



**MEADOW LAKE COUNTRY CLUB ESTATES HOMEOWNER'S
ASSOCIATION, INC. PO Box 2323 • Columbia Falls, Montana**

James Ablett, President
Vacant, Director
Steve Spotts, Treasurer
JoAnn Cate, Secretary

Vacant, Director
Lynn Zanto, Director
Lance Lynch, Director
Pete Glee, General Manager

**Board of Directors Meeting
Tuesday, March 15, 2022, at 10:00am
Via ZOOM**

ATTENDANCE: Board Members James Ablett and Steve Spotts were present at the MLHOA office. Lance Lynch, JoAnn Cate, and Lynn Zanto were present via ZOOM. Pete Glee and Ann Stephens were present at the MLHOA Office. There were approximately 38 members admitted to the meeting via ZOOM, mostly timeshare representatives.

Meeting was called to order by James Ablett at 10:00am. James moved to Public Comments.

Public Comment: Barb Riley respectfully requested that she be allowed to address items on the agenda as they were presented. Barb represents a community business, and she is a timeshare owner. Jerry Gaede introduced himself as a timeshare owner.

1. President's Report – James Ablett

James reported that he had been unable to come to Montana the last couple of years due to Covid restrictions, but he has been here for several weeks now. James has had the opportunity to spend time with office personnel reviewing the policies and procedures and has taken a lot of time reviewing the financials and committee records. Question from ZOOM member asking James what his impression was of the financials and is everything working fine. James said he would address his concerns during the Financial Committee Report.

James introduced new Timeshare Board Member Lynn Zanto. Lynn comes to the Board from Helena, MT where she currently works from home with the National Highway Traffic Safety Administration on Behavioral Traffic Safety issues. The Board welcomed Lynn. Pete noted he had received an application from Kathy O'Connor for a vacant board position.

2. Public Comments – See above comments

Discussion and Action:

3. Approval of Minutes of Previous Meeting –

MOTION: Steve Spotts moved to approve the minutes of 14 December 2022 and JoAnn Cate seconded. Motion passed.

4. Manager Update on Action Items from December Meeting.

LAST MEETING ACTION ITEMS:

ACTION: Paul Jaspar would like to see a deadline put on all projects that have been recommended or being worked on. **This is being implemented. The ARB has a spreadsheet of build projects that is working well. The BIM has done a similar type of spreadsheet for the projects they undertake and track.**

ACTION: Pete to report back after visiting Country Inn and Suites and Cedar Creek Lodge regarding location option for Annual Meeting. **Country Inn and Suites is very favorable and scheduled for Annual Meeting, pending Board Approval. The charge for the meeting room will be \$150.00 which includes coffee/tea, water, and access to their audio/visual system.**

ACTION: Pete will post on the website and bulletin boards soliciting anyone interested in serving on a committee to draft a reinstatement of the CC&R's and By-Laws, which are due to expire in 2025. **Has not been done at this time, but will be posted, and presented at the Annual Meeting.**

MOTION: JoAnn Cate moved to approve the location for the Annual Meeting to the Country Inn and Suites and Steve Spotts seconded. Motion passed.

Update:

1. Ann and I have started preparations for the upcoming Board of Directors election. There will be 3 positions that will be voted on by the membership. There are 2 Homeowner category positions up for election. One Homeowner category position is for the remaining 1 year, of a 4-year term. Steve Bradshaw held that position, but resigned, with the sale of their home, and moving from the area. The other Homeowner category position expires in June, so is for a full 4-year term. This position has been held by Shannon Bowerman, who recently resigned. There is only 1 applicant for either of the Homeowner category positions. The 3rd position is in the Timeshare category. It was vacated early by the resignation of Paul Jaspar. The Board appointed Lynn Zanto to fill the last portion of that term, so her name will be on the ballot to be ratified by the membership vote. The website and the 1st and now the 2nd quarter's billing contained MLHOA update letters to let the membership know of the positions to be on the ballots.
2. The new website that the MLHOA brought online with the help of Ann Rhodes and a handful of owners, had a marketing application built into it called MailChimp. It is basically a marketing tool for sales, so has the capability to send out information and attachments to a predefined audience. The Office has been able to import the contact information of the owners in Meadow Lake. There were about 60 owners that we didn't have email addresses, but we have been able to reduce that down to only about 23. This will enable the office to send out MLHOA information and notice of social events to all the owners. Previously, to keep costs down, this was only available at quarterly billing times throughout the year. As this is considered a private list, this information is not available outside of the MLHOA office.
3. The Welcome Program continues to open doors to meet new owners as Ann Stephens greets them, answers their questions, and gives them their welcome bag. Kathy O'Connor from the Social Committee is working with the Meadow Lake businesses for discount coupons to be included in the bags.
4. An Evergreen garbage truck went in the ditch on Gleneagles Trail, and there is concern that due to the weight of the truck, it may have impacted the drainage work that was completed on the road's west side. I had a contractor come and review the site, but until the snow is melted, and frost is out it is difficult to determine if any damage has been done. He gave an estimate of what it will cost to dig down to the

French drainpipe, so that has been submitted to Evergreen Disposal. When the work/review is completed, an invoice will be sent to them for payment.

5. The street in front of the building #1 that the MLHOA office resides in has experienced some flooding due to the amount of snow and berms that had accumulated. I've had an engineer from Carver Engineering come out and locate where a culvert goes under the road. This has caused sporadic problems, resulting in melting snow run-off to flow across the road toward two properties. He was able to, with a metal detector determine where the culvert is. When the area has thawed out this will be reviewed, and a resolution determined.
6. As you'll see in the following committee reports, the Office is kept very busy in supporting these committees, and Board of Directors.

Submitted by Pete Glee, General Manager

JoAnn Cate expressed her concerns regarding the drainage on Gleneagles, common areas and the use of MailChimp to access the timeshare owners.

5. Other Standing Committee Reports:

- a. **Finance Committee** – James Ablett– The Finance Committee has not had a formal meeting recently, but James has spent considerable time reviewing the financials in the last couple of weeks. The balance sheet for the most part is up to date, James checked internal controls and noticed there are liquidity problems. The future planned expansions of the community have not happened, a larger than anticipate expenditure set aside for the road reserves and mailboxes has affected the day-to-day operating expenses. There have been several unbudgeted expenses to include \$45,000.00 in legal fees which has affected the cash flow. There were several questions from the zoom members (1) why an assessment of previous and current owners for \$15,000.00 regarding ownership units and why has it taken so long for a Justice to rule. (2) Why has there not been a review of the Strategic Plan and why is there a large overhead for office staff and facilities? (3) The reserve study was discussed, and James explained that the burden of funding should be placed on current homeowners as well as future homeowners. The reserves were inadequate at the time of the current study. There had been no increase in dues for several years and the road reserves were underfunded.

James explained the \$5,000.00 budgeted each month for road reserves has not been done monthly but by the end of the fiscal year they should be able to catch up. The budget is seasonal with larger than usual snow plowing and sanding of the community roads this year. As we approach summer this will even out, and the road reserves will be funded.

It was suggested that the budget is not healthy and a raise in dues to \$60.00 per month would be a wise decision long term. Even raising the dues again this year we are still competitive in the Flathead, to other HOA's.

A comment from a member regarding maintenance fees was referred to Vacatia for consideration later.

MOTION: Steve Spotts made a **MOTION** to accept the financials and JoAnn Cate seconded. Motion passed.

b. **Architectural Review Board (ARB) Report for Quarterly Board of Directors Meeting**

1. **ARB Members** – Stephen Spotts, Chair; Linda Jarrendt, Connie Hitchcock, and Bill Milner. We are still actively seeking one more candidate to fill our last position.
2. **New Construction** –
 - A. There are currently twelve home construction projects under way:

- **Teal Home.** Lot MW-56, 227 Gleneagles Trail. Construction started December 12, 2020. An extension to original completion date was requested and approved extending the exterior completion to March 1, 2022. Nu West construction reported the exterior was complete and ready for inspection on 1March. The ARB will be performing the completion compliance inspection on March 7, 2022.
- **Thomas Home.** Lot R-21, 253 Pine Valley Loop. The ARB conducted a construction completion review on December 7th. Home is completed except for final landscaping approval.
- **Gouw Home.** Lot A-16, 104 Oakmont Loop. We received a request to perform the completion compliance review which was conducted on November 29, 2021. Exterior construction is completed, and the landscape project is approximately 50% complete. The remaining landscape work will be completed by June 30, 2022.
- **NuWest Builders.** Lot S-01, 1045 St Andrews Drive. Single Family Spec Home. Project Start Date was June 3, 2021. Expected completion with the exception of Landscaping is June 3, 2022. Construction is progressing well.
- **Highest Construction.** Lot S-03, 100 Inverness Court. Single Family Spec Home. Start Date August 19, 2021. Projected completion date August 19, 2022. Exterior construction is progressing on schedule.
- **Percoski/Collins Home.** Lot R-18, 265 Pine Valley Loop. Project start date is March 8, 2021. The completion compliance inspection was completed on March 29, 2021. Landscaping to be completed by June 30, 2022.
- **Wick Home.** Lot R-60, 117 Oakmont Loop. Project Start Date July 19, 2021. Expected completion date July 19, 2022. House is framed and sheeted including the roof.
- **Hodges Home.** Lot R-20, 257 Pine Valley Loop. Start Date August 18, 2021. Construction is on schedule for completion on time. Projected Completion date June 18, 2022.
- **Bogan Home.** Lot MW 68, 359 Gleneagles Trail. Project start date was 7 September 2021. Construction is on schedule. Projected completion is September 7, 2022.
- **Berger Home.** Lot MW-143, 272 Gleneagles Trail. Project Start Date: August 2, 2021. Expected Completion Date: August 2, 2022. Construction is progressing on schedule.
- **Richards Home.** Lot MW-64, 327 Gleneagles Trail. Project Start Date August 31 2021. Expected Completion Date August 31, 2022. Construction is on schedule for completion.
- **Hansen/Marsh Home.** Lot R-25, 237 Pine Valley Loop. Project Start November 23, 2021. Projected completion is November 23, 2022. Excavation has been started.
- B.** There are four home projects that are currently being planned or under review.
 - **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 Loop Court. Project Start Date TBD. Expected Completion Date TBD. ARB Review of project plan completed and approved. Awaiting Army Corps of Engineers project approval for construction of bridge across Garnier Creek.
 - **Thein Home.** Lot MW-051, 159 Gleneagles Trail.
 - **Adams Home.** Lot MW-069, 365 Gleneagles Trail.
 - **Mironuck Home.** Lot MW-077, 1287 Oakmont Loop.
 - **Rossiter Home.** Lot MW-137, 346 Gleneagles Trail.
 - **Anderson Home.** Lot MW-145, 248 Gleneagles Trail.
- 3. New Remodels/Repair/Painting and Re-landscaping – 1 Property**
 - **Moore Home.** Exterior Painting. Colors reviewed and approved. Addition of an exterior covered patio area, final plans and approval pending.
- 4. Completed Remodels/Painting – None**

Submitted by Stephen Spotts – ARB Chair

c. Beautification Improvement & Maintenance (BIM) – JoAnn Cate

We are down to three members since Diane Dubay resigned. It is beneficial to have a member representing the Glen Eagles area. Please submit an application to the MLHOA office. The BIM and Social Committee held a joint meeting to consider a community clean-up day and social gathering afterwards. The date has been set for May 14th. BIM will organize actual areas that need to be addressed and the Social Committee will provide publicity, kickoff breakfast and afternoon picnic at Hucklebear Park. BIM reviewed the letters sent to homeowners. 1. The first notice has been renamed "Reminder of Community Standards". It has been rewritten to have a more welcoming tone and will be sent out with the April MLHOA billings. It is a reminder of landscape maintenance requirements. 2. BIM will review properties the end of May to check for noncompliance. June 1 a second letter entitled "First Notice" will be sent out to those who are non-compliant. 3. "Second and Final Notice/Fine will be sent out July 1st. This notice comes with a \$200.00 fine. The Community Standards Document has been upgraded. The stone wall in Pine Valley Loop is under discussion as to whether to restore it or remove it and return the area to natural landscaping. A letter to all homeowners regarding outdoor lighting was sent out with the first quarter billing. It is the responsibility of the property owners to maintain their yard lights. If you don't have one the MLHOA will provide one. The following items are awaiting information from Pete to be completed. The drainage issue on Glen Eagles will be addressed with contractors this spring when the snow is gone. Portions were repaired a few years ago through the main area, at that time it was determined that the sloped areas at the south and north ends of the road did not need to be included, however erosion is occurring and needs to be repaired before the road is affected. The mailboxes on Glen Eagles, have been a 3- or 4-year project and BIM would like to see it move forward and be completed this summer. Pete is still trying to locate a contractor for the project.

d. Social Committee Report–Tom McElwain, Chair report given by JoAnn Cate

1. The Committee was pretty much dormant, because of Covid, from the spring of 2020 to September 2021 with the rib fest in August 2020 and 2021 the only events. At the 2021 Rib Fest a sign-up sheet for the Social Committee was passed around and about 10 people showed an interest. The informal committee met in September and discussed expectations of a neighborhood and started to brainstorm ideas for improvement.
2. The Social Committee charter was redrafted to address some of the issues uncovered in the original informal meetings and adopted by the BOD 12/14/2021. An important addition was including the HOA Manager, MLDC Manager, PGA Pro, and owner of Meadow Lake Real Estate as ex-officio non-voting members of the committee. The committee held its first meeting in January and Tom McElwain was elected Chair. JoAnn Cate volunteered to serve as Vice Chair.
3. Kathy O'Connor is working on upgrading the "Welcome Package" for new residents. Ann Stephens will continue to administer Sympathy Policy.
4. Although not directly an MLHOA event JoAnn Cate and Joel Crosby held a Holiday party in their home, to which as many residents as possible were invited. About 30 individuals attended and enjoyed great entertainment, food, and company.
5. The February 2022 meeting included a joint meeting with the BIM Committee to begin planning for the Annual Cleanup Day, which will be held Saturday, May 14. The BIM will organize the actual projects while the Social Committee will provide publicity, kickoff breakfast at 8:30 and afternoon picnic at 4:00 in Hucklebear Park.
6. As of this date in addition to the Cleanup Day, May 14th, the Annual Yard Sale, chaired by Karen Grossheider will be held Saturday, June 25th and the Rib Fest Saturday, August 13th.

7. The Annual St. Patrick's Day Party has been canceled because of uncertainty of opening of Meadow Lake Grill. A bon fire was planned over the holidays but was also cancelled.
8. The Committee will work to have events be self-funding with the exception of:
 - a. The Welcoming (\$50.00 maximum each bag) and Sympathy Policy Costs (\$75 Maximum).
 - i. Several committee members would like the Board to review the need to spend MLHOA money for Sympathy flowers. Word of mouth is the only way the MLHOA knows of a resident or qualifying person passing away, so the Policy is hit or miss in its administration.
 - b. Cleanup Day Expenses (Publicity, Breakfast, Picnic)
9. Since we don't have much experience in costs for the activities and the BOD budgeted \$1,500.00 for the committee in FY 2019, we ask that amount be budgeted for FY 2022 as we work to improve the quality of life in Meadow Lake and establish a financial plan going forward.
10. A very important step to the Committee meeting its responsibilities is a reliable means of communicating with Meadow Lake residents. We are very interested in using the MLHOA Resident/Owner mailing list to keep members informed of events, concerns, meetings, etc. We appreciate the Board of Directors and staff's support, and efforts in getting the e-mail list in place.

e. **Community Operation and Protective Services (COPS) report -**

A letter was received from a concerned Homeowners stating "I completely agree that no one should remove anything from another person's property. However, the construction crews need to be better guests in our neighborhood, from letting their dogs run loose, dumpsters in the road, not using the approved entrances to their projects, and speeding through the neighborhood at the end of the work-day. Also leaving their heavy excavation machinery for the entire winter parked on a lot with no work being done. (Almost 3 months). They seem to be their occasionally now, perhaps future projects.

In addition the speed issue on Oakmont Loop is still ongoing even on icy roads I have been almost rear ended twice while slowing for the speed bumps.

I love dogs however we have dogs not on a leash during the day setting off our front Ring camera(they are on our front porch). These are not the construction crews. We love dogs, it's dangerous for the pups as well as the other pups on a leash.

I really wish the board would address these issues.

Safety should be the HOA boards most important priority. As a former Navy Corpsman, and paramedic I have unfortunately witnessed the aftermath of a vehicle vs child incident it is horrible. Let's put safety first please.

Please forward this to all board members."

Community Amenities – Pete Glee – see below email from Lance Lynch with current information regarding community amenities.

Here is a link to Vacatia Plus and the link to Vacatia Plus for Meadow Lake. You are welcome to send anyone to me for more clarification.

Here is a brief summary of how it works:

- Membership are annual, can be made in quarterly payments or paid in full. (averages 135 a month)
- Year Round Access Meadow Lake Amenities
- Discount at the Restaurant (details in the works)
- 50,000 Vacatia Points to book into Meadow Lake or any Vacatia Resort. Points are tied to a dollar amount with a discount on the nightly rate, which change drastically and Meadow

Lake. For example you might get a few nights at meadow lake in the peak summer or many nights in the winter. (still working on a table of point valuation).

- No access to shuttles (might look into the future)
- Two Main Account Holders who can bring up to 4 guests total (Still working on details, we are trying to avoid 10-person pool parties, overcrowding, etc.)

<https://vacatia.com/vacatiaplus#resorts>

<https://vacatia.com/kalispell-vacation-resort-rentals/meadow-lake-resort-condos/columbia-falls-montana>

6. Review Board Meeting Dates (Tuesday's at 10:00) James suggested we update the current flyer with current information.

7. Board action increasing finance charge to 15% from the 10% currently being charged – James requested this item be moved to the next Board meeting.

MOTION: Steve Spotts made a motion to move this item to the next meeting and James Ablett seconded. Motion passed. Kathy O'Connor asked if this could be a flat fee or a percentage.

8. Review and approve Community Standards.

MOTION: Steve Spotts motioned to accept the Community Standards document with the discussed changes and James Ablett seconded. Motion passed.

9. Review/retire Weeds on Private Property and Dead and Dying Tree Policies.

MOTION: James Ablett made a motion to retire the two policies and Lance Lynch seconded. Motion passed.

Other Items: Barb Riley shared with the Board that if the Board is referring to the Community Standard document as "governing document" than it should be passed before the general membership. James said the Board will take her request under advisement.

10. Adjournment at 12:20.

MOTION: Steve Spotts motioned to adjourn the meeting and JoAnn Cates seconded. Motion passed.

ACTION: Pete will post on the web site and bulletin boards soliciting anyone interested in becoming a committee member to contact the MLHOA office.

ACTION: Post approved December 14, 2021 Minutes of Board Meeting on the web.

ACTION: Pete will post on the website and bulletin boards soliciting anyone interested in serving on a committee to draft a reinstatement of the CC&R's and By-Laws, which expire in 2025.

ACTION: Pete will continue to work through the drainage problem in front of Building #1 which experiences flooding during the winter months.

ACTION: Pete will review drainage on Glen Eagles with the BIM Committee.

ACTION: Pete will continue to work with the BIM Committee regarding mailboxes on Glen Eagles.

ACTION: Pete will work with the Social Committee regarding their request for a \$1,500.00 annual budget for FY 2022-2023.

ACTION: Pete to update Meeting Date flyer.

ACTION: James requested Board action increasing finance charge to 15% from 10% currently being charges be moved to the next Board meeting.