

**Meadow Lake Country Club Estates Homeowners Association, Inc.**

**P. O. Box 2323**

**Columbia Falls, Montana 59912**

**(406) 897-2765**

[www.ml-hoa.com](http://www.ml-hoa.com)

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 - *Approved***

**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 Keesling, 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 7<sup>th</sup>. 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 1<sup>st</sup> 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 15<sup>th</sup> of April. The office hopes to have the Canadian ballots mailed no later than the 17<sup>th</sup> 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 30<sup>th</sup> 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 many 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 Marzik 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. Currently, you have several owners who are not happy that over 1/3 of the dues goes to administration. Please refer to your strategic 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 22<sup>nd</sup>, 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.

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.



## MEADOW LAKE HOMEOWNER'S ASSOCIATION

PO Box 2323 • Columbia Falls, Montana 59912 • 406-897-2765

James Ablett, President

Paul Jaspar, Vice President

JoAnn Cate, Secretary

Steve Spotts, Treasurer

Shannon Bowerman, Director

Steve Bradshaw, Director

Lance Lynch, Director

Pete Glee, Manager

### Board Meeting Minutes – Draft Tuesday, June 22, 2021, at 11:00 am Via ZOOM

**ATTENDANCE:** Board Members Paul Jaspar, Steve Spotts, James Ablett, and Shannon Bowerman were present via Zoom. Lance Lynch was present at the MLHOA office as well as Pete Glee and Ann Stephens. JoAnn Cate joined zoom meeting at 11:12 and Steve Bradshaw joined zoom meeting at 11:08. Member Barb Riley was present via Zoom.

**CALL TO ORDER:** Paul Jaspar called the meeting to order at 11:00 am.

1. Paul asked if there were any changes to the agenda. Paul asked if there were any changes to the proposed minutes. Barb Riley asked that the section 7 of the minutes be changed to reflect she has not been at Meadow Lake for 28 years. Changes will be made as requested.

**MOTION:** Steve Spotts moved to approve the minutes as corrected. James Ablett seconded. Motion Passed.

2. Manager Update on Action Items from 23 March 2021.
  - Pete noted that the vehicle parked for a long time at Building #1 with a torn cover, had been moved.
  - Pete contacted the security company regarding the posting of security logs twice a month on next door. This will be a requirement on the new security contract.

- The light standards at the front entrance have been refurbished and re-stained. This is a BIM Committee action item, and they will be meeting soon.
- Pete met with Lance Lynch of Vacatia regarding access to Hucklebear Park. Conversations are on-going currently.
- An email has been sent to the Golf Course regarding dead and dying trees on their property. The Golf Course is not a part of the MLHOA community. A follow up letter will be sent.
- A brief history was given to new members of the Board regarding Road Reserves. Homeowner dues have been raised.
- Gleneagles Trail will be chip sealed on Friday, July 2<sup>nd</sup>. The chips will be removed on Monday July 5th.
- A letter was sent to the current owner of the MLHOA office notifying him the HOA would not be exercising their “first right of refusal”. The unit has been sold and once the property has closed pro-rated rent checks will be issued to the new owner.

**MOTION:** Shannon Bowerman moved to approve the General Manager’s report as presented. James Ablett seconded.  
Motion passed.

3. A request from Hank Beebe was received by the MLHOA requesting whether the MLHOA could do anything to improve the cell reception at Meadow Lake. Several options were discussed, Pete will contact Mr. Beebe to see if he would take on this project. Pete will work with Mr. Beebe on a solution.
4. Election of Board Officers. Paul polled the Board and solicited volunteers for officers. The following members were appointed.  
President – James Ablett  
Vice President – Paul Jaspar  
Treasurer – Steve Spotts

Secretary – JoAnn Cate

Paul Jaspar left the meeting at 11:20 and James Ablett agreed to chair the remaining meeting.

5. Appointment of New Committee Chairs

- Steve Bradshaw is a new member of the ARB. Steve Spotts will remain Chair and recruiting continues. Diane Dubay has moved to the BIM Committee.
- The BIM Committee is comprised of Shannon Bowerman, JoAnn Cate and Diane Dubay. No chair appointed at this time. Recruitment continues.
- COPS will be chaired by Paul Jaspar. Barb Riley and Theresa Vonada are members. Recruitment continues for this Committee. The Committee will be working on the Disaster Plan this year.
- Finance Committee will be chaired by James Ablett. Other members are Paul Jaspar and Steve Spotts.
- Social Committee chaired by JoAnn Cate. Members include Tom McElwain, Debbie Teal and Shannon Schardt.
- Community Amenities Committee will be chaired by Shannon Bowerman and Lance Lynch volunteered to be on the committee.

6. Budget Approval for 2021-2011 Fiscal Year. There was not a quorum at the annual meeting, so the budget was not motioned nor approved.

**MOTION:** Steve Spotts moved to approve the proposed budget as presented. JoAnn Cate seconded. Motion passed.

7. Tom McElwain sent a letter to General Manager regarding the presence of foliage, ground cover, debris and firewood that are not in compliance with suggestions to prevent or mitigate the risk of fire in the Forest-urban interface. Tom included a business card from Rich Moore, Service Forester of State of Montana, Department of Natural Resources and Conservation. Tom asked if

the Board had a plan to help owners with a defensible area around their homes. This will be passed to the BIM Committee for review and perhaps help from Tom to suggest what can be done. No firewood stacked against houses should be enforced. The Community Standards document touches upon fire hazards around the home. Barb Riley reminded the Board that the Community Standards have not been presented to the members for approval. Open fires are not allowed but controlled/contained fire pits are allowed.

8. Strategic Plan – Pete explained that Annex A – Vision/Goals and Annex B – Initiatives for 2021/2022 were included for the Board to review for next meeting in the Fall.
9. Board Meeting Schedule was discussed. The Board decided the Zoom option for meetings will continue. The meetings will be held on Tuesday's at 10:00 AM, on the following dates:

October 12, 2021

December 14, 2021

March 15, 2022

June 21, 2022

The meeting adjourned at 12:15

ACTION: Pete will contact Hank Beebe and work together to suggest a solution to the cell reception at Meadow Lake.

ACTION: Pete will forward Tom McElwain's letter regarding home defensible areas from fire to the BIM. Pete will request the BIM to work with Tom on a solution.



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Shannon Bowerman, Director  
Vacant, Director  
Lance Lynch, Director  
Pete Glee, General Manager

**Board of Directors Minutes-Proposed  
Tuesday, October 12, 2021, at 10:00 am  
Via ZOOM**

**ATTENDANCE:** Board Members James Ablett, Steve Spotts, Paul Jaspar and Lance Lynch were present via Zoom. Director JoAnn Cate was present at the MLHOA office as well as Diane Dubay, Pete Glee and Ann Stephens. Director Shannon Bowerman was not able to log onto the ZOOM meeting. There were five (5) members admitted to the meeting via ZOOM.

Meeting was called to order by James Ablett at 10:00 am

1. President's Report – James Ablett reported his limited involvement with the Board has been hampered by the fact that he has not been able to come down from Canada for the last 19 months but hopefully that will change with the possible opening of borders in the near future.
2. Public Comments  
Public comments from Diane Dubay
  - a. Road damage from construction vehicles, including cement trucks and repetitive trips of the large gravel and dirt moving trucks necessarily creates long term excessive use on our roads as they traverse to and from various building sites throughout our community. Recommend the BOD entertain increasing the road damage fee from \$1500 (refundable less identified onsite road damage) to \$2000 with \$500 non-refundable in addition to the current process of identified onsite road damage.
  - b. Request BOD form an Ad Hoc committee for Governing Document review. I believe current CC&R's expire in 2025. They were created by the developer who was also a significant commercial property owner and reflect that perspective. As the community has matured, Diane Dubay would like to see both the CC&R's and the By-laws reflect the influence and interests of the homeowners and timeshare owners. Forming such a committee now affords the opportunity for full community involvement in the process as well as obtaining necessary legal assistance and meeting member voting requirements.

- c. Other public comments included reminders that UPS trucks, common carriers, moving vans and other big trucks frequent our roads. Barb Riley concurred raising the fees.

**ACTION:** Add to future agenda a committee for development of the CCR's and By-Laws.

3. Steve Bradshaw, Director, has resigned and moved from the area. MLHOA will solicit possible candidates for his position using the web site and next door. It was suggested that a notice be put on the fourth (4<sup>th</sup>) quarter billing announcing the vacant position and requesting anyone wanting more information to contact the MLHOA office.
4. Bill Milner has been appointed to the ARB and has already attended meetings. Welcome Bill to the ARB committee.

**Discussion and Action:**

5. **MOTION:** Steve Spotts moved to approve the minutes of 22 June 2021 as amended. JoAnn Cate seconded. Motion passed.

6. Manager's Report

**ACTION:** Pete will contact Hank Beebe and work together to suggest a solution to the cell reception at Meadow Lake. **Hank and the BIM Committee are doing the research on this to determine the possibility of a cell tower being installed in the area.**

**ACTION:** Pete will forward Tom McElwain's letter regarding home defensible areas from fire to the BIM. Pete will request the BIM to work with Tom on a solution. **This has been turned over to the BIM Committee, and an update is within JoAnn Cate's BIM report. An early result of their efforts is the amendment to the Community Standards regarding firewood storage within Meadow Lake, and is presented for Board review later in this meeting.**

**Update:**

1. The Gleneagles chip sealing was completed in July.
2. All the bulletin boards have been repaired and refinished. New hardware was installed on the doors and a metal panel was added to the back of these bulletin boards to keep woodpeckers from creating holes in the wood.
3. The ARB and I have had preliminary and conceptual meetings with several of the new owners before they either start or finalize their building plans. This has proven to be very beneficial and well received by these owners, as makes the process seem less daunting to them, and greatly smooths out the review process.
4. The Welcome Program to new owners that Ann Stephens administers seems to be going well. We've had several of the new owners come into the office, as a result of the letters Ann has sent to them with HOA information. Included in the letters is an invite to come in and pick up a Welcome bag, when they are in the area or get moved in. This has opened the door to some great conversations and these new owners expressing interest in getting involved in the community.
5. Theresa Vonada has resigned from the COPS Committee.
6. There have been 23 properties that have sold since June.

7. The MLHOA has received the new snow plowing contract from Biggy's that will be reviewed. They related their prices have increased slightly, reflecting higher operating costs.

Submitted by Pete Glee, General Manager

7. Marc Logsdon has requested the Board to address speeding issues in the Whisper Village area. **ACTION:** Pete will address speeding with owners of several townhome owners that allow renters of the speeding problem where it has been a problem. Their renters are consistently speeding and driving over the speed limits in the area. Barb Riley reported that additional speed bumps were installed on the lower section of Turnberry Terrace which has slowed down traffic considerably.

## 8. Standing Committee Reports

- a. **Finance Committee** – The Finance Committee and MLHOA office is working at consolidating banking accounts with the Whitefish Credit Union, Parkside Credit Union and First Interstate Bank. **ACTION:** Overdue accounts were discussed, and it was reported that the MLHOA office sends out reminder letters and follow-ups with a phone call to delinquent accounts. Unexpected costs were attributable to the application of Pheromone this year.

**Motion:** Paul Jaspar made a motion to move \$64,114.00 from the Capital Expansion Reserve to the Road Reserve Fund. JoAnn Cate seconded, and the motion passed. Paul explained that this was a bookkeeping move and that no cash was involved. Questions from the Chat Line were addressed concerning posting of financials on the web site, James was in favor of a summarized budget being posted; Is an annual audit conducted, James responded a procedural audit was done in 2020 but not a full audit because of the associated cost; Barb reminded the Board that there is a limit to the amount of cash in any given account concerning insurance liability for each account.

### b. Architectural Review Board (ARB) Report

1. **ARB Members** – Stephen Spotts, Chair; Linda Jarrendt, and Connie Hitchcock. With Board action/approval we are welcoming Bill Milner to the ARB. We still actively seeking one more candidate to fill our last position.
2. **New Construction** –
  - A. There are currently ten home construction projects are under way:
    - **Teal Home.** Lot MW-56, 227 Gleneagles Trail. Construction started December 12, 2020. Based on observable progress we are anticipating the exterior completion to by December 21, 2021.
    - **Thomas Home.** Lot R-21, 253 Pine Valley Loop. The ARB conducted a construction completion review on December 7<sup>th</sup>. Home is completed with the exception, of final Landscaping approval.
    - **Lynch Home.** Lot S-06, 124 Inverness Court. Scheduled completion was 31 May 2021. Availability of certain building materials has prevented completion as scheduled. The Landscaping has been done but we have not received a request to perform our completion compliance review.

- **Gouw Home.** Lot A-16, 104 Oakmont Loop. We received a request to perform the completion compliance review, but the exterior construction was incomplete. All the issues are due to the difficulties created with the owner not being able to cross the border to review and make necessary decisions for the project. A Landscape plan was received; reviewed; and approved, however, very little work has been accomplished. The driveway is complete, but work continues the rear deck.
- **NuWest Builders.** Lot S-01, 1045 St Andrews Drive. Single Family Spec Home. Project Start Date was 3 June 2021. Expected completion, with the exception of landscaping, is 3 June 2022. Site has been excavated and footings/foundation have been poured.
- **Highwest Construction.** Lot S-03, 100 Inverness Court. Single Family Spec Home. Start Date August 16, 2021. Projected completion date October 25, 2022. Excavation, footings, and foundation are complete.
- **Percoski/Collins Home.** Lot R-20, 257 Pine Valley Loop. Project start date is March 8, 2021. The structure is mostly complete, with the exception, of the rear deck. Expected completion date remains October 31, 2021.
- **Wick Home.** Lot R-60, 117 Oakmont Loop. Project Start Date July 19, 2021. Expected completion date July 19, 2022. Excavation, footings, and foundation complete.
- **Hodges Home.** Lot R-20, 257 Pine Valley Loop. Start Date August 18, 2021. Excavation, footings, and foundation are complete. Projected Completion date June 18, 2022.
- **Bogan Home.** Lot MW 68, 359 Gleneagles Trail. Project start date was 20 August 2021.
- **Berger Home.** Lot MW-143, 272 Gleneagles Trail. Project Start Date August 2, 2021. Expected Completion Date August 2, 2022.
- **Richards Home.** Lot MW-64, 327 Gleneagles Trail. Project Start Date September 30, 2021. Expected Completion Date September 30, 2022.
- B. There are three home projects that are under review or approved for construction.
  - **Hansen/Marsh Home.** Lot R-25, 237 Pine Valley Loop. Project Start Date TBD. Expected Completion Date TBD.
  - **County 7 Builders.** Lot MW-151, 174 Gleneagles Trail. Spec Home. Project Start Date TBD. Expected Completion Date TBD.
  - **Ginnett Home.** Lot R-16, 273 Pine Valley Court. Project Start Date TBD. Expected Completion Date TBD.

### 3. New Remodels/Repair/Painting and Re-landscaping – 4 Property

- **Moore Home.** Exterior Painting. Colors reviewed and approved. Addition of an exterior covered patio area, final plans and approval pending.
- **848 Condo's on the Green.** Installation of French Drain across back of building to mitigate drainage problems. Projected Start Date October 25, 2021. Expected Completion Date October 30, 2021.
- **Hitchcock's Property.** Installation of additional bushes and trees in their back yard. Projected Start Date TBD
- **Wilson-Booth Home.** Replace siding – same kind and color. Completed.

#### 4. Completed Remodels/Painting – None

Submitted by Stephen Spotts – ARB Chair

- c. **Beautification Improvement Maintenance (BIM) Report** - The BIM committee is comprised of 4 members: Diane Dubay, Patty Epplesheimer, Malinda Iskiyan and JoAnn Cate. We would like to have someone to represent Mountain Watch/Tamarack Heights to make our committee complete.

A review of Meadow Lake properties was conducted to monitor landscaping, dead and diseased trees, weeds and making sure structures are being maintained. Since many property owners have not been on location for two years, we categorized properties from 1 to 3. The ones received a basic letter to remind them they needed to keep up their properties to two's and three's receiving specific needs to address and notice of a fine if not completed. Properties are shaping up and response has been positive. We will be issuing another letter to levels two and three in early spring since weather is closing in this fall.

Due to the continued dry fire seasons, we have experienced it was brought to our attention that we should pursue managed wildland fire zones around Meadow Lake. We sent out a packet to all homeowners and posted information on the bulletin boards. We are also trying to address the area by Cedar Flats under the power lines. It is a popular spot for teenagers to hang out and build bonfires.

We are continuing to pursue getting mailboxes and a bulletin board with a covered roof for protection at the Gleneagles Trail Entrance. Short supplies and lack of available contractors has hampered this project.

We are researching getting a cell tower in Meadow Lake to improve communication. We have written to Meadow Lake Golf Course to have them address dead and dying trees, their faded golf course signage and the updating and cleaning of the wall into Pine Valley Loop. We have not gotten any response yet.

The drainage on the East Side of lower St Andrews is being addressed. It has been about 10 years since it was cleaned out and we don't want water damage to the properties on the west side of the road.

Submitted by JoAnn Cate, Chair

Discussion: The BIM Board would like the Board of Directors to request the golf course remove dead and/or dying trees. Falling trees could be a liability for the golf course.

**MOTION:** Paul Jaspar made a motion to write a letter to the golf course regarding dead/dying trees and maintenance of the wall and Steve Spotts seconded. Motion passed.

The Wildland Urban Interface and area under the power lines and improved Cell service are all issues brought to our attention by homeowners. Thank you!

- d. **Social Committee** - The Social Committee consists of Tom McElwain, Carla Mitchell, Heidi Hart, Karen Grossheider, Leslie Beitel, Lisa Powell, Shannon Schardt, JoAnn Cate and Kathy O'Connor.

We held an informal meeting to discuss the history, past activities, and future projects to pursue. We would like to work with Vacatia Manager, Michael Flickinger, and the Golf Course to create a better working community for all of Meadow Lake.

The Rib Fest was held in August. Chair, Tom McElwain did a fabulous job! Billy Angel was our entertainment this year, and Tom has booked him already for next year. The ribs were excellent, and we had over 90 people attend. This continues to be one of our most popular events in Meadow Lake.

Submitted by JoAnn Cate, Chair

- e. Community Operations and Protective Services (COPS) – Paul requested that the office include Mark Logsdon as a member of the Committee. Discussion was held on the twice monthly reports received from NorthStar Security. If no activity is reported, they still log time on the reports. Suspicious or unusual activity is reported via email directly to the MLHOA office.

Submitted by Paul Jaspar, Chair

- f. Community Amenities Committee – Pete reported that he has spoken with Vacatia 2 or 3 times since the last Board meeting regarding offering community amenities to the homeowners and what would be the costs. Pete reported that Vacatia is still working on the numbers. Hucklebear Park is open to all homeowners currently. The lock has been removed from the tennis courts.

Submitted by Pete Glee

Lance reported that Vacatia would most likely make an announcement within the next two weeks regarding membership. Question from the Chat asking if a survey has been conducted recently regarding what amenities the community would like to see.

- 9. Gabriel Hagg (Thirty-Three Properties) request concerning open spaces and road ownership. After a lengthy discussion regarding liability insurance, who pays for maintenance, costs associated with accepting open spaces and roads, mailboxes in open space area and the trail system that was proposed in initial plat, it was decided that Pete would request a title search be done at a minimal cost. Public records are required before the board can decide. **ACTION:** Pete to contact proper authorities regarding accepting Thirty-Three Property request.
- 10. Review and Update Strategic Plan Initiatives for 2021-2022. Annex A was not changed. Annex B was updated to reflect Item (1) should read – Committees review charters and governing documents and provide recommended changes to the Board of Directors at the March meeting of each year. Item No. 3 should be removed from Annex B. Barb offered to help the MOHOA office with Item 5 in the future. **ACTION:** MLHOA Staff to make the requested changes to Annex B of the Strategic Plan.
- 11. Request from Sloan's to increase office lease. Pete pointed out the Sloan's did not receive complete and accurate information regarding the MLHOA lease when they purchased the office unit. The seller and seller agent did not fully disclose all documents. The Sloan's recourse is through their real estate agent.

**MOTION:** Steven Spotts made a motion to decline the Sloan's request for an increase to the office lease for \$50.00 per month and Paul Jaspar seconded. Motion passed.

**ACTION:** MLHOA office to notify the Sloan's of their decision to deny an increase to the office lease.

12. Review and Update Community Standards - The BIM Committee had proposed a change to the Community Standards document regarding firewood storage. Pete questioned the first sentence 'Firewood storage is permitted outside if neatly stacked at a location not visible from roadway or golf course'. Z-lot lines do not have the option to store wood without being visible from the street or golf course. Diane suggested Z-lot homes store wood inside their home or garage. It is not the MLHOA responsibility to allow storage of outside wood. Barb noted that the CCR's are the governing document and not the Community Standards. The issue will be passed back to the BIM Committee for further discussion. **ACTION:** BIM to review 4.2 wording again.

13. Review of Board Meeting Dates was reviewed, and no changes noted.

**Other Items:**

JoAnn brought forward her concerns that the MLHOA office does not have a complete email list for emailing information out to the owner membership. JoAnn's concern was the recent mailing of two BIM letters to the membership and the cost of printing and mailing these letters. When the BIM Committee decided to mail these important informational letters, the BIM committee decided that waiting for the next quarterly billing was not feasible and chose to have the mailing done sooner. Not all owners are willing to provide their email addresses, so a complete email list is not available. There is also limited availability of the office staff to access this information on Quick Books. Posting on the web is an option but not everyone uses the web for information. James will look at the current usage of handling future mailings when he is available to cross the border.

JoAnn was also concerned regarding the usage of the bulletin boards. She suggested that people do not read them because they are not eye catching. She suggested that board information and meetings be accented with a red banner. The MLHOA has been diligent in pointing homeowners to the web site as their information area for important and up to date information.

A brief discussion was held regarding discounts at the golf course.

The meeting adjourned at 11:50 am.

**ACTION:** Pete will address speeding with owners of several townhome owners that allow renters of the speeding problem where it has been a problem.

**ACTION:** Add to future agenda a committee for development of the CCR's and By-Laws.

**ACTION:** Overdue accounts were discussed, and it was reported that the MLHOA office sends out reminder letters and follow-ups with a phone call to delinquent accounts.

**ACTION:** Pete to contact proper authorities regarding accepting Thirty-Three Property request.

**ACTION:** MLHOA Staff to make the requested changes to Annex B of the Strategic Plan.

**ACTION:** MLHOA office to notify the Sloan's of their decision to deny an increase to the office lease.

**ACTION:** BIM to review 4.2 wording again regarding storage of firewood on Z lots.