

Meadow Lake Country Club Estates Homeowners Association, Inc.
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Paul Jaspar, President
Gabriel Hagg, Vice President
Steve Spotts, Treasurer
JoAnn Cate, Secretary

Shannon Bowerman, Director
Gary Marzik, Director
Mike Welty, Director
Pete Glee, Manager

Board Meeting Minutes - *Proposed*
Date: Tuesday, 15 December 2020 Time: 1:00 PM
Place: via ZOOM

ATTENDANCE: Board Members Paul Jaspar, Steve Spotts, Gabriel Hagg, JoAnn Cate, Shannon Bowerman, Gary Marzik and Mike Welty were present via Zoom. Homeowners James Ablett, Cathy Kelly, Barb Riley, Karen Grossheider also attended via Zoom. Pete Glee and Ann Stephens attended from the MLHOA Office.

CALL TO ORDER – Paul Jaspar called the meeting to order at 1:00 p.m.

1. Paul asked for Public Comment. Barb Riley said she had no comment at this time, but could she please speak during the meeting.
2. Barb apologized for not having a letter ready for the Board as promised; but would be forth coming with the letter soon.
3. Paul introduced Mike Welty, who has been appointed to fill the time share position vacated by the resignation of Peter Mueller Kirschner. Mike was welcomed to the Board. Paul Jaspar wanted everyone to know that Mike is a member of the Board; but does not give legal counsel representation to the board in any legal matters. This completes the slate of Board Members with Paul Jaspar-President, Gabriel Hagg-Vice-President, JoAnn Cate-Secretary, Stephen Spotts-Treasurer, Shannon Bowerman-Director, Gary Marzik-Director, and Mike Welty-Director.
4. Approval of Minutes of Previous Meeting (10/20/2020).
MOTION: Shannon Bowerman moved to approve the minutes as presented. JoAnn Cate seconded. Motion passed.
5. Financial and Finance Committee Report – Paul Jaspar

Finance Committee Report

The finance committee, which has not met since the last HOA Board meeting, consists of James Ablett and me. The committee can have up to 3 members therefore there is 1 vacancy.

Attached you will find the November 30th, 2020 balance sheet, income statement, list of accounts receivable as well as details of the capital expansion reserve, road reserve and stabilization reserve.

I would like to draw your attention to the following regarding the attachments.

- The balance in the Whitefish Credit Union does not exactly match the ARB deposits because some of the deposits are short term and have not been transferred to the Credit Union
- Regarding the 2 major accounts receivable that are overdue one is before the court and the other is subject to a lien on the property, several residents have prepaid their fees
- The HOA has total reserves of almost \$ 296,000 which is more than the annual budgeted expenditures of \$ 216,870
- The road reserve funding is currently under review
- The income statement shows \$ 6,593 of excess revenue over expenses
- Legal expenses for the year to date were \$ 1,350
- Common area maintenance exceeded budget because of the costs associated with dead tree removal

Respectfully submitted,

Paul S Jaspar

MOTION: Paul Jaspar moved to accept the Financials and Finance Committee Report as presented. Gabe Hagg seconded. Motion Passed.

6. Other Standing Committee Reports:

Architectural Review Board

Report for Quarterly Board of Directors Meeting

1. **ARB Members** – Stephen Spotts, Chair; Gary Marzik, Member; Linda Jarrendt, Member; Diane Dubay, Member; Steven Riebe, Member.
2. **New Construction** – The following construction projects are currently under way:
 - **Thomas Home.** Lot R-21, 253 Pine Valley Loop. The ARB conducted a construction completion review on December 7th. Home is completed. Landscaping and driveway paving will wait till spring.

- **Lynch Home.** Lot R-6, 124 Inverness Ct. Scheduled completion is May 31, 2021. Project is progressing very well and continues to appear to be on schedule. Landscape plan is pending and expected to be provided by March 1, 2021.
 - **Gouw Home.** Lot 16A, 104 Oakmont Loop. Scheduled completion date has been extended to June 30, 2021, due to the difficulty and setbacks created with the owner not being able to cross the border to review and make necessary decisions for the project. There have also, been difficulties in receiving materials in a timely manner, as well as the COVID impact on subcontractors.
 - **Jessat Home.** Lot MW-76, 1281 Oakmont Lane. Completed.
 - **Westcraft Homes Construction.** Lots 13D and 14D, 185 and 195 Oakmont Loop. Construction is completed. Landscaping will wait till spring with a June 30th completion date.
 - **Teal Home.** Lot 56, 227 Glen Eagles Trail. Plan is to start foundation the week of December 7th with scheduled completion one year from start.
 - **Waters Home.** Lot R-45, 164 Oakmont Loop. Final and complete with architect signing off on ARB's drainage concern noted in last report.
3. **New Remodels/Repair/Painting and Re-landscaping – 1 Property**
- 740 Seminole Lane- Enlarge patio and add a roof structure over it. Remodel dining room by enlarging and moving door access to patio.
- Submitted by Stephen Spotts – ARB Chair

MOTION: Steven Spotts moved to accept the ARB Report as presented. Gary Marzik seconded. Motion passed.

Beautification Improvement and Maintenance (BIM) Report – Shannon Bowerman

- Road Reserve Study Update – Steve Spotts, Gary Marzik and Pete Glee met with Mathew Swain from Association Reserves on September 9th. Pete Glee has contacted Mr. Swain recently and the MLHOA is awaiting Mr. Swain's final analysis report.
- Dead Trees – The MLHOA removed 56 plus dead or dying trees from the common area this year. Mr. Hoberg who is a Forester with Northwest Management, Inc. has recommended that the Meadow Lake Community treat their trees with a product called Pheremone in the spring to keep the Douglas fir beetle from killing additional trees. Pete Glee will contact Mr. Hoberg for this application to be done in the early spring.
- Road Maintenance – T-Bend completed the "skip paving" of Gleneagles Trail this summer. T-Bend fixed a dip at the bridge, on Oakmont Lane. The BIM is awaiting the report on the Road Reserve Study to decide whether Oakmont Lane will need to be chip sealed in the spring.
- The landscaping at the top of Gleneagles Trail was completed. The BIM Committee will continue soliciting bids this winter to find a local builder for completion of the project and installation of mailboxes.
- The BIM Committee will start reviewing next year's projects for the spring.
- The BIM Committee will work with office staff to update their Charter and Weed Management Plan.

- The BIM Committee will work with the office staff to review upcoming contracts with Biggy's and Jon Hesselwood.
- The BIM Committee needs committee members. There are currently four vacate positions available.

Respectfully submitted,

Discussion was held regarding the placement and use of Pheremone, as a deterrent against insect attacks on Douglas Fir and Grand Fir trees in Meadow Lake.

MOTION: Shannon Bowerman moved to accept the BIM Report as presented. Gabe Hagg seconded. Motion passed.

ACTION: Pete will initiate a letter to all owners regarding the placement of Pheremone on private property.

SOCIAL COMMITTEE REPORT – JoAnn Cate

Due to COVID, things have changed drastically. Besides our Canadian neighbors and friends not being able to come down, our local neighbors have been socially distancing and staying home. Thus, no activities are going on!

New homeowners were notified by the office that they could stop by and pick up a welcome package. One homeowner has stopped by and picked theirs up.

Ann was updating policies of the Social Committee recently. One of the changes is to acknowledge the family if they have lost a family member. We also increased the cost from \$50 to \$75 for a card and plant or arrangement. This fall we have had several losses in our Meadow Lake Community. Among them are Larry Pabst, Jay Eishen, and Jimmy Synger (Liz Wickland's spouse). Christmas arrangements have been sent to the families.

Hopefully by March we will be able to have our St Patrick's Day dinner.

Respectfully Submitted

JoAnn Cate

MOTION: JoAnn Cate moved to accept the Social Committee Report as presented. Steve Spotts seconded. Motion passed.

Community Operations and Protective Services (COPS)

The COPS committee has not met since the last HOA Board meeting.

The COPS committee currently has 3 members, with the possibility of a total of 7 members.

The members are Barb Riley, Theresa Vonada, and Paul Jaspar.

The board and committee continue to receive bimonthly reports from the security patrols from North Star Security, these reports are now also posted on Next Door.

Respectfully submitted,

Paul S. Jaspar

MOTION: Paul Jaspar moved to accept the COPS Report as presented. JoAnn Cate seconded. Motion passed.

Discussion was held on when the current contract with North Star Security and MLHOA is due for renewal.

ACTION: MLHOA General Manager will contact North Star Security and start working on the next contract.

Community Amenities – No Report

Manager's Report for Board Meeting on December 15, 2020

Action items from last meeting:

- Continued coming to work 😊
- 1. A notice of vacancy for the Timeshare position, vacated by Peter Mueller Kirschner, was posted on the web and next door with a November 30th closing date. Only applicant applied for this position. Steve Spotts and I met with Mike Welty to discuss the available position. His application was submitted to the Board on December 5, 2020. The Board motioned, seconded, and voted his approval. He will serve until the June 2021 election, which is the expiration of the current term. At that time, he may stand for election to the succeeding full 4-year term. The By-Laws give the Board authority, to appoint a candidate, to fill a vacated position, until the next election.
- 2. The office has continued to try and find a solution to the Bulletin Boards. The issue of weather and moisture continues to affect the interior placement of notices and flyers. Mr. Zatka, at the last meeting suggested a plastic type of material be used in place of the cardboard backing which is currently attached to the cork board. Recently the glass was shattered in one of the boards (cause unknown) and had to be replaced. The structures of the bulletin boards will be reviewed in the spring refurbishing. The BIM

Committee will review the entrance light standards for possible maintenance requirements as well.

3. The front entrance was updated to include winter greens in the hanging flower baskets. Lighting was strung down the poles as in the past. Several of the lights had to be replaced due to a power surge, which involved locating and buying new lights, coordinating with Meadow Lake County Water & Sewer District for access to power and installing the new lights.
4. Coordinating website updates with Ann Rhodes, included the following:
 - a. Board of Directors minutes of meetings approved and proposed.
 - b. Annual Board of Directors minutes of meetings approved and proposed
 - c. Posting of Board of Directors Notice of Meetings
5. Several conversations with Mathew Swain regarding the Road Reserve Study. Prepared additional information he requested.
6. Contacted Mr. Hoberg and set up application of Pheremone to the trees in Meadow Lake for the spring.
7. Paul Jaspar has requested that "In Camera/Closed Sessions" be an agenda item for all future Board of Director Meetings. This request will be facilitated in all future meetings.
8. The office has been revising and updating the "Save the Date and Notice of 2021 Annual Meeting" letter which will be mailed/emailed out with the 1st 2021 Quarter billing in December. This letter will include the four Board seats that will be open for this election.
9. The office has recruited the Nominating Committee for the upcoming election in June. Shannon Bowerman has agreed to Chair this committee. Steve Reibe and Cindy Cook are members.
- 10 The office has begun formatting and updating the "Preparation for Winter" flyer. This flyer will be posted on the bulletin boards, the website and NextDoor.
- 11 The office has updated and formatted a new "Election Policy" for Board review. A draft copy will be available at this December meeting for review.
- 12 The office has updated and formatted the "Welcome New Residents and Sympathy Policy" for review. The updated policy has been approved by the Social Committee.
- 13 The office continues to be staffed five days a week from 9:00-1:00. I'm in the office Monday-Thursday. Ann works Tuesday's and Friday's, which allows me to be freed up for meetings or appointments. Diane works on Wednesday's. Ann and I handle any financial transactions the other days. The

office is still requiring all visitors to wear masks, hand sanitizer is available and asked to ring the doorbell for admittance to the office. This policy seems to be working well.

14 A review of my emails between October through December 10th 2020 indicates I have received and responded to 930 emails.

15 Kirt Lindblad (this office is leased from him) has approached me about the MLHOA purchasing this office space. It is an agenda item.

16 The office has prepared and sent to Shannon Bowerman a new lease for the office that she currently rents from the MLHOA, but it has not been returned.

17 The office is researching the possibility of holding future committee meetings using video conferencing or zoom and/or telephone conferencing during COVID.

18 The office has updated/formatted several committee charters and other controlling committee documents for review. Ann will be sending them out for review and revision in the next several weeks for your review.

Submitted by Pete Glee, General Manager

MOTION: Paul Jaspar moved to accept the Manager's Report as presented. JoAnn Cate seconded. Motion passed.

ACTION: Discussion was held regarding the entrance light standards and their maintenance. Pete will contact someone in the spring for refurbishing the light standards and bulletin boards.

ACTION: Discussion was held regarding the mailboxes at the entrance to Tamarack Heights on Glen Eagles Drive. The BIM Committee will address this at their next meeting.

7. Nominating Committee – Shannon Bowerman, Chair, Steve Riebe and Cindy Cook members.

MOTION: Mike Welty moved to accept the Nominating Committee as presented. JoAnn Cate seconded. Motion passed.

8. Review and Approve Election Policy – The Board approved the policy with the changing “Chairman” to “Chair” in the first paragraph.

MOTION: JoAnn Cate moved to change the Election Policy as presented. Shannon Bowerman seconded. Motion passed.

9. Review and Approve Welcome New Residents and Sympathy Policy – The Board approved the policy with the changing of “Neighbors” to “Homeowners”.

MOTION: Steve Spotts moved to accept the Welcome and Sympathy Policy as presented. Gabe Hagg seconded. Motion passed.

10. Review/Update Strategic Plan, Appendix A and B
 - a. Change the date on Annex A title to read 2020-2021
 - b. Change the date on Annex B title to read 2020/2021, change date sentence three to 2020-2021 and (1) to 2021. Remove item 8 and 10.

MOTION: Shannon Bowerman moved to accept the changes as presented by Pete Glee to Annex A and B. Gabe Hagg seconded. Motion passed.

11. Review and Approve Updated "Save the Date letter". Change flyer to correct date to 2021 and "Chairperson" to "Chair".
12. Review and Approve updated Road Reserve Report.
The road reserve report received from Matthew Swain from Association Reserves, has caused confusion among the board members, regarding project reserves from past years and this year's report. Further discussion will be tabled until the Finance Committee has had a chance to review the document and gather more information.
13. Review HOA Office owner's notice of intent to sell office space condo unit.
Pete Glee will provide the Board with more information regarding the sale, lease after more research has been completed.
14. Holiday Office Closure – Board left the decision on office closure with the General Manager for Christmas and New Year's.
15. Meeting Schedule for 2020-2021 remains as posted.
16. Adjournment

Submitted by Ann Stephens