

Meadow Lake Country Club Estates Homeowners Association, Inc.
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Paul Jaspar, President
Diane Dubay, Vice President
JoAnn Cate, Treasurer
Peter Mueller Kirschner, Secretary

Gabriel Hagg, Director
Jamie Duff, Director
James Wallace, Director
Pete Glee, Manager

Meadow Lake HOA Board Meeting - Proposed

Date: Saturday, March 21, 2020 **Time:** 10:00 AM

Place: Due to COVID 19, the Board Meeting will be via Conference Call

Directors in Attendance: Diane Dubay attended in person at the Meadow Lake office.

Connected by teleconference: James Wallace, Jamie Duff, Gabriel Hagg, Paul Jaspar,
JoAnn Cate, and Peter Mueller Kirschner

Others in Attendance: Ann Stephens attended in person at the Meadow Lake office.

Connected by teleconference: Pete Glee and Diane Craft.

Call Meeting to Order: Due to conference call connectivity issues, the meeting was delayed. Paul Jaspar called the meeting to order at 10:30 am.

Information:

- 1. President's Report** – Paul Jaspar mentioned that he was going to combine Agenda Item #4 Financial Report and #5c Finance Committee since they are closely related. Diane Dubay stated that the following items on the Agenda should be changed: (8) Strike item #8, and (9) correct the spelling “Kirschner”, and (12) change bullet items to 12 a-e. Paul Jaspar moved on to the Agenda items.
- 2. Public Comments** – No public in attendance. Barb Riley had previously emailed questions and comments which were deferred to discussion later in the Board Meeting under the applicable agenda Items. Before moving on, Paul Jaspar related that Marvin Galts resigned from the Board and welcomed James Wallace to his first Board Meeting as a new member. Paul Jaspar asked him to briefly share his background. James Wallace mentioned that he had been a journalist for over 40 years in Chicago, but he skied in Montana 10 years ago and decided that he wanted to retire in the Flathead Valley. He appreciates that he now has the time to volunteer on the Board and give back to his community.
- 3. Approval of Minutes of Previous Meeting (12/14/2019)**

Paul Jaspar asked for comments on the Approval of Minutes of the Previous Meeting. Diane

Dubay requested the following amendments:

- (1) p. 3 change “dead items” to “dead trees”
- (2) p. 5 change “CPA firms in” to “CPA firms as”
- (3) p. 6 change “platform contact” to “platform contacted”
- (4) p. 7 changed “user-friendly” to “condensed”
- (5) p. 14 remove erroneous “2.” on page

Item discussion ensued regarding p. 17 Annex B: FY 2019-2020 Initiatives

- (1.) Committee reviews of charters and governing documents are due at this meeting
- (2.) Yard light issue to be discussed at this meeting
- (8.) Remove issue – Meadow Lake HOA does not have authority to improve the signage since it is on golf course property.
- (9.) Remove issue – Meadow Lake entities do not have interest in allowing use of on-site facilities to Meadow Lake homeowners.
- (10.) Gleneagles Trail drainage issue is resolved.

MOTION: Diane Dubay moved to accept the Minutes of the Previous Meeting as amended, Paul Jaspar seconded the motion. Motion carried.

- 4. Financial Report** – Paul Jaspar related that Dallas Claypoll and Marvin Galts are no longer members of the Finance Committee; Paul Jaspar and James Ablett are the remaining standing members. Paul Jaspar presented the Financial Report as submitted and concluded his report.

Comments on the February 29, 2020 Financial Information

Balance Sheet

Parkside Credit Union \$242,370 - \$150,000 invested in a 1 Year term certificate

- \$50,000 invested in a 6-month term certificate
- \$42,000 in savings account

Accounts receivable- the majority of the overdue accounts, 80%, is a result of the court case

Fixed Assets- during the period the HOA purchased \$3,000 of computers and printers

Equity- the HOA has total reserves of \$312,000 the majority of which, 78%, is invested in cash at the Parkside Credit Union

Earnings Statement

There are a number of one-time expenses such as supplies/website/legal and road signs

The road reserve allocation will be increased to \$33,000 in accordance with the motion at the last Board meeting

On an overall basis earnings this year were \$11,778 compared to

\$23,693 last year the variance is mainly due to an increase in legal fees of \$11,000

5. Standing Committee Reports:

a. ARB – Diane Dubay presented her report as submitted.

Architectural Review Board Committee Charter reviewed and certified as accurate at this time.

New Construction:

- Current 5 home builds:

1. 164 Oakmont Loop R-40 – Waters, single family home plans approved, and construction started November 28, 2018; issues with contractor availability, completion extended to June 30, 2020.
2. 271 & 275 Oakmont Loop D-27 and D-28 – Westcraft townhouses; plans approved, and construction started May 2019; completion May 30, 2020. An early move in may be requested. This application has not been received by the ARB at this time.
3. 1221 Oakmont Lane MW-76 – Jessat, single family home plans approved, and construction started July 10, 2019; completion July 31, 2020.
4. 104 Oakmont Loop 16A – Gouw, single family home plans approved July 2019 and construction started August 2019; completion June 1, 2020.
5. 185 & 195 Oakmont Loop D-13 and D-14 – Westcraft townhouses; plans approved, and construction started December 2019/January 2020; completion January 2021.

Potential four new applications anticipated for next season build at this time.

Completed remodels/repair/painting and re-Landscaping, 2 properties:

828 St. Andrews Dr. – Replace siding and add cultured stone wainscoting to front.

Project completed December 2019.

T-29 thru T-32 Project started as a repaint of entire building and the replacement of some of the gutters. Water damage was found which increased the amount of repair needed before painting could commence. Project completed December 2019.

Ongoing remodels/repair/painting and re-Landscaping, 2 properties:

848 Condos on the Green – This project started as water damage repair, requiring replacing of some siding and repainting. Additional problems were discovered, and this project has expanded to include repair of some rotted sub-walls. Owners submitted and achieved approval for removal of 2 trees, one dead and the other oversized for the area. The General Manager has been notified that the decision has been made to replace all the siding and trim on this building. A materials board with material samples and colors has been received. The ARB will review at next meeting. Repair timeline TBD.

707 Augusta Loop – Replace damaged deck, fence and balcony with like materials; anticipated completion spring 2020. Contractor access to back of building caused some compaction of rock landscaping alongside of townhouse, so will be monitored for any needed restoration.

New remodels/repair/painting and re-Landscaping:

1030 St. Andrews Dr. – Replace roof – product type to be similar and color to be same. Anticipated start date is this spring when weather warms. The applicant has been given a deadline of June 30, 2020 for completion of the project.

Paul Jaspar asked if there were any delays to the projects. Diane Dubay stated that all the projects were making progress. Paul Jaspar expressed his concern over the project on Oakmont Loop and the lack of a security fence. He recommended that if they weren't starting project this week, they would need to install a safety fence. Diane Dubay stated that the ARB Committee will ask Westcraft to fence off the area, if not starting this coming week. Diane Dubay concluded her report.

b. BIM – Pete Glee reported in behalf of Jamie Duff.

Committee Report for Board of Directors Meeting

- 1. Yard Lights:** A reminder was posted on new HOA website and on NextDoor for owners to check that their yard lights are working.
- 2. Armstrong Park:** As reported last meeting, four of the bushes have died, so will be replaced in the spring. The tree that's showing signs of poor health will also be looked at.
- 3. Tree Removal:** As reported last meeting the inventoried dead trees had been removed. Another inventory will be taken in the spring.
- 4. Properties with Viewing Platforms in Mountain Watch – Phase I:**
The owner of the 3rd viewing platform has decided to have it taken down. Two bids

were forwarded to him for review.

5. Entrance to Mountain Watch – Phase I:

Six contractors were contacted and five expressed interest in bidding the project. Two of them decided not to bid the project after receiving the RFP overview of the project.

The Committee has met with two of the three remaining contractors and they have submitted bids. The third contractor has the RFP; but has not requested a meeting or submitted a bid at this time. The committee just found out that the company selling the low maintenance structure to cover the mailboxes and bulletin board does not do business in Montana, and to date no other source has been found. The committee will be modifying the bid request now to include construction of the structure.

6. Damaged Mailboxes: The two reported mailboxes that had been damaged will be reviewed for replacement. The cost to replace the parcel holding one is approximately \$900. The other one may not need to be replaced.

7. Maintenance on Gleneagles Trail: The bid for the approved maintenance work to Gleneagles Trail has been updated and will be presented later in the meeting.

8. Inverness Court: A bid to seal coat Inverness Court will also be presented later in the meeting. As a matter of practice Pavement Maintenance Solutions does not chip seal cul-de-sac areas. They related that the chips don't hold up in these areas as drivers are prone to turn their wheels while stopped after backing out of driveways. Simply seal coating this area will then continue to protect the pavement.

9. Common Area Weed Control: Jon Heselwood will be doing our noxious weed control again this year at the same cost quote as last year.

Paul Jaspar asked if yellow caution tape could be replaced around the remaining viewing platform^s.

ACTION: Pete Glee will replace yellow caution tape around the platforms. Diane Dubay stated that she would like to see actual progress on the yard light issue; she suggested sending letters to homeowners who have lights on during the day and those who do not have lights on during the evening. Paul Jaspar recommended that Board Members who notice yard lights with issues notify Pete Glee. **ACTION: Pete Glee will email a letter notifying homeowners of the need to repair their yard lights.**

c. Finance Committee – Report combined with #4 Financial Report

- d. **Social** – JoAnn Cate related that the St. Patrick’s Day party was cancelled due to the virus outbreak and no other social events are planned until the BBQ this summer. She also mentioned that more welcome bags were distributed to new owners. JoAnn Cate concluded her report.
- e. **COPS** – Pete Glee related that he had spoken with Chris Walters from MLDC regarding the contract for “Community Incident Reporting Services”, but Chris Walters was waiting on a response from the MLDC Board. Pete Glee contacted four other security companies for bids on a security plan for Meadow Lake; one company declined to submit a proposal, and another has not responded. Pete Glee and Barb Riley met with a security company out of Polson. They will be submitting a bid shortly. Pete Glee highlighted that the security companies hire armed officers who can make arrests versus MLDC, which only monitors and reports security issues. Diane Dubay addressed item #3 from Barb Riley’s email which requested to see if North Star security can enhance the option with MLDC and what costs would be entailed. Diane Dubay would like to pursue the option of a combined security plan. Diane Dubay requested that the final contract include a monthly activity report; Pete Glee stated that it will be included in the final contract. Paul Jaspar did not receive the email with the proposals. **ACTION: Pete Glee to email the proposals to Board Members who did not receive them in their meeting packet.** Diane Dubay also would like to reconsider a 3-year contract for services with MLDC; she suggested an annual option with a 90-day (past contract was 60-days) cancellation clause. Gabriel Hagg agreed that shorter term would be better. **ACTION: Pete Glee will change the “Community Incident Reporting Services” contract to an annual term.** Pete Glee concluded his COPS report.
- f. **Community Amenities – No Report**

6. Manager’s Report - Action Items update from previous meeting

Pete Glee submitted his report as presented.

Administrative:

1. Computers and a printer have been purchased for the office. We are transitioning off the old computers.
2. The new website is up and fully functional. A big “Thank You” to Ann Stephens and Ann Rhodes in this endeavor. They spent hours working to create and proof new forms for the new website.

3. Ann Stephens put the Welcome bags together and Cindy Cook distributed them. For those not at home, a flyer was left letting them know they could pick up their Bag at the office. Ann Stephens mailed HOA informational flyers to all the new owners of vacant properties. These are also, included in the Welcome Bags. This program is current thanks, to Ann and Cindy.

4. To date we've only received two applications for the Board positions. Owners have until April 15th to apply. After that date the Nominating Committee will submit the applicants for the three Board positions to be elected. Currently James Wallace would be submitted for the remainder of Marvin Galts At-Large seat. Gabriel Hagg would be submitted for the unexpired portion of his "Homeowner" position. Diane Dubay's expiring term is for an At-Large position.

5. I've assigned to Ann Stephens the task of reviewing the Community Standards, the Weed Management Plan, and all committee charters with the goal of certifying their accuracy. She will also continue to update all of the HOA documents with the new logo.

6. All the Bulletin Boards have been updated thanks to Ann Stephens.

7. Ann Rhodes met with Ann Stephens and I, to train us for updating to the new website. Ann Rhodes will be available for any questions or help we might need.

Action Items from last meeting update:

8. ACTION: Pete Glee to send out a letter to three (3) CPA firms in the Flathead Valley to obtain the cost for the Financial Audit requirements. **Done. JCCS is doing the audit.**

9. ACTION: Pete Glee will post notice on the Meadow Lake HOA website as to the need for homeowners to ensure that the yard lights are working properly. **Done.**

10. ACTION: Pete Glee to pursue a contract with MLDC for "Community Incident Reporting Services" to send to the Board for approval. **Done.**

11. ACTION: Pete Glee will create a bullet point condensed version of the Community Standards and post the information on the website with a link to more details. **Not completed at this time.**

12. ACTION: Pete Glee to submit a third name for the Nominating Committee and present it to the Board for approval. Third person approved at the December 31, 2019 meeting.

13. ACTION: Pete Glee to order new computers and 1 printer. **Done.**

14. ACTION: HOA Office will distribute Welcome Baskets. **Done.**

15. ACTION: Pete Glee finalize online credit card payment option for owners. **Done**

16. ACTION: Pete Glee to follow up to collect an outstanding fine. Follow up done, fine not collected at this time.

17. ACTION: Pete Glee to follow up on owner removal or maintenance of viewing platform. Done – Owner has decided to remove platform. I asked for and received 2 bids for him to review.

Paul Jaspar asked about the audit and Pete Glee stated that the audit progress would be discussed under Item #7 Transactional Audit. Diane Dubay suggested striking #12 since Cindy Cook was approved at the last Board Meeting. Paul Jaspar inquired as to the cost to owners for the removal of the viewing platforms; Pete Glee said that he had heard the estimates were between \$1600 to \$2300, but bids were presented to the owners and not Meadow Lake HOA. Pete Glee concluded his Manger's Report.

Information:

7. Transactional Audit – Pete Glee related that the accounting firm JCCS had the audit completed. It will be reviewed and sent to Meadow Lake HOA in a final report. Pete Glee stated that the auditor did not see any issues with the audit but would recommend the following:
After checks are created, scanned, and authorized, a final scan with signatures and/or signature stamps should be scanned and saved as well. **ACTION: Pete Glee will send the final audit report to the Board when he receives it from JCCS.**

Discussion and Action:

~~8. Review and Approval of Cindy Cook for the Nominating Committee~~

Per previous discussion, Item #8 was struck from the Agenda.

9. Review and Motion to acknowledge Peter Mueller name change to Peter Mueller Kirschner.

Pete Glee mentioned that the name change would need to be recorded on bank accounts, board paperwork, etc. **MOTION: Peter Mueller motioned to acknowledge Peter Mueller's name change to Peter Mueller Kirschner. Diane Dubay seconded the motion. Motion carried.**

10. Review and Approval of updated bid for Gleneagles Trail – Pete Glee stated that T-Bend would be updating their bid for Gleneagles Trail since the original bid did not include required utilities/fire hydrants work; these areas need to be leveled. In accord with previous T-Bend bills for Seminole & Pine Valley, Pete Glee estimated that the additional work would cost approximately \$1,000. **ACTION: Pete Glee will send the final T-Bend bid for Gleneagles Trail to Board Members upon receipt.** Paul Jaspar asked if Gabriel Hagg had any comments, and Gabriel Hagg stated that it makes sense to wait for the final bid from T-Bend before additional discussion and approval.

11. Review and Approval of bid for Inverness Loop seal coating – Pete Glee reviewed the T-Bend chip sealing bid at \$1795. He is waiting on a bid from Double Diamond. **ACTION: Pete Glee will send the Double Diamond bid for Inverness Loop seal coating upon receipt. MOTION: Paul Jaspar** motioned to approve the Inverness Loop seal coating project not to exceed \$2500.00 and for the BIM Committee to select the contractor. Diane Dubay seconded the motion. Motion carried.

12. Update/Retire select Board Policies – The following were tabled at the 12/14/2019 meeting.

a. Update - Delinquent Accounts (HOA Policy 13.01) Pete Glee stated that the policy for charging interest on delinquent accounts needs to change from the previously adjusted policy of 30 days to 60 days to correspond with the Meadow Lake CCR's. **MOTION: Paul Jaspar motioned to adjust the policy for charging interest on delinquent accounts from 30 days to 60 days after the due date. Once the account is 60 days past due, interest is charged from the due date forward. Diane Dubay seconded the motion. Motion carried.**

b. Update - Distribution of Membership Information Policy (HOA Policy 12.02) **MOTION: Diane Dubay** motioned to change from "Amended by the HOA Board of Directors on December 14, 2019" to "Amended by the HOA Board of Directors on March 21, 2020." Paul Jaspar seconded. Motion carried.

c. Review – Meadow Lake HOA Sign Policy (HOA Policy 13.02) Diane Dubay stated that she would like the sign policy reviewed in its entirety. Gabriel Hagg mentioned that allowing "For Sale" signs on property should be reassessed. Discussion tabled until more information is obtained. **ACTION: Pete Glee will review governing documents for Meadow Lake HOA and research sign policies for other subdivisions, such as Eagle Bend and Iron Horse.**

e. Review – Parking Regulations (HOA Policy 13.04) Pete Glee led the conversation on the Parking Regulations. He proposed posting the regulations on the website so that it is easier for homeowners to access. Paul Jaspar asked if it is permissible to park parallel to the road and on the lawn if it has rocks? JoAnn Cate stated that homeowners need to use that area if they have a gathering. Diane Dubay commented that parking in this manner would be acceptable on a short-term basis. Discussion ensued as to the need for specific Parking Regulation Policy. **MOTION and ACTION: Peter Mueller Kirschner moved to have Pete Glee retire the Meadow Lake HOA Parking Regulations policy and incorporate it into the Community Standards and the Building Standards. Gabriel Hagg seconded the motion. Motion carried.**

g. Review – Aesthetic Standards for Vacant Lots at ML (HOA Policy 07.01) Pete Glee presented the Aesthetic Standards as submitted. Gabriel Hagg recommended changing “Mountain Watch/Tamarack Heights” to “Mountain Watch (Tamarack Heights)”. Pete Glee concluded his review.

13. Review and Approval of Gleneagles Trail Entrance Project – Pete Glee reviewed the bids for landscaping from Biggy’s Landscaping and Columbia Nursery. The difference in bids was \$425; Biggy’s Landscaping had more plantings and plans to bring in black dirt to create landscaping mounds. Diane Dubay suggested entertaining rock chips rather than mulch. Pete Glee recommended allowing the BIM Committee to decide on the rock options. **MOTION: Peter Mueller Kirschner moved to allow the BIM Committee to select the contractor, not to exceed a bid of \$6,000. Gabriel Hagg seconded. Motion carried.**

Pete Glee and Jamie Duff related that the BIM Committee would need to review options for the design of the mailbox canopy since manufacturers do not make the pre-built canopies for our area. They suggested obtaining bids from local contractors to build the canopies. James Wallace recommended completing the landscaping and mailbox structure by summer.

14. Review Strategic Plan Vision and Initiatives and update as necessary – Diane Dubay suggested looking at the Strategic Plan by item:

(#1) Pete Glee mentioned that Ann Stephens was reviewing the charters and governing documents and would present her findings. Diane Dubay stated that it is the responsibility of the Committee Chair, not Meadow Lake HOA staff, to review the charters and governing documents.

(#3) Diane Dubay opened the discussion for comments on the Community Center. Paul Jaspar asked if there was a need for a center. Diane Dubay stated that, if there is no longer interest in a Community Center, the item should be retired. She recommended obtaining feedback from the community. **ACTION: Pete Glee to include the Community Center as an Agenda item for discussion at the Annual Meeting.**

(#5) Peter Mueller Kirschner stated that gathering timeshare unit representatives has been difficult without MLDC cooperation. Pete Glee related that MLDC has no interest in encouraging unit representatives. Pete Glee also mentioned that the Meadow Lake Sub Associations can get information regarding unit owners from MLDC. Peter Mueller Kirschner wondered if a mailing could be sent to current timeshare owners requesting unit representatives. Pete Glee said that MLDC employs an external billing company that would charge Meadow Lake HOA \$1/page sent

with the MLDC mailing, which would cost approximately \$3500. Diane Dubay recommended Pete Glee sending a current list of unit representatives to each Sub Association President for validation of owner representatives and/or vacancy. Peter Mueller Kirschner indicated that it is not workable since the Sub Associations do not have staff. Discussion ensued among Board Members as to a realistic plan to acquire more unit representatives. **ACTION: Pete Glee will email Meadow Lake HOA contact information of unit representatives to Peter Mueller Kirschner, who will work on obtaining an updated list by starting with Building 2.**

(#8) Paul Jaspar asked for clarification on the entrance signs to Meadow Lake. Pete Glee stated that it is not the responsibility of Meadow Lake HOA since the golf course owns the property. Discussion concluded.

Other Items:

15. Meeting Schedule for 2019-2020 meetings – Annual Meeting, June 6, 2020

Paul Jaspar recommended leaving the Annual Meeting on June 6th, 2020. Diane Dubay asked Pete Glee if the meeting could be delayed due to the Coronavirus. Pete Glee answered that the By-Laws state that homeowners need a 30-day notice if the meeting is delayed. Diane Dubay suggested sending out election ballots and appointing officers even if the meeting is changed to a later date. Paul Jaspar recommended sending out ballots to homeowners by April 30th, 2020 and checking with the lawyer if the Annual Meeting day needs to change.

16. Adjournment – MOTION: Paul Jaspar moved to adjourn the public meeting at 12:05 p.m., and Diane Dubay seconded. Motion passed.

17. Closed Session

ACTION ITEMS

- 1. ACTION: Pete Glee will email a letter notifying homeowners of the need to repair their yard lights.**
- 2. ACTION: Pete Glee will replace yellow caution tape around the remaining viewing platform.**
- 3. ACTION: Pete Glee to email the security services proposals to Board Members who did not receive them in their meeting packet.**
- 4. ACTION: Pete Glee will change the “Community Incident Reporting Services” contract to an annual term.**
- 5. ACTION: Pete Glee will send the final audit report to the Board when he receives it from JCCS.**
- 6. ACTION: Pete Glee will send the final T-Bend bid for Gleneagles Trail to Board Members upon receipt.**
- 7. ACTION: Pete Glee will send the Double Diamond bid for Inverness Loop seal coating upon receipt.**
- 8. ACTION: Pete Glee will review governing documents for Meadow Lake HOA and research sign policies for other subdivisions, such as Eagle Bend and Iron Horse.**
- 9. MOTION and ACTION: Peter Mueller Kirschner moved to have Pete Glee retire the Meadow Lake HOA Parking Regulations policy and incorporate it into the Community Standards and the Building Standards. Gabriel Hagg seconded the motion. Motion carried.**
- 10. ACTION: Pete Glee to include the Community Center as an Agenda item for discussion at the Annual Meeting.**
- 11. ACTION: Pete Glee will email Meadow Lake HOA contact information of unit representatives to Peter Mueller Kirschner, who will work on obtaining an updated list by starting with Building 2.**