board know

4. Treasurer’s Report - Kathie Miller

- a. Overall POA dues collections are doing well and bank balance is looking good
- b. Marvin posted the Profit & Loss and Balance Sheet for July to the wall (www.freeconferencecall.com) for this meeting, and it can be added to the website
- c. There will be another collection notice going out in July.
Beth: What percentage of people pay their HOA fees?
Kathie: will try and compile something for the July meeting.

5. Committee Status Updates

- a. EAB – Doug DeGirolamo
 - i. Doug: Lot 54 the trees were cut down as approved
Ann: Doug – can you send me a note that states that?
 - ii. Doug will review the part that says about EAB and inspection work was completed properly
- b. Ann: “Just making it clear that when there are **any** exterior changes to your property – you need to notify EAB to get approval first.”

c. Gardens – Beth Weary

- i. Planted all of the citrus trees
- ii. Butternut Squash plants are planted in a garden bed with stone walls – Paul & Dawna helped along with Bryan and Beth.
- iii. Cilantro, tomatoes, other plants planted
- iv. We removed a lot of stones so they won’t damage the string in weed eaters
- v. Cleaned up the front of ornamentals
- vi. Removed old ornamentals

Garden Share is going well - It’s a great time to get together as a social time

Linda: Garden share – is the most we have ever gotten – I really appreciate it.

d. Roads – Bryan Weary

- i. We were able to pay for the tractor with the money we saved up for roads over time. We are all very happy about that.
- ii. Bryan did some grading with the tractor. To grade properly we need to grade after it rains – Bryan will grade again then.

Ann: The tractor is insured and Bryan is insured to drive it.

e. Safety – Gina McCarthy

- i. On May 25th Myself, Marvin and Linda took a First Aid class. We are now card carrying trained, and certified. Training covered snakebites, broken bones, CPR, we feel well qualified to help out.
- ii. We also got a series of great slides – including what needs to go in a first aid kit.
- iii. POA budget – we need a few things for the first aid kits including an epi pen. A couple hundred Belize if that just to update the first aid kit.
 - 1. Ann: That shouldn’t be a problem.
- iv. Gina: I’m working on:
 - Neighborhood Watch Plan

- Hurricane Plan
- Emergency Plan
- Fire Prevention
- Medical History (voluntary) for Residents to include:
 - Medications
 - Emergency contacts
 - Allergic reactions
 - DNR – Do not Resuscitate – instructions
 - Etc.

Linda: Suggests we put medical history forms on their refrigerator.

Gina: It would be nice to have online as well

- v. Ann: We can get a packet for \$2 each (for the refrigerator). Having it in multiple locations is great idea.
- vi. AED – we have one which is at Beth and Bryan’s getting charged.
 - 1. We need a second AED -this is in process

Would like to do a safety class on how to use an AED

Ann: Would someone connect Gina with Doc Anello

Bryan: Doug was going to charge up the AED we have now.

Ann: Power will be restored to the office so keeping it there will work.

Ann: Can we get a solar powered AED – and get a space in lower milpa?

Gina – is on it and will get information to the board in the next week or two.

Ann: We need a weatherproof container AED – that is run on solar.

f. Communications – Ann McGregor

- i. We did get the two new batteries installed in the tower.
- ii. We did have a request from Infinite to follow their guidance prior to making any changes to equipment.

6. Other Business

- i. Kathie: I contacted some Car Rental agencies and I mentioned that 4wheel drives are required on Hydro Road. Jim Hagen has contacted some of them already.
- ii. Hertz and other large rental companies can’t change their websites.

- iii. Jim Hagen's guest has written a review that you must have a 4x4 to go on hydro road and his websites and correspondence say that as well. We are doing everything we can to notify people.

7. Next Meeting

Next meeting is tentatively scheduled for 10 am EST, 8 am Belize Time July 15th
The day change is due to Board members availability

8. Adjournment

- a. Meeting adjourned at 10:49 AM EST, 8:49 AM