

BIB PROPERTY OWNERS ASSOCIATION, INC.

REGULAR BOARD MEETING

OCTOBER 15, 2020

A regular board meeting of the BIB Property Owners Association, Inc. Board of Directors was held on October 15, 2020, at 07.00 pm EDT/05.00 pm BZT, via FreeConferenceCall online meeting.

Board members in attendance:

Kathie Miller – President

Beth Patschke-Weary – Vice-President

Paul Prescott – Treasurer

Paris Cecilia Jayar – Secretary (joined meeting at 7:15 pm)

Doug DeGirolamo – Member at Large

Members in attendance:

Marcia Sickelsmith

Dawna Bemis

Shelley Spruit

Bryan Weary

The meeting was called to order by President Kathie Miller at 07.00 pm EDT/05.00 pm BZT.

The Proof of Notice of the Meeting was posted on the FreeConferenceCall online meeting site, on the BIB website and sent out by email by our webmaster Dawna.

- **Review and Approval of Minutes**

Paul makes a motion to approve the minutes of September 13, 2020. Beth seconds. All in favor: Beth, Kathie, Paul, Doug. The motion passes 4 to 0.

- **State of the Community – President’s Report – Kathie Miller**

Thanks to Paul, our transition of unpaid ledgers to Axela has gone well.

BIB had quite a downpour earlier in October (over 6 inches of rain). Bryan took on the task to resurface the roads and did an excellent job.

Another video on the improvements in our community has been posted on the BIB website. Please take the time to view it.

- **Treasurer Report – Paul Prescott**

Current balance is over US\$105,000.

During the past month, over US\$36,000 was collected due to the announcement that all overdue ledgers were being transferred to Axela, our collection agency.

Last month, there was approximately US\$15,000 in expenses (mainly solar and security updates on Garden Share shed).

A deposit of US\$1,000 was received into our bank account in Canada and remains unclaimed. Please contact the board with proof so a credit can be posted to your account.

Currently, there is about US\$290,000 in past due fees (including about US\$30,000 in interest charges). The majority of that was turned over to Axela. Our agreement with them is they will keep the interest charges from what they collect.

Paul is working on the 2021 budget which will be available at the next meeting and be voted on in December.

- **Committee Status Updates**

- EAB – Doug DeGirolamo

Clarification: The Ecological Advisory Board is part of the board and therefore should be referred to as a “committee”.

Bryan Weary has come forward to join the EAB as a member. Melissa Freedman, current EAB committee member, is strongly in favour of appointing Bryan due to his many years’ experience in construction, knowledge of the BIB grounds and building techniques, and tireless volunteer work to better our roads and gardens.

Welcome Bryan to the EAB.

In the past month, there was a complaint from a lot owner regarding lot 47. The lot owner was given a two (2) week window to clean up their driveway or incur a fine. The clean up was done and the report is on the BIB website.

- Gardens – Beth Weary

Not much to report due to weather and our maintenance crew being sick off and on for the past month.

The building of the wall at the lower milpa has been delayed, but Bryan and Beth have transported the sand/concrete and gathered stones for it. Cesar and Nacho have started the work, so it is in progress. Upon finishing, pictures will be sent to the EAB.

Beth did a full inventory of all the tools in the bodega.

Everything in the milpa is growing nicely.

Cameras have been installed (including roofs) with the help of Bryan and Paul.

- Roads & Maintenance – Bryan Weary

It has been decided that our workers Cesar and Nacho will receive a weekly gas allowance of BZ\$15 for their vehicles that they use every day to maintain our roads and grounds. This will cost the HOA approximately US\$60 per month for both workers which is a cost-efficient solution and fair compensation.

Bryan had a culvert cleaning tool designed and built. It was received it this week. With this tool the workers can drag sand/debris/rocks out of the culverts which eliminates them crawling into the culvert to retrieve said material. Now when it rains, the water flows where it is supposed to instead of eroding the sides of our roads.

- Safety & Security – Linda DeGirolamo

Front gate improvements: An extension was added to prevent motorcycles from sliding under the gate. Thank you to Bryan who coordinated with the welder. For liability purposes, Marcia painted the gate bright yellow to make it more visible. However, everything else around is still the same green color. Carissa sent a report with pictures of the front gate improvements and it was posted on the BIB website.

Marcia is resigning from the Safety Committee. Linda and the Board would like to thank her for all her volunteer work while on the committee.

Linda, Carissa Kent and Dave Love are planning a meeting next week to come up with a fire plan.

The backboard and straps are on order. Thank you, Marcia. When it arrives at BIB, Bryan said he would hang some hooks for it. Linda is also hoping that Bryan and Dave could build an enclosed cabinet to store some of our first aid supplies.

The Board thanks Beth and Bryan for their continued support in helping the Safety Committee. A table for the safety room was recently purchased.

- **Discussions**

- Vote re proposal on additional road work

Bryan obtained a quote of BZ\$420 per yard from the company Excel in Spanish Lookout. For this price, the road work would be executed with real equipment, cement mixers, etc. In comparison, Jorge Rosales charged BZ\$400 per yard and wanted more for Eagles Landing.

The proposal from Excel is posted on the BIB website.

This proposal will make sure that every area in BIB with the steeper grade on it will be covered in concrete, except:

- the part above lot 77 on Howler Hill as no one lives there at the moment
- Forest Hill Drive until confirmation is received as to proper ownership

This infrastructure improvement is necessary as it will allow trucks to come in to pump septic tanks, fill water or gas tanks, etc.

With the influx of HOA fees in the past month, a budget of BZ\$80,000 would take care of all the areas marked on the map in the proposal.

Paul makes a motion to release a budget of BZ\$80,000 to put concrete on the steeper hills at BIB as per the proposal posted on the BIB website. Doug seconds.

All in favor: Beth, Kathie, Paul, Doug, Paris. The motion passes 5 to 0.

- Vote to update Rules & Regulations document

There was a section in the Rules & Regulations that contradicted our CCRS and Bylaws when it came to interest charges on overdue HOA fees. We have changed that terminology so the documents are aligned.

Paul makes a motion that we change our Rules & Regulations so that it's in agreement with the CCRs stating that we have 30 days to pay our HOA fee and not 60 days. Doug seconds. All in favor: Beth, Kathie, Paul, Doug, Paris. The motion passes 5 to 0.

- Lot owner input re EAB Workbook

The update of the EAB workbook is in progress. When it's ready, it will be posted on the BIB website for lot owners to review and give their opinion.

Paul volunteers to help Melissa Freedman type it up. Thank you, Paul.

Until the updated version has been approved, we keep using the 2010 EAB workbook as our guide.

- HOA extra equipment of value

There are 2 pieces of equipment in the community that may be of value to sell: a roller to put behind a tractor and a 6-foot bush hog. The community has no use for this equipment and the board has given Bryan permission to try and sell it.

- Nominations for board member

To accept nominations for the board, anyone interested must provide a copy of their title to show they are a lot owner, as required by our CCRs and Bylaws. For married couples where only one spouse's name is listed on the deed, it is sufficient to send in a copy of the marriage certificate for the other spouse.

In order to send in nominations and be eligible to vote, a lot owner needs to be paid up in full of any outstanding HOA charges by October 31st, 2020.

Lot owners have from November 1st until November 10th by 5pm EST / 4pm BZT to submit their nomination.

Election time will be open from the 15 of November to the 25, 2020, so the board has the opportunity to tally the results for our December meeting

All the election information will be sent out by email together with the notice for next month's meeting.

- Feedback on Axela

The board's first impression is that Axela is easy to work with.

Axela has sent delinquent lot owners the initial demand letter and has to wait 30 days before they can engage again. Whatever Axela collects, they keep the late interest charges and reverts the actual HOA fee amount to our association.

Paul posts every month in the meeting section of the BIB website the breakdown of the HOA's past due fees. Feel free to email the board if you have any financial questions.

Axela has put forward that they would be available to collect our fees in the future to take the personal element out of this exercise. Additional information is required which will be presented and voted on at our next meeting.

- Final discussion

Beth asks how requests get approved through the EAB.

The current procedure is that lot owners can reach the EAB with their request though the email address bibhoaboard@gmail.com.

The EAB committee members then checks the owner's request on site and report back to the board with their recommendation.

When the EAB gets at least 3 out 5 approvals from the board members, the recommendation can be given to the lot owner by the EAB.

- **Next meeting**

Thursday, November 15th, 2020, at 05:00 pm EST / 04:00 pm BZT

- **Adjournment**

Paul makes a motion to adjourn the meeting at 07:57 pm EDT / 05:57 pm BZT

Beth seconds.

All in favor: Beth, Kathie, Paul, Doug, Paris. The motion passes 5 to 0.