



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 2021 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 3<sup>rd</sup> 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 1<sup>st</sup> and now the 2<sup>nd</sup> 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 7<sup>th</sup>. 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 14<sup>th</sup>, the Annual Yard Sale, chaired by Karen Grossheider will be held Saturday, June 25<sup>th</sup> and the Rib Fest Saturday, August 13<sup>th</sup>.

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.





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JoAnn Cate, Director  
Lynn Zanto, Director  
JoAnn Cate, Director  
Pete Glee, Gen. Mgr.

**Board Meeting of Directors Meeting  
Tuesday, June 28, 2022, at 10:00 AM**

**ATTENDANCE:** Board Members James Ablett, Steve Spotts, JoAnn Cate, Lance Lynch, Kathy O'Connor, and Jeff Brodie were present in the MLHOA office. Board Member Lynn Zanto was present via ZOOM. Pete Glee, Sam Iraggi, and Ann Stephens were present at the MLHOA Office. There were 3 owners admitted to the meeting via ZOOM.

James Ablett called the meeting to order at 10:01 am. James added to the agenda items for discussion regarding speed bumps and the formation of a new committee for the "Declaration of Covenants, Conditions and Restrictions of Meadow Lake Country Club Estates (CC&R's) rewrite, which will expire in 2025.

James called for Public Comment – There was no public comment.

**Discussion and Action:**

1. Approval of Minutes of Previous Meeting –

**MOTION:** JoAnn Cate moved to approve the minutes of March 15<sup>th</sup>, 2022 and Steve Spotts seconded. Motion passed.

2. Manager Update and Action Items from March Meeting

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

**ACTION:** Post the approved December 14, 2021, Board of Directors Meeting minutes on the web. - **Completed**

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

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

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

**ACTION:** Pete will continue to work with the BIM Committee regarding mailboxes on Glen Eagles. – **Tabled until discussion with Schellinger Construction regarding incorporating mailboxes in their plan.**

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

**ACTION:** Pete to update Meeting Date flyer. - **Completed**

**ACTION:** James requested Board action increasing finance charge to 15% from 10% currently, be moved to the next Board meeting. – **on agenda for June Meeting**

### **Current Update:**

**Evergreen Disposal Possible Damage to Gleneagles Trail Drainage** – I have contacted Cutting Edge Excavating to do an inspection of the area the garbage truck went onto the drainage collection area on the west side of Gleneagles Trail. They suggested a pilot dig to determine if any damage was done and bid \$2,500 to dig it up and determine if any damage was done. He said he would put it on the schedule, but he has not given any scheduled date yet. I had scheduled last week for Clearwater Contracting to come and camera the drainage in front of Building #1 (MLHOA office location). When they were here, I asked them to camera the Gleneagles storm drain system from the collection box south of the point of entry of the garbage truck. I hoped that they could determine if any damage was done by the truck without having to dig up that area. Upon sending their camera up the pipe, they ran into an obstruction under James Wallace's driveway, and couldn't get to the spot they needed to. This means that Cutting Edge will still have to come in and inspect the area. When that is done, the obstruction in the pipe will be identified and fixed.

**St. Andrews Drive Drainage update** – During the spring melting the problem with the drainage surfaced again. I had an engineer from TD&H Engineering come out to review the problem. They were able to trace the culvert under the road with a metal detector, but they didn't pick up any signal once on the other side. They recommended that we have someone come in and send a camera down the line. I called Clearwater Contracting to schedule, and they were available last week, and came out on the day of all the rain which worked well for them to see the problem. With all the water (dirty) going down the pipe, the camera couldn't give a good picture, so they used an instrument to follow the pipe down to the golf course. The termination of this pipe is still being researched. With them already

onsite, they cleared the drains that were causing the majority of the water from going over the road and flow better through the drainpipe. They have submitted a proposal to resolve the problem.

**Office:**

- a. The 3<sup>rd</sup> Quarter statements are being sent out reflecting the increased dues, in response to the 2022-2023 Annual Budget approval during the Annual MLHOA Owner's meeting held on June 4<sup>th</sup>, 2022.
- b. As noted in the Annual Meeting report the notice is also going out regarding the transition to emailed billing, and the request for those owners that haven't registered an email with the MLHOA to do so ASAP. This will help with the efficiency of the office, and the timely receipt of the statements, especially those in Canada.
- c. MailChimp continues to prove very useful in sending out notices of social events and MLHOA information. We are utilizing it this quarter for the MLHOA's Quarterly Update Letter. As we don't have all owner emails at this time, we will include the letter this time with emailed and mailed statements. This capability provides a much timelier way of communicating with the owners.
- d. Ann has sent out, on behalf of the BIM Committee, the reminder letters regarding properties that aren't being maintained properly. We have been receiving responses – some happy, some frustrated, and some very irritated

Submitted by Pete Glee, General Manager

**3. Other Standing Committee Reports:**

- a. Finance Committee – James Ablett – The Finance Committee has not had a formal meeting recently. James has spent considerable time reviewing the financials without committee participation. James presented a “Forecast of Operating Results to June 30<sup>th</sup>” for review by the Board. The MLHOA has not had a good year due to an unusual amount for street sweeping, Biggy's charge for “Clean-Up” day, weed management and water/flooding issues. The MLHOA has only moved \$30,000.00 of the \$60,000.00 road reserves levied for the 2022 fiscal year. James expects the July 1<sup>st</sup> assessment collection, and the Christensen foreclosure will facilitate the transfer of the last \$30,000.00. When the current Term Certificate comes up for renewal, James would like to see the MLHOA add this 2022 Reserve Contribution of \$60,000.00 to it. James would also like to see monthly funding of the 2023 fiscal year \$5,000.00 contributions on a timely basis.

Clarification was provided regarding the finance charges for the Meadow Lake Golf Course (Tracy) stating amounts were presented to the Court as a balance due not accruing monthly awaiting a judgment. While the current owners of the

Meadow Lake Golf Course (Waters) are assessed finance charges. Question from the owners wanting to know if the increase in dues will stabilize the budget.

**MOTION:** Steve Spotts moved to accept the financials and Kathy O'Connor seconded. Motion passed.

- b. **Architectural Review Board (ARB)** - ARB members are Stephen Spotts, Chair, Linda Jarrendt, Connie Hitchcock, and Bill Milner. See below agenda item regarding ARB new member.

**New Construction** – Updated from Annual Meeting Report

A. There are currently 13 home construction projects approved or under way:

- **Teal Home.** Lot MW-56, 227 Gleneagles Trail. Awaiting some painting, the pavement of the driveway, and landscaping to be completed by June 30th, 2022.
- **Thomas Home.** Lot R-21, 253 Pine Valley Loop. No Update.
- **Gouw Home.** Lot A-16, 104 Oakmont Loop. Landscape work proceeding to be completed by June 30th, 2022.
- **NuWest Builders.** Lot S-01, 1045 St Andrews Drive. Notified as won't be completed by June 3rd, 2022. No update on Landscaping.
- **Highest Construction.** Lot S-03, 100 Inverness Court. No Update. Projected completion date August 19th, 2022.
- **Percoski/Collins Home.** Lot R-20, 257 Pine Valley Loop. Landscaping reviewed and approved. Awaiting light post and fixture ordered by HOA.
- **Wick Home.** Lot R-60, 117 Oakmont Loop. Notified they have gone by completion date. Construction is progressing. No landscaping started.
- **Hodges Home.** Lot R-20, 257 Pine Valley Loop. No Update. Projected Completion date August 18th, 2022.
- **Bogan Home.** Lot MW 68, 359 Gleneagles Trail. No Update. Projected completion is September 7th, 2022.
- **Berger Home.** Lot MW-143, 272 Gleneagles Trail. No Update. Expected Completion Date August 2nd, 2022.
- **Richards Home.** Lot MW-64, 327 Gleneagles Trail. No Update. Expected Completion Date August 31st, 2022. Construction on schedule.
- **Hansen/Marsh Home.** Lot R-25, 237 Pine Valley Loop. Project Start November 23rd, 2021. Projected completion is November 23rd, 2022. Construction is in progress.
- **County 7 Builders.** Lot MW-151, 174 Gleneagles Trail. No Update
- **Rossiter Home.** Lot MW-137, 346 Gleneagles Trail. ARB Approved. No Start date at this time.
- **Joern Home.** Lot MW-050, xxx Gleneagles Trail. ARB Approved, Project started June 14<sup>th</sup>, 2022

1. **New Remodels/Repair/Painting and Re-landscaping** – 1 Property

- **Moore Home. Z-48, 844 St. Andrews Drive.** Exterior Painting of home completed. Awaiting completion of the painting of the pavilion and the landscaping.

Submitted by Pete Glee for Stephen Spotts – ARB Chair

**MOTION:** Kathy O'Connor moved to accept the ARB report and Lance Lynch seconded. Motion passed.

- c. **Beautification, Improvement and Maintenance Committee (BIM) - BIM** members are Jo-Ann Cate and Patty Epplesheimer co-chairs, and Malinda Iskiyan. We co-sponsored a Clean Up Day with the Social Committee on May 14th. It was great to see the response from the community and Vacatia. We had about 30 owners that participated in getting their yards in order. Thanks to the MLHOA for providing plastic bags, water, and arranging with Biggy's for picking up the debris on Monday. There was so much trash it took Biggy's two days to pick it up! Thanks to Vacatia for providing morning treats, and pizza and beer in the afternoon to celebrate. We hope to make this an annual event and get more homeowners involved. Malinda and Patty did a drive around checking yards to follow up on the letter, that was previously sent out. This letter included a fine if properties were not cleaned up by the end of June. Due to wet weather, JoAnn did not get to survey the back sides of the homes on the golf course. She has since followed up individually with those owners. With the amazing rainfall we had in the last week, our fears of the drainage ditch on St Andrews overflowing were realized. Kelly's property across from the MLHOA office was flooded by 6:00 AM! Pete contacted the company that was going to run a camera through the pipe to see where it was plugged. Some of the pipe is broken and plans are in place to repair it as soon a contractor can be decided.

**MOTION:** Steve Spotts moved to accept the BIM report and Jeff Brodie seconded. Motion passed.

- d. **Social Committee Report** – Tom McElwain Chair – report given by JoAnn Cate as co-chair.
  - 1. Clean up Day was held May 14 in conjunction with BIM Committee.
    - a. Worked well, thanks to MLHOA for arrangements to pick up trimmings, etc., plastic bags and water!
    - b. Thanks to Vacatia for kickoff treats and pizza and beer to celebrate our hard work!

- c. Twenty-five to thirty owners took advantage of the opportunity to cleanup.
  - d. We need to work on getting all homeowners involved as there are many lots that don't meet either the MLHOA CCR's or requirements of a safe Urban/Wild Land Interface.
2. The Yard Sale/Picnic was cancelled because only 4 residents indicated an interest in participating. The event will be considered again in the future.
3. The 11<sup>th</sup> Annual Rib Fest is scheduled for Saturday, August 13<sup>th</sup>. Arrangements are underway.
  - a. BYOB, Chairs
  - b. Music by Billy Angel and Davy
  - c. Price raised from \$15 to \$20
4. The Annual Holiday Party hosted by JoAnn Cate and Joel Crosby at her home is scheduled for Wednesday, December 28.
  - a. BYOB and snacks
  - b. Music by Billy Angel and Davy.
5. With the Meadow Lake Bar and Grill reopening, we will plan events which were cancelled during the Pandemic.
  - a. St. Patrick's Day
  - b. Cinco de mayo
  - c. Winter Bon Fire
6. The committee is discussing initiating a newsletter that would help keep owners informed, connected and in compliance. More news to follow.
7. The Committee is grateful that there is now an e-mail list for all homeowners!
8. Kathy O'Connor has worked with Ann Stephens to upgrade the welcome package to help new owners learn more about Meadow Lake and give local businesses a chance to introduce themselves.
9. The committee is working with Mountain Watch Phase II and Meadow Lake West HOA's for equitable and fair agreement to participate in Meadow Lake Social events.
10. Appreciate any suggestions from the Board on how to make Meadow Lake an even better place to live!

**MOTION:** Jeff Brodie moved to accept the social report and JoAnn Cate seconded. Motion passed.

- e. Community Operations and Protective Services (COPS) Committee Report – Pete Glee. The COPS Committee has not met in several months. Items for discussion included the painting of speed bumps has been accomplished and a painted 15 MPH sign will be painted on the street at 4 locations. Resident of Whisper Village

has requested that a speed bump be placed on Oakmont Loop. Residents on St. Andrews would like to have another speed bump placed on the downhill road by the playground area. After discussion regarding the placement of the speed bumps the Board will let the MLHOA office decide where to place the speed bumps and instructed the MLHOA office to have this done as soon as possible. Kathy O'Connor remarked on the new signage that Vacatia has installed near the hotel.

**MOTION:** Steve Spotts moved to accept the COPS report and to place three (3) speed bumps at locations yet to be decided. Kathy O'Connor seconded. Motion passed.

#### 4. Election of Board Officers

- a. President – James Ablett
- b. Vice President – Steve Spotts
- c. Secretary – Jeff Brodie
- d. Treasurer – Kathy O'Connor

**MOTION:** JoAnn Cate moved to ratify the board officers as noted above and Kathy O'Connor seconded. Motion passed.

#### 5. Committee Appointments –

- a. Appointment of Sam Iraggi to the ARB Committee.

**MOTION:** Kathy O'Connor moved to appointment Sam Iraggi to the ARB and Steve Spotts seconded. Motion passed.

- b. Appointment of Ann Stephens and Sam Iraggi to the CC&&R's and By-Laws Committee

**MOTION:** Kathy O'Connor moved for the appointment of Ann Stephens and Sam Iraggi. Steven Spotts seconded. Motion passed.

#### 6. Appointment of New Committee Chair

- a. ARB – Steve Spotts, Chair
- b. BIM – Co-Chair JoAnn Cate and Patty Eppelsheimer
- c. COPS – Lynn Zanto, Chair
- d. Social – Tom McElwain, Chair
- e. Finance – James Ablett
- f. Community Amenities

7. **Strategic Plan** – After discussion regarding what the Plan is intended to accomplish it was decided that Annex A – Vision and Goals would not change. Changes to the Annex B are as follows:

- a. Update FY 2021-2022 to FY 2022-2023
- b. Remove NextDoor in Item 4 and replace with MailChimp – Admin
- c. Rewrite Item 6 to read: Establish a formal entrance to the Mountain Watch neighborhood with a bulletin board at Meadow Lake Drive and Gleneagles Trail. – BIM
- d. Change Mountain Watch in Item 6 to Tamarack Heights. – Admin
- e. Change Item 8 to read “Continue to coordinate with Meadow Lake entities for the use of on-site facilities serving all members – Admin DONE

**MOTION:** Steve Spotts moved to accept the Strategic Plan as discussed and Jeff Brodie seconded. Motion passed.

8. Selection of Board Meeting Dates
  - a. September 27, 2022
  - b. December 6, 2022
  - c. March 14, 2023
  - d. June 3, 2023, Annual Meeting
  - e. June 27, 2023

**Other Items:**

1. Barb Riley suggested that the MLHOA use Tamarack Heights instead of Mountain Watch in the future. Mountain Watch was a marketing tool, not the platted official name.

**MOTION:** Lynn Zanto made a motion to adjourn the meeting at 11:56 and Steve Spotts seconded. Motion passed.

Recorded by Ann Stephens and Pete Glee

Approved:

James Ablett, President



**ACTION:** Pete will post on the web site, bulletin boards, and the quarterly dues statements; a notice soliciting for anyone interest in serving on a CC&R's and By-Laws rewrite committee, to contact the MLHOA office

**ACTION:** Pete will follow-up with Schellinger Construction regarding mailboxes for Gleneagles once construction plans have been initiated. BIM involvement

**ACTION:** Continue follow up with Clearwater Contracting regarding camera of drainage on Gleneagles. BIM involvement

**ACTION:** Continue follow up of drainage on St. Andrews Drive. BIM involvement

**ACTION:** Follow up quarterly billing letter requiring email address for billing for the fourth quarter. MLHOA Office

**ACTION:** Call for COPS meeting to discuss speed bumps on Oakmont Loop and St. Andrews Drive. COPS and MLHOA

**ACTION:** Formation of CC&R's and By-Laws Committee and Charter. MLHOA Office

**ACTION:** Update Annex B of the Strategic Plan. MLHOA Office

**ACTION:** Update Meeting Schedule on the web and bulletin boards. MLHOA Office

**ACTION:** James requested Board action increasing finance charge to 15% from 10% currently be moved to the next board meeting. MLHOA Office

**ACTION:** MLHOA Manager will initiate bank signature authorizations. MLHOA Office.



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

James Ablett, President  
Steve Spotts, Vice President  
Kathy O'Connor, Treasurer  
Jeff Brodie, Secretary

JoAnn Cate, Director  
Lynn Zanto, Director  
Lance Lynch, Director  
Pete Glee, General Manager

Board of Directors Meeting  
Tuesday, September 27, 2022, 10:00 AM

**ATTENDANCE:** Board Members James Ablett, Steve Spotts, Lance Lynch, Kathy O'Connor, and Jeff Brodie were present in the MLHOA office. Board Members Lynn Zanto and JoAnn Cate were present via ZOOM. Pete Glee, Will Steck and Ann Stephens were present at the MLHOA Office. There were 4 owners admitted to the meeting via ZOOM. One ZOOM person was not admitted due to non-response when asked to identify themselves. Only first name and phone number came up, so was not identifiable as an owner.

James Ablett called the meeting to order at 10:01M. James asked for any changes to the agenda. No changes were noted.

James called for Public Comment – Will Steck presented the proposal from Vacatia for Hucklebear Park and provided documents supporting their proposal. Discussion was held regarding lease vs maintenance charges; how much reserve should be held, and which entity should hold the reserve. Legal questions will be discussed at a closed session James thanked Will Steck for his time and Will Steck left the meeting.

Linda Jarrendt submitted the following email, dated 27 September 2022, for review of the Board of Directors. "On September 13<sup>th</sup> we emailed Pete Glee to ask how the placement of the speed bump in front of our house was authorized. He said in one line "the Board of Directors".

Both of us are in complete agreement that speed is an issue in our development, and it is necessary to install speed bumps to curtail the speed. Our complaint, as you see by the picture below, is the placement of the speed bump. Twenty to twenty-five feet south, still on our property, would allow us to look across the street at undeveloped land from our office window without a big yellow stripe! I have walked the neighborhood and found no other homes impacted in this way.

As the second half of the asphalt was laid I asked Peter from the asphalt company if the speed bump could be moved and he said yes! As caring citizens of the beautiful community would you please consider our request.

Sincerely,

Linda and Ralph Jarrendt"

This item will be discussed later in the agenda.

**Discussion and Action:**

1. Approval of Minutes of Previous Meeting.

**MOTION:** Kathy O'Connor moved to approve the minutes of 28 June 2022 and Steve Spotts seconded. Motion passed.

## 2. Manager Update and Action Items from June Meeting

### **Action Item Update from June Board Meeting and Current Update**

**ACTION:** Pete will post on the web site and bulletin boards soliciting anyone interest in serving on a new committee to draft a reinstatement of the CC&R's and By-Laws to contact the MHOA office. MLHOA Office **DONE**

**ACTION:** Pete will follow-up with Schellinger Construction regarding mailboxes for Gleneagles once construction plans have been initiated. BIM involvement – **Awaiting plans from Schellinger as reported in the 28 June 2022 BOD meeting.**

**ACTION:** Continue follow up with Clearwater Contracting regarding camera of drainage on Gleneagles. BIM involvement – **Done**

**ACTION:** Continue follow up of drainage on St. Andrews Drive. BIM involvement – **Meet with MLHOA members, Clearwater Contracting, Vacatia & MLCW&S to discuss options and get feed back from other entities.**

**ACTION:** Follow up quarterly billing letter requiring email address for billing for the fourth quarter. MLHOA Office – **There are only 10-12 members without emails. Office staff is calling the above members.**

**ACTION:** Call for COPS meeting to discuss speed bumps on Oakmont Loop and St. Andrews Drive. COPS and MLHOA – **10 Speed bumps have been installed and painted. This was an item of discussion at the Annual Meeting.**

**ACTION:** Formation of CC&R's and By-Laws Committee and Charter. MLHOA Office – **Guidelines are being prepared**

**ACTION:** Update Annex B of the Strategic Plan. MLHOA Office – **Done**

**ACTION:** Update Meeting Schedule on the web and bulletin boards. MLHOA Office – **Done**

**ACTION:** James requested Board action increasing finance charge to 15% from 10% currently be moved to the next board meeting. MLHOA Office – **Done, policy has been updated and approved**

**ACTION:** MLHOA Manager will initiate bank signature authorizations. MLHOA Office. - **Done**

### **Current Update:**

**Evergreen Disposal Possible Damage to Gleneagles Trail Drainage** – Cutting Edge Excavating was engaged to complete an inspection of the area at which an Evergreen Disposal truck had gone into the

west side ditch along Gleneagles Trail. They completed a pilot dig to determine if any damage had resulted to the drainage collection system along that side of the road. They had bid \$2,500 on the project to dig up and repair any damage they found. They completed the inspection on July 19<sup>th</sup> and found that no damage had resulted from the truck. We received an invoice this last week, for \$1,270 for the work. This has in turn been invoiced and submitted to Evergreen Disposal for reimbursement to this HOA

**St. Andrews Drive Drainage update** – I convened a meeting with the following attendees:

1. Chris Roberts of Clearwater Contracting
2. Will Steck, and Don Moffatt from Vacatia
3. Ann Stephens, Barb Riley, Tim Timmons, and Mark Liechti (operator) from Meadow Lake County Water and Sewer District.
4. MLHOA Board Members – James Ablett, JoAnn Cate, Cathy O’Connor, Jeff Brodie, Steve Spotts, Lynn Zanto (ZOOM), and Lance Lynch.
5. Craig Volentine from the golf course was invited but could not attend.

Chris Roberts presented to the group his observations during his onsite review of the drainage along St. Andrews Drive. He had submitted a bid for the mitigation of the water pooling and running over the road. He also presented his observations at that time regarding the culvert under St. Andrews Drive, and the pipe that runs underground towards the golf course. He answered questions from the group regarding his observations and the proposal he had submitted. The group discussed what the next step would be. Will Steck requested an onsite meeting with Lance and myself to show him the areas of concern as he wasn’t very familiar the area. He agreed to write a letter to Vacatia/MLDC as owners of the Family Center and pool, and to SAHA the HOA representing the owners of Buildings #1-4 apprising them of their storm water run-off addition into the drainage ditch along St. Andrews Drive. He asked that I submit to him, the documentation as to MLHOA’s responsibility for maintenance of the roads, which I did. I do not know at this time whether he has sent out these letters. I also met with Marc Blandon from Cutting Edge Excavating to do an onsite review and to request a bid to remediate the drainage issues along the east side of St. Andrews Drive. He agreed to supply that in the next couple of weeks.

**Speed Bumps** – The Board of Directors reviewed and approved the installation of 10 speed bumps, in response to concerns expressed regarding the lack of adherence to the posted 15 mph speed limit.

**Mailboxes for Gleneagles Trail Entrance** – The BIM Committee has requested a reconsideration of the Board of Directors decision at the March 2022 meeting to not pursue the mailbox project. The decision was based on cost and the possibility of being included in Schellinger’s plan for development of the other 2 phases of Mountain Watch/Tamarack Heights. The BIM requested a revision to the project that would not include the cover over the mailboxes and bulletin board. That request is out for bid and will be submitted to the Board when the bids are received. This mailbox installation was to have been done by Aspen Group, the developer of that Phase I, but the company went into bankruptcy prior to that being done. It therefore, would be an extra cost to the HOA to develop it at this time. The current owners on Gleneagles Trail are getting their mail at the mailbox cluster close to the intersection of Tamarack Lane and Meadow Lake Drive or have rented a mailbox in Columbia Falls.

**Meadow Lake Golf Resort, Inc.** – The Board of Directors has been notified by its attorney that the Justice Court has found in favor of the MLHOA claim against the Meadow Lake Golf Resort, Inc regarding the payment of Ownership Units.

**Office:**

1. The transition to emailed billing is ready for the 4th Quarter statements. The office has narrowed the number of owners without registered emails down to about 11-15. Those owners will be sent paper billing for this upcoming quarter, with the urgent request to supply the office with their preferred email to receive future statements.
2. MailChimp continues to prove very useful in sending out notices of social events and MLHOA information. We are utilizing it this quarter for the MLHOA's Quarterly Update Letter. This capability provides a much timelier way of communicating with the owners.
3. Ann has sent out, on behalf of the BIM Committee, the reminder/fine letters regarding properties that aren't being maintained properly. The HOA office continues to receive responses that are forwarded to the BIM Committee.

Submitted by Pete Glee, General Manager

**MOTION:** Steve Spotts moved to approve the Manager's report and Kathy O'Connor seconded. Motion passed.

### **3. Other Standing Committee Report**

#### **Finance Committee – James Ablett**

James reported expenses to date are very comparable to last year. The increase in the bottom line is entirely attributable to the increase in assessments. September will reflect a major expenditure incurred with the installation and painting of the speed bumps. We are also facing a potential unknown liability in the drainage project. However, we hope to substantiate that the bulk of the anticipated costs should be borne by Vacatia and SAHA. For the year ended June 30, 2022, we only moved \$30,000.00 into the savings account of the \$60,000.00 in recorded reserve contributions, and no amounts into the long-term term depositions. If we collect on the Tracy judgement and realize on the Christensen foreclosure, this might become closer to being a reality.

Kathy asked the procedure for collection of overdue dues. Board was updated on the terms of the certificate of deposits and their renewal dates.

**MOTION:** Jeff Brodie moved to approve the financial report as presented and Steve Spotts seconded. Motion passed.

#### **Architectural Review Board Report**

1. **ARB Members** – Stephen Spotts, Chair; Linda Jarrendt, Connie Hitchcock, Bill Milner, and Samuel Iraggi.
2. **New Construction** – Updated from June Board Meeting Report
  - A. There are currently 13 home construction projects approved or under way:
    - **Teal Home.** Lot MW-56, 227 Gleneagles Trail. Landscaping and Project completion review scheduled for October 5, 2022.
    - **Thomas Home.** Lot R-21, 253 Pine Valley Loop. Completed.

- **Gouw Home.** Lot A-16, 104 Oakmont Loop. To be completed in 2 weeks, due to a sod shortage in the valley. Sod is coming from Great Falls.
- **NuWest Builders.** Lot S-01, 1045 St Andrews Drive. No Update.
- **Highwest Construction.** Lot S-03, 100 Inverness Court. Projected Construction Completion extended to September 30, 2022.
- **Percoski/Collins Home.** Lot R-20, 257 Pine Valley Loop. Completed.
- **Wick Home.** Lot R-60, 117 Oakmont Loop. Exterior completion review scheduled for October 5, 2022. Landscaping targeted completion in November.
- **Hodges Home.** Lot R-20, 257 Pine Valley Loop. No Update. Projected Completion date extended from August 18, 2022.
- **Bogan Home.** Lot MW 68, 359 Gleneagles Trail. Extension to end of October, Landscaping by end of November.
- **Berger Home.** Lot MW-143, 272 Gleneagles Trail. Exterior almost complete. No Update on Landscaping. Expected Completion was extended to September 2, 2022.
- **Richards Home.** Lot MW-64, 327 Gleneagles Trail. Exterior completion review scheduled for October 5, 2022. Landscaping Completion projected to June 30, 2023.
- **Hansen/Marsh Home.** Lot R-25, 237 Pine Valley Loop. Projected completion is November 23, 2022. Construction is in progress.
- **County 7 Builders.** Lot MW-151, 174 Gleneagles Trail. Project Suspended
- **Rossiter Home.** Lot MW-137, 346 Gleneagles Trail. Project started July 26, 2022.
- **Joern Home.** Lot MW-050, 159 Gleneagles Trail. Project started June 14, 2022

**3. New Remodels/Repair/Painting and Re-landscaping – 1 Property**

- **Moore Home. Z-48, 844 St. Andrews Drive.** Painting and construction of pavilion completed. Landscaping expected completion in October 2022.

**4. New Projects Planned but not submitted – 1 Property**

**Henry-Jones Home.** Lot MW-062, 301 Gleneagles Trail. Project submission scheduled for October 2022

Submitted by Pete Glee for Stephen Spotts – ARB Chair

Kathy O'Connor wanted to know why the Richards property is for sale but has not been completed with landscaping in place. Pete explained the home is in final review this month and landscaping has been deferred until summer 2023 due to winter. If property sells the \$10,000.00 completion deposit will be placed with the new owner until the landscaping has been finished. If the property does not sell and landscaping is not completed by June of 2023, a fine will be placed on the property. Barb reminded the ARB curb appeal is most important when showing a property to a potential new owner.

**MOTION:** Kathy O'Connor moved to accept the ARB report and Lance Lynch seconded. Motion passed.

**Beautification, Improvement and Maintenance Committee (BIM)**

BIM members include JoAnn Cate and Patty Eppelsheimer co-chairs and Malinda Iskiyan.

This spring and summer we have been busy with property landscape assessments, letters to and many conversations with homeowners. Overall, the majority of our homeowners have complied with our requests and their hard work is certainly evident. However, the committee has also found that some of our homeowners have been somewhat confused. One very important take-away of the process this season, however, is the importance of speaking directly with those homeowners who are questioning our assessment, or just simply don't

understand. Visiting their home, introducing ourselves, answering their questions and physically pointing out what we view as problems, has proven invaluable!

Over the winter months, the committee will be re-evaluating the tools and processes we've set up to determine how it could be more efficient. For example, Patty Eppelsheimer has agreed to producing future letters to take this task off the desk of the HOA office. A list of letter recipients would be sent to Pete Glee to review, with the understanding that he would have only a short time to review the list and hold back any letters he questioned, before Patty would send them out. This would not only streamline the process, but also free up valuable time for HOA manager and staff.

Committee members agree that Fire Safety remains a viable concern in our community. We are currently looking at including short blurbs about the issue in the monthly Newsletter. Another possibility for awareness is setting up periodic presentations regarding Fire Safety Awareness and the importance of making sure land around our homes is fire safe.

#### Issues to present to the HOA BOD:

1. BIM committee members are urging Board Members to reach a timelier solution for getting mail boxes on Gleneagles Trail. It has come to our attention that there are not enough mailboxes for the residents coming into the community, and as a result they are forced to rent a mail box at a local post office – *at their own expense* – in order to receive their mail. The current position of the Board to wait until Schellinger construction plans have been initiated seems untenable. Perhaps installing a bank of mail boxes now, that could be moved at a later date, could be an option.
2. We are also concerned about the status of drainage problems on Gleneagles Trail and lower St. Andrews. Specifically, will these repairs be made before fall weather can cause even more problems. JoAnn reported the BIM received some good, some bad responses but felt a visit with the homeowner was a positive move. JoAnn reported timing was a problem getting the letters out to the members.

JoAnn reiterated the BIM is concerned that nothing seems to be moving forward with mailboxes for Gleneagles Trail. James asked where the mail boxes should be placed. Pete indicated he has asked Montana Build and Steve Liberatore for a bid for a concrete pad only. There is an area at the corner of Gleneagles and Meadow Lake drive set aside for mail boxes. The Board had voted at the March meeting to table the mail boxes until more information was available on the Schellinger property. Barb asked that future projects add specific language for mail boxes and their placement.

**MOTION:** Kathy moved to accept the BIM report as presented and Lance Lynch seconded. Motion passed.

#### **Social Committee Report – Tom McElwain, Co-Chair**

1. Attending in person- Pete Glee; Carla Mitchell, Heidi Hart, Shannon Schardt, Kathy O'Connor, JoAnn Cate, Tom McElwain, Guest Will Steck, and Barb Riley via ZOOM.
2. Tom called meeting to order at 9:01 AM and called on Will to present the MLDC proposal to operate Huckle Bear Park.

- a. Barb called the committee's attention to the fact that the original plat which designated the property as a part of the ML HOA. At some point it was transferred to the MLDC and it appears that it was not a legitimate transfer and she expected the HOA BOD would correct the issue. After discussion it was agreed this issue should not slow down evaluation the process and what difference it makes who owns the property.
  - b. Will reminded the group that MLDC Time Shares are currently paying all the costs of maintaining the Park and Vacatia (the parent organization) wants to be sure the homeowners share the expense of maintaining and improvements to the park.
  - c. The group then discussed whether the Social Committee should be considering leasing the property from MLDC. After discussing of the pros and cons of moving forward with studying and eventually making a recommendation to the BOD the committee decided to move forward.
  - d. There was discussion of timing of presenting a recommendation to the HOA Board considering the budgeting timing. Barb reminded the group that budget included an increase in dues which could cover the rather modest cost in proposal. (71% of 2021 cost 5092.81=\$3,615.90 Expense to ML-HOA)
  - e. There was discussion of the timing of making a recommendation to the BOD and it was decided to make best efforts to have a proposal and recommendation at the September BOD meeting. The Committee set another meeting for Monday, August 22 at 9:30 AM.
3. Welcome Package update-Kathy
    - a. The sub-committee will fill the welcome bags on Wednesday.
  4. The next Social Committee Meeting is scheduled Monday August 22 at 9:30 AM.
  5. The meeting adjourned at 10:02.

**MOTION:** Steve Spotts moved to accept the social report as presented and Jeff Brodie seconded. Motion passed

### **Community Operations and Protective Services (COPS)**

As reported in the Manager's Report 10 additional speed bumps have been installed and painted in areas designated as "high risk". The additional signage for these locations will most likely be added in the spring.

North Star has reported 150 recordable events thus far in 2022. The number of events in June was 10, in July there were 27, in August there were 28, and now in September there have been 18 thus far. These events range from Open Garage and vehicle doors, suspicious vehicles or persons, vehicles parked overnight on the roads, and people in the pool at Whisper Village after hours.

Pete reported he received a call regarding after hours noise and security responded in a timely manner and handled the complaint.

Respectfully submitted, Pete Glee, General Manager

**MOTION:** Steve Spotts moved to accept the COPS report as presented and Kathy O'Connor seconded. Motion passed

4. Nominating Committee Appointments:



Pete announced Cindy Cook and Mike Schardt had volunteered to serve on the Nominating Committee again this year. Discussion was held regarding Jeff Brodie would not be able to chair the committee as he would be on the ballot for a new term. Kathy O'Connor graciously volunteered to serve as chair. Appointment to be posted on the website.

**MOTION:** Steve Spotts moved to accept the nomination committee and Lance Lynch seconded. Motion passed

5. Gleneagles Trail Drainage – The BIM committee has requested the Board to review Gleneagles Trail for possible drainage and road erosion on areas outside of the MLHOA boundaries. The placement of shale along Gleneagles Trail as a quick fix was discussed. Pete will work with Cutting Edge Excavation to obtain a bid for shale placement on the two areas outside of the MHOA boundaries.

**MOTION:** JoAnn Cate moved to have Pete seek bids for shale placement and Kathy O'Connor seconded. Motion passed.

Pete Glee, Lance Lynch and Will Steck scheduled an on-site review of the drainage area on St. Andrews. The bid from Clearwater has been received for \$18,000.00. Ongoing discussion needs to continue regarding cost sharing of the project. Will Steck volunteered to write a letter to SAHA detailing buildings 1-4 responsibility for culvert maintenance in the future. Pete will continue to work with all those concerned and hopefully have this project done before winter season.

**MOTION:** Kathy O'Connor moved to authorize Pete to direct the contractor on this project to begin work as soon as possible and seek restitution from other parties as identified later, work to be accomplished includes the clearing of all culverts on St. Andrews in front of building 1-4 and clear culverts under the road on St. Andrews in front of building 1, Steve Spotts seconded. Motion passed.

**Other Items:**

The Board discussed the email from Linda and Ralph Jarrendt regarding their to have the speed bump moved from its current location, in front of their property on Gleneagles Trail. After discussion the board called for a motion and vote.

**Motion:** Steve Spotts moved to not approve the request by the Jarrendt's, to move the speed bump and Kathy O'Connor second. Motion passed with all voting yes except for JoAnn Cate who voted no.

6. Board of Director Meeting dates were reviewed, and no changes were requested.

**MOTION:** Steve Spotts made a motion to adjourn the meeting at 12:00 and Kathy O'Connor seconded. Motion passed.

Recorded by Ann Stephens and Pete Glee

Approved:

Jeff Brodie, Secretary

**ACTION:** Pete will follow-up with Schellinger Construction regarding mailboxes for Gleneagles once construction plans have been initiated. BIM involvement – Awaiting plans from Schellinger as reported in the 28 June 2022 BOD meeting.

**ACTION:** Continue follow up of drainage on St. Andrews Drive. BIM involvement – Meet with MLHOA members, Clearwater Contracting, Vacatia & MLCW&S to discuss options and get feedback from other entities.

**ACTION:** Follow up quarterly billing letter requiring email address for billing for the fourth quarter. MLHOA Office – There are only 10-12 members without emails. Office staff is calling the above members.

**ACTION:** Mailboxes for Gleneagles Trail Entrance

**ACTION:** St. Andrews Drive Drainage update

**ACTION:** Appointment of Nomination Committee to be posted on the website.



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

James Ablett, President  
Steve Spotts, Vice President  
Kathy O'Connor, Treasurer  
Jeff Brodie, Secretary  
Manager

JoAnn Cate, Director  
Lynn Zanto, Director  
Lance Lynch, Director  
Pete Glee, General

Board of Directors Meeting Minutes  
Tuesday, December 13, 2022, 10:00 AM

This meeting was originally scheduled for 6 December 2022 but due to connectivity with Zoom it was moved to 13 December 2022, to allow members and owners to attend via Zoom.

**ATTENDANCE:** Board Members Lance Lynch and Jeff Brodie were present in the MLHOA office. Board Members James Ablett, Steve Spotts and Lynn Zanto were present via ZOOM. Board members Kathy O'Connor and JoAnn Cate were absent. Pete Glee and Ann Stephens were present at the MLHOA Office. There were 3 owners admitted to the meeting via ZOOM.

The meeting was called to order at 10:00 am by James Ablett. James asked for any changes to the agenda. No changes were noted.

James called for Public Comment – James reported that Tom McElwain had submitted the following email for consideration by the Board.

Subject: Hucklebear Park Negotiations

Message:

I am aware that Vacatia/MLDC have made an offer to lease Hucklebear Park to Meadow Lake HOA in a cost sharing arrangement. I am aware of this because the proposal was initially submitted through the Social Committee. The Committee reviewed the proposal and clarified certain aspects and encouraged the Board of Directors to negotiate an arrangement satisfactory to all parties for operating, maintaining and improving the Park and its facilities. I hope the BOD is moving forward with that effort.

As the HOA Board of Directors is aware the Social Committee was reorganized in September 2021 and met informally till January 2022 when the new charter was passed by the HOA Board of Directors. The subject of the condition, maintenance and upkeep of Hucklebear Park was discussed at nearly every meeting to include discussions with the Executive Manager of MLDC. It is universally recognized and agreed that the Park is a true amenity to the community, it's homeowners and time share visitors.

With that in mind it is only fair that the costs and governance of the property should be shared between the MLHOA representing the home owners and Vacatia representing the fractional owners. It does not appear to me that it is fair that Vacatia carries all of the costs and of course is not interested in investing other than the minimal cost of mowing and operating the restroom. I hope the MLHOA Board and Vacatia Representatives will negotiate in good faith to clarify and agree on a plan to make this facility even better for all interested parties. Thanks for your time and efforts to represent the Homeowners Association!  
Tom McElwain

**1. Approval of Minutes of Previous Meeting.**

**MOTION:** Steve Spotts moved to approve the minutes of 27 September 2022 and Lynn Zanto seconded. Motion passed.

**2. Manager Update and Action Items from the 27 September 2022 Meeting**

**ACTION:** Pete will follow-up with Schellinger Construction regarding mailboxes for Gleneagles once construction plans have been initiated. BIM involvement – The Columbia Falls City-County Planning Board has on its agenda for December 13th at 6:30 PM, the project submission for review by Schellinger Construction. The packet for their submission should be available within the next few days and should give details of what they are proposing for their mailbox installation. Ann Stephens spoke with Carver Engineering on Friday regarding the mailboxes and was told this project submission is for a preliminary plat plan, once approved by the Columbia Falls City Council, they will start the design process. Carver is expecting an email or letter requesting the MLHOA be involved in the design process of the mailbox area to incorporate the Tamarack Heights/Mt. Watch area into their planning.

**ACTION:** Continue follow up of drainage on St. Andrews Drive. BIM involvement – The meeting with MLHOA members, Clearwater Contracting, Vacatia & MLCW&S was held in November to discuss options and get feedback from other entities.

**ACTION:** Follow up quarterly billing letter requiring email address for billing for the fourth quarter. MLHOA Office – The quarterly billing by way of emails, was implemented for the October 1<sup>st</sup>, 4<sup>th</sup> quarter billing. There were a few hick-ups but should prove to be a very efficient process going forward.

**ACTION:** Mailboxes for Gleneagles Trail Entrance Resubmission of the project without a structure over the mailboxes, is on today's agenda.

**ACTION:** St. Andrews Drive Drainage update – Clearwater Contracting responded that they did not have any openings to come and clear the culvert under the road before cold weather set in but indicated they would be able to begin work on that section in the early spring. Cutting Edge Excavation was engaged to work on the culverts and drainage area

along the east side of St. Andrews Drive in front of Building 1, to the intersection of St. Andrews and Spy Glass Hill Way. See update below.

**ACTION:** Appointment of Nomination Committee to be posted on the website. Nominating Committee has been approved by the Board of Directors, and consists of Cindy Cook, Mike Schardt, and Kathy O'Connor as Chair. Typically, the Secretary of the Board would chair this committee, and the election committee. Jeff Brodie's election to the Board was only for one year, to finish Steve Bradshaw's term that expires in June 2023, he therefore is not able to serve on these committees. This Nominating Committee will be posted on the website in December and included in the Annual Meeting Notice and Board of Director positions expiring in June.

**Current Update:**

**Evergreen Disposal Possible Damage to Gleneagles Trail Drainage** – No response or payment from Evergreen Disposal regarding the invoice sent to them in the amount \$1,270, which was what the MLHOA was billed for by Cutting Edge Excavation. Cutting Edge found no damage to the drainage system. We'll be following up with Evergreen Disposal on reimbursement for this expenditure.

**St. Andrews Drive Drainage update** – Cutting Edge Excavation started work on the culverts and drainage but needed to halt as the density of the utilities buried in the area along St. Andrews makes any machine digging, very difficult. What they did find is that the culvert under the driveway coming from Building 1 is between 12-18 inches below the surface of the driveway. A French Drain, and a thick cable (most likely Spectrum's) run through the culvert. While they had ordered and received a locate on the area, they ended up cutting the cable. At that point, it was decided not to continue with the excavator. They were successful though in exposing the ends of all the culverts. The plan at this point would be for Clearwater Contracting or another company capable of coming in and vacuum draw the materials from the ditch to expose all the utilities and the drainage pipe. This will be very important in determining what needs to be done to restore the "as built" function of that drainage ditch.

**Meadow Lake Golf Resort, Inc.** – See below in agenda item #4.

**Tamarack Meadows - Meadow Lake Northwest** – The application for review has been submitted to the Columbia Falls City-County Planning Board. This is the property to the northwest of Gleneagles Trail, that Schellinger Construction recently purchased. The Columbia Falls City-County Planning Board has placed it on their agenda for review at their 6:30 meeting, on December 13<sup>th</sup>. The project submission packet has not been posted yet on the planning board's website but should be available within the next few days. This will give extensive details of their plans for the area. This area, in the master plan is

designated to become a part of this HOA, so the proceedings will be followed very closely.

**Office:**

1. The bank signature authorizations process has been completed. The current Board members with signature authority are James Ablett, Steve Spotts, Kathy O'Connor, and Jeff Brodie.
2. MailChimp has been utilized to email the new monthly Meadow Lake Happenings newsletter prepared by the Social Committee.
3. The office is continuing to work on developing a charter for the committee tasked with rewriting the CC&R's and By-Laws documents for presentation to the membership. This charter will be submitted to the Board for review and approval.
4. Two of the three office computers have undergone maintenance and upgrading, with the third one to follow. A larger monitor (41 inches) was purchased for the conference area to be used for Board and committee meetings. This monitor is in use today and alleviates the manager's monitor from needing to be moved back and forth.

**MOTION:** Jeff Brodie moved to approve the Manager's report as presented and Steve Spotts seconded. Motion passed.

**3. Other Standing Committee Reports**

**a. Finance Committee Report**

**b. Architectural Review Board Report for Board of Directors Meeting**

1. **ARB Members** – Stephen Spotts, Chair; Linda Jarrendt, Connie Hitchcock, Bill Milner, and Sam Iraggi.
2. **New Construction** – Updated from September Board Meeting Report
  - A. There are currently 10 active home construction projects:
    - **NuWest Builders.** Lot S-01, 1045 St Andrews Drive. Exterior Completion Review to be scheduled in next week or so. Landscaping to be completed in the spring.
    - **Highest Construction.** Lot S-03, 100 Inverness Court. Exterior Completion Review to be scheduled in next week or so. Landscaping will wait till spring.
    - **Wick Home.** Lot R-60, 117 Oakmont Loop. Exterior Completed. Landscaping to be completed in the spring.
    - **Hodges Home.** Lot R-20, 257 Pine Valley Loop. Exterior Completion Review to be scheduled in next week or so. Landscaping is done.
    - **Bogan Home.** Lot MW 68, 359 Gleneagles Trail. Exterior Completion Reviewed with a couple of issues to be resolved. Landscaping will wait till spring. Correction of rock retaining wall to be completed in the spring.
    - **Berger Home.** Lot MW-143, 272 Gleneagles Trail. Exterior Completion Reviewed with a couple of issues yet to be resolved. Landscaping to be completed in the spring.
    - **Richards Home.** Lot MW-64, 327 Gleneagles Trail. Exterior Complete. Landscaping Completion projected to June 30, 2023.
    - **Hansen/Marsh Home.** Lot R-25, 237 Pine Valley Loop. Exterior Completion Review to be scheduled in December. Landscaping will wait till spring.
    - **Rossiter Home.** Lot MW-137, 346 Gleneagles Trail. Project started July 26, 2022. Experienced serious issues with foundation sub-contractor and have paused project. Plan to resume with new sub in the spring.
    - **Joern Home.** Lot MW-050, 159 Gleneagles Trail. Construction progressing very well.
    - **Teal Home.** Lot MW-56, 227 Gleneagles Trail. Completed.
    - **Gouw Home.** Lot A-16, 104 Oakmont Loop. Completed.
    -
3. **New Remodels/Repair/Painting and Re-landscaping** – 1 Property
  - **Moore Home. Z-48, 844 St. Andrews Drive.** Home painting and pavilion completed. Hardscape portion of landscaping completed. Installation of bushes in the spring.
4. **New Projects Planned but not submitted** – 1 Property
  - **Henry-Jones Home.** Lot MW-062, 301 Gleneagles Trail. Project submission rescheduled for Spring 2023Submitted by Pete Glee for Stephen Spotts – ARB Chair

**MOTION:** Lance Lynch moved to approve the report as presented and Steve Spotts seconded. Motion passed.

**Discussion:** Jeff Brodie asked how much in road reserve funds do we need. James reported that a couple of years ago we had an extensive road reserve study done indicating what roads would

need to be upgraded and the amount of funds needed to accomplish the suggested upgrades. James said a copy of the report is available to anyone that would like a copy.

**ACTION:** Pete will contact a specialist and revisit the road reserve study.

**c. Beautification, Improvement and Maintenance Committee (BIM) Report**

BIM members include Co-Chairs JoAnn Cate and Pat Eppelsheimer, and Malinda Iskiyan.

Over the winter months, the committee continues to re-evaluate the tools and processes that have previously been set up. Pat Eppelsheimer is exploring the current logging process for homeowner landscape assessments, in an effort to develop a program that would be more efficient, complete and available to BIM committee members and the HOA Manager. The goal is not only to streamline the process, but also free up valuable time for HOA Manager and staff.

The BIM Committee has also been working with a local Meadow Lake resident, Steve Liberatore, in developing a comprehensive plan to clean up and maintain the various common areas throughout the Meadow Lake Community. This proposal should be presented to Board Members at the December 6, 2022, meeting.

Committee members agree that Fire Safety remains a viable concern in our community. Hopefully the new clean up proposal, if accepted, will go a long way to make Meadow Lake more fire safe. In addition, we are currently working with the Social Committee to plan the Second Thin and Trim Clean-up Weekend in April 2023. This was very successful last year in encouraging homeowners to clean up their own properties, making them more fire safe as well as nicer looking. Stay tuned for more information on this special weekend at the Annual Meeting in March.

Next meeting of the BIM committee is January 20, 2023.

Issue(s) to present to the HOA BOD:

1. Proposal for cleanup of Meadow Lake common areas

**MOTION:** Steven Spotts moved to approve BIM report as presented. Lance Lynch seconded. Motion passed.

Discussion: JD Thinning is performing the snow plowing for the MLHOA. Jeff noted their performance has been very good. Pete reported they are using sand and a snow melt on the hills and other areas that need special attention.

**d. Social Committee Report for BOD Meeting 6 December 2022**

“Social Committee has been working towards meeting its objectives in its Charter. Chairman Tom McElwain has discussed better coordination with Meadow Lake West for social activities with their President. Tom is also trying to contact leadership of Mountain Watch Phase II for similar discussions.



The first issue of the monthly “Meadow Lake Happenings” will be distributed by e-mail December 1<sup>st</sup>. It provides a great venue for Home Owners to stay in touch, learn of activities, HOA announcement's and reminders, etc. JoAnn is editor and has done a great job in gathering information and formatting. Many thanks to JoAnn for her work!

The Social Committee will work with the BIM Committee to publicize the “Trim and Thin Weekend” April 29 & 30, 2023. This activity will help protect the community from the fire risks of the Urban/Wildlands Interface.

The Social Committee continues to discuss the ownership, maintenance, opportunities, etc. of Hucklebear Park and encourages the HOA Board to continue negotiations with MLDC to move forward with a solution to operation and maintenance of this great amenity!

A HOA member has offered to organize a walk/run around the community. If Pete determines the risk of this event is covered by insurance the committee will encourage and support the event.

Members of the committee continue to work on distributing welcome packages.

Contact Tom McElwain with any questions or comments.”

Tom McElwain

**MOTION:** Jeff Brodie moved to approve Social Committee report as presented. Lance Lynch seconded. Motion passed.

#### **Discussion:**

##### **e. Community Operations and Protective Services (COPS) Board Report**

North Star reported 21 recordable events in October and 5 in November. That brings the total number of events thus far from July 1<sup>st</sup> to 176. These events continue to range from Open Garage and vehicle doors, suspicious vehicles or persons, vehicles parked overnight on the roads, people in the pool at Whisper Village after hours, and bears.

One event that typically doesn't get reported by North Star; but is brought to the attention of the MLHOA office or the General Manager is dogs off leashes. This seems to be getting more and more prevalent. The difficulty with this event is that those owners reporting, are hesitant to “rat” on their neighbors. The other part is that of not being able to identify who it is; whether an owner, guest, renter, or someone from outside of the MLHOA boundaries. This makes enforcement very difficult and limiting, as the MLHOA only has authority to fine violators that own property in Meadow Lake.

The COPS committee will be looking at some options to try and curb this practice within the MLHOA boundaries. Respectfully submitted, Pete Glee, General Manager

**MOTION:** Steve Spotts moved to approve the COPS report as presented and Lance Lynch seconded. Motion passed.

**Discussion:** Discussion was held regarding dogs off leash. Is there a policy? Is there a fine? Is there a dog catcher in the area we can call? Are dogs allowed off leash on the golf course? These

were among the questions asked and discussed. The policies, listing the rules for MLHOA, are in line with the county rules.

**4. Pete updated the Board** stating the Christensen foreclosure was cancelled and his debt to MLHOA has been paid in full. The MLHOA office will follow closely his quarterly dues to make sure they are current when billed. Pete stated that the Meadow Lake Golf Resort case has filed an appeal with District Court. The MLHOA has incurred \$9,000.00 in attorney fees last month and more fees are expected in the coming weeks as the case is moved District Court.

**5. Review of Board Meeting Dates** – Next board meeting will be 14 March 2023 and the annual meeting is scheduled for 3 June 2023.

**6. Common Area Clean-up Project** – Pete provided the before and after pictures of common area six located on St. Andrews Drive. The BIM had contacted Steve Liberatore regarding cleanup of the area as a test plot, in preparation for moving on to other common areas that need to be addressed. Pete offered that the MLHOA is currently maintaining only the parks in Pine Valley Court and St. Andrews at Spyglass Hill Way. It has been several years since some of these areas have been maintained. BIM will continue working with Steve to formulate a regular scheduled plan for cleanup and maintenance.

**7. Review and Approval of BIM and ARB Charter revisions** –

**BIM-**



MEADOW LAKE HOMEOWNERS ASSOCIATION

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

## **Beautification Improvement and Maintenance**

### **(BIM) Charter**

#### **Objective:**

The Beautification Improvement and Maintenance Committee (BIM) is created to maintain and improve the general appearance of the Meadow Lake Community.

#### **Responsibilities:**

- Enforce the Community Standards approved by the Board of Directors.
- Make recommendations to the Board of Directors regarding maintenance of the common areas and projects promoting landscape beautification.
- ~~Manage the MLHOA's Weed Management Plan and associated contracts.~~
- Oversee the MLHOA's Landscape contract

**Membership:**

The MLHOA Board of Directors appoints 5 voting members (as specified below) to the BIM Committee, the chair or co-chairs being appointed by the board from the committee's membership:

General MLHOA Members (5 voting)

The MLHOA General Manager will assemble the BIM Committee as needed and will act as a nonvoting recording member. The MLHOA General Manager will keep the Golf Course and the Meadow Lake Resort informed of committee meetings.

If the BIM agenda items contain issues that affect the Golf Course or the Resort, these organizations will be invited to the meeting.

Amended by the MLHOA Board of Directors, ~~23 March 2021~~ December 13, 2022

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James Ablett, President

**-MOTION:** Lynn Zanto moved to approve the BIM Charter as revised, and Steve Spotts seconded. Motion passed.

**ARB-**



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## Architectural Review Board (ARB) Charter

### **Objective:**

The Architectural Review Board (ARB) was created to encourage development that protects and enhances the value of all property within the community.

### **Responsibilities:**

- 1) Review all construction proposals to ensure that such proposals meet the intent not only of the Architectural Review Board (ARB) Standards but the development philosophy of the Meadow Lake community and its Community Standards Guidelines.
- 2) Interpret the ARB Standards in the event the Standards may not be explicit in a given instance. The ARB Standards may be amended by the MLHOA Board of Directors.
- 3) Approve or disapprove all applications for construction and landscaping projects prior to the commencement **of the** project.
- 4) Collect fees for construction review, compliance, and damage to common areas.
- 5) Levy fines for projects not approved, completed as presented, or completed on time.

### **Membership:**

The Architectural Review Board (ARB) derives its authority from the Meadow Lake Country Club Estates Homeowners Association Board of Directors and from the Meadow Lake Country Club Estates Declaration of Covenants, Conditions, and Restrictions.

The MLHOA Board of Directors appoints 5 voting members to the ARB Board:

General MLHOA Homeowner (5 voting)

- 1) General Manager MLHOA (recording, nonvoting)

The MLHOA Manager will assemble the ARB Board as needed or at the request of any member of the Board.

Amended by the MLHOA Board of Directors, ~~September 14, 2021~~ December 13, 2022

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James Ablett, President

**MOTION:** Lance Lynch moved to approve the ARB Charter as revised and Lynn Zanto second. Motion passed.

8. Gleneagles Trail Entrance. Mailbox and Bulletin Board Revised Project. Handouts were provided for the boards review on the revised mailbox/bulletin project located at Gleneagles Trail and Meadow Lake Drive.

**MOTION:** Steve Spotts moved to approve the purchase and installation of mailboxes and a bulletin board, for intersection of Gleneagles Trail and Meadow Lake Drive; with the total not to exceed the \$13,366.00 proposed bid. Jeff Brodie seconded. Motion passed.

**Discussion:** Discussion was held with how we interface with the post office on which residence gets which box once the new boxes have been installed. Pete shared that a mailbox survey has been prepared for all owners to see if we can find boxes that are not currently being used, at the other pedestal locations.

Barb Riley apologized for joining the meeting late and not being available to share her public comment in a timely manner. Barb wanted to share with the MLHOA that a sale on a recent property had been revoked because of the “document refresh” recently brought forward from MLDC. More to follow.

**9. The meeting was adjourned at 11:35.**

Recorded by Ann Stephens and Pete Glee

Approved:

Jeff Brodie, Secretary

**ACTION:** Pete will contact a road reserve specialist and revisit the road reserve study.

**ACTION:** Pete will email a copy of the current road reserve study to board members that would like to review the study.

**ACTION:** Pete will initiate contract purchasing mailboxes and bulletin board for Gleneagles and Meadow Lake Drive not to exceed the \$13,366.00 bid.