



MEADOW LAKE COUNTRY CLUB ESTATES HOMEOWNERS
ASSOCIATION, INC. PO Box 2323 • Columbia Falls, Montana

Paul Jaspar, President
Vacant, Vice President
Steve Spotts, Treasurer
JoAnn Cate, Secretary

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

Annual Meeting Notes for Meadow Lake HOA – no quorum

Date: Saturday, June 5, 2021 Time: 1:00 PM Place: Zoom Virtual Meeting A

Attendance: Board Members present in office: JoAnn Cate. Also present in office were Pete Glee, (Manager), and Ann Stephens. Board Members present via Zoom: Steve Spotts, Paul Jaspar, Shannon Bowerman. Diane Craft was also present via Zoom.

1. **Call Meeting to Order** – Paul Jaspar called the Annual Meeting to order at 1:04 p.m.
2. **Opening Comments** – Paul Jaspar welcomed everyone to the meeting and thanked them for their attendance. He mentioned that this will be the last time that he will Chair the meeting as President of the HOA, and he thanked the Meadow Lake office staff for their hard work in preparing the meeting and for the daily operation of the Meadow Lake HOA. Paul Jaspar also encouraged homeowners to become involved with the Board, he expressed appreciation for the Committees and Chairs, and noted that Gabriel Hagg, Gary Marzik, and James Wallace are no longer serving as Board Members.
3. **Proof of Notice of Meeting** – Paul Jaspar affirmed that Pete Glee had posted Notice of the Annual Meeting on the Meadow Lake HOA Website 12/31/2020.
4. **Roll Call and Certification of Proxies and Quorum** – JoAnn Cate informed the attendees that quorum was not met; therefore, official business could not be conducted.
5. **Submission of Member Comments/Questions** – Due to the lack of quorum, Paul Jaspar omitted Action Items from the Meeting Agenda and reviewed the remaining Agenda items for informational purposes. Paul Jaspar opened the discussion to member comments or questions.

Barb Riley asked why the lawn mowing near Tamarack Lane and the Meadow Lake Golf Course grounds is not being done; Pete Glee stated that this area is Meadow Lake Golf Course property and is not currently being maintained. Barb Riley commented that the lack of maintenance does not reflect well on the Meadow Lake Community. She inquired if fines can be imposed on members who do not maintain their properties, and if Meadow Lake HOA would contract maintenance on non-compliant properties and bill the members. Pete Glee stated that homeowners could receive fines, but the issue with Meadow Lake Golf Course was a legal matter tied up in court and not open to comment at this time.

There was a “Chat” question on the status of mailboxes at Gleneagles Trail. Pete Glee stated that the BIM Committee would be working on it in the future.

Peter Mueller-Kirschner asked if the Meadow Lake Golf Course was offering discounts to Meadow Lake homeowners. Pete Glee stated that the Meadow Lake HOA is not party to the decision and did not know; Shannon Bowerman related that the Golf Course was not offering discounts.

Paul Jaspar responded to a “Chat” question regarding the Reserve Account Fund. He stated that the account was currently under-funded, and the increase in dues starting 3rd Quarter 2021 would bring the funds from approximately 70% funded to 100% funded within the next few years per the recommendation by the Reserve Study.

Lastly, Paul again encouraged participation in the Board.

Information:

6. **Approval of 2020 Annual Meeting Minutes, June 6, 2020** – Unable to approve Minutes due to the lack of quorum.

7. **Standing Committee Reports (attached)**

a) **ARB** - Steve Spotts mentioned that the ARB Committee was short 2 members and is looking for volunteers. He reviewed the ARB projects and concluded his report.

Paul Jaspar asked why the entire Annual Meeting Package is not published on the Meadow Lake HOA website. Pete Glee related that, due to privacy issues, the entire package is not posted online but can be requested by members as noted on the website. Paul Jaspar also addressed a “Chat” question regarding a garbage bin on Oakmont Loop. Pete Glee stated that the project in question was nearly completed and would be removed soon.

b) **Social** - JoAnn Cate reviewed the Social Committee Report and encouraged more participation in the Committee and its activities. She mentioned that the Meadow Lake Community has a Pub Night, Book Club, and Gab Fest. She also related that there has been an increase in sales/purchases in the Meadow Lake Community with over 60 new homeowners within the last year. JoAnn Cate concluded her report.

c) **COPS** - Paul Jaspar reviewed the COPS Report. He asked Pete Glee if they were able to access security reports on a weekly basis; Pete Glee stated that he was checking into weekly online report access. Paul Jaspar also commended the security company for removing advertising left on doors so that any unoccupied homes would not be easily observable. Paul Jaspar concluded his report. **TO DO: Pete Glee to contact North Star Security for weekly access to security reports.**

d) **Community Amenities Committee** – Paul Jaspar stated that the recreation center has been put on hold and the Committee is not currently active.

8. **General Manager's/BIM Reports** – Pete Glee reviewed both the Manager’s Report and the BIM Report. He encouraged members to look at the Meadow Lake website and notify him if there are any issues or suggestions. He also shared the schedule for the skip paving of Gleneagles Trail: the skip paving will take place on July 1, 2021, and the chips will be removed July 5, 2021. Any striping of the roads will be completed after the chip sealing is finished. Pete Glee also shared that a bid to refurbish the Bulletin Boards has been accepted, and a metal cap would be installed on the top to protect the structure. Pete Glee concluded his report.

Paul Jaspar asked for clarification on the Pheromone treatment for the trees in Meadow Lake. Pete Glee related that the beetles have been killing the Grand Fir and Douglas Fir trees, and the Pheromone packets (approximately 3,000 installed) emit a chemical to discourage beetle infestation. The Board decided that the HOA would pay for the treatment since the beetle crisis affects the entire community.

Paul Jaspar entertained additional questions on the Managers Report. A “Chat” inquiry wondered if there were any improvements planned for Hucklebear Park. Pete Glee referred the question to Lance Lynch since M.L.D.C has ownership of Hucklebear Park. Lance Lynch mentioned that he did not know of anything planned but was open for suggestions. Peter Mueller-Kirschner suggested having less abrasive sand at the park.

9 & 10. Financial Report & Budget Proposal - Paul Jaspar reviewed the Financial Report(attached) and Budget Proposal. He highlighted the consolidation of accounts, noted the reserves for the Road Reserve and Stabilization accounts, and mentioned that homeowners were billed for tree removal on their properties. Paul Jaspar also stated that, since the increase in dues is less than 15%, the Board of Directors was able to approve new annual dues of \$600 per year (paid quarterly), which will be used to adequately fund the Reserve Account. He also related that HOA dues are assessed per lot. Paul Jaspar noted that there were few changes in expenditures from the previous budget; he also informed the HOA members that Pete Glee agreed to continue his contract at the same rate and Ann Stephens will be working an additional half-day. Due to the lack of quorum, the proposed Budget cannot be approved. Paul Jaspar concluded his report.

Barb Riley asked if there was no allocation in the budget for a BIM project at the entrance of Meadow Lake Drive and Gleneagles Trail. Paul Jaspar related that this project would be a capital expenditure. Pete Glee explained that the BIM budget allows for \$5,000 in maintenance expenditures, but the entrance is a new project that will use reserve funds. James Ablett clarified that the Road Reserves Fund includes funds for the mailbox replacement project, which should be replaced approximately every 25 years. Lastly, Pete Glee related that the landscaping and mailbox projects will not be completed simultaneously.

11. Board of Director’s Election Results Report - JoAnn Cate shared the Election Results as follows:

- Paul Jaspar
- Steven Spotts
- Shannon Bowerman
- Steve Bradshaw
- JoAnn Cate
- James Ablett
- Lance Lynch

12. MLHOA Office lease and “First Right of Refusal” sale pending report – Paul Jaspar discussed the option to purchase property where the Meadow Lake office resides. Pete Glee related that there is an accepted offer of \$300,000 for the property as of May 22, 2021. Since there is difficulty in obtaining a quorum and adequate percentage of homeowner

approval in a 30-day time frame, along with accessibility concerns, the Board decided not to pursue the option to purchase. The discussion is for informational purposes only and there is no action to be taken. Barb Riley added that a long-term purchase could be legally challenged since a commercial space is operating in a residential building, and she mentioned that a lease is an ideal option. Paul Jaspar thanked her for the clarification. Barb Riley asked when the lease will end; Pete Glee stated that the lease ends June 30, 2023. The new owners have mentioned that they would be willing to let the Meadow Lake HOA office out of the lease if a new office space is secured. Pete Glee suggested starting the search for a new office space. Discussion concluded.

Other Items:

13. **Public Comment** – Paul Jaspar opened the floor for comments from attendees.

A “Chat” inquiry asked if Pete Glee had talked with Mark Logston regarding his participation on the COPS Committee; Pete Glee said that Mark Logston is completing the volunteer application.

Discussion ensued regarding excessive speed on Oakmont Loop and the possibility of adding speed bumps. Pete Glee wondered if more speed bumps would solve the issue since there are already 8 or 9 speed bumps in Meadow Lake. He suggested trying to identify the individuals speeding and talking with them personally. Paul Jaspar inquired about using portable speed bumps. **TO DO: Pete Glee to research the cost and purchase of temporary speed bumps.**

Concern was voiced over a blind corner on St. Andrews Drive near the t-box. Steve Spotts stated that children and golf carts are in danger of vehicles unable to see them. A caution sign and/or temporary speed bump were suggested. **TO DO: Pete Glee to research options to ensure the safety of the area.**

Carol McElwain asked if there was any strategy to obtain a quorum at the Annual Meetings. Paul Jaspar related that the notices were sent out to members, on NextDoor, and on the Meadow Lake website. He felt that apathy was a factor and welcomed suggestions. Barb Riley observed that the following issues might affect attendance: conflict with other Board meetings, graduations in early June, Zoom discomfort, and lack of good communication. Leslie Beitel said that the Annual Meeting Notice mentioned that a lack of attendance would affect the quorum, so she was motivated to attend. Paul Jaspar thanked everyone for their attendance and asked that any suggestions be related to Pete Glee for consideration and discussion. He stated that the next quarterly Board Meeting will be held June 22, 2021, at 11:00 a.m.

14. **Next Annual Meeting:** Saturday, June 4, 2022 @ 1:00 PM (Location to be announced)

15. **Adjournment** - Paul Jaspar adjourned the meeting at 2:16 p.m.

June 5, 2021

Architectural Review Board

Report for 2021 Annual Membership Meeting

ARB Members – Stephen Spotts, Chair; Linda Jarrendt, Member; Diane Dubay, Member; and Gary Marzik, Member.

New Construction – Completed and current. In addition, there are 3 more projects in various degrees of being ready to submit to the ARB for review.

3 Completed projects:

- Jessat Home. Lot MW-76, 1281 Oakmont Lane.
- Waters Home. Lot R-45, 164 Oakmont Loop.
- Westcraft Construction. Lots 27D and 28D, 271 and 275 Oakmont Loop.

3 Current projects: To be completed in June.

- Thomas Home. Lot R-21, 253 Pine Valley Loop.
- Gouw Home. Lot 16A, 104 Oakmont Loop.
- Westcraft Construction. Lots 13D & 14D, 185 & 195 Oakmont Loop.

3 Current projects: To be completed in 2021.

- Lynch Home. Lot R-6, 124 Inverness Court.
- Teal Home. Lot 56, 227 Glen Eagles Trail.
- Percoski Home. Lot R-20, 257 Pine Valley Loop.

2 New approved projects: To be started soon.

- Bogan Home. Lot MW/TH-068, 359 Gleneagles Trail.
- NuWest Home. Lot S-01, 1045 St. Andrews Drive.

New Remodels/Repair/Painting and Re-landscaping:

Fifteen properties have completed projects ranging from replacing roofs, repairing water damage, replacing decks, re-landscaping, adding covered patios and installing central air conditioning. There are also several planned projects awaiting contractor bids and availability.

Submitted by Pete Glee for Steven Spotts – ARB Chair

Social Committee Report

Covid put a halt to many Social Committee Activities this past year.

We did host the Annual Rib Fest in Huckle Bear Park in August. Our chair, Tom McElwain, did a fabulous job organizing it. He added music and moved the location to another area of the park that provided more shade and room for social distancing. We had about 40 neighbors participate, and it was a huge success! Tom has agreed to chair again this year, and we are looking for people to help and prepare ribs.

We lost two members of our community this year, and the social committee sent floral arrangements to their families here in Meadow Lake.

Welcome packets for new homeowners were distributed to 60 new homeowners by Shannon Bowerman. Thank you, Shannon, for being such a great greeter to our new neighbors.

We have had interest in a community garage sale and potluck on June 26th. Please check next door for more information.

Anyone wanting to serve on the social committee, please contact the MLHOA office or JoAnn Cate.

Respectfully submitted,

JoAnn Cate
Social Committee Chairman

Community Operations and Protective Services (COPS)

The COPS committee has not met since the last MLHOA 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 MLHOA has renewed the contract with North Star Security for another year. The contract will now expire June 30th, 2022.

Respectfully submitted,

Paul S Jaspar

June 1st, 2021

Community Amenities Committee

The committee has not met since the last MLHOA Annual 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 this Annual Meeting.

Respectfully submitted,

Paul S Jaspar
June 1st, 2021

MANAGER'S REPORT FOR June 6, 2021 ANNUAL MEETING

Administrative and General:

- a. The MLHOA office has been closed to the owners and public since April 18th due to the COVID-19 event. This will be reassessed on June 1st.
- b. It is working out well for Ann Stephens to be here on Tuesday's and Fridays to answer phones, greet owners/visitors, and do special projects. Helps me a lot. Diane Craft continues to come in on Wednesdays for the bookkeeping.
- c. The MLHOA has launched a new website: ML-HOA.Com The credit goes to Ann Rhodes for this huge undertaking. Ann Stephens worked with Ann to proof all the documents and pages before they were posted. Diane Dubay and Jamie Duff provided immensely helpful input in the design of the website. Hopefully, most of you have been able to check it out. If you would like a tour of the website, please feel free to give the office a call and schedule a tour.
- d. With the new website, the MLHOA added online payments as an option for owners. This brings to 4, the number of options available. The options now include setup for autopay utilizing credit card, or ACH's (U.S. funds) transferring directly into the HOA checking account, single Credit Card payments, and personal checks.
- e. The MLHOA office replaced both computers, and the operating systems were upgraded to Windows 10. One office printer was having issues, so was replaced.
- f. The office space continues to work out very well. The HOA continues to sub-lease one room to Shannon Bowerman. This works out well, as she schedules her office time outside of our regular office hours, thereby not disrupting any committee meetings, incoming calls, or owner office visits.
- g. Ann Stephens revamped our "Welcome Bag" program for new property owners, and Cindy Cook has been awesome to get these delivered. A big "THANK YOU" to Ann and Cindy!
- h. Ann Stephens has also revamped the bulletin boards to give them a better and more appealing visual in the community.
- i. The MLHOA has some volunteer openings on the BIM, ARB, and Finance Committee's. James Ablett has been appointed to the Finance Committee. If you are interested in serving on any of these committees, give the HOA office a call to find out more about the committee you are interested in.

The staff and I strive to be ethical in serving all members equally and fairly without consideration of personal or special interests. We, in all efforts, endeavor to comply with the intent and purpose of the association's governing documents.

Submitted by Pete Glee, General Manager MLHOA

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 May 15th, 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.

- The balance in the Whitefish Credit Union does not exactly match the ARB deposits and ARB compliance assurance fees because some of the deposits are short term and have not been transferred to the Credit Union
- Regarding the 3 major accounts receivable that are overdue one is before the court, one is waiting for the previously mentioned court case and the other is subject to a lien on the property, several residents have prepaid their fees
- The HOA has total reserves of approximately \$ 332,000 which is more than the annual budgeted expenditures of \$ 250,000
- The balance in the capital expansion reserve is to be transferred to road reserve to fund future expenditures on the roads
- The income statement shows \$ 22,513 of excess revenue over expenses however there will be expenditures for the last 6 weeks of the fiscal year without any additional revenue. It is anticipated that the fiscal year will breakeven
- Legal expenses for the year to date were \$2,282
- Common area maintenance exceeded budget because of the costs associated with dead tree removal
- Snow plow costs were less than budgeted
- The finance committee recommends the 2021/2022 budget of \$249,000 revenue and expenditures of \$ 247,570 to the Board for approval.
- The finance committee recommends to the Board that the 2021/2022 HOA fees be set at \$ 600/year, to be billed quarterly.
- The finance committee recommends to the Board that the
- \$108,400.20 in the Capital Expansion reserve fund be transferred to the Road Reserve.
- The finance committee recommend any excess in the stabilization fund, more than the stated policy, be transferred to the Road Reserve.

Respectfully submitted,

Paul S Jaspar

June 1st, 2021