

Meadow Lake Country Club Estates Homeowners Association, Inc.
P. O. Box 2323
Columbia Falls, Montana 59912
(406) 897-2765
www.ml-hoa.com

Paul Jaspar, President
Diane Dubay, Vice President
JoAnn Cate, Treasurer
Peter Mueller, Secretary

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

Board Meeting Minutes

Date: Saturday, March 9, 2019

Time: 10:00 AM

Place: Glacier Village Fitness Center Conference Room

Directors in attendance: Paul Jaspar, Diane Dubay, Peter Mueller, and JoAnn Cate. Gabriel Hagg, Marvin Galts, and Jamie Duff were connected by phone. Additionally: Diane Craft, Barb Riley, and Pete Glee were in attendance. Stewart Church joined the meeting from 10:13 a.m. – 11:24 a.m., and Diane Dubay left the meeting at 12:05 pm.

Call Meeting to Order/President's Report:

Paul Jaspar called the meeting to order at 10:03 a.m.

- Paul Jaspar expressed appreciation for the efficient and prompt manner of Pete Glee's assistance and response to questions. He also thanked Diane Craft for her help with Meadow Lake bookkeeping.
- Paul Jaspar expressed appreciation for Diane Dubay having taken care of his duties while he was in Saskatoon.
- Paul Jaspar called for the approval of the meeting agenda. **MOTION: Diane Dubay moved to accept the Board Meeting Agenda, and JoAnn Cate seconded. Motion passed.**

Information:

- **Public Comments – Paul Jaspar opened the floor to public comments.**
Barb Riley mentioned that she will have comments on upcoming agenda items. Also, upon review of the last Board Meeting Minutes, she wondered if Goudreau should be changed to Goudnow, and Oakmont Loop should be Oakmont Lane. Additionally, new construction on Oakmont Loop is Lot R-45 rather than Lot R-40. Lastly, Barb Riley informed the Board that the parking issue on Action Item 1 is a neutral zone rather than an allotted parking space. Paul Jaspar thanked Barb Riley for her comments.
- **Approval of Minutes of Previous Meeting (12/08/2018)**
MOTION: Diane Dubay motioned to approve the minutes of the last Board Meeting with the changes as noted and to approve the closed-session meeting from February 27, 2019. JoAnn Cate seconded the motion. Motion passed.

Financial Report – Finance Committee – Paul Jaspar reported the following:

- Paul Jaspar highlighted the expenditures, making note of the higher legal fees due to a confidential matter and the additional expense for the common area maintenance due to dead tree removal.
MOTION: Peter Mueller moved to accept the Meadow Lake P&L Statement for 8 months to date ending February 28, 2019. Diane Dubay seconded the motion. Motion passed.
- Paul Jaspar reviewed the MLCCE HOA Balance Sheet, noting that \$168,000 of the Road Reserve fund is in a Certificate of Deposit for the remainder of the year. He also related that \$6,000 of the overdue

MLCCE HOA dues is stemming from the legal issue in process. Paul Jaspar recommended moving \$100,000 into a term deposit ending in January 2020. Pete Glee expressed his reservation to moving the funds into a Certificate of Deposit until upcoming projects are completed and paid this summer. Diane Dubay and Peter Mueller agreed with delaying any move of monies, especially with unknown legal costs. The issue will be re-visited at the next Board Meeting.

- Paul Jaspar raised the question as to when homeowners are charged late fees for overdue accounts. Discussion ensued regarding interest fees and liens on property. Pete Glee related that the MLCCE HOA currently does not file a lien on a property until the homeowner is delinquent \$500, and interest is charged if the homeowner does not pay dues by the next billing period. Stewart Church expressed concern over homeowners who pay late with a credit card since they not only are delinquent in payment, but also cost the HOA in credit card fees. Considering recent changes to the MLCCE HOA automatic payment system, Barb Riley wondered if some homeowners are not aware that they are delinquent. **MOTION: Peter Mueller motioned to start charging interest on accounts overdue by 60 days. JoAnn Cate seconded. Motion passed. MOTION: Diane Dubay motioned to change the policy to file a lien after two (2) quarters in arrears. Peter Mueller seconded the motion. Motion passed. MOTION: Diane Dubay made a motion to present a change to charging interest for overdue accounts after 30 days at the upcoming Annual Meeting in June. JoAnn Cate seconded the motion. Motion passed.**
- Barb Riley commented that the interest change to 30 days will need to be approved by 67% of all homeowners, not just the homeowners who attend the meeting. Paul Jaspar concluded his Financial Report.

Standing Committee Reports:

ARB – Diane Dubay reviewed the following:

- **New Construction**
 - **Current 3 home builds**
 1. Gleneagles MW-140 - Hitchcock landscaping in progress with projected completion date June 30, 2019
 2. Gleneagles MW-61 – Frampton landscaping to be finished as soon as possible in the spring. Mitigation of drainage from pipe that had been changed, to be completed then as well.
 3. Oakmont Loop R-45 – Waters new home foundation started November 28, 2018.
- **Construction window expired:** Z-06/Z-07 – Holliday garage build. Project submitted 2010 with construction deposit of \$5000. Numerous follow-up contacts made, most recently certified letter signed receipt October 2017 requiring completion of the project NLT October 2018. No reply from Holliday. Letter sent per BOD approved motion of December 8, 2018 notifying owner of their forfeiture of construction deposit and grandfathering of the home without a garage. Informal response from owner indicates appeal of decision will be sought.
- **Remodels and Re-Landscaping:**

Current – Extend deck - material and railings as existing – D-21 – 247 Oakmont Loop. Construction is completed. Landscaping at outer edge of extended deck to be finished in the spring.

Diane Dubay concluded the ARB report. Paul Jaspar asked for clarification on the Holliday garage build issue. Does the MLCCE HOA Board have to give them a window of time to appeal the decision? Pete Glee responded that the Board had previously confirmed action of forfeiture of the deposit, negating the need to allow time for a response. **MOTION: JoAnn Cate motioned to move the \$5,000 deposit from Holliday into general funds as a forfeiture of the deposit. Peter Mueller seconded. Motion passed.**

BIM – Jamie Duff reviewed the following:

1. Yard Lights: The remaining yard lights that need repainting will be completed in the spring. Ann Stephens is taking an inventory of lights that are not working. Owners will be contacted to verify that there is power to the post.

2. Armstrong Park:

The bid of \$3,840.00 for Biggy's to complete the scheduled work in Armstrong Park has been accepted and work will progress in the spring.

3. Tree Removal:

We will again review common areas and owner properties in the spring, for dead or downed trees. Cleaning up common areas with dead brush and downed trees will be looked at as well.

4. Road Maintenance:

The bid for chip sealing Pine Valley Loop and Court is being submitted at this meeting. The bids for resolving the drainage issue along Gleneagles Trail is also being presented.

5. Entrance to Mountain Watch – Phase I:

The plan for the HOA entrance at Gleneagles Trail and Meadow Lake Drive will be finalized in the spring and sent out for bids.

6. Properties with Viewing Platforms in Mountain Watch – Phase I:

The viewing platforms on 3 properties in Mountain Watch need maintenance or need to be removed. The owners will be contacted to either complete maintenance on them or remove them. Paul Jaspar asked if there is any liability to the MLCCE HOA for unmaintained viewing platforms. Pete Glee stated that the platforms are on private property and the liability lies with the homeowners.

7. Landscaping Contract and Weed Control Contract:

These contracts will be reviewed and decided upon in the next few days.

Paul Jaspar asked who was taking care of the front entrance to Meadow Lake. Jamie Duff stated that it is the responsibility of the BIM Committee. Barb Riley informed the Board that the Meadow Lake Water and Sewer had contracted to have the pump houses and utility building painted this spring. Stewart Church mentioned that the lighting of the sign is insufficient; Peter Mueller suggested lights placed above the sign and moving the sign at an angle for better visibility. Pete Glee recounted the problems working on this area due to restrictions from Meadow Lake Water and Sewer, DEQ, and the Golf Course. Peter Tracy said that the Golf Course would take care of the area. The location of the sign is not MLCCE HOA property; while MLCCE HOA can offer to upgrade the sign and landscaping, MLCCE HOA needs approval of the Golf Course. The BIM Committee will discuss the issue at their next meeting.

Jamie Duff concluded her BIM Committee Report.

Finance Committee – During Financial Report

Social – Suspended/No Chairman – No Report

- JoAnn Cate offered to accept the position to chair the Social Committee. **MOTION: Gabriel Hagg made the motion to accept JoAnn Cate for the position as Social Committee chair. Marvin**

Galts seconded the motion. Motion passed. MOTION: Marvin Galts motioned to restore the \$1,500.00 budget to the Social Committee. Diane Dubay seconded. Motion passed.

COPS – Pete Glee related the following:

Pete Glee asked the Board Members to review his notes presented from the COPS meeting on February 28, 2019. Another meeting is planned in the next few weeks. Pete Glee stated that he had no response from Chris Walters. Peter Tracy does not want representation of the Golf Course. Barb Riley is interested in joining the COPS Committee. Peter Mueller asked if there were any Directors of the COPS Committee. Paul Jaspar suggested that Peter Mueller be the Director. **MOTION: Diane Dubay motioned to appoint Peter Mueller as Director of the COPS Committee. JoAnn Cate seconded the motion. Motion passed.**

Community Amenities – No Report

- Pete Glee mentioned that Barb Riley and Shannon Bowerman were interested in joining the Community Amenities Committee. **MOTION: JoAnn Cate motioned to appoint Peter Mueller as Director of the Community Amenities Committee. Marvin Galts seconded. Motion passed.**

Manager's Report – Pete Glee reviewed the following:

Administrative:

- a. Ann Stephens has been contracted through LC Staffing to be in the office on Tuesdays and Fridays to answer phones, greet owners/visitors, and do special projects.
- b. Wireless router: Ethernet hub purchased enabling 2 wireless networks putting Shannon on separate network.
- c. Credit Card processing through First Data is in place and will be available for 2nd Quarter billing – owners will be notified. Fees are approximately ½ of what Payline charged. Fees will be absorbed as per Board's December motion. Presented again to membership at Annual Meeting.

Action Items from last meeting update:

1. ACTION: Pete Glee will write the Meadow Lake HOA office landlord to request him to present the issue to the Owners of Building 1 for discussion and decision on allowing an unused vehicle to be parked for the winter in a guest space. – Have not pursued at this time as higher priority items exist.
2. ACTION: Pete Glee will contact Peter Tracy or Kyle Long to remedy the fence issue. – Not Completed at this time – Will contact them when spring has arrived.
3. ACTION: Pete Glee will find out if the new weed product is effective. – Received update on effectiveness of current weed product and forwarded to the BIM - Completed
4. ACTION: Pete Glee will purchase and have the storm door installed at the entrance for the Meadow Lake office. - Completed
5. ACTION: Pete Glee will research the legal authority of the assignment/default of timeshare votes. – I've approached the timeshare sub-associations for documentation they might have authorizing MLDC as managing agent to cast the unassigned Unit Representative votes. To date no documents have been found. Continue to research.
6. ACTION: Pete Glee to contact bookkeeping firm regarding option to contract bookkeeping services with Diane Craft. – Diane is contracted through Frontier Figures - Completed

7. ACTION: Pete Glee to investigate the extra expense for berm removal with Biggy's Landscaping and report back to the Board. – First couple of years no extra charge due to the limited number of “no berms”. This year there are 90+ addresses with “no berm” designation so we are being charged as requires second smaller truck and driver to clear. Completed
8. ACTION: Pete Glee will review the Cyber-Security insurance documents and institute the requirements to confirm that the Meadow Lake HOA is properly insured. – Locked office, and computers secured logins and anti-virus protection were only requirements - Completed
9. ACTION: Paul Jaspar will work with Pete Glee to adjust the Equity items on the Balance Sheet. - Completed
10. ACTION: Paul Jaspar will work with Pete Glee to move the rent payment for the sub-lease to the proper account. - Completed
11. ACTION: Pete Glee will investigate options to use a payment processing system through First Interstate Bank. ACH processing through First Interstate in place and active. – Completed
12. ACTION (& AMENDMENT TO THE MOTION): ARB/Pete to institute the forfeiture of the \$5,000 construction deposit, release the requirement to install a garage, and write a letter to the homeowner informing them of the Board's decision. Letter sent – received phone call objecting to action – owner plans to send another letter requesting refund - Completed
13. ACTION: The BIM Committee will be completing an inventory of lights that are not working and asking homeowners to verify power to the post Assigned to Ann Stephens - Completed.
14. ACTION: Armstrong Park - The BIM Committee will have additional landscaping done in the spring as soon as weather permits, and upon BIM approval of changes. Also, one of the benches from Pine Valley will be moved to Armstrong Park in the spring. Contract signed - Completed
15. ACTION: Gabriel Hagg will talk with the City of Columbia Falls as to the process to remove the current traffic circle and replace it with stop signs, and Pete Glee will follow-up with Gabriel Hagg regarding his research into the issue. Gabe's Action Item
16. ACTION: Pete Glee will follow up with Barb Riley to see if there is any response from Bruce Lutz/SiteScapes regarding a map update. Contracted with Ann Rhodes to complete map. Had gotten confirmation from Gil Lynch that he had no concerns with us utilizing the old map - Completed
17. ACTION: Pete Glee will gather the remaining bids pertaining to the Gleneagles Drainage Project and send them to the Board for review and decision. Follow up reminders to Hamilton Construction to bid if they still had an interest in the project were not answered - They did not submit a bid - Completed
18. ACTION & MOTION: Diane Dubay motioned to (1) determine the snow removal expense for lower Golf Course Drive, and (2) once the value is determined, to offer a counter proposal to MLWFOA to pay for the snow removal of lower Golf Course Drive, and (3) to require MLWFOA to provide better signage to deter use of upper Golf Course Drive by Meadow Lake HOA homeowners. Proposal presented to MLWFOA and they accepted. Cost is \$55/time plus sanding if needed - Completed
19. ACTION: Pete Glee will email the Community Standards to Peter Mueller for review, and Peter Mueller will make revision suggestions to the Board for consideration. Completed.
20. ACTION: Pete Glee will continue to develop the website revision. Committee consisting of Diane Dubay, Jamie Duff, and myself have met with Ann Rhodes. Update and discussion during website agenda item.
21. ACTION: Board Members to give thought to the Strategic Planning Initiatives and submit their input via email. Sent to Board - Completed.
22. ACTION: Pete will draw up an amendment to the office lease for approval by the Board and the landlord which will provide for recapturing the lease hold improvements by way of the accumulating 12.5% equity from the lease payments during the life of the current lease, and any subsequent leases; until such time that the property would be sold. If property is sold to the HOA, this accumulated equity will be used to reduce the sale price of the unit. Met with Mr. Lindblad to present proposal. He rejected the proposal. – Completed

Pete Glee asked the Board members to review the action items and entertained questions.

Paul Jaspar inquired as to the expense to MLCCE HOA for berm removal. Pete Glee stated that Biggy's Landscaping charged \$5 per driveway, which amounted to \$1395 on the February invoice. He related that berm removal has not been charged back to homeowners. Diane Dubay noted that the expense has significantly increased. Barb Riley stated that from a security standpoint, berms should be cleared to prevent theft. Stewart Church highlighted that since there are minimum summer maintenance standards, why not have berm removal as a minimum requirement in the winter? Paul Jaspar asked if CCR's need to be changed to require driveway maintenance. Pete Glee said that the driveway maintenance is in the Community Standards, and he suggested referring the issue to the COPS Committee for discussion and presentation at the Board Meeting in June.

Regarding Action Item 15 for the traffic circle at the Mountain Watch intersection: Gabriel Hagg related that the City of Columbia Falls does not regulate the traffic in the area, but they would suggest installing stop or yield signs to control the intersection.

Paul Jaspar asked if we bill Meadow Lake West for snow removal. Pete Glee related that the Board voted to pay for the snow removal at the last Board Meeting in December. He stated that Biggy's Landscaping will continue to keep two separate contracts for the snow removal.

Paul Jaspar asked about the policy to tender bids for MLCCE HOA projects. Diane Dubay stated that there is criteria for bids, and Pete Glee mentioned that three (3) bids are required; Board members do not have to accept the lowest bid. **MOTION: Peter Mueller motioned to review and/or create a policy to tender bids. Diane Dubay seconded. Motion passed. ACTION: Pete Glee to review documents and/or create a policy to tender bids and to send out the Board for approval.**

Lastly, Paul Jaspar asked for clarification on Action Item 22. Pete Glee stated that the action was complete since Mr. Lindblad rejected the MLCCE HOA proposal.

Pete Glee concluded his report.

RCI – Peter Mueller

Paul Jaspar related that the RCI issue with timeshare owners is beyond the scope of MLCCE HOA discretion but allowed a brief presentation by Peter Mueller. Peter Mueller expressed his distress over the changes with RCI in costs associated with RCI points. Barb Riley stated that MLDC is the negotiator for RCI & Resort operations. Paul Jaspar suggested approaching Gil Lynch at MLDC since MLCCE HOA is not involved with timeshare rentals.

Discussion and Action:

7. Meadow Lake Golf Course Closure

As an information item only, Paul Jaspar related that he had arranged a meeting with Travis, Nordic Trails, Pete Glee, and himself to discuss the closure of the Golf Course to cross country skiing. Discussion ensued as to the damage caused by persons on the golf course greens, the winter access policies of other golf courses, and possible cross country and snow shoeing areas for Meadow Lake homeowners. Meadow Lake Golf Course will not allow access for the rest of the winter, and they will review the damage in the spring to see if future access will be granted.

8. Community Standards revision

Peter Mueller related that he had reviewed MLCCE HOA governing documents and decided that it would be best to leave the Community Standards as they are. He emphasized that that the MLCCE HOA is primarily responsible for the roadways and regulating their use. Paul Jaspar asked if it would be worthwhile to have Karl Rudbach look at it. Diane Dubay suggested limiting the expense for Karl Rudbach to \$500.00 **MOTION: Peter Mueller motioned to have Karl Rudbach review the MLCCE HOA Community Standards with a \$500 legal expense limit. Marvin Galts seconded. Motion passed.**

9. Host All Association Board Social

Pete Glee informed the Board that the Fireside Room is available. The MLCCE HOA spent approximately \$420 for the Board Social last time. JoAnn Cate offered for the Social Committee be responsible for organizing the gathering. The Board accepted her offer.

10. Review and Decision on contractor bid for Gleneagles Drainage project

Pete Glee reviewed the bids. Peter Mueller felt that Finmark was the most thorough. Diane Dubay expressed reservations about Finmark since she has observed their construction work in Meadow Lake and feels that they are spread too thin and delay completion of projects. Barb Riley related her concern over Cutting Edge extras that could greatly increase the cost, and she suggested a contingency cap in the final contract. Pete Glee said that TD&H Engineering recommended Hamilton Excavating & Cutting Edge. He reminded the Board members that TD&H will also oversee the project as part of their original bid. **MOTION: Marvin Galts motioned to accept the bid from Cutting Edge once the contract includes monetary caps for the unknown contingencies. Peter Mueller seconded the motion. Motion passed. ACTION: Pete Glee to negotiate with Cutting Edge on monetary caps and to finalize the contract.**

11. Review and decision on repair work and chip seal of Pine Valley Loop and Court

Pete Glee drew attention to the bid by Pavement Maintenance Solutions. He explained that T-Bend will need to fix issues from the standing water, and then the chip seal can be completed. **MOTION: Peter Mueller motioned to accept the bid for Pavement Management Solutions to chip seal Pine Valley Loop and Court. Gabriel Hagg seconded the motion. Motion passed.**

ACTION: Pete Glee to meet with Jared at T-Bend to obtain the cost to fix the standing water issues and to submit the information to the Board by email.

12. Review and approval of Election Committee Members

MOTION: Peter Mueller motioned to accept Carol McElwain, Peter Mueller, and Mike Schardt as Election Committee Members. Jamie Duff seconded. Motion passed.

13. Review and approve COPS Committee Member

MOTION: Diane Dubay motioned to approve Theresa Carpenter, Barb Riley, Paul Jaspar as Director, Dan Singer, Joseph Schmier, and Chris Walters (with his approval) as COPS Committee Members. Marvin Galts seconded. Motion passed.

ACTION: Pete Glee to verify Chris Walters approval to join the COPS Committee.

14. Strategic Planning Review

Paul Jaspar reviewed the Strategic Planning Review changes as noted. **MOTION: Diane Dubay motioned to accept the Strategic Planning Review Annex A & Annex B as presented. JoAnn Cate seconded. Motion passed.**

15. Website Revision Update – Pete Glee reviewed the following:

Diane Dubay, Jamie Duff, and Pete Glee met with Ann Rhodes of Rhodes D Signs to discuss the website revision. Pete Glee presented the bid from Ann Rhodes to the Board. **MOTION: Peter Mueller motioned to accept the bid from Ann Rhodes of Rhodes D Signs and to proceed with the website revision. Marvin Galts seconded. Motion passed.**

16. Committee Membership/Volunteer Opportunities

Paul Jasper related that the Board is attempting to encourage more participation in committees and volunteer opportunities. Peter Mueller proposed involving directors of the sub-associations. Paul Jasper suggested sending personal invitations to sub-associations.

17. Social Committee – Previously discussed

18. Review of Meeting Schedule for 2019 meetings

➤ June 1, 2019 Annual Meeting and Board Meeting following

- Paul Jasper thanked Pete Glee for the new Meadow Lake map. Pete Glee mentioned that Barb Riley, the hotel, and the golf course have copies, and the map will be posted on the website. **ACTION: Pete Glee will send out an electronic version of the map to all Board Members.**
- Peter Mueller said that Patrick Malone wants to address the MLCCE HOA after the All Board Social. Pete Glee stated that MLCCE HOA can only listen since sub-association issues are not the concern of MLCCE HOA.
- Barb Riley informed the Board that homeowners in The Woods, Phase II of Mountain Watch have intentions to join the master association.
- JoAnn Cate emphasized the All Board Social needs to be at least two hours to make it worthwhile; she feels that 5pm – 7pm would be adequate.
- Marvin Galts and Gabriel Hagg both agreed to submit their names as Board Members for re-election.
- General meeting concluded, Barb Riley left, and the Board continued to discuss a confidential matter in a closed session.

19. Adjournment

MOTION: Peter Mueller motioned to adjourn the meeting at 12:38 p.m. and JoAnn Cate seconded the motion. Motion passed and meeting adjourned.

ACTION ITEMS

- 1. ACTION: Pete Glee will contact Karl Rudbach to have him review the Community Standards documents, with a limit of \$500 for legal expenses.**
- 2. ACTION: Pete Glee to meet with Jared at T-Bend to obtain the cost to fix the standing water issues and to submit the information to the Board by email.**
- 3. ACTION: Pete Glee to verify Chris Walters approval to join the COPS Committee.**
- 4. ACTION: Pete Glee will send out an electronic version of the map to all Board Members.**
- 5. ACTION: Pete Glee to review documents and/or create a policy to tender bids and to send out the Board for approval.**

6. ACTION: Pete Glee to negotiate with Cutting Edge on monetary caps and to finalize the contract.

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Pete Glee, Manager

Board Meeting Minutes

Date: Saturday, June 01, 2019

Time: Following the Annual Meeting

Place: Best Western Rocky Mountain Lodge, Whitefish

Board of Directors in attendance: Diane Dubay, Peter Mueller, Jamie Duff and JoAnn Cate. Paul Jaspar was connected by phone. HOA Manager Pete Glee and Diane Craft were also in attendance.

Call Meeting to Order: Paul Jaspar called the meeting to order at 1:55 p.m.

Opening Comments: Paul Jaspar thanked Pete Glee, HOA Manager, for his work organizing the Agendas and supporting documentation for the Annual Meeting and the Board Meeting.

Discussion and Action:

1. **Approval of Minutes of Previous Meeting (03/09/2019)**

Paul Jaspar asked for a motion for the approval of the Meeting Minutes from the Board Meeting held on 03/09/19. **MOTION: Diane Dubay moved to approve the Board Meeting Minutes from 03/09/19, Peter Mueller seconded the motion. Motion passed.**

2. **Election of New Officers**

Since the quorum requirement was not met and the Annual Meeting was not held, Paul Jaspar asked if new officers could be appointed. Pete Glee proposed waiting until the September Board meeting. Regarding the budget, Pete Glee noted that the bylaws state that the Board could continue with the budget from the previous year but cannot increase the budget by more than 15% in any 12-month period. Paul Jaspar wondered if any members other than Marvin Galts or Gabriel Hagg would like to run for Board positions. Pete Glee related that there were a few write-in ballots. Paul Jaspar requested Board Members who would like to change offices on the Board notify Pete Glee before the September Board Meeting. **ACTION: Pete Glee will discuss the issue of the election of new Directors, and budget with the lawyer, Karl Rudbach. MOTION: JoAnn Cate motioned to appoint Marvin Galts and Gabriel Hagg to the vacated positions on the Board. Peter Mueller seconded the motion. Motion passed.**

3. **Appointment of New Committee Chairs**

Paul Jaspar suggested deferring the appointment of new committee chairs until the September Board Meeting. Pete Glee informed the Board that James Ablett expressed interest in joining the Finance Committee. Paul Jaspar asked Pete Glee to give James Ablett an application. Paul Jaspar also mentioned that he would like to meet with both James Ablett and Pete Glee to discuss the position. **ACTION: Pete Glee will offer an application for the Finance Committee to James Ablett and schedule a meeting in June.**

4. **Selection of Board Meeting Dates for upcoming fiscal year:**

Discussion ensued as to the lack of participation in the Annual Meeting. Diane Dubay reiterated Barb Riley's statement that the Board Meetings for the Timeshares conflicted with the Meadow Lake HOA

Annual Meeting. She suggested better coordination with the other Meadow Lake Homeowner Associations in the future.

Board Meeting Dates Selected as Follows:

- October 12, 2019
- December 14, 2019
- March 21, 2019
- Annual Meeting on June 6, 2020

Other Items:

5. Closed Session Discussion

6. Closing Comments:

Paul Jaspar quickly reviewed the budget for the next year and stated that there would be a small surplus. Since Legal fees were an unknown item, legal costs would be dispensed from the stabilization account. Diane Dubay asked what the Board can do with the 2019-2020 budget if the Annual Meeting was not held. Paul Jaspar stated that the Board will continue to spend funds based on the 2018-2019 budget.

7. Adjournment: Paul Jaspar adjourned the meeting at 2:25 p.m.

ACTION ITEMS

- 1. ACTION: Pete Glee will discuss the issue regarding the election of new Directors, and budget with the lawyer, Karl Rudbach.**
- 2. ACTION: Pete Glee will offer an application for the Finance Committee to James Ablett and schedule a meeting in June.**

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

Board Meeting Minutes

Date: Saturday, October 19, 2019

Time: 10:00 AM

Place: Meadow Lake HOA Office, 521 St. Andrews Dr., #114

Director's in attendance: Paul Jasper, Diane Dubay, JoAnn Cate, Gabriel Hagg and Jamie Duff. Additionally, Ann Rhodes, Pete Glee, Ann Stephens, Barb Riley, and Sue and Tim Hetzel were in attendance.

Call Meeting to Order/President's Report:

- Paul Jasper called the Meeting to order at 10:00 a.m.
- Paul Jasper introduced Ann Rhodes, who would update the Board on the current status of the new web site before continuing with the agenda items.
- Paul Jasper praised Ann for the new web site design. Ann noted the old site was hard to negotiate and the redesign will help user with the additional new pages that have been added. The biggest hurdle to date is the "pay online" button. Pete is continuing to review options for a solution that will include SSL protection and minimize the HOA participation. Ann does not advise the new web site go online without "pay online" being completed. Ann proceeded to click through all the links/pages available for users, explaining each section and answering questions.
- Paul Jasper requested that Item 10 of the agenda be deleted. **MOTION: Diane Dubay moved to delete line item 10 from the Board Meeting Agenda, Gabe Hagg seconded. Motion passed.**
- A document draft from the Strategic Planning Meeting was presented.
- A card for Mrs. Gregory was passed around for signatures. Mr. Gregory was a past president of the Board of Directors and instrumental in the development of several of the HOA documents. A donation in lieu of flowers will be made to the Columbia Falls Veteran Home in the amount of \$200.00. Pete Glee to deliver the check.
- **MOTION: Paul Jasper moved to donate \$200.00 to the Columbia Falls Veteran Home in the name of Russ Gregory, JoAnn seconded. Motion passed.**

Information:

➤ **Public Comments – Paul Jasper opened the floor to public comments.**

Barb Riley mentioned that she will have comments on upcoming agenda items. Sue and Tim Hetzel asked that their comments be delayed until later in the agenda.

➤ **Approval of Minutes of Previous Meeting (06/01/2019)**

It was noted that the year on page two should be changed from 2019 to 2020 for the March 21 Board of Director meeting.

MOTION: Diane Dubay motioned to approve the minutes of the June 1, 2019 with the changes as noted and to approve the closed-session meeting from June 1, 2019, Jamie Duff seconded the motion. Motion passed.

Financial Report – Paul Jasper

➤ Paul Jasper reported that the MLGR issue is on-going. A trial was held on September 6, 2019 with no decision to date. It could take several months for a decision from the Justice. Paul requested Pete rename road reserves to Reserves on the Balance Sheet for Parkside Credit Union.

MOTION: Paul Jasper motioned to approve the Financial Report as given and Gabe Hagg seconded. Motion passed.

Standing Committee Reports:

ARB – Diane Dubay reviewed the following:

➤ **New Construction**

- Completed 2 homes:

1. Gleneagles MW-140 – Hitchcock Project satisfactorily completed.
2. Gleneagles MW-61 – Frampton project satisfactory completed.

- Current 4 home builds:

1. 164 Oakmont Loop R-40 – Waters, single family home plans approved, and construction started November 28, 2018; completion November 30, 2019.
2. 271 & 275 Oakmont Loop D-27 and D-28 – Westcraft townhouses; plans approved, and construction started May 2019; completion May 30, 2020.
3. 1221 Oakmont Lane MW-76 – Jesset, 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.

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

➤ **Completed remodels/repair/painting and re-landscaping, 8 properties:**

- 494 St. Andrews Dr. – Real Estate office repainted and full re-landscaping of yard surrounding building.
- 839 St. Andrews Dr. – Refreshed rock in landscaping.
- 850 St. Andrews Dr. – Building and entry doors repainted.
- 879 St. Andrews Dr. – Remove and replace back deck and railing.
- 1024 St. Andrews Dr. – Added rock to landscaping.
- 709 Augusta Loop – Replace front entry walkway.
- 137 Oakmont Loop – Install awning over back patio door. Remove a vinyl privacy screen. Install a wrought iron fence with gate.
- Meadow Lake North – Whisper Village sign replaced and raised above the shrubs to provide clear view of the sign.

➤ **Ongoing remodels/repair/painting and re-landscaping, 7 properties:**

- 828 St. Andrews Dr. – Replace siding and add cultured stone wainscoting to front. Project started September 13, 2019; anticipated completion November 2019.
- 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. The owners are deciding whether they need to take off all the siding, do the repairs, and install all new siding. The ARB will be notified when this decision has been made. The owners will submit the materials and paint choices for review and approval. Repair timeline to be decided.
- T-29 thru T-32 – Project started as a repaint of entire building and the replacement of some gutters. Water damage was found which increased the amount of repair needed before painting could commence. Anticipated completion November 2019.

MOTION: Diane Dubay motioned to approve the ARB Report as given and JoAnn Cate seconded. Motion passed.

BIM – Jamie Duff reviewed the following:

- **Yard Lights:** The inventory of yard lights not coming on at night is close to completion. Inventory is difficult as some are on randomly, therefore owners must be turning them on and off manually. Owners will be contacted to verify that there is power to the post. There are 14 not lit at this time in Mountain Watch, Pine Valley Loop, along Seminole, Augusta Loop, and St. Andrews Drive from the entrance to the intersection of Pine Valley Loop.

- **Armstrong Park:** Biggy's completed the work in Armstrong Park. Four of the bushes have died, so will be replaced in the spring.
- **Tree Removal:** We have removed 32 dead or downed trees from the common areas and owner's properties. There are about 10-15 more dead or dying trees needed to be marked, bid and removed.
- **Road and Sign Maintenance:** Gleneagles Trail drainage project has been completed and from owner comments appears to be working well. Replaced several damaged and faded road signs.
- **Properties with Viewing Platform in Mountain Watch – Phase I:** Two of the three viewing platforms in Mountain Watch needing maintenance have been removed by the owners. The third one will also probably be removed.
- **Snow Removal Contract:** This contract renews this year. The decision as to whether to remove berms or leave them up to the owners will be decided at this meeting as a later agenda item.
- **Weed Management:** The control of noxious weeds in Meadow Lake is making progress, the undesirable weeds, and general weeds along roadways continue to be a problem that has been referred to the contractor for a more aggressive approach. Several vacant lots in Mountain Watch had an infestation of Oxeye Daisy so were sprayed.
- **Entrance to Mountain Watch – Phase I:** The design plan for the HOA entrance to Gleneagles and Meadow Lake Drive is close to being finalized and should be ready to send out for bids. The design will include these features:
 - Utilize native plants that should not need watering once established.
 - Have a structure over the mailbox and bulletin board areas.
 - Area will not need electricity.
 - Will have tall grasses around utility boxes.
 - Possibly add a couple of trees – but not to block view for traffic at intersection.
 - No sign as already a monument sign on other side.
- Discussion was held among the Board and guests regarding the removal of trees on personal property. Is it an owners' responsibility/liability problem to have diseased and dying trees removed? Should the HOA have a contractor look at trees before removal? Pete will be the first line of contact for tree removal, diseased and/or dying trees but if the tree removal is for aesthetic reasons the removal will be referred to the ARB. Sue Hetzel commented in her view, there is a fine line between personal property decisions and HOA property rights. Gabe Hagg shared there is an argument to taking down trees because of fire danger and fire hazard.

MOTION: JoAnn motioned to have the BIM Committee review and make recommendations to the Board regarding tree removal. Jamie Duff seconded. Motion Passed.

MOTION: Jamie Duff motioned to approve the BIM report as given and Gabe Hagg seconded. Motion passed.

Finance Committee

- Paul Jasper stated the main concerns of the Finance Committee at this time are:
 - Online credit card processing and recommendations to the Board.
 - Transactional audit and the costs to the HOA.
 - Terms of reference will be reviewed, and the committee will make recommended changes to the BOD as necessary.
 - Potential review of the HOA budget
 - Members of the Committee are Paul Jasper, James Ablett, Dallas Claypool and Marvin Galts.

MOTION: Paul Jasper motioned to approve the Finance Committee Report as verbally given and Diane Dubay seconded. Motion passed.

- Public comment from Barb Riley commented that all the members of the Finance committee were from Canada.

Social Committee

- JoAnn Cate reported the Social Committee recently held a meeting to reestablish the committee. The committee decided to limit the number of events held each year as trying to do one a month was not feasible. The committee will be doing the Rib Fest and St. Patrick's Day events this year. Each event will charge a small amount to help plan and control attendance to the event. The garage sale was successful, and the committee decided to plan this event every two to three years. JoAnn indicated it has been difficult to find people to chair events.

MOTION: JoAnn Cate motioned to approve the Social Committee Report as given and Diane Dubay seconded. Motion passed.

COPS Committee

- Pete Glee informed the committee that a COPS meeting had been held recently with positive feedback. Main concerns were lack of security and why was the previous

security stopped. What level of security does the HOA want to provide? Will the new owners of the golf course participate in the security program? Do we use MLDC as our primary security and hire Grizzly on special weekends and holidays? MLDC is not licensed to come on property and issue tickets. A discussion was held on whether snow clearing of all driveways would be prudent to deter vandalism. The demographics of the community has changed over the last 10 years with more families being full time residents.

MOTION: Diane Dubay motioned to approve the COPS Report as given and Gabe Hagg seconded. Motion passed.

- Public Comment from Tim Hetzel suggested the HOA investigate initiating a Neighborhood Watch program. The Neighborhood Watch program is a legal and registered entity and would require the HOA joining the program. Another option would be to install cameras at the entrance to monitor who is driving onto the property at night.

Community Amenities – No report

Manager's Report – Pete Glee reviewed the following:

Administrative:

- It is working out well for Ann Stephens to be here to answer phones, greet owners/visitors and do special projects. Helps me a lot. Diane Craft continues to come in on Wednesday mornings for the bookkeeping.
- My office computer's operating system will need to be upgraded to Windows 10 as Microsoft's support for Windows 7 is expiring. As it is an old computer it may be time to upgrade it as well. My printer is having some issues as well. The scan feature is showing signs of wear as evidenced by your packets today.
- The computer that Ann Stephens and Diane Craft share is running on Windows 10, but it also may need upgrading. Their printer is relatively new and isn't having issues.
- The office space is working out very well.

Action Items from last meeting update:

- Action: Pete Glee will discuss the election of new Directors, and budget with the lawyer, Karl Rudbach. **Completed:** Mr. Rudbach's review and response was that the Board acted correctly in appointing Marvin Galts and Gabriel Hagg to fill the vacant positions until the next Annual Meeting. The Fiscal Year 2019-2020 budget as approved by the Board for submission to the 2019 Annual Meeting is valid to be utilized as the operating budget for this fiscal year as it represented no increase from the last fiscal year's budget.

- Action: Pete Glee will offer an application for the Finance Committee to James Ablett and schedule a meeting in June. **Completed.** James Ablett has been approved by the Board to sit on the Finance Committee.
 - Mr. Glee conclude his report.
 - Paul Jasper asked that Pete Glee provide the Finance Committee with the cost of upgrading the computers and printer as reported above. The Finance Committee will provide the Board with their recommendations for the expenditure.
- MOTION: Jamie Duff motioned to approve the Manager’s Report as given and Gabe Hagg second. Motion passed.**

Community Standards

- A letter from Karl Rudbach, dated October 10, 2019 was presented for discussion regarding the Community Standards document.
- A discussion was held regarding “berms” left during snow removal. Winter 2017/18 the HOA contracted with the contractor to remove small berms for approximately 30 homes. Winter 2018/19 the list grew to approximately 90 homes. Community Standards require the owners remove the berms.
- The county has specifications/recommendations for berm removing and Pete Glee will contact them for input.
- Pete Glee will contact Biggy’s regarding berm removal standards and report back to the Board with his findings.

Welcome Baskets Program

- Pete Glee notified the Board that the HOA Office will be preparing the Welcome Baskets and Cindy Cook will be delivering to new residents.
- Definition of new residents/owners was defined.
- Paul Jasper requested that a volunteer application be included in the baskets.

Review and Decision Building Standards update Appendix H

- Diane Dubay proposed changes to Section III, paragraph 4.4 Utilities and Sanitary Facilities. Barb Riley commented to the Board that water hook up might not be available in 45 days. Diane revised the paragraph to eliminate the reference to water. There was a short discussion regarding utilities being connected from adjoining properties, no change made.

MOTION: Diane Dubay motioned to approve the Building Standards modified paragraph 4.4.1, and Appendix H as amended, and JoAnn Cate seconded. Motion passed.

Review Bid Policy

- No changes made.

Review and Decision to Increase Annual Allocation to Road Reserve

- Refer to Finance Committee for review and recommendations to the Board of Directors.

Review Meeting Schedule for 2019/2020 Meeting

- Change Board Meeting Schedule website to read www.ml-hoa.com
- JoAnn Cate advised the Board Members that her annual Christmas party was the same date as the next Board Meeting.

Adjournment

- The Board took a brief recess while non-members including Ann Stephens, and Pete Glee departed, and the Board resumed in a closed-session.
- Adjournment: Paul Jaspar adjourned the meeting at 1:45 PM.

Action Items

1. **ACTION-** Pete Glee will contact Columbia Falls Veteran Home for directions on where to send donation in memory of Russ Gregory.
2. **ACTION-** Pete Glee will correct the Meeting Minutes of 06/01/2019 to reflect year 2019 to 2020
3. **ACTION-** BIM to continue inventory of yard lights that are not coming on at night.
4. **ACTION-** BIM to have Biggy's replace bushes at Armstrong Park in the spring that have died.
5. **ACTION-** BIM to continue inventory of dead trees for removal.
6. **ACTION-** BIM to monitor third viewing platform in Mountain Watch.
7. **ACTION-** BIM continue to finalize and send out for bid, plans for entrance to Mountain Watch at Gleneagles Trail and Meadow Lake Drive.

8. **ACTION-** BIM to review and make recommendations to the Board regarding tree removal.
9. **ACTION-** Pete Glee will continue working with the COPS Committee.
10. **ACTION-** Pete Glee will provide the Finance Committee with the cost of upgrading the computers and printers for the office.
11. **ACTION-** The Finance Committee will provide the Board with their recommendations for the expenditure of the office computers and printers.
12. **ACTION-** Pete Glee will contact Biggy's regarding berm removal standards and report back to the Board his findings.
13. **ACTION-** HOA Office will prepare and distribute Welcome Baskets to new residents.
14. **ACTION-** Finance Committee to review and make recommendations to the Board on whether to Increase Annual Allocation to the Road Reserves.
15. **ACTION-** Pete Glee to update website on the Board Meeting Schedule to correct web site address.

Respectfully submitted by Ann Stephens and Pete Glee, manager.

Meadow Lake Country Club Estates Homeowners Association, Inc.
P. O. Box 2323
Columbia Falls, Montana 59912
(406) 897-2765
www.ml-hoa.com

Paul Jaspas, President
Diane Dubay, Vice President
JoAnn Cate, Treasurer
Peter Mueller, Secretary

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

Board Meeting Minutes

Date: Saturday, December 14, 2019

Time: 10:00 AM

Place: Meadow Lake HOA Office, 521 St. Andrews Dr. #114

Directors in attendance: Diane Dubay, Peter Mueller, Marvin Galts, and JoAnn Cate. Gabriel Hagg and Paul Jaspas were connected by phone. Also, Pete Glee, Manager, and Diane Craft were in attendance. Ann Stephens joined the meeting at 10:25 AM. Jamie Duff assigned her proxy to Diane Dubay.

18. Closed Session: 10 AM – 10:15 AM

Call Meeting to Order: Paul Jaspas called the meeting to order at 10:17 AM.

Information:

1. President's Report – Paul Jaspas:

- Since Paul Jaspas needed to exit the Board Meeting early, he requested to discuss or table specific agenda items, as follows:
- Table Agenda Item #10.
- Defer to the next meeting Agenda Items #11 a, c, e, e, g.
- Move to discuss immediately Agenda Item #5 Financial Report, #6 c Finance Committee Report, and Item #7 Manager's Report.
- **MOTION: Diane Dubay made a motion to approve the Meeting Agenda as Amended. Marvin Galts seconded the motion. Motion carried.**
- Paul Jaspas also requested to have the Meeting Minutes within a week of each Board meeting and to receive the complete Board meeting package one week before each Board meeting.
- **MOTION: Peter Mueller motioned to have the Meeting Minutes within a week of the meeting and to receive the complete Board Meeting package one week before the meeting. Gabriel Hagg seconded the motion. Motion carried.**

6.c. Financial Committee – Paul Jaspas

- Paul Jaspas addressed Items #3, #4, #5a & #5b of the Finance Committee Meeting that took place on October 28, 2019 at 10 AM. Members Present: Paul Jaspas and James Ablett by phone. Members Absent: Marvin Galts and Dallas Claypool. Attendees: Pete Glee, Manager.
1. Review and amend, if need be, finance committee charter
 2. Review and amend, if need be, reserve fund criteria, including allocation to road reserve
 - a. Reserve Recommendations – No Change.
 - b. Surplus Allocations – No Change.
 - c. Investment Policy - No Change.
 3. Review first quarter financial results

- a. P & L and Balance Sheet September 30, 2019 – About the same as last year.
 - 4. Discuss possible revisions to 2019/2020 budget – Paul Jaspar proposed to the Board to increase in Road Reserve annually by 10% to \$33,000 for fiscal year 2019-2020.
 - 5. Discuss possible capital expenditures
 - a. Gleneagles Trail – Repair (Level manholes, shut-off's, etc.) – Proposal to the Board to do the maintenance on Gleneagles Trail at approximately \$25,000
 - b. Computers/printers/bandwidth – Propose to Board purchase new computers and 1 printer for the office at approximately \$5,000.
 - 6. Future credit card processing fees – Owners would be able to pay dues online with new website.
 - 7. Transactional audit – Paul will generate letter to submit to Board for approval that will set the scope of the audit for the accounting firm.
- **MOTION: Diane Dubay motioned to accept Items #4, #5a, #5b from the Finance Committee Report. Marvin Galts seconded the motion. Motion carried.**

7. Manager's Report – Pete Glee

Pete Glee reviewed the Manager's Report by line, as follows:

Administrative:

- a. New Website is launched. Several pages will now be moved over to it in this next week. Homeowners are not yet able to pay online.

Action Items from last meeting update:

Action Items

1. **ACTION-** Pete Glee will contact Columbia Falls Veteran Home for directions on where to send donation in the name of Russ Gregory. **Done**
2. **ACTION-** Pete Glee will correct the Meeting Minutes of 06/01/2019 to reflect year 2019 to 2020 **Done**
3. **ACTION-** BIM to continue inventory of yard lights that are not coming on at night. **BIM Report**
4. **ACTION-** BIM to have Biggy's replace bushes at Armstrong Park in the spring that have died. **BIM Report**
5. **ACTION-** BIM to continue inventory of dead trees for removal. **BIM Report**
6. **ACTION-** BIM to monitor third viewing platform in Mountain Watch. **BIM Report**
7. **ACTION-** BIM continue to finalize and send out for bid plans for entrance to Mountain Watch at Gleneagles and Meadow Lake Drive. **BIM Report**
8. **ACTION-** BIM to review and make recommendations to the Board regarding tree removal. **BIM Report**
9. **ACTION-** Pete Glee will continue working with the COPS Committee.
10. **ACTION-** Pete Glee will provide the Finance Committee with the cost of upgrading the computers and printers for the office. **Done – Not purchased at this time. Will wait till after the holidays.**
11. **ACTION-** The Finance Committee will provide the Board with their recommendations for the expenditure of the office computers and printers. Pete stated that two (2) computers and one (1) printer will be replaced.
12. **ACTION-** Pete Glee will contact Biggy's regarding berm removal standards and report back to the Board his finds. **BIM Report**
13. **ACTION-** HOA Office will prepare and distribute Welcome Baskets to new residents. **Not completed at this time as website was higher priority.**

14. **ACTION-** Finance Committee to review and make recommendations to the Board on whether to Increase Annual Allocation to the Road Reserves.
15. **ACTION-** Pete Glee to update website on the Board Meeting Schedule to correct web site address.
Done

Other Action Items:

- Posting on the website regarding the 2019 annual meeting – Pete will need to post on the new website.
- Security patrols. **COPS**
- Processing of credit cards – Pursuing online Payment Option
- Meadow Lake Golf Resort court case – Judge has not ruled at this time
- Viewing platform in Mountain watch **BIM Report**
- Oil spill and replanting – **BIM Report**

Pete Glee concluded the review of his report.

- JoAnn Cate asked if the computers could be purchased now since there are end-of-year sales. Pete Glee stated that he had researched the computers and found that the prices were not advantageous.
- Paul Jaspar asked what the difference was between Agenda Item #5 Financial Report and #8 Transactional Audit, as well as Item #10 & #11. Diane Dubay stated that the items are different issues. Discussion ensued as to the removal of trees versus the HOA policy regarding dead trees removal. Pete Glee stated that the trees that are over 4"x3' need homeowner approval for removal. Diane Dubay pointed out that Meadow Lake HOA CCR's Article 3 and Article 5 of the By-laws state the requirement.
- Paul Jaspar inquired about the collection of outstanding fines due to a Meadow Lake HOA violation and suggested sending a letter that states the homeowner must either pay the fine or appeal to the Board within 7 days. Pete requested that the issue be deferred until a Monday morning phone discussion due to the sensitivity of the issue.
- **MOTION: Diane Dubay motioned to accept the Manager's Report and JoAnn Cate seconded the motion. Motion carried.**

2. Public Comments – No public in attendance

3. Approval of Minutes of Previous Meeting (10/19/2019)

Diane Dubay reviewed changes on the Board Meeting draft, as follows:

- Change "Veteran Hospital" to "Veteran Home"
- Change "May 21" to "March 21"
- Add "Parkside – Balance Sheet line item to just Reserves"
- Change "7" to "8" properties under the ARB report: completed remodels
- "Sue Hetzel reminded the Board that" changed to "Sue Hetzel commented in her view"
- Under Finance Committee, change Terms of reference from "what they are" to "current", and add "when appropriate" to the statement that the committee will make recommendations.
- Change "Barb Riley reminded the Board" to "Barb Riley commented"
- Change "St. Paddy's Day" to "St. Patrick's Day"
- Change Community Standards comment from "Is it the responsibility of the HOA to remove berms?" to "The Community Standards require owners to remove the berms."
- Change "Barb Riley informed Diane Dubay" to "Barb Riley advised the Board"

- Change “Diane revised the paragraph to eliminate the first sentence” to “Diane revised the paragraph accordingly”
- Change the Review Bid Policy to “No changes required” rather than “No changes noted”
- Review of the Meeting Schedule change “JoAnn Cate advised” rather than “reminded”
- Action Item #1 change “in the name of Russ Gregory” to “in memory of Russ Gregory”

JoAnn Cate also recommended a change under the Social Committee from “JoAnn indicated it has been difficult to find people to volunteer” to “JoAnn indicated it has been difficult to find people to chair events.”

MOTION: Gabriel Hagg made a motion to accept the Meeting Minutes from 10/19/19 with changes as noted and Peter Mueller seconded. Motion carried.

4. Approval of Strategic Planning Meeting (10/18/19)

Diane Dubay suggested a change to the highlights of the discussion with the Waters; Gabriel Hagg recommended replacing the information points of the discussion with the Waters to: “The new owners shared with us their excitement for the future of the golf course community as a whole.” Diane Dubay also proposed changing “Pete is to use his discretion” to “Pete is to *recommend* discretion” and to strike the phrase “If a neighbor complains about a rule, look at it, see if this is a good rule? Can/should we enforce this rule or change it.”

MOTION: Gabriel Hagg motioned to approve the strategic planning meeting with amendments. JoAnn Cate seconded the motion. Motion carried.

5. Financial Report and 8. Financial Audit (Combined in Discussion)

Paul Jaspar outlined the income differences due to the accruing monthly road reserve, legal fees, and interest income. With these adjustments, the financials are in line with the previous budget.

MOTION: Marvin Galts moved to accept the Financial Report and Diane Dubay seconded. Motion carried.

Paul Jaspar explained the process to send out a letter to three (3) CPA firms in the Flathead Valley to obtain the cost of a Financial Audit that would request the following:

- Review of 2 randomly selected months, within the current fiscal year, to determine if any disbursements were made for goods or services not provided to the HOA
- The authorized cheque signers signed the checks in payment for the above
- All approvals were noted on the supplier’s invoice
- Review of 2 months of bank reconciliations to ensure the accounts were reconciled and the reconciliation was approved by the HOA manager
- Within the current fiscal year. Reconcile 50 accounts, selected at random, of 1 quarter’s HOA fees received to the amounts that should have been collected
- Provide recommendations, if any, regarding procedures for receiving and making payments
- The HOA would like a reply by January 15, 2020

Diane Dubay discussed having the audit completed by January or February 2020 so that the results would be available at the upcoming Annual Meeting. JoAnn Cate suggested looking for a CPA firm in Columbia Falls.

MOTION & ACTION: Diane Dubay motioned for Pete Glee to send out a letter to three (3) CPA firms as outlined. Peter Mueller seconded the motion. Motion carried.

6. Standing Committee Reports:

ARB – Diane Dubay reviewed the following:

➤ **New Construction:**

- **Current 4 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.
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.

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

➤ **Completed remodels/repair/painting and re-Landscaping, 1 property:**

- 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. Anticipated completion November 2019. Project Complete.

➤ **Ongoing remodels/repair/painting and re-Landscaping, 3 properties:**

- 828 St. Andrews Dr. – Replace siding and add cultured stone wainscoting to front. Project started September 13, 2019; anticipated completion December 2019.
- 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. The owners are deciding whether they need to take off all the siding, do the repairs, and install all new siding. The ARB will be notified when this decision has been made. The owners will submit the materials and paint choices for review and approval. Repair timeline TBD.
- 707 Augusta Loop – Replace damaged deck, fence and balcony with like materials; anticipated completion Nov. 30 – dependent on weather painting in the spring.

Diane Dubay concluded her report.

MOTION: Diane Dubay motioned to accept the ARB Report. Peter Mueller seconded. Motion carried.

BIM – Pete Glee reviewed the following on behalf of Jamie Duff:

1. Yard Lights: Determining yard lights not functioning by physically inventorying has not been successful. Postings on NextDoor and the website will be used to request owners contact the HOA office, if their lights aren't working.

Discussion ensued as to the inconsistency of the lights working properly. Marvin Galts asked if a homeowner might be turning the lights off. Pete Glee stated that the owner needs to make sure that there is power to the light pole. Paul Jaspar suggested posting notice on the website by Monday, if

possible, that homeowners need to make sure that the lights are in working order. Diane Dubay also recommended that the notice should highlight that streetlights are for the safety of the community, and they should remain on by a photocell. **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.**

2. Armstrong Park: As reported last month four of the bushes have died, so will be replaced in the spring. There is also a tree showing signs of poor health, so will be looked at.

3. Tree Removal: All the dead trees inventoried and approved by owners for removal, have been taken out. There are a handful on the golf course. Another inventory will be taken in the spring.

Diane Dubay mentioned that she noticed a tree by the fence near the power line that needs to be removed. Ann Stephens informed the Board that the tree is too close to the power line and will be removed by Flathead Electric when they have time.

4. Properties with Viewing Platforms in Mountain Watch – Phase I: The owner of the 3rd viewing platform contacted us and will determine if he wants to continue maintaining it or take it down. Will let us know by the end of the December.

5. Snow Removal Contract: The HOA has taken position to not remove berms this year, but contractor makes every effort to minimize berms where practicable.

6. Entrance to Mountain Watch – Phase I: Jamie contacted the postmaster in Columbia Falls and received approval to install mailboxes at the intersection of Gleneagles Trail and Meadow Lake Drive. This project can now move forward. One contractor has expressed interest in the project but won't be back in the valley till second week of January. Other contractors will be researched as well.

Diane Dubay requested a plan of final design with the mailbox project. Pete Glee stated that the BIM Committee will put it out for bid before the March Board Meeting.

7. Oil spill on Oakmont Lane: The fix to clean up the oil spill last summer didn't work so will be readdressed this late spring.

Pete Glee stated that it will be necessary to hire a contractor in the spring to dig out the dirt contaminated with the oil and to replace it with good dirt and sod.

8. Damaged Mailboxes: Two of our mailboxes have been damaged, presumably by vehicles running into them. They are located at the corner of Augusta Loop and St. Andrews Drive. The cost to replace the parcel holding one is approximately \$900. The other one may not need to be replaced.

Paul Jaspar and Marvin Galts inquired as to the HOA responsibility for the mailboxes. Pete Glee stated that the responsibility falls to the Meadow Lake HOA.

Pete Glee concluded the BIM Committee Report.

MOTION: JoAnn Cate motioned to accept the BIM Report. Diane Dubay seconded. Motion carried.

SOCIAL – JoAnn Cate

- JoAnn Cate stated that Shannon Schardt offered to Chair the St. Patrick's Day party. JoAnn Cate concluded her report.

COPS – Pete Glee

Pete Glee related that homeowners want a security contract that includes random drives through the community, along with a report structure of activity. Pete Glee spoke with Chris and Lance at M.L.D.C. requesting an agreement to provide “Community Incident Reporting Services”. Pete Glee would like to request two (2) or three (3) drive-around security checks throughout a 24-hour period at random times. Paul Jaspas asked to define the specific area of the drive-around service. Pete Glee said that it would include only Meadow Lake HOA areas, not ML West nor Phase II. Pete Glee will amend the original agreement with M.L.D.C. to include the patrolled area; Gabriel Hagg recommended attaching a map of the area to be serviced.

Peter Mueller asked about providing entrance cameras. Pete Glee believes that the COPS program will appease the homeowners, and he suggested that homeowners could put up personal cameras, if they wish. **MOTION & ACTION: Marvin Galts motioned for (1) Pete Glee to pursue a contract with M.L.D.C for “Community Incident Reporting Services” to send to the Board for approval, and (2) to accept the COPS Committee Report. Diane Dubay seconded the motion. Motion carried.**

Community Amenities – No Report

Paul Jaspas exited the Board Meeting at 11:25 AM.

8. Thank you letter from Montana Veterans Home for Gregory Memorial

Diane Dubay noted the letter of appreciation from the Veterans Home in memory of Russ Gregory.

Discussion and Action:

9. Review and Decision on “Wordy” Building and Community Standards Documents

Gabriel Hagg led the discussion as to the community documents being overly long and not condensed. Should the Board try to change the language and/or trim them down? Diane Dubay mentioned that it took her 1 ½ years to re-write the Building Standards. Pete Glee stated that he recently condenses the Building Standards into a bullet-point presentation with brief details. The Building Standards will be put on the website and will be part of a new owner/builder package. Peter Mueller suggested the same format for Community Standards. **ACTION: Pete Glee will create a bullet point presentation of the Community Standards and post the information on the website with a link to more details.** Gabriel Hagg stated that NO ACTION will be taken to change the wording on Building and Community Standard Documents.

10. Review and Decision on resumes for Board of Director election – Discussion tabled

11. Update/Retire select Board Policies:

- a. Update – Delinquent Accounts (HOA Policy 13.01) -Discussion tabled
- b. Retire – Accounts Receivable/Billing (HOA Policy 12.01) – Retired
MOTION: Diane Dubay motioned to retire the policy. JoAnn Cate seconded. Motion carried.
- c. Update- Distribution of Membership Information Policy (HOA Policy 12.02) – Discussion tabled
- d. Retire- Merchant Processing (HOA Policy 12.05) – Retired
MOTION: JoAnn Cate motioned to retire the policy. Marvin Galts seconded. Motion carried.
- e. Review – Meadow Lake HOA Sign Policy (HOA Policy 13.02) – Discussion tabled
- e. Review- Parking Regulations (HOA Policy 13.04) – Discussion tabled
- f. Retire – Collection of Fees for Water & Sewer District (HOA Policy 13.06) – Retired
MOTION: Peter Mueller motioned to retire the policy. Gabriel Hagg seconded. Motion carried.

- **g. Review – Aesthetic Standards for Vacant Lots at ML (HOA Policy 07.01) – Discussion tabled**
- **h. Review and update of Reimbursement Policy (13.03) for Board Members**
Pete Glee reviewed the HOA Policy for Reimbursements. After discussion from the Board, the new policy will eliminate specific dollar amounts and will include the phrase “Based on current year US General Services Administration (GSA) Privately Owned Vehicle (POV) Mileage Reimbursement Rate and 400 miles”. The current year rate will be updated on the Expense Reimbursement Form. **MOTION: JoAnn Cate motioned to accept the Reimbursement Policy as amended. Marvin Galts seconded. Motion carried.**

12. Review and decision to increase Annual Allocation to Road Reserve

Item already discussed under Financial Committee Report.

13. Review and approval of Nominating Committee

Board discussed Jamie Duff as Board Chair, along with Steve Riebe and another unnamed member. Diane Dubay suggested Kaitlyn Ray. **MOTION & ACTION: JoAnn Cate motioned (1) to approve two (2) names as follows: Jamie Duff as Nominating Committee Chair and Steve Riebe. (2) Pete Glee to submit a third name and present it to the Board for approval. Marvin Galts seconded the motion. Motion carried.**

14. Review and approval of Strategic Plan – Part 1 draft (included at end of Meeting Minutes)

Peter Mueller suggested adding: “roadways and common areas” to the vision statement for Meadow Lake.

MOTION: Gabriel Hagg motioned to approve the amended Strategic Plan and pass it on to the Financial Committee to make an appropriate financial budget. Peter Mueller seconded the motion. Motion carried.

15. Review and approval of Annex A & B 2019 -2020 Draft tabled 10/19/19 meeting (included at end of Meeting Minutes)

MOTION: Gabriel Hagg motioned to accept the Annex A & B as amended. Peter Mueller seconded the motion. Motion carried.

16. Review and approve update of the Finance Committee Charter

Pete Glee reviewed the charter and amendments. **MOTION: Marvin Galts motioned to accept the Finance Committee Charter as amended. JoAnn Cate seconded. Motion carried.**

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

Pete Glee reviewed the charter and amendments. **MOTION: Marvin Galts motioned to accept the**

Other Items:

18. Review of Upcoming Meeting Schedule for 2019-2020 meetings

- **March 21, 2020**
- **June 6, 2020 Annual Meeting and Board Meeting following**

19. Closed Session – Moved to beginning of meeting

20. Adjournment

MOTION: Marvin Galts motioned to adjourn the meeting at 11:57 AM and Diane Dubay seconded the motion. Motion passed and meeting adjourned.

ACTION ITEMS

1. **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.
2. **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.
3. **ACTION:** Pete Glee to pursue a contract with M.L.D.C for “Community Incident Reporting Services” to send to the Board for approval.
4. **ACTION:** Pete Glee will create a bullet point presentation of the Community Standards and post the information on the website with a link to more details.
5. **ACTION:** Pete Glee to submit a third name for the Nominating Committee and present it to the Board for approval.
6. **ACTION:** Pete Glee to order new computers and 1 printer.
7. **ACTION:** HOA Office will distribute Welcome Baskets.
8. **ACTION:** Pete Glee finalize online credit card payment option for owners.
9. **ACTION:** Pete Glee to follow up to collect an outstanding fine.
10. **ACTION:** Pete Glee to follow up on owner removal or maintenance of viewing platform.

MEADOW LAKE COUNTRY CLUB HOMEOWNER ASSOCIATION, INC.

A Strategic Plan

For

Managing Homeowner Association

Common Use Resources

And

Fulfilling Chartered Responsibilities

MLCCEHOA, Inc, Board of Directors

Meadow Lake Resort

Change 4, December 14, 2019

Executive Summary

The Meadow Lake Country Club Estates Homeowners Association, Inc. (MLCCEHOA, Inc.), board of directors in 2010 completed a study of the need for long range strategic planning by the association. The study was followed by a two-day retreat conducted by Beargrass Marketing, Inc. During the retreat the board generated a detailed summary of planning issues that were to serve as the foundation for an association planning document. Central to this effort, however, was recognition that a “vision” was needed to guide the board and the association membership. A vision was written and became the basis for the development of a strategic long-range plan.

This plan is designed to provide guidance to the association’s board of directors as it considers decisions impacting the future of the HOA, and it also serves as a guide for the association as it faces the many management challenges in its daily operations. With this plan the board can more effectively draft and implement programs serving association needs and fulfilling the expectations of its members. Additionally, it provides the association’s membership with a clearer and more comprehensive summary of the future and how the board of directors will lead the association to that future.

The vision contained in this plan establishes goals necessary for the association to fulfill its vision. As the membership goes forward with this plan, budget forecasts will change, goals will be modified, and resulting initiatives developed. All are part of a planning process. This is Change 3 of the plan and provides a 20-year road map to the HOA’s future.

The vision contained in this plan is revised. This is Change 4 of the plan and is a complete review and update to include viewing Meadow Lake Resort as a Community, updating the vision to meet current and future needs and responsibilities for the HOA and its residents.

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- A Vision Elements and Goals
- B FY 2019-2020 Initiatives
- C Budget Forecasts, 5/10/20 Years
- X Plan Staff Study

A Strategic Plan for MLCCEHOA, Inc.

Purpose

This plan was developed by the Meadow Lake Country Club Estates Homeowners Association, Inc. (MLCCEHOA, Inc.) to provide for more effective and efficient management of its chartered responsibilities serving Meadow Lake resort interests. As the resort's economic environment, growth patterns, ownership demographics, infrastructure demands, and business opportunities change, forward looking planning is necessary to ensure the association successfully fulfills its obligations. Through long range planning, the association's board of directors can provide for the resources and services necessary to meet the resort's future common interest needs.

Background

In September 2009 the HOA's board of directors began considering the need for long range planning as a means for determining future association management obligations. Subsequently, the board appointed a committee to study "strategic planning" and potential benefits to the association. The committee's study, completed in the summer of 2010, included a recommendation that the board of directors initiate long range planning. The committee's report is included with this plan at Annex X.

Following coordination with the resort's declarant (Peter Tracy), Meadow Lake Golf Resort, Inc. (MLGR, Inc.), Meadow Lake Development Corporation (MLDC), Meadow Lake Real Estate (MLRE), and other resort interests, the board began work developing a "vision" to provide a foundation for managing the association towards the future. Additionally, a board of director's "retreat" was scheduled to define the goals and initiatives that might be incorporated in a long- range plan. The board contracted Beargrass Marketing, Inc. to facilitate that process. The retreat was held in November 2010.

The board of directors began developing this plan based on its staff study and the results of the November retreat. With this plan, the MLCCEHOA, Inc. board of directors established a process for anticipating, defining, and preparing for future requirements confronting the association. It is a flexible process responsive to the association's everchanging needs, and this document is considered a "living" document as it will of necessity change. Those needs will be met with consideration of current and future resources consistent with the association's vision.

MLCCEHOA, Inc. Vision

The vision for Meadow Lake HOA is as follows:

“To ensure Meadow Lake presents a desirable community lifestyle through effective and efficient stewardship of the roadways and common use areas and execute responsibilities as dictated by the governing documents.”

The Community’s vision, drafted by a committee of the HOA board of directors, contains four distinct elements:

1. The vision recognizes that the HOA works for and serves “all Meadow Lake residents, timeshare owners, guests and commercial interests.”
2. The vision defines the lifestyle that association members seek at Meadow Lake: they want “to enjoy a lifestyle consistent with a quality community image.”
3. Third, the HOA board of directors has specific responsibilities in serving association members. These responsibilities are manifested in the board’s “effective and efficient stewardship of the roadways and common use areas.”
4. And last, the vision specifies that the board must fulfill its “responsibilities as directed by the governing documents.”

The vision is a statement of who the HOA represents, the lifestyle association members seek, what members expect from their board of directors, and recognition that there are governing guidelines for association management. Given the above vision, the association leadership has the responsibility to consider and conduct its business in accordance with the vision’s four elements.

Organizational Responsibilities

The MLCCEHOA, Inc board of directors must recognize that any actions it takes involving the expenditure of association funds must be in support of the association’s vision. Likewise, association members or member organizations must also understand that any initiative they want the board of directors to authorize must likewise be consistent with the vision elements. Accordingly, association goals and initiatives can be planned, vetted and supported with resources serving the best interests of the association and its members.

The board of directors is responsible for developing initiatives. Once initiatives have been proposed and approved by the board, oversight is the domain of the board which must validate progress and report annually to the association membership regarding that progress.

Board members must ensure their review and deliberations concerning proposed initiatives are consistent with the association’s vision. The board’s processes must verify that budget and other resources are available consistent with the plan’s vision. Failure to do so would constitute a violation of the trust vested in the board of directors by the association membership.

Association members, member business organizations, and staff serving the HOA’s interests may propose to the board of director’s initiatives in the association’s interest. A new initiative proposal requiring expenditure of association funds should also include consideration for how the project should be funded.

Resources and Budgets

As initiatives are considered by the board of directors, required resources and funding for their execution must be programmed. Long range projects require multi-year forecasting of annual costs and the future commitment of other resources. Project plans must include these forecasts balanced against other known or forecasted association needs and obligations. Should resources and budgets not allow for a specific project, the project will be suspended until the necessary support exists.

Budget forecasts for the foreseeable 20 years are at Annex C. These forecasts are based on anticipated costs and income using known requirements and estimated community growth patterns. These will change over time, and budget forecasts will of necessity be revised. These forecasts are the basis upon which planning must occur. The MLCCEHOA, Inc. board of directors will not approve an initiative unless it is supportable as evidenced by budget forecasts.

Reports to Membership

The board of directors will annually submit to the membership a status report on this strategic plan. The report will be presented at the annual general membership meeting as a briefing, and a written version may appear on the community or Association's website. Members wishing to receive a copy of a website report may request a copy through the association's General Manager.

Interim reports may also be made to the MLCCEHOA, Inc. board of directors by the board president at each of the board's quarterly scheduled meetings. Association members may request meeting minutes to obtain this information, again by contacting the HOA's General Manager. Members may also attend quarterly meetings when these reports are submitted.

The president of the board of directors may request status reports at other times as deemed appropriate. On these occasions the board president may make these reports available to the general membership.

Revisions

This plan may be revised as determined by a majority vote of all MLCCEHOA, Inc. board of directors. The board will report to the general membership changes to the plan through its meeting minutes and the annual reports to the membership.

Change 4 Approved:

President, MLCCEHOA, Inc.

Board of Directors

December 14, 2019

ANNEX A: Vision Elements and Goals 2019-2020

Vision Elements

Three of the four elements of the HOA's vision are "lifestyle," "stewardship," and "governing documents" (the fourth relates to who the board serves). The following are examples how these elements relate to association management obligations.

Lifestyle: Social events, inter-personal communication, use of common areas, recreations.

Stewardship: Safety and security, budget resources, management communications, infrastructure maintenance and improvements, environment improvement, information management.

Governing Documents: Membership access, document currency, compliance.

Goals

To fulfill the vision, the MLCCEHOA, Inc. Board of Directors maintains a list of long-range goals for fulfilling the association's vision. Each goal is referenced to the vision element it supports. The Board may revise this list as it deems appropriate. Based on these goals, the Board develops initiatives that for managing the association and fulfilling the Board's chartered, responsibilities. The goals are listed without reference to order of importance. (**L** = Lifestyle; **S** = Stewardship; **G** = Governing Documents)

1. Maintain a "total community" perspective in developing infrastructure, initiatives, and management programs. **L**
2. Conduct and support community programs for the benefit and enjoyment of all members. **L**
3. Conduct long-range program planning for roads, security/safety, architectural standards, budgeting, and community as a whole facility. **S**
4. Be financially responsible in funding annual budgets and fulfilling reserve obligations. **S**
5. Continue the upgrading of common use areas and community services. **S**
6. Provide viable community information. **S**
7. Provide an active professional administrative service fulfilling chartered responsibilities. **S**
8. Manage programs and services in an environmentally conscious manner. **S**
9. Be ethical serving all members equally and fairly without consideration of personal or special interests. **G**
10. In all efforts comply with the intent and purpose of the association's governing documents. **G**

ANNEX B: FY 2019-2020 Initiatives

The MLCCEHOA, Inc. Board of Directors annually updates initiatives for the purpose of achieving goals and thus fulfilling the association's vision. The following initiatives are planned for the association's 2019-2020 calendar year.

1. Committees review charters and governing documents and provide recommended changes to the Board of Directors March 2020 meeting.
2. Inventory non-working and absent yard lights; notify property owners of needed corrective action as necessary to be discussed at this meeting – BIM
3. Survey the members for needs statement to develop a Community Center for Meadow Lake HOA members – SPECIAL.
4. Encourage community involvement in HOA committees and the board by providing routine announcements on community bulletin boards, website and Nextdoor of available vacant positions.
5. Identify/Validate timeshare Unit Representatives and encourage them to attend meetings and become active in their associations, and in the MLCCE HOA. - ADMIN
6. Establish a formal entrance to the Mountain Watch neighborhood with mailboxes and bulletin board at Meadow Lake Drive and Gleneagles Trail. - BIM
7. Enhance relationships with the Sub Associations. – ADMIN

Adopted by the HOA Board of Directors on December 14, 2019.