

Meadow Lake Country Club Estates Homeowners Association, Inc.

P. O. Box 2323

Columbia Falls, Montana 59912

(406) 892-8702

www.ml-hoa@meadowlakemontana.com

Diane Dubay, President
Bruce Beecher, Vice President
JoAnn Cate, Secretary
Peter Mueller, Treasurer

Gabriel Hagg, Director
Marvin Galts, Director
Paul Jaspar, Director
Pete Glee, Manager

Board Meeting Minutes

Date: Saturday, April 8, 2017

Time: 10:00 AM

Place: Meadow Lake Conference Room

Members in attendance: Diane Dubay, Peter Mueller, Marvin Galts, JoAnn Cate, Gabriel Hagg, Paul Jaspar, and Pete Glee. By teleconference: Bruce Beecher.

Also in attendance were Diane Craft, Ann Stephens, and Barb Riley.

Meeting was called to order at 10:03 a.m. by Diane Dubay.

Information:

- 1. Approval of Minutes of Previous Meeting (12/3/2016)** Diane Dubay requested to have "Carl Rudbach" corrected to "Karl Rudbach". Diane Dubay also wanted to add "transactional" audit to concluding sentence of page 3, point 8. Meeting minutes to be approved as corrected. Paul Jaspar made a motion to approve Minutes of December 3, 2016 and Bruce Beecher seconded. Motion carried.
- 2. Manager's Report:** Pete Glee confirmed that the Annual Meeting Notice and the Call for Nominations had been sent out at the end of March. He also mentioned that he had spoken with Chris Walters at MLDC regarding an updated unit representative list and welcome letter but has not received any updates. Peter Mueller expressed his irritation because Chris Walters had assured the MLCCEHOA that an updated list would be available before the Annual Meeting, but no information has been provided. Bruce Beecher suggested making a good faith effort to notify unit representatives with the information that we have on file. Action: Pete Glee will write a letter to Chris Walters requesting the unit rep list, and will also CC: the presidents of the sub-associations so that they are aware of the issue. Pete Glee confirmed that JoAnn Cate and Peter Mueller have agreed to run for another term as Secretary and Treasurer, respectively. A brief discussion ensued over the upcoming highway construction project in Columbia Falls. Bruce Beecher would like to see improvements at the intersection from Highway 2 toward Meadow Lake. Pete Glee reported that he is working with the Secretary of State to file the MLCCEHOA annual report, and he related the recent filing of amended 2014 & 2015 1120-H Reports based on suggestions from accounting firm, JCCS. The amounts owed for taxes on interest income are \$1,073 for 2014 and \$884 for 2015. Diane Dubay asked if there would be penalties for late payment, and Pete Glee affirmed that there would be penalties. Pete Glee related that JCCS suggested that architectural review fees be reported as taxable income; however, after discussing the issue with Diane Dubay,

Pete Glee did not include the architectural fees in taxable income since the fees represent income associated with HOA management expenses.

3. **Financial Report:** Pete Glee presented financials for period ending 28th of February, 2017. Review of line items. Rather than transferring funds into the credit union account, the road reserve fund amount of \$40,000 remained in the First Interstate checking account in order to keep the savings account balances under the \$250,000 insured funds limit. Paul Jaspar and Pete Glee have made the correcting entries to the accounts "Other Assets" and "Debt Reduction Fees". Diane Dubay motioned to accept financials with adjustments as noted. Peter Mueller seconded, and the motion carried.

4. **Standing Committee Reports:**

ARB – Diane Dubay Reported:

Diane Dubay updated progress on the Building Standards Document review with Gabriel Hagg; Diane will conduct a final review and submit for email approval to the board before the next meeting in June. There are no current remodel or maintenance projects; there are two current building projects underway on Lot B26 & MW-147. The ARB approved plans in December for Westcraft townhomes to be built on Lots D-25 & D-26. Construction has not started on those units at this time. Prior to purchasing Lot MW-140, prospective buyers submitted a request for approval on a preliminary architectural plan; ARB met and approved, in concept, proposed plans. Pete Glee mentioned the positive effect that a preliminary approval has on new owners to Meadow Lake. Bruce Beecher asked if there was a charge for the review. Marvin Galts asked about the turn-around time on the review. Diane Dubay responded that there was no charge for the preliminary review, and that it was a 2-day response time. JoAnn Cate wanted to clarify if Mountain Watch Phase II was part of the HOA; Gabriel Hagg stated that it was not.

BIM – JoAnn Cate Reported:

- A) Update on the entrance of Meadow Lake upgrade – the entrance lights poles have been installed; electrical changes and light fixture installation scheduled for early April. Lights at the west sign on Meadow Lake Blvd will be completed by the electrician when he wires the new entrance lights, also in April. T-Bend will be scheduling road maintenance work. The Water & Sewer Board is concerned that the DEQ may need to approve the work. Action: Pete Glee will check with DEQ regarding the road maintenance. Pete Glee and Ann Stephens met with Holly at Biggy's Landscaping to discuss ordering flower baskets. She will match colors that she uses for the hotel.
- B) Regarding the street light replacement project, Pete Glee met with Ken from Crescent Electric and ordered the exact light approved by the board at the December meeting. Guardian Electric will install the fixtures at \$20 per fixture, and the HOA will receive an electrical rebate of \$15 each. Therefore, the installation cost will be reduced to only \$5 per fixture. The BIM committee plans to test a 9 watt frosted bulb and a 6 watt frosted bulb to determine which gives off the best light with the least glare. The lights have been ordered and will arrive shortly. Bruce Beecher suggested sending a letter to homeowners who do not currently have a light – offer to put in the light and bulbs if they run the electrical. Bruce suggested that we possibly could get a group rate to get electrical to the light. This would make it easier and appealing to the homeowner. Bruce also wanted to know if we would continue to maintain the bulbs, if the homeowner doesn't want the HOA-approved lights. Gabriel Hagg wanted to know what happens if homeowner lights are too bright or glaring. Marvin

Galts highlighted the need to stress the maintenance and aesthetic benefits to the homeowners...a consistent look to the neighborhood and easy maintenance by the HOA. Action: The BIM committee will review the Community and Building Standards regulations.

- C) **Dead Tree Removal** – the majority of dead trees have been removed. However, due to high snow levels this winter, the contractor was unable to complete the cleanup process on the properties. The contractor will return this spring to finish dead tree removal cleanup, at no extra charge to the homeowners. Action: Pete Glee will follow up with the remaining property owners who have not yet responded to the request to remove dead trees.

FINANCE - Paul Jaspar Reported:

Paul Jaspar met with Mark Johnson, Peter Mueller, and Diane Dubay regarding financial investing possibilities. Mark Johnson was supposed to review the options but has not responded to repeated calls and emails. Paul Jaspar mentioned his frustration with the lack of action and suggested bypassing Mark Johnson. Action: Paul Jaspar will contact Jim Streamer to help with the investment process.

SOCIAL – Ann Stephens Reported:

There have been two social events since the last board meeting. Valentine's Day Party was attended by 30 people with a cost of \$67.99. The St. Patrick's Day Party had approximately 40-50 attendees. The next event is the Mexican Fiesta Party; however, the chair and co-chair will be unavailable to direct the event. Who will be in charge? Or should we cancel the event? Action: Ann Stephens will contact Shannon Schardt to see if she will be available to lead the event. MLDC will be coordinating the annual Easter Egg Hunt in conjunction with the Easter Buffet this year.

Status of exploring community center options

Marvin Galts and Paul Jaspar stated that a structural concept, cost, fees, and pool options have been considered. Discussion ensued regarding the access to owners, raising HOA fees, and mandatory or elective participation by homeowners. Considering current savings on hand and future HOA fees income, Marvin Galts indicated that HOA dues will likely not need to increase. Pete Glee mentioned that a community center would be appealing to both current and future homeowners who want access to more amenities. Marvin stated that if all homeowners and timeshare owners could access all the amenities, it would benefit the overall community. Action: Marvin Galts, Pete Glee, and Paul Jaspar will meet with Gil Lynch to discuss the tentative community center structure.

Discussion and Action:

5. Judges of Election Committee Approval – Ann Stephens, Carol McElwain, Mike Schardt, and JoAnn Cate as Chair

Gabriel Hagg motioned to accept the election committee as presented. Paul Jaspar seconded. Motion passed.

6. Amend Finance Committee Charter – tabled until next meeting

7. Amend Draft Investment Policy Statement – tabled until next meeting

8. Amend Proposal Regarding Surplus Allocations – Paul Jaspar

Paul Jaspar presented proposal to create a capital expense reserve to accumulate funds for capital expenditures which will enhance MLCCEHOA. The road reserve is used to accumulate funds for the purpose of road maintenance or improvements not covered by annual budgeted amounts. The stabilization reserve is used to accumulate funds for

the purpose of offsetting any operating deficits of the HOA. Bruce Beecher called for a change on proposed policy for stabilization fund from 17% of the prior year's gross revenue to 25%. Paul Jaspar moved to set policies and future financial statements in place as adjusted. Diane Dubay seconded the motion. Motion passed.

9. Building Standards merge with Mountain Watch –Diane Dubay & Gabriel Hagg

Tabled as previously discussed in ARB report. Diane Dubay to review final standards.

10. Return of Dated Compliance Deposit (Since 2011) - \$5,000

Pete Glee related that we still have a \$5,000 compliance deposit from the proposed Holliday garage that was never built. Bruce Beecher recalled the original decision for Holliday to convert the garage into a living space and plan to build another garage. Holliday is not in compliance. Comment from the floor from Barb Riley: As a real estate agent, the issue is problematic for buyers. There is nothing in writing stating that this is an HOA violation issue. Barb Riley suggested a discussion with HOA attorneys to see if they should file a legal document indicating that the current owner is in violation with HOA standards. Diane Dubay asked if the ARB should send a letter to Holliday detailing the violation. Gabriel Hagg offered a suggestion to give the \$5,000 to a new owner in order to assist them to be compliant. Diane Dubay mentioned that a façade could be acceptable. Action: ARB will send a letter to Holliday discussing the compliance violation issue and possible remedies.

11. Social Committee – Memberships Update/Response

Ann Stephens mentioned that there are a few HOA homeowners that do not want to include “outsiders” to MLCCEHOA functions. Discussion ensued as to a possibility of charging a small membership fee and/or changing the social charter to include “civic” members rather than “HOA community” members. Marvin Galts feels that the issue should be approached from a different perspective – he believes that the social committee should be in place to enhance the MLHOA community as a whole. Attendees should not have to exclusively belong to Meadow Lake to be invited. Barb Riley offered a suggestion as to creating specific “member & guest” events. Diane Dubay moved to change the social charter to include Mountain Watch II and Meadow Lake West, with a \$10 per lot membership fee (all lots to be included and paid by each respective association as one cumulative annual fee). Paul Jaspar motioned to accept the changes, Marvin Galts seconded. Motion passed.

12. MLCCEHOA Board & Sub-Association Board Social on June 2, 2017

Pete Glee related that the Meadow Lake restaurant could provide a buffet-style dinner at \$10-\$15 per plate with a rough estimate of 35 persons attending the event. Discussion ensued as to the time of the event. Diane Dubay motioned to hold the board social through the social committee from 6pm – 8pm on June 2, 2017 at the Meadow Lake Restaurant with a \$600 maximum budget. JoAnn Cate seconded the motion. Motion passed.

13. Amend Election Policy 16.01 – Pages 15-19

Election Policy amended as submitted with one addition, as follows:

Pt. 4 ...”and shall identify one category which he or she is qualified to represent.”

Bruce Beecher motioned to accept election policy as amended, and JoAnn Cate seconded. Motion passed.

Other Items:

14. Public Comments

There were no public comments.

15. Review of Meeting Schedule through 6/3/17

16. Adjournment

Diane Dubay motioned to adjourn at 12:53pm. Marvin Galts seconded the motion.

Motion passed.

17. Closed Session – Diane Dubay

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Board Meeting Minutes

Date: Saturday, June 3, 2017

Time: Following the Annual Meeting

Place: Best Western Rocky Mountain Lodge Conference Room

Members in attendance: Diane Dubay, Peter Mueller, Marvin Galts, JoAnn Cate, and Pete Glee.

Also in attendance were Diane Craft and Barb Riley.

Meeting was called to order at 3:51 p.m. by Diane Dubay.

Discussion and Action:

- 18. Approval of Minutes of Previous Meeting (04/08/2017)** JoAnn Cate made a motion to approve Minutes of April 8, 2017, and Diane Dubay seconded. Motion carried.
- 19. Drainage Review of Gleneagles Trail:** Pete Glee stated that the previous Finmark Construction estimate for the Gleneagles drainage issue was \$14,023. Peter Mueller, Diane Dubay, and JoAnn Cate commented on the abundance of natural springs contributing to the drainage problem. Diane Dubay recommended executing an appropriate drainage plan. Barb Riley suggested that the drainage plan be completed this year. Marvin Galts added that a decision on a plan should be made soon so that the project could be completed during this construction season. Peter Mueller proposed obtaining additional estimates to fix the issue. Marvin Galts cautioned that engineering proposals can be extremely expensive and suggested that the Board Members review the Finmark plan before procuring additional estimates. Action: Available Board Members will plan to meet on June 27th, 2017 at 10:00 am at the traffic circle on Gleneagles Trail to inspect the drainage issue. Pete Glee will contact Finmark Construction to see if they would also be available to discuss their proposal with the Board members at the aforementioned date and time.
- 20. Election of New Officers:** Diane Dubay offered to continue as President. Marvin Galts motioned to nominate Diane Dubay as President, JoAnn Cate seconded, and motion passed. Marvin Galts motioned to nominate Paul Jaspar as Vice President, Diane Dubay seconded, and motion passed. JoAnn Cate volunteered to continue as Treasurer, and Peter Mueller agreed to remain as Secretary. Bruce Beecher, Marvin Galts, and Gabriel Hagg were elected as Directors. Diane Dubay motioned to elect nominations as discussed and accepted, and Marvin Galts seconded. Motion carried.
- 21. Appointment of New Committee Chairs:** Standing Committee Chairs will continue as currently held: Diane Dubay, ARB Chair; JoAnn Cate, BIM Chair; Paul Jaspar, Finance

Chair. Diane Dubay mentioned the need to solicit homeowners for Social Chair. Barb Riley recommended talking to Lynn Biggs as a possibility to chair the Social Committee.

- 22. Security Plans for 4th of July:** Pete Glee related that fireworks signs and flyers will be posted in public places to remind homeowners that fireworks are not allowed in the Meadow Lake community. Flyers should also be provided to MLDC for notification to timeshares owners.

Other Items:

23. Other Items:

- A)** Pete Glee stated that the Building Standards revisions were edited and ready for submission to the Board for review and approval. Diane Dubay related that the revisions simplified the Building Standards. Action: Pete Glee will send the revised Building Standards to the Board Members by email for them to review, submit comments, and vote for approval no later than July 31, 2017. Subsequently, the revised Building Standards will be posted on the website.
- B)** Peter Mueller proposed to initiate a special project to contact timeshare owners in an attempt to solicit more unit representatives. Peter Mueller and Marvin Galts asked if Diane Craft would have time to work on the project, or if additional help would be needed. Pete Glee and Diane Craft believe there will be time to work on the project during HOA office hours, as well as some extra hours as needed. Barb Riley mentioned that IDOCS is available online with a subscription and contains owner data for timeshare owners. Action: Peter Mueller will provide the HOA office with a list of timeshare owners and a tentative letter to solicit greater timeshare unit rep involvement in the Meadow Lake HOA. Pete Glee will contact MLDC for an updated timeshare owner list. Diane Dubay motioned to initiate the special project and to allot additional funds for its completion. Marvin Galts seconded, and the motion carried.

24. 2017-2018 Meeting Schedule: Proposed dates as follows:

September 9, 2017
December 2, 2017
March 31, 2017
June 2, 2018

25. Adjournment

Marvin Galts motioned to adjourn the meeting at 4:47 pm. JoAnn Cate seconded. Motion passed.

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Gabriel Hagg, Director
Marvin Galts, Director
Bruce Beecher, Director
Pete Glee, Manager

Board Meeting Minutes
Date: Saturday, June 3, 2017
Time: Following the Annual Meeting
Place: Best Western Rocky Mountain Lodge Conference Room

Members in attendance: Diane Dubay, Peter Mueller, Marvin Galts, JoAnn Cate, and Pete Glee.

Also in attendance were Diane Craft and Barb Riley.

Meeting was called to order at 3:51 p.m. by Diane Dubay.

Discussion and Action:

- 26. Approval of Minutes of Previous Meeting (04/08/2017)** JoAnn Cate made a motion to approve Minutes of April 8, 2017, and Diane Dubay seconded. Motion carried.
- 27. Drainage Review of Gleneagles Trail:** Pete Glee stated that the previous Finmark Construction estimate for the Gleneagles drainage issue was \$14,023. Peter Mueller, Diane Dubay, and JoAnn Cate commented on the abundance of natural springs contributing to the drainage problem. Diane Dubay recommended executing an appropriate drainage plan. Barb Riley suggested that the drainage plan be completed this year. Marvin Galts added that a decision on a plan should be made soon so that the project could be completed during this construction season. Peter Mueller proposed obtaining additional estimates to fix the issue. Marvin Galts cautioned that engineering proposals can be extremely expensive and suggested that the Board Members review the Finmark plan before procuring additional estimates. Action: Available Board Members will plan to meet on June 27th, 2017 at 10:00 am at the traffic circle on Gleneagles Trail to inspect the drainage issue. Pete Glee will contact Finmark Construction to see if they would also be available to discuss their proposal with the Board members at the aforementioned date and time.
- 28. Election of New Officers:** Diane Dubay offered to continue as President. Marvin Galts motioned to nominate Diane Dubay as President, JoAnn Cate seconded, and motion passed. Marvin Galts motioned to nominate Paul Jaspar as Vice President, Diane Dubay seconded, and motion passed. JoAnn Cate volunteered to continue as Treasurer, and Peter Mueller agreed to remain as Secretary. Bruce Beecher, Marvin Galts, and Gabriel Hagg were elected as Directors. Diane Dubay motioned to elect nominations as discussed and accepted, and Marvin Galts seconded. Motion carried.
- 29. Appointment of New Committee Chairs:** Standing Committee Chairs will continue as currently held: Diane Dubay, ARB Chair; JoAnn Cate, BIM Chair; Paul Jaspar, Finance

Chair. Diane Dubay mentioned the need to solicit homeowners for Social Chair. Barb Riley recommended talking to Lynn Biggs as a possibility to chair the Social Committee.

- 30. Security Plans for 4th of July:** Pete Glee related that fireworks signs and flyers will be posted in public places to remind homeowners that fireworks are not allowed in the Meadow Lake community. Flyers should also be provided to MLDC for notification to timeshares owners.

Other Items:

31. Other Items:

- C)** Pete Glee stated that the Building Standards revisions were edited and ready for submission to the Board for review and approval. Diane Dubay related that the revisions simplified the Building Standards. Action: Pete Glee will send the revised Building Standards to the Board Members by email for them to review, submit comments, and vote for approval no later than July 31, 2017. Subsequently, the revised Building Standards will be posted on the website.
- D)** Peter Mueller proposed to initiate a special project to contact timeshare owners in an attempt to solicit more unit representatives. Peter Mueller and Marvin Galts asked if Diane Craft would have time to work on the project, or if additional help would be needed. Pete Glee and Diane Craft believe there will be time to work on the project during HOA office hours, as well as some extra hours as needed. Barb Riley mentioned that IDOCS is available online with a subscription and contains owner data for timeshare owners. Action: Peter Mueller will provide the HOA office with a list of timeshare owners and a tentative letter to solicit greater timeshare unit rep involvement in the Meadow Lake HOA. Pete Glee will contact MLDC for an updated timeshare owner list. Diane Dubay motioned to initiate the special project and to allot additional funds for its completion. Marvin Galts seconded, and the motion carried.

32. 2017-2018 Meeting Schedule: Proposed dates as follows:

September 9, 2017
December 2, 2017
March 31, 2017
June 2, 2018

33. Adjournment

Marvin Galts motioned to adjourn the meeting at 4:47 pm. JoAnn Cate seconded. Motion passed.

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Peter Mueller, Secretary

Gabriel Hagg, Director
Marvin Galts, Director
Bruce Beecher, Director
Pete Glee, Manager

Board Meeting Minutes

Date: Saturday, September 30, 2017

Time: 10:00 AM

Meadow Lake Resort Inn Conference Room

Members in attendance: Diane Dubay, Peter Mueller, Marvin Galts, Paul Jaspar, and Gabriel Hagg by phone. Others in attendance were Pete Glee, Barb Riley, Mr. Izzo and Ann Stephens

Meeting was called to order at 10:03am

Bruce Beecher joined the meeting at 10:05am

Discussion and Action Items:

1. Approval of Minutes of Previous Meeting of 3 June 2017. Marvin Galts made a motion to accept minutes as written and Peter Mueller seconded the motion. Motion carried.
2. Diane Dubay reviewed several items from the Annual General Meeting held on 3 June 2017 at the Best Western Rocky Mountain Lodge that required action and/or follow-up from the Board. Items noted included focusing on past bookkeeping errors and transactional audits and bank reconciliation in a timely manner; chair and co-chairs for the social committee; the need for the financial committee to address issues as they arise; level of interest for a community center and timely posting of minutes of the Board of Directors and committees.
3. Manager's Report –
 1. Administrative
 - a. Mr. Glee reported that 50 plus owners and the \$25,000.00 bookkeeping error had been narrowed down to 3 owners and \$1,450.00. Mr. Glee continues to work with the owners to rectify this discrepancy. Mr. Glee gave credit to Diane Craft for her effort in this resolution.

b. Bank statement reconciliation is being done monthly with the exception of the credit union which is done quarterly. Mr. Jaspar recommended monthly reconciliation for these accounts and Mr. Glee will contact the credit union, and establish online access to achieve this.

c. Mr. Glee informed the Board that the charter for the Social Committee will need to be updated due to the recent addition of allowing outlying areas to attend our HOA functions for a yearly fee.

d. Mr. Glee shared he had recently received an updated timeshare Unit Representative list from MLDC and this item would be discussed later in the meeting.

e. A presentation by Joe Coco of Coco Enterprises is scheduled for October for the Meadow Lake North Board meeting. Mr. Coco will be discussing investment opportunities. The HOA Board has been invited to attend.

2. Community Center/amenities survey – Survey was sent out with the third quarter billing. This is an agenda item to be discussed later in the meeting.

3. Road Maintenance – This is an agenda item to be discussed later in the meeting.

4. Financial Report – Report was read and there was minimal discussion.

5. Standing Committee Reports

a. ARB report was presented by Ms. Dubay. Ms. Dubay reported member Russ Gregory had resigned in August of 2017 and Mike Schardt agreed to serve on this committee. This is an agenda item for discussion later in the meeting.

Draft Building Standards Document has been merged with Mountain Watch standards and approved by the ARB. This is an agenda item for discussion later in the meeting.

Gleneagles Trail Drainage – To be discussed later in meeting.

Building Projects – Ms. Dubay report two projects have been completed and compliance deposits returned. There are currently three construction projects ongoing, two remodel and/or maintenance projects completed and five current projects with work beginning or pending.

b. The BIM committee report was given by Mr. Glee in Ms. Cates absences. Phase I of the St. Andrews entrance has been completed, the Meadow Lake community has been very positive with the changes made.

Discussion was held regarding the request from MW-049 for landscaping of the common area adjoining his property, this request has been tabled by the BIM Committee, The Committee will look at this request as a possible HOA beautification project at their next meeting.

Other projects to be reviewed by the BIM Committee includes extending sidewalks along St. Andrews to the Hucklebear park, adding a bulletin board to the entrance at Mountain Watch Phase I, adding landscaping to St. Andrews park area, and addressing the Gleneagles Trail drainage problem. Possible beautification projects discussed were a community garden, and refurbishing the sign and lighting on the east side of the main St. Andrews entrance addressing phase II of the main entrance. Road repairs and sealing of Seminole Lane and Pine Valley Loop was discussed, chip seal of a portion of St. Andrews Oakmont Loop and Oakmont Lane discussed.

Yard light replacement of approximately 100 fixtures completed, 44 more fixtures have been ordered.

Mr. Galt voiced his opinion that the general feeling he has is that the HOA members would rather see the HOA spend money on worthwhile projects than not. A discussion regarding sidewalks continuing along St. Andrews, would they be used, would have to take out trees, move the sidewalk to the east side, etc.. Mr. Galts made a motion to pass this item back to the BIM Committee to come back to the HOA Board with recommendations outlining a proposal for completing the sidewalk to Hucklebear Park, Mr. Mueller seconded the motion. Motion carried.

c. Mr. Jaspar reported that Jay Flynn, Sr. VP of Investments, from Stifel, was not interested in managing our investment portfolio. Mr. Jaspar reported that he had contacted Joe Coco of Coco Investments. Mr. Coco had submitted a 10 page proposal, which Mr. Jaspar had forwarded to the board for information.

d. Social Committee report was presented by Ms. Stephens as written. The board discussed who can have membership into our community was decided that it would be case-by-case on individual memberships.

A discussion was held on installing a bulletin board at the entrance of Mt. Watch where the mail boxes were to be installed, Mr. Glee will check with the Post Master to discuss placement of the boxes.

6. Building Standards document merge with the Mt. Watch document has been completed and approved by the ARB. Mr. Glee brought up a recent problem with compliance assurance by the Frampton's purchasing a CD that was not an approved form of deposit compliance as it would only be payable on Mr. Frampton's death. After lengthy discussion was held, Mr. Beecher made a motion to accept the new Building Standards as written but strike 2.4.4 "Certificate of Deposit with MLCCEHOA, Inc. as beneficiary". Motion was seconded by Mr. Hagg and the motion passed.

7. Mountain Watch Drainage – The BIM Committee wants input from the ARB explaining what is happening with the drainage and suggestions for a fix. Mr. Beecher voiced concerns that he could not see any damage to the roads, and was it really necessary to spend the money to fix a problem that is happening in other areas as would open a can of worms. Other parts of the subdivision have swales but Mountain Watch Phase I does not. Ms. Dubay acknowledges that there are other areas with drainage problems, but we have the opportunity to fix the problem in Mountain Watch Phase I, at the early stages of development. Several suggestions of more competitive bids, was the Carver Engineer installation done properly, would the Finmark bid fix the problem. Mr. Galts made a motion moving forward to resolve the drainage issue on Gleneagles, to seek more options and competitive bids, and for the HOA to fund this resolution, Mr. Jaspar seconded and the motion carried. This will be followed up jointly by the BIM and ARB committees.

There was a call for a brief intermission by Ms. Dubay. Mr. Izzo, guest, asked for permission to speak before break. Mr. Izzo was concerned about the dark sky lighting and wanted the HOA to be proactive when discussing lighting in the future.

8. After a brief break the Road Reserve Study was discussed. It was pointed out that the study is several years old and perhaps a new study should be conducted. A Motion was put forward by Mr. Mueller to hire a civil engineer knowledgeable in road construction to prepare a study similar to the one Mr. Galbraith did in 2014. Motion was seconded by Mr. Beecher, Motion carried. The recommended road maintenance and repair resulting from the study will be addressed by the BIM Committee prior to spring to accommodate execution of repairs in the spring.

9. Community Center – Mr. Mueller said that the previous survey mailed in late summer was too vague and gave no historical background, Ms. Dubay agreed that a new survey needs to describe

benefits, existing amenities and how many members want to access these existing facilities, how much the members are willing to pay, etc. Also to include in the survey would be how much would you be willing to increase your dues to have access to the existing amenities, perhaps have an open community meeting to discuss the community center. Mr. Galts discussed some of the proposed plans that Mr. Lynch has mentioned in recent conversations. Barb Riley offered that there is a potential revenue stream for timeshares that the SAHA BOD is researching. This issue was tabled to a future date, proposed by Mr. Beecher and seconded by Mr. Galts. Motion passed.

10. Timeshare Unit Representative List – The list is a start, continue to build on it. It was requested that Mr. Glee notify all unit representatives, sub board members and board members of the change in date of the annual board meeting.

11. Mr. Jaspar made a motion to accept Mike Schardt as a new ARB Committee Member and Mr. Beecher seconded the motion. Motion carried.

12. Public Comment

– Mr. Beecher announced his resignation, effective immediately, from the BIM Committee and the Board of Directors. The Board thanked Mr. Beecher for his time on the board.

- There was public comment concerning the board holding executive meetings without the public being allowed to attend. It was disclosed this meeting concerned legal matters and was not a public concern.

13. The Meeting Schedule was approved to move the annual meeting to 23 June 2018, and the December meeting to 9 December 2017.

14. Meeting was adjourned at 1:15pm.

President

Date

Vice-President

Date

Respectfully submitted by Ann Stephens and Pete Glee

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Gabriel Hagg, Director
Marvin Galts, Director
Jamie Duff, Director
Pete Glee, Manager

Board Meeting Minutes

Date: Saturday, December 9, 2017

Time: 10:00 AM

**Place: Meadow Lake Resort Inn Conference Room
(Upstairs in Timeshare Sales area)**

Members in attendance: Diane Dubay, Peter Mueller, JoAnn Cate, Jamie Duff, and Pete Glee. Paul Jaspar and Gabriel Hagg were connected by conference call.

Also in attendance were Diane Craft, Ann Stephens, Tim Timmons, and Barb Riley. Joe Coco and Tom Shook from Coco Enterprises also attended.

Meeting was called to order at 9:58 a.m. by Diane Dubay.

Information:

34. Presentation by Joe Coco of Coco Enterprises: Joe Coco reviewed his history and qualifications as a financial advisor. Investment options for Meadow Lake HOA will depend on both the amount and term of the investment. Coco Enterprises charges a fee to manage the investments, which is a percentage of the assets, charged on a monthly basis. Joe Coco opened the discussion for questions from attendees. Board members inquired about the fee percentage, clientele experience, FDIC insurance protection, access to funds, and research venues for investment opportunities. Pete Glee, HOA Manager, estimated that the initial investment would be approximately \$500,000. Joe Coco explained that a \$500,000 investment with a 5 year term would have a 1% fee. If the investment period is less than 5 years, the percentage would be less, depending on the term. There are no other fees associated with the asset management. Joe Coco related that he has experience with individual accounts and not-for-profit entities. Joe Coco also clarified that FDIC insurance is available for investments that are bank related, such as Certificates of Deposit. His company brokers with several different banks, so funds would be dispersed in a manner to insure FDIC protection of the monies. Money markets are also an option and can usually be accessed within 48 hours. His firm currently manages \$83 million in assets, and he has an assistant that researches investment options through venues including, but not limited to, Morning Star, & TD Ameritrade. He is able to provide references as requested by Gabriel Hagg. Joe Coco and Tom Shook thanked the Board for their time and exited the meeting. Diane Dubay called a brief recess at 10:15 a.m.

35. Public Comments: Diane Dubay resumed the meeting at 10:19 a.m. and opened the floor to public comment. Tim Timmons read a letter in behalf of the Meadow Lake

County Water and Sewer District. The letter reflects the District's concern over the HOA's recent resurfacing of St. Andrews Dr. at the intersection with Tamarack Lane due to the possible drainage issues and potential contamination of wells. If the Meadow Lake HOA resurfaced road impacts the wells, and additional work is required by the Meadow Lake County Water & Sewer District to protect the water quality of the wells in Meadow Lake, the Meadow Lake County Water & Sewer District will seek a financial remedy from Meadow Lake HOA. Tim Timmons left two copies with Diane Dubay and obtained her signature of receipt. Discussion ensued regarding the runoff issues. Peter Mueller asked if there have been any changes in the water quality with recent testing. Tim Timmons responded "no", but he is concerned about the possibility of the pump house flooding. Diane Dubay thanked Tim Timmons. Lastly, Barb Riley asked permission to reserve comments. Diane Dubay stated that short comments would be acceptable.

- 36. Approval of Minutes of Previous Meeting (09/30/2017)** Peter Mueller made a motion to approve Minutes of September 30, 2017, and JoAnn Cate seconded. Motion carried.
- 37. Manager's Report:** Pete Glee related that the audit has been completely resolved. All 50+ owners have paid the missing dues as found in the audit. For monthly reconciliation of the savings accounts, the Whitefish Credit Union is able to set up an "information only" site access. Parkside Credit Union does not have an "information only" capability, so Pete Glee will stop in at the Parkside Credit Union and obtain a transaction report that can be reconciled each month. Mr. Glee also stated that Jamie Duff was appointed to the Board to finish out the term for Bruce Beecher. She is eligible to be elected to the next full term in June 2018. James Wallace was appointed to the BIM Committee. The ARB Committee has an opening. Due to numerous problems with our current server, the email accounts will be converted to Microsoft Exchange within the next week. The goal is easier remote access, less incoming spam, and the reduction of HOA emails routing to junk mail. Mr. Glee also related that MLDC has outsourced their billing process and will charge MLHOA approximately \$5,000 to include the Notice for Call for Nominations and Notice of Annual Meeting to timeshare owners. Since MLHOA is required to get information only to the Timeshare Unit Reps six months prior to the annual meeting, MLHOA currently plans to send notices by email to the Unit Reps and to post notice on the website. Diane Dubay and Pete Glee plan to discuss the issue further with Chris Walters next week and will keep the Board posted. Peter Mueller expressed his concern over the Unit Rep list not being current, and Pete Glee mentioned that the Unit Reps may be displeased with the responsibility of notifying their unit owners. Pete Glee concluded his report.
- 38. Financial Report:** Pete Glee first reviewed the Budget vs Actual Report. He highlighted the Miscellaneous Income account increase due to finance charges and new social memberships. He also noted the increase for Meeting Expenses due to reimbursements for mileage and hotel stays, and he pointed out the Beautification Projects expenses for lights and entrance projects. Lastly, Pete Glee reviewed the Balance Sheet. Diane Dubay noted the decrease in overdue accounts and credited that to efficient credit card processing of dues. Pete Glee concluded his report.
- 39. Standing Committee Reports**
- ARB –** Diane Dubay related that a change would be made to the Building Standards document regarding access to Gleneagles Trail via Meadow Lake Drive, due to the lifting of the restriction "No Thru Trucks" on Meadow Lake Drive by the county, per MLHOA request. She also stated that C&H Engineering had been contracted to study and

prepare a report for resolution of drainage along Gleneagles Trail. Regarding building projects, Diane Dubay enumerated the following Current Projects:

- Westcraft Lot D25 & D26 – ongoing construction, no issues.
- Hitchcock Lot MW-140 – ongoing construction, proposed landscape plan was returned to the owner for upgrade to comply with landscaping standards. The original submitted plan was sparse and did not include a variation in color, texture, size, and shape.
- Frampton Lot MW-61 – ongoing construction, no issues. Minor color changes were requested and approved.

Diane Dubay then reviewed the Remodel & Maintenance Projects:

- Hunt/Izzo Lot MW-146 – Re-landscaping project completed.
- Lynch Lot Z-11 - Re-landscaping project completed.
- McElwain Lot Z-13 - Re-landscaping project completed.
- Johannsen Lot Z-33 – Re-staining of home approved, work ongoing.
- Klatt Lot R-38 – Future project for minor remodel to add a golf cart garage to home, awaiting application.

Diane Dubay concluded her report.

BIM – JoAnn Cate began by welcoming James Wallace to the BIM Committee. She related that the yard light upgrade is complete, with an installation of approximately 133 new lights. Crescent Electric will be compiling an inventory of installed lights in order to process the rebate with Flathead Electric. Some of the lights need to have photo cells installed on the posts, and the BIM committee will also have an inventory of any lights that are not working and request that the owners check them for power. Peter Mueller asked about the difference in photo cells, and JoAnn Cate replied that the old globes had photo cells in the fixture, whereas the new lights have photo cells on the post. JoAnn Cate went on to relate that the second phase of the St. Andrews Drive entrance upgrade will focus on the sign and landscaping to the east of the main entrance. The BIM committee would like to work towards having one theme prevail throughout Meadow Lake for all signage and surrounding landscaping. The BIM committee is considering a theme that would utilize native plants, rock features, and wooden posts & signs. The BIM committee is also considering an upgrade to the entrance at Mountain Watch Phase I at the west end of Gleneagles Trail. Mr. Prichard, who lives on the corner, offered to continue to maintain the area if MLHOA would level it with dirt and add grass. The options will be discussed in Agenda Item #16. Installing mailboxes, a bulletin board, and Meadow Lake signage would be part of the design. JoAnn Cate continued by mentioning that the BIM committee might possibly add rock features and additional plantings in Armstrong Park. Next, C&H Engineering is assessing drainage concerns on Gleneagles Trail. Lastly, C&H Engineering has also been hired to perform a road assessment report, which will be discussed in Agenda Item #14. JoAnn concluded her report.

Finance – Paul Jaspar explained that there was no report. The main concern is whether or not MLHOA invests with Coco Enterprises. Diane Dubay suggested tabling the issue until the road reserve issue is decided. Pete Glee added that the amount to invest would be affected by the funds needed for road improvements. Due to the previous embezzlement, Barb Riley commented that she would like to see transparency with regard to financial management at the Annual Meeting. Paul Jaspar agreed to defer the discussion to the end of the agenda.

Social – Ann Stephens offered the Social Committee Report as presented. She disregarded point #8, updating of Charter for the Social Committee, because it had already been done, but she had not seen the change. Ann Stephens concluded her report. The report related that the Fall Appetizer Festival was a success. Cindy Cook and Pat Elliot co-chaired this event. Valentine’s Dessert Party and St. Patrick’s Day Party will be the next events, and chairs/co-chairs have been identified. Ann Halter will chair the Mexican Fiesta event on May 10, 2018. Someone from the Social Committee will attend the Mountain Watch Phase II HOA Meeting in January 2018 to welcome them to MLHOA community social events. Theresa Carpenter and JoAnn Cate have volunteered to work with the “New Homeowner Welcome” project; there are currently 20 new homeowners to welcome to the Meadow Lake community. The Social Committee is also working with Pete Glee and the BIM Committee to add a bulletin board in the Mountain Watch Phase I and Phase II area. The Social Committee continues to support Gab Fest, Book Club, Pub Nights, and Women’s Wednesday Golf. Finally, the Social Committee would like to thank Ann Rhoades and all the volunteers for preparing, supplying, and distributing event flyers.

40. **Road Reserve Study** – Pete Glee stated that the C&H report would be reviewed under Agenda Item #10.
41. **Mountain Watch Phase I Drainage Assessment Study:** Pete Glee explained the drainage issue at the Frampton home. The drainage pipe is not visible and Mr. Glee was unable to locate its exit. The contractor will work to resolve the issue with his excavator and ensure that the drainage pipe is properly exposed.
42. **Community Center/Amenity Options:** Peter Mueller related the history on attempting to establish a community center for the Meadow Lake HOA. He would like to collect a list of the personal reviews from the previous tours of community centers. Diane Dubay stated that she does not feel that the community center is a dead project. Homeowners are interested in either an HOA center or access to the pre-existing amenities in Meadow Lake. Peter Mueller added that the primary interest is in amenities access but is unsure what the next step should be to move forward. Discussion to continue during the Strategic Planning Meeting, Annex B, Initiative 1. Peter Mueller concluded his report.

Discussion and Action:

43. **Review and approve C&H Engineering roads assessment as input to Road Reserve Study:** Pete Glee directed attention to the road report study by C&H Engineering. Peter Mueller motioned, and Jamie Duff seconded the motion that the Board is satisfied with the study and report as presented by C&H Engineering. Motion passed. Discussion ensued regarding the report. Diane Dubay asked for clarification on the point that “Tamarack Lane had some areas that had been replaced with gravel instead of asphalt”. Pete Glee and Paul Jaspar identified the area at the east corner entrance and agreed that the area should be paved. Paul Jaspar wondered why there are so many manhole depressions. Pete Glee thought that storm drain systems might possibly be adjustable, but Barb Riley related that the manhole risers in Meadow Lake are not adjustable. Diane Dubay indicated that it is a common heaving issue, and Pete Glee stated that the manhole issue should be fixed with the paving overlay. Ann Stephens asked if the road assessment was a responsibility of the BIM committee, and Diane Dubay confirmed “yes”. Pete Glee highlighted that a decision would need to be made if the Board would

like to see a spring start on the road projects. Diane Dubay mentioned that the Pine Valley area is critical. Pete Glee summarized the recommended maintenance and associated cost for the Meadow Lake roads:

1. Repair and crack seal all cracks greater than ¼": \$2500-\$5000 approximate cost
2. Chip seal all roads with exception of Pine Valley Loop & Court:
Pavement Solutions bid \$109,742.70 done at same time, or an additional \$18,000 if done separately
3. Chip seal Gleneagles Trail: \$18,000 -\$20,000 approximate
4. Overlay Pine Valley Loop & Court: T-Bend bid at \$84,000
5. Total approximate cost for everything to be completed: \$218,742

Pete Glee asked the Board if they would like to move forward with the recommendations for the road improvements. Peter Mueller inquired if the MLHOA should approve all of the recommendations. JoAnn Cate stated that there are significant savings if it is completed at the same time. JoAnn Cate motioned to move forward with the road improvements as recommended. Peter Mueller seconded the motion. Motion passed.

44. Review & approve update to Building Standards: Diane Dubay noted the adjustment to Building Standards III.4.8.2 and Appendix C, #16, which identifies Meadow Lake construction access at "Meadow Lake Drive, or Turnberry Terrace". Diane Dubay motioned to approve changes as submitted. JoAnn cate seconded the motion. Motion passed.

45. Review & approve update to Board Reimbursement Policy: Diane Dubay opened discussion of the Reimbursement Policy HOA Policy 13.03, #2, b. Lodging Reimbursement and Expense Reimbursement Form, Lodging Reimbursement. Pete Glee explained the proposed change from "per meeting day" to "per meeting". Peter Mueller expressed his concern that the reimbursement amount does not cover the expenses incurred. Pete Glee asked if the Board would like to raise the amount for the lodging reimbursement. JoAnn Cate related that a homeowner attending a meeting would usually need two (2) nights at a hotel for arrival and departure. Paul Jaspar suggested a reimbursement of "\$150 day to a maximum of \$300 per meeting". JoAnn Cate recommended altering the policy to read, "Maximum lodging reimbursement per meeting is \$300.00". JoAnn Cate motioned to accept the change as proposed. Peter Mueller seconded. Motion passed.

46. Review & approve update Operating Procedures Revision – Reconcile bank statements and forfeiture of Compliance Deposits – Pete Glee reviewed the changes to the Operating Procedures.

- Procedure 17.03 Adopted 03/31/17 – "The reconciliation of all bank accounts shall be completed on a monthly basis. These reconciliations will be reviewed and approved by the General Manager. These shall be available to the Board of Directors on request." Diane Dubay suggested adding: "approved by the signature of the General Manager".
- Procedure 17.09 Adopted 09/30/17 – "Once funds from the documented and uncontested forfeiture of all or a portion of a compliance deposit have been held one year from the documented date of forfeiture, they shall be transferred to Other Income. These funds are considered a fine for non-completion of the requirements pertaining to the applicable Building Standards, and an approved building or remodeling construction project.

- Procedure 13.03 Adopted 06/08/13 – Alter the wording to reflect the previously discussed change for Lodging Reimbursement to reflect a maximum lodging reimbursement *per meeting of \$300.00.*

Diane Dubay motioned to accept the Operating Procedures as amended. Peter Mueller seconded. Motion passed.

47. Review & approve update to Social Committee Charter – Pete Glee mentioned that the adjustments to the Social Committee Charter will allow homeowners in Mountain Watch Phase II or Meadow Lake West to chair events, and will enhance the sense of community in Meadow Lake. Mr. Glee reviewed the proposed changes as follows:

- **Objective:** “The Social Committee is created to build social relationships between owners, guest, and paid *annual membership owners in Mountain Watch Phase II and Meadow Lake West.*”
- **Membership:** “The Social Committee shall be comprised of not more than 8 volunteers that are active members of MLCCE HOA, *or by payment of an annual membership extended to owners in Mountain Watch Phase II or Meadow Lake West.* Appointment to the committee, *and annual budget proposals,* shall be by majority vote of committee members in attendance at a Social Committee meeting open to members.

Peter Mueller motioned to accept changes as presented, Paul Jaspar seconded. Motion passed.

48. Review & decision on Reimbursement Request for Drainage Mitigation by Fiehrer:

Pete Glee submitted to the Board a \$9,432.00 invoice from Porch Construction for the drainage mitigation at the Fiehrer home. Directing attention to the Meadow Lake map, Mr. Glee highlighted the issue of water ponding and running toward the Fiehrer home. He asked if Meadow Lake HOA is responsible to mitigate the water coming down the fairway. Discussion ensued. Barb Riley related the history of Meadow Lake drainage problems, pointing out that the golf course has attempted to remedy the situation with perforated piping near the 7th fairway. Since there are several properties with drainage issues in Meadow Lake, Barb Riley stressed concern over setting a precedent by authorizing payment of the Fiehrer invoice. JoAnn Cate related that her property has a similar situation at the north end of her property, and she was told that mitigation was the responsibility of the homeowner. Diane Dubay wondered if it would be more effective for work to be done on the golf course so that the runoff could make it to Garnier Creek. She stated that the work on the Fiehrer property doesn’t resolve the drainage issues in Meadow Lake but only remedies drainage for the individual property. Peter Mueller stated that the work done at the Fiehrer home is not the responsibility of Meadow Lake HOA. Peter Mueller motioned to respectfully decline to pay the Porch Construction bill for the Fiehrer property. JoAnn Cate seconded. Motion passed.

49. Review & decision on BIM concept proposal for Mountain Watch Entrance: Gabriel

Hagg discussed the options to improve the approach to Mountain Watch Phase I entrance at the beginning of Gleneagles Trail. He stated that he is open to options but would prefer not to deed the land to the Prichard family; it would be better for Meadow Lake HOA to maintain the land in question. JoAnn Cate agreed, noting that the parcel is set aside for an information board and mailboxes. Jamie Duff expressed that something needs to be done with the piece. Peter Mueller asked about Biggy’s bid to clean up the area, and Pete Glee said that the original bid was high because the parcel needs access to water. Mr. Glee asked Barb Riley if she knew the cost of a water-only hookup. Barb

Riley was unsure at this time and would need to verify the cost to tap into the main. Peter Mueller suggested a hardscape or rock landscaping as an alternative to grass. Diane Dubay suggested that the BIM committee review the Biggy's bid and options to improve the parcel. Gabriel Hagg motioned to proceed with Meadow Lake HOA retaining the common area. Diane Dubay seconded. Motion passed.

- 50. Appoint Nominating Committee** – Pete Glee stated that he had approached Steve Riebe for the Nominating Committee but two more persons are still needed. He will submit names to the Board by email when he has them. Diane Dubay suggested tabling the issue until further information from Pete Glee is received.

Other Items:

51. Review of Meeting Schedule through 6/23/18

- September 30, 2017
- December 9, 2017 (Revised)
- March 17, 2018
- June 23, 2018

Diane Dubay approved the schedule as presented. Before adjournment, Paul Jaspar asked about whether or not Meadow Lake HOA wants to use Joe Coco for MLHOA investments. Pete Glee reiterated the need to finalize an investment amount, depending on road expenditures. Peter Mueller also stated that the normal operating expenses need to be considered, but he is satisfied with Coco Enterprises. Diane Dubay motioned to use Coco Enterprises as the investment firm, to have the Financial Committee review and recommend an investment amount, and subsequently to have the Financial Committee present its recommendation to the Board for approval. Jamie Duff seconded the motion. Motion passed.

- 52. Adjournment** – Diane Dubay adjourned the meeting at 12:10 p.m. and called a recess for 10 minutes.

- 53. Closed Session Meeting** – Meeting moved to 9 a.m. Legal/Personnel issue discussed.

- 54. Strategic Planning Meeting** – Diane Dubay reviewed the Fiscal Year 2018 Initiatives. She noted the need to change "2017" to "2018" fiscal year in the beginning paragraph.

- Pt. 1 - Diane Dubay recommended altering the wording to: *"Survey the members for needs statement to develop a Community Center for Meadow Lake HOA members."* Peter Mueller recommended hiring an outside company to create an accurate survey. Pete Glee mentioned that Survey Monkey was a possibility. Paul Jaspar stated that he had used Survey Monkey in the past and was pleased with the results; however, he did not know the cost. Pete Glee will research options and cost for the survey.
- Pt. 2 Diane Dubay would like to focus on a Disaster Preparedness Plan. Pete Glee also mentioned the need to reestablish a committee for the Security Plan.
- Pt. 4 Diane Dubay suggested eliminating "Improve residential lighting" and replacing it with *"Resolve drainage on Gleneagles Trail – BIM & ARB"*.
- Pt. 5 Diane Dubay changed the wording to reflect the ongoing effort to *"Continue to negotiate with Meadow Lake entities for use of on-site facilities serving all members."* Diane Dubay wondered if Meadow Lake HOA should approach the sub-associations with MLDC to request access to on-site amenities.

- Pt. 7 Diane Dubay suggested altering the word “Develop” to “Execute” a statement of investment policies and guidelines.
- Pt. 10 Diane Dubay added the following detailed description to “Improve the entrance at Meadow Lake - BIM”: “at the intersection of Tamarack and St. Andrews Dr., as well as Meadow Lake Drive and Gleneagles Trail.”

With the agreement of Board members to incorporate the recommended changes to the 2018 Strategic Plan, Diane Dubay concluded the Strategic Planning Meeting at 12:30 p.m.

ACKNOWLEDGMENT OF HAND-DELIVERY
MEADOW LAKE COUNTY WATER & SEWER DISTRICT
Letter dated 12/8/2017

The undersigned does hereby acknowledge receipt of two (2) original, signed copies of a letter dated December 8, 2017, from the Meadow Lake County Water & Sewer District, referencing changes to St. Andrews Drive Front Entry Road. The letter is a two-page document and includes a two-page attachment.

Dated Dec 9, 2017

M Diane Dubay

By: Diane Dubay, President

Meadow Lake Country Club Estates Homeowners Association, Inc.

Meadow Lake County Water & Sewer District
PO Box 2366
Columbia Falls, MT 59912
(406) 897-3540

Ann Stephens, President
Tim Timmons, Vice President
Peter Tracy, Secretary/Treasurer
Gabriel Hagg, Director
Patrick Halter, Director

Barb Riley, Admin Manager
Robert Bosley, Water Operator
Travis Martin, Water Operator
Tony VanOrney, JCCS – Auditor
Michaela Martin, Bookkeeper

December 8, 2017

**DELIVERY RECEIPT
REQUIRED**

Meadow Lake Country Club Estates Homeowners Association, Inc. (HOA)
Attn: Diane Dubay, President
P. O. Box 2323
Columbia Falls, MT 59912

RE: Changes to St Andrews Drive Front Entry Road

Ms. Dubay,

The Meadow Lake County Water & Sewer District (District) is in receipt of communications between Pete Glee, HOA Manager, and Emily Gillespie, Dept of Environmental Quality (DEQ), related to “paving improvements” the HOA was planning to St Andrews Drive at the main entrance to the subdivision. The communications are dated May 9, 2017. For your reference, we have included a copy of the email communication from Ms. Gillespie

In this communication, Ms. Gillespie references a phone call held with Mr. Glee, where she confirms the discussion and project as a “surface-related project...which will direct precipitation falling directly on the roadway to drain to the sides of the road, rather than allowing water to pond on the road”. In addition, she states that “because this surface asphalt improvement project will not significantly change drainage patterns, such improvements do not need reviewed by the PWS program in relation to the protection of Well #1. In the future, if more substantial drainage improvements are planned that would direct runoff to the pump house (and well head inside)...DEQ would provide formal review of such modifications.”

The District has a major concern with the completed project, in that there was a significant change to the drainage pattern of the roadway. The change included a new slope to the road surface that forces all runoff to the west corner, added a very noticeable dip or swale to the west corner, removed the concrete curbing, and repositioned the river rock to convey the runoff, directly into the well protection zone surrounding Well #1 and the pump house.


The District has a legal responsibility (DEQ & DNRC requirements) to protect its wells against damage to the well itself and prevent direct contamination into the well or ground water in the immediate area surrounding the well. It is the District's position that the new drainage pattern of the road runoff at the main entrance further compromises the District's ability to protect the area from ground water contamination. In addition, the District believes there has been a clear violation of the terms of Ms. Gillespie's instructions.

The potential damages to the District from this drainage change could require a new storm water monitoring system, full chemical treatment of water services and/or replacement of water source. Any one of these remedies, if required, would exceed the financial capabilities of the District without new revenue sources.


It is with this concern that the District is providing the Meadow Lake Country Club Estates Homeowners Association, Inc. (HOA) written notice that we will seek remedy from the HOA in the event we are faced with corrective action.

The District requests that this letter and the attachments become part of a complete record of the minutes of this meeting, and a copy of the minutes (with all attachments) are provided to the District for our files as soon as approved.

Respectfully,



Ann Stephens
President



Tim Timmons
Vice President

cc: W&S Board Members

5/9/2017

Gmail - FW: Road surfacing improvements at Meadow Lake golf entrance 5-9-17

M Gmail

(2)

Run off
100' buffer zone

Tim Timmons <tntnmat@gmail.com>

FW: Road surfacing improvements at Meadow Lake golf entrance 5-9-17

1 message

Richard/Ann Stephens <rastephens@bresnan.net>

Tue, May 9, 2017 at 6:31 PM

To: Tim Timmons <tntnmat@gmail.com>, Gabriel Hagg <gabriel_h@mo.com>, Graham Pyo <graham_pyo@yahoo.com>,
Diane Dubay <mustango599@gmail.com>

Cc: rnosley3@hotmail.com, mltravis83@gmail.com, Barb Riley <barb@purewestmt.com>

From:

From: Pete Glee [mailto:]

Sent: Tuesday, May 09, 2017 1:16 PM

To: 'Gillespie, Emily'

Cc: Ann Stephens

Subject: RE: Road surfacing improvements at Meadow Lake golf entrance 5-9-17

Emily,

Thank you for the email confirming Meadows DEQ's position on the proposed paving project.

Ann - please share with the Meadow Lake County Board and Board District Board.

Have a Great Day - Hope you have a good night for Friday.

Best,

General Manager

Meadow Lake, MO

From: Gillespie, Emily [mailto:]

Sent: Tuesday, May 09, 2017 1:06 PM

To:

Subject: Road surfacing improvements at Meadow Lake golf entrance 5-9-17

Pete,

Thank you for the call yesterday inquiring about whether the DEQ Public Water Supply (PWS) program needs to review your paving improvement project near the entrance of Meadow Lake golf course, which is within the

100-ft protection zone of the PWS Well #1. (For reference, Well #1 is drilled to a total depth of 734 feet and its well head is housed within an enclosed pump house). As we discussed, the asphalt work will be surface-related only and no sub-surface utilities will be moved as a part of the project. Further, no storm drainage culverts or ponds will be installed as a part of the project. Rather, the road crown will be improved which will direct precipitation falling directly on the roadway to drain to the sides of the road, rather than allowing that water to pond on the road.

Because this surface asphalt improvement project will not significantly change drainage patterns, such improvements do not need to be reviewed by the PWS program in relation to the protection of Well #1. We appreciate you extending communication with our program to verify significance. In the future, if more substantial drainage improvements are planned that would direct runoff to the pump house (and well head inside) or if storm water retention ponds are planned, DEQ would provide formal review of such modifications.

Thanks again for your inquiry and please call with any questions.

Emily J. Gillespie, PE

Public Water & Subdivision Section

Montana DEQ

Kalispell Regional Office

655 Timberwolf Pkwy, Suite 3

Kalispell, MT 59901

Phone 406.755.8979

Fax 406.755.8977