

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, March 23, 2021 Time: 1:00 PM
Place: via ZOOM

ATTENDANCE: Board Members Paul Jaspar, Steve Spotts, JoAnn Cate, Shannon Bowerman, Gary Marzik and Mike Welty were present via Zoom. Homeowners, James Ablett, Barb Riley, Mirko Zatka, James Kessling, Hank Beebe, Bill Boone 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 1:00pm.

1. Paul thanked Pete Glee and Ann Stephens for all the time they have spent updating the policies, procedures and Weed Plan for discussion at this meeting.
2. Public Comments – No public comments
3. Discussion and/or Actions – Paul request Ann to summarize action items and make them a last page item in the future.
4. Approval of Minutes of Previous Meeting dated December 15, 2020.

MOTION: Steve Spotts moved to approve the minutes as presented. Shannon Bowerman seconded. Motion passed.

5. Finance Committee Report

The finance committee, which has not met since the last MLHOA 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 February 28, 2021 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.

- 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 \$ 326,000 which is more than the annual budgeted expenditures of \$ 216,870
- The road reserve funding is currently under review and I would refer you to the attached information
- The income statement shows \$ 22,613 of excess revenue over expenses
- Legal expenses for the year to date were \$ 1,463
- Common area maintenance exceeded budget because of the costs associated with dead tree removal

Respectfully submitted,

Paul S Jaspar

MOTION: Paul Jaspar moved to approve the Financial Committee report as presented. Gary Marzik seconded. Motion Passed

Discussion: Paul and Pete are exploring options for consolidating our bank accounts to two FIDC insured banks. Barb Riley recommended Parkside vs. Whitefish Credit Union. Shannon reported Whitefish Credit Union currently has good returns.

6. Other Standing Committee Reports

23 March, 2020

Architectural Review Board

Report for Quarterly Board of Directors Meeting

1. **ARB Members** – Stephen Spotts, Chair; Gary Marzik, Linda Jarrendt, and Diane Dubay. There was one resignation from the ARB this quarter, Steve Riebe. We are actively seeking a replacement.

2. **New Construction** – The following construction projects are currently approved and under way:
 - **Teal Home.** Lot MW-056, 227 Gleneagles Trail. Construction started December 12, 2020. Scheduled completion is December 21, 2021.
 - **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. Driveway and landscaping should be completed by June 1, 2021.
 - **Lynch Home.** Lot R-6, 124 Inverness Ct. Scheduled completion is 31 May, 2021. Project is progressing very well and continues to appear to be on schedule. Landscape plan has been submitted with expected completion by June 30, 2021.
 - **Gouw Home.** Lot 16A, 104 Oakmont Loop. Scheduled completion date has been extended to June 1, 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.
 - **Percoski Home.** Lot R-20, 257 Pine Valley Loop. Project start date is March 8, 2021. Expected completion date is October 31, 2021.
 - **Westcraft Homes Construction.** Lots 13D and 14D, 185 and 195 Oakmont Loop. Construction is completed. Landscaping will wait till spring completion date of June 1, 2021.

3. **Completed Remodels/Painting** – N/A

4. **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: Steve Spotts moved to approve report as presented. Shannon Bowerman seconded. Motion passed.

Discussion: Steve reported Steve Reibe has resigned his position. Steve will be missed as he brought an abundance of knowledge to the committee.

BIM Report – Shannon Bowerman – Covered in Manager’s Report

Discussion was held regarding the condition of the Bulletin Boards. Paul stated that this is the time of year residents and homeowners will be coming back to Meadow Lake and the bulletin boards should be a high priority. Cindy Cook and Diane Dubay have been picking up trash on their walks around Meadow Lake. It was suggested maybe we might want to have a Spring Clean-Up day. A car has been parked in a designed parking space for several months with a torn cover in Building 1.

MOTION: Pete Glee moved to approve report as presented. Steve Spotts seconded. Motion passed.

Social – JoAnn Cate reported that the committee is working on having a garage sale this summer as in the past years.

Motion: JoAnn Cate moved to approve report as presented. Gary Marzik seconded. Motion passed.

Community Operations and Protective Services (COPS)

The COPS committee has not met since the last MLHOA 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 me.

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.

The current contract for security will expire at the end of June 2021. There are discussions underway regarding renewing the contract.

Respectfully submitted,

Paul S Jaspar

MOTION: Paul Jaspar moved to approve the report as presented. Gary Marzik seconded. Motion Passed.

Community Amenities Committee

The community has not met since the last Board meeting. However, Pete has had discussions with the new owner of the hotel and timeshares and will be informing us of those discussions in his report to the Board.

Respectfully submitted,

Paul S Jaspar

MOTION: Paul Jaspar moved to approve the report as presented. JoAnn Cate seconded. Motion Passed.

7. Manager's Report

Manager's Report for Board Meeting on March 23, 2021

Action items from last meeting:

1. St. Andrews Drive entrance light standards and their maintenance – ongoing, as I look for contractors to bid and schedule a refinish.
2. Mailboxes at entrance to Gleneagles Trail – BIM committee has not met to discuss moving forward with this. With new owner eminent for Phase III and IV, may see what their plans are for their development. With access to HOA's website and NextDoor, maybe bulletin boards are less of a necessity.

Administrative:

Projects/Committee's:

1. ARB – A significant amount of time was spent in January and February resolving neighboring concerns regarding a building project. I have fielded numerous inquiries on building in Meadow Lake and expect several ARB submissions for new projects.
2. Finance – Worked with Matthew Swain (Association Reserves) and the Finance Committee regarding the last Road Reserve Study – reviewing and analyzing what impact it will have on the budgeting process for the 2021-2022 Fiscal year and beyond. Report is agenda item #12. Researched merging the Whitefish Credit Union savings account into the Parkside Credit Union account, with the goal of only dealing with 2 accounts rather than three. This would eliminate the task of moving the Completion/Compliance and Road Damage deposits back into 1st Interstate in order, to issue the refund checks. The Whitefish Credit Union does not have check writing as a service, but Parkside does.

3. BIM – Continue working with Eric Holberg on administering the Pheremone treatment to the HOA and owner properties to hopefully eliminate the insect attack on the trees in Meadow Lake. The Board approved their bid, so product is on order and will be installed in April by Northwest Management. The Board approved chip-sealing Gleneagles Trail this year, as was recommended for after last year's pavement leveling. The landscaping contract for the next 2 seasons is in place with Biggy's. The spraying for noxious weeds contract is in place again this summer, with Jon Heselwood of Lawn Care Specialties. Other areas of review for normal annual maintenance are roadway cleaning, speed bumps and street signs.

4. Meadow Lake Community Amenities – Mike Welty has met with Vacatia, and I have been working with Michael Flickinger (replaced Chris Walters), who is General Manager for MLDC and Vacatia. I think we both are very encouraged with their approach to having purchased MLDC's interests in Meadow Lake. In my last meeting with Michael, they are moving forward with being able to again offer the amenities previously enjoyed by property owners in Meadow Lake. They are looking at ideas regarding what some of the other amenities they might make available. They hope to be able to offer these as soon as this summer. Once finalized the HOA will post the details on the website.

5. HOA Office:

- Ann Stephens has worked through updates to the website, and the majority of the HOA's documents as in Charters, Policies, and is reviewing the HOA's governing documents. The Charters and Policies are below agenda items for review and approval.
- Bulletin Boards continue to be difficult to maintain and will need to be refurbished this summer. The current latches are hard to open and impossible in cold weather. More and more residents are relying on Next Door and the web site for their information and updates.
- Reviewed and discussed holding of committee meetings in the future via Zoom. The Zoom option is available for ARB meetings for those members not in Meadow Lake during the winter months. For those members that are here, the preference is to hold them at the office with masks and distancing standards in place.
- Election timeline has been completed and we are on schedule. The office has received the updated timeshare owners list. SAHA has worked to fill empty Unit Rep positions and have narrowed them down to 3-4. Spyglass HOA will be approached to do the same.

- Those wishing to be placed on the ballot must have their application submitted by the 15th of April. The office hopes to have the Canadian ballots mailed no later than the 17th of April. Mail service to and from Canada continues to take up to 17 or so days to arrive here.
 - Supplies have been ordered and received. We have four (4) board positions available for the ballot this year. Staff working on consolidating documents needed for mailing of ballots.
 - Staff will be sending a letter to the Election Judges for counting of ballots and reporting same to the Secretary on the day of election.
 - Staff sent new resident information to five off site new residents. Seven welcome bags have been prepared for distribution to new residents.
 - Staff prepared update letter for inclusion in March 2021 billing.
 - Staff prepared and updated new BOD flyer for bulletin boards.
 - Staff updated the Weed Plan and forwarded to the BIM Chair for review. Shannon had no changes. Presented below for review and approval.
 - Staff researching software necessary for the office to be able to update pdf forms.
6. The office continues to be staffed 5 days/ week from 9:00-1:00. I'm in the office, Monday-Thursday. Ann works Tuesday's and Friday's. Diane works on Wednesday's. I handle any financial transactions and Diane's emails or calls on the other days. The office is still requiring all visitors to wear masks and ring the doorbell before admittance to the office. Extra masks and hand sanitizers are available at the door. This policy seems to be working well.
7. I will be meeting with Kirt Lindblad on Wednesday, March 30th to discuss update from today's agenda item regarding purchase of this office space.
8. SAHA is having difficulties with accessing their website from this HOA's website, so I have reached out to the person that coded their site to see why link appears to be broken now.

Submitted by Pete Glee, General Manager

MOTION: Gary Marzik moved to approve the Manager's Report as presented. Steve Spotts seconded. Motion passed.

Discussion: Vacatia is very favorable to looking into offering owner access to amenities. They are looking for ideas to increase revenue. This is a positive move for the community. Shannon would like to schedule time with Pete to discuss some of the ideas she might have. Gary wanted clarification if a charge is added for use of the facilities that only those using the facilities would pay. Barb gave a brief history of the 28 years she has been here and the changes that have occurred regarding the facilities

8. Review and Approve Judges of Election to include Cindy Cook, Mike Schardt, Henry Beebe, Pat Eppelsheimer and Ann Stephens.

MOTION: Shannon Bowerman moved to approve the Election Committee as presented. Gary Marzik seconded. Motion passed.

9. Paul Jaspar reported Gabriel Hagg has resigned from the Board. Gabe has sold all his properties. It was the consensus of the Board to add Gabe's position on the upcoming ballot. The open board positions will be placed on the web, next door and in a letter being sent with the April billing. Paul asked for approval to purchase a gift for Gabe showing the appreciation of the Board and residents for his years of service. Discussion was held whether this should continue in the future.

Roll Call: Paul Jaspar, Shannon Bowerman, Gary Marzik, Steve Spotts and Mike Welty voted yes. JoAnn Cate No

10. Review Policies and Charters

a. **MOTION:** JoAnn Cate moved to approve the Road Drainage Policy as presented with minor changes and formatting. Steve Spotts seconded. Motion passed.

b. **MOTION:** Gary Marsik moved to approve the Check Signing Policy as presented with minor changes and formatting. Shannon Bowerman seconded. Motion passed.

c. **MOTION:** JoAnn Cate moved to approve the Election Policy as presented. Steve Spotts seconded. Motion passed.

d. **MOTION:** Mike Welty moved to approve the Sign Policy as presented with minor changes and formatting. Shannon Bowerman seconded. Motion passed.

e. **MOTION:** Steve Spotts moved to approve the Architectural Review Board (ARB) Charter as presented with minor changes. Shannon Bowerman seconded. Motion passed.

f. **MOTION:** Shannon Bowerman moved to approve the Beautification Improvement and Maintenance (BIM) Charter as presented. Steve Spotts seconded. Motion passed.

g. **MOTION:** Gary Marzik moved to approve the Community Operation and Protective Services (COPS) Charter as presented. Mike Welty seconded. Motion passed.

h. **MOTION:** Shannon Bowerman moved to approve the Finance Committee Charter as presented. JoAnn Cate seconded. Motion passed.

i. **MOTION:** JoAnn Cate moved to approve the Social Committee Charter as presented. Steve Spotts seconded. Motion passed.

j. **MOTION:** Gary Marzik moved to approve the Community Amenities Committee Charter (CAC) as presented. Steve Spotts seconded. Motion passed.

Discussion: Barb wanted to know what the purpose of the Community Amenities Committee was? Shannon said several years ago the MLHOA was looking for a piece of property to create another fitness center, pool and hot tub for all homeowner's usage and the committee was formed. The pool/hot tub on Oakmont is for the residents of Meadow Lake North and Whisper Village. Condos on the Green have their own facilities as does the Time Share units. It has recently been brought to the attention of the Board that Hucklebear Park is a deeded Homeowner's park and should be available to all homeowners, not just the timeshares. Who pays for maintenance, insurance, etc.? Mike stated the homeowner's association has a legal obligation for providing services to the park for all homeowners and this is not being done. Paul wanted to "not poke the bear".

11. Review/Decision/Recommendation of HOA's first right of refusal for the office. This will be brought up at the annual meeting for discussion. Is there any space in the hotel for rental if the office needs to relocate? The current office is not accessible to all and not easily seen by the public. We have not been approached by the owner yet regarding the sale of the property. This is not premium property. Mike offered the "Board has decision to make first right of refusal". Do nothing until an offer is received.

MOTION: Steve Spotts moved to approve as discussed. Shannon Bowerman seconded. Motion passed.

12. Weed Management Plan was approved as presented with the removal of fourth paragraph of Limitations and Restrictions regarding spraying and mowing of properties and other minor changes and formatting.

Motion: Shannon Bowerman move to approve the plan as presented. Steve Spotts seconded. Motion passed.

Discussion: If a property does not wish to have the MLHOA spray for noxious weeds on their property there is an opt-out letter the homeowner is required to sign. It becomes the responsibility of the homeowner to take care of noxious weeds at their cost.

13. Road Reserves – A Road Reserve Report was presented to the Board by Paul Jaspar explaining why the Finance Committee is recommending an increase in dues at this time. The association is not putting enough funds into the road reserves as presented by the company hired to do our reserve study. Mike Welty indicated prudent planning was needed and the Board was premature in raising the dues at this time.

The Board of Directors, after review of the latest Road Reserve Study voted to propose a dues increase of \$75.00/year or \$18.75/Quarter, beginning July 1, 2021.

Roll Call: Steve Spotts, Gary Marzik, Paul Jaspar, Shannon Bowerman and JoAnn Cate voted yes. Mike Welty voted no.

Discussion: Barb Riley sent an email to the Board stating “I believe a dues increase is premature for the road reserves as you are about to bring in 105 units with the new development of Tamarack Heights 3 & 4, as well as future development along 14/15 holes. The long-range strategic plan anticipated the growth of those areas to support the road serves. Increasing the annual contribution BACK to the \$40K that was originally in the plan should be the effort before moving ahead with another dues increase. At this time, you have several owners who are not happy that over 1/3 of the dues goes to administration. Please refer to your strat plan for this history”.

14. Building Standards Update

Steve Spotts indicated there are several items in the Building Standards that need clarification in order to clarify what is expected of a new homeowner building in the Meadow Lake Community and their contractors and subs.

MOTION: Steve Spotts moved to approve the Building Standards as amended and Mike Welty seconded. Roll call: Paul Jaspar, Steve Spotts, and Shannon Bowerman voted yes. JoAnn Cate and Mike Welty voted No.

Discussion from JoAnn indicated that we are an unfriendly community to live in. The building standards are too restrictive. General Manager Pete Glee no comment. Paul said the Board can overturn a committee’s recommendations. Paul said if you have an objection let’s talk about it. Why have 3 people resigned from the ARB?

15. The Board approved the Bike Tour Group to pass through on Gleneagles Trail on Sunday morning of August 22nd, 2021.

16. Meeting schedule was reviewed as presented. Next scheduled meeting is the Annual Meeting on June 5th, 2021 with a Board meeting to follow.

17. The meeting was adjourned at 4:00 pm.

DRAFT

ACTION: Pete will contact Vacatia to determine who manages Building #1, and determine what can be done.

ACTION: MLHOA General Manager will continue to post the security logs twice a month on next door.

ACTION: Light standards at St. Andrews entrance, will be assigned to the BIM Committee for repairs.

ACTION: The front entrance maintenance will be assigned to the BIM Committee for action.

ACTION: Pete will contact the lawyer for a legal opinion on obligation, duty, and liability issues regarding Hucklebear Park.

ACTION: MLHOA General Manager will talk to the golf course regarding their spraying policy for weeds.

ACTION: MLHOA General Manager to send Road Reserve Study to all members of the Board.