

**Meadow Lake Country Club Estates Homeowners Association, Inc.**  
**P. O. Box 2323**  
**Columbia Falls, Montana 59912**  
**(406) 897-2765**  
**www.ml-hoa.com**

Paul Jaspar, President  
Diane Dubay, Vice President  
JoAnn Cate, Treasurer  
Peter Mueller Kirschner, Secretary

Gabriel Hagg, Director  
Jamie Duff, Director  
James Wallace, Director  
Pete Glee, Manager

**Meadow Lake HOA Board Meeting**

**Date:** Saturday, March 21, 2020 **Time:** 10:00 AM

Place: Due to COVID 19, the Board Meeting will be via Conference Call

**Directors in Attendance:** Diane Dubay attended in person at the Meadow Lake office.

Connected by teleconference: James Wallace, Jamie Duff, Gabriel Hagg, Paul Jaspar,  
JoAnn Cate, and Peter Mueller Kirschner

**Others in Attendance:** Ann Stephens attended in person at the Meadow Lake office.

Connected by teleconference: Pete Glee and Diane Craft.

**Call Meeting to Order:** Due to conference call connectivity issues, the meeting was delayed. Paul Jaspar called the meeting to order at 10:30 am.

**Information:**

1. **President's Report** – Paul Jaspar mentioned that he was going to combine Agenda Item #4 Financial Report and #5c Finance Committee since they are closely related. Diane Dubay stated that the following items on the Agenda should be changed: (8) Strike item #8, and (9) correct the spelling "Kirschner", and (12) change bullet items to 12 a-e. Paul Jaspar moved on to the Agenda items.
2. **Public Comments** – No public in attendance. Barb Riley had previously emailed questions and comments which were deferred to discussion later in the Board Meeting under the applicable agenda items. Before moving on, Paul Jaspar related that Marvin Galts resigned from the Board and welcomed James Wallace to his first Board Meeting as a new member. Paul Jaspar asked him to briefly share his background. James Wallace mentioned that he had been a journalist for over 40 years in Chicago, but he skied in Montana 10 years ago and decided that he wanted to retire in the Flathead Valley. He appreciates that he now has the time to volunteer on the Board and give back to his community.
3. **Approval of Minutes of Previous Meeting (12/14/2019)**

Paul Jaspar asked for comments on the Approval of Minutes of the Previous Meeting. Diane Dubay requested the following amendments:

- (1) p. 3 change "dead items" to "dead trees"
- (2) p. 5 change "CPA firms in" to "CPA firms as"
- (3) p. 6 change "platform contact" to "platform contacted"
- (4) p. 7 changed "user-friendly" to "condensed"
- (5) p. 14 remove erroneous "2." on page

Item discussion ensued regarding p. 17 Annex B: FY 2019-2020 Initiatives

- (1.) Committee reviews of charters and governing documents are due at this meeting
- (2.) Yard light issue to be discussed at this meeting
- (8.) Remove issue – Meadow Lake HOA does not have authority to improve the signage since it is on golf course property.
- (9.) Remove issue – Meadow Lake entities do not have interest in allowing use of on-site facilities to Meadow Lake homeowners.
- (10.) Gleneagles Trail drainage issue is resolved.

**MOTION: Diane Dubay moved to accept the Minutes of the Previous Meeting as amended, Paul Jaspar seconded the motion. Motion carried.**

4. **Financial Report** – Paul Jaspar related that Dallas Claypoll and Marvin Galts are no longer members of the Finance Committee; Paul Jaspar and James Ablett are the remaining standing members. Paul Jaspar presented the Financial Report as submitted and concluded his report.

Comments on the February 29, 2020 Financial Information

**Balance Sheet**

Parkside Credit Union \$242,370 - \$150,000 invested in a 1 Year term certificate

- \$50,000 invested in a 6-month term certificate
- \$42,000 in savings account

Accounts receivable- the majority of the overdue accounts, 80%, is a result of the court case

Fixed Assets- during the period the HOA purchased \$3,000 of computers and printers

Equity- the HOA has total reserves of \$312,000 the majority of which, 78%, is invested in cash at the Parkside Credit Union

**Earnings Statement**

There are a number of one-time expenses such as supplies/website/legal and road signs

The road reserve allocation will be increased to \$33,000 in accordance with the motion at the last Board meeting

On an overall basis earnings this year were \$11,778 compared to

\$23,693 last year the variance is mainly due to an increase in legal fees of \$11,000

## **5. Standing Committee Reports:**

a. **ARB** – Diane Dubay presented her report as submitted.

Architectural Review Board Committee Charter reviewed and certified as accurate at this time.

### **New Construction:**

#### **- Current 5 home builds:**

1. 164 Oakmont Loop R-40 – Waters, single family home plans approved, and construction started November 28, 2018; issues with contractor availability, completion extended to June 30, 2020.
  2. 271 & 275 Oakmont Loop D-27 and D-28 – Westcraft townhouses; plans approved, and construction started May 2019; completion May 30, 2020. An early move in may be requested. This application has not been received by the ARB at this time.
  3. 1221 Oakmont Lane MW-76 – Jessat, single family home plans approved, and construction started July 10, 2019; completion July 31, 2020.
  4. 104 Oakmont Loop 16A – Gouw, single family home plans approved July 2019 and construction started August 2019; completion June 1, 2020.
  5. 185 & 195 Oakmont Loop D-13 and D-14 – Westcraft townhouses; plans approved, and construction started December 2019/January 2020; completion January 2021.
- Potential four new applications anticipated for next season build at this time.

#### **Completed remodels/repair/painting and re-Landscaping, 2 properties:**

828 St. Andrews Dr. – Replace siding and add cultured stone wainscoting to front.

Project completed December 2019.

T-29 thru T-32 Project started as a repaint of entire building and the replacement of some of the gutters. Water damage was found which increased the amount of repair needed before painting could commence. Project completed December 2019.

#### **Ongoing remodels/repair/painting and re-Landscaping, 2 properties:**



848 Condos on the Green – This project started as water damage repair, requiring replacing of some siding and repainting. Additional problems were discovered, and this project has expanded to include repair of some rotted sub-walls. Owners submitted and achieved approval for removal of 2 trees, one dead and the other oversized for the area. The General Manager has been notified that the decision has been made to replace all the siding and trim on this building. A materials board with material samples and colors has been received. The ARB will review at next meeting. Repair timeline TBD.

707 Augusta Loop – Replace damaged deck, fence and balcony with like materials; anticipated completion spring 2020. Contractor access to back of building caused some compaction of rock landscaping alongside of townhouse, so will be monitored for any needed restoration.

**New remodels/repair/painting and re-Landscaping:**

1030 St. Andrews Dr. – Replace roof – product type to be similar and color to be same.

Anticipated start date is this spring when weather warms. The applicant has been given a deadline of June 30, 2020 for completion of the project.

Paul Jaspar asked if there were any delays to the projects. Diane Dubay stated that all the projects were making progress. Paul Jaspar expressed his concern over the project on Oakmont Loop and the lack of a security fence. He recommended that if they weren't starting project this week, they would need to install a safety fence. Diane Dubay stated that the ARB Committee will ask Westcraft to fence off the area, if not starting this coming week. Diane Dubay concluded her report.

**b. BIM –** Pete Glee reported in behalf of Jamie Duff.

**Committee Report for Board of Directors Meeting**

**1. Yard Lights:** A reminder was posted on new HOA website and on NextDoor for owners to check that their yard lights are working.

**2. Armstrong Park:** As reported last meeting, four of the bushes have died, so will be replaced in the spring. The tree that's showing signs of poor health will also be looked at.

**3. Tree Removal:** As reported last meeting the inventoried dead trees had been removed.

Another inventory will be taken in the spring.

**4. Properties with Viewing Platforms in Mountain Watch – Phase I:**

The owner of the 3<sup>rd</sup> viewing platform has decided to have it taken down. Two bids



were forwarded to him for review.

#### **5. Entrance to Mountain Watch – Phase I:**

Six contractors were contacted and five expressed interest in bidding the project. Two of them decided not to bid the project after receiving the RFP overview of the project.

The Committee has met with two of the three remaining contractors and they have submitted bids. The third contractor has the RFP; but has not requested a meeting or submitted a bid at this time. The committee just found out that the company selling the low maintenance structure to cover the mailboxes and bulletin board does not do business in Montana, and to date no other source has been found. The committee will be modifying the bid request now to include construction of the structure.

**6. Damaged Mailboxes:** The two reported mailboxes that had been damaged will be reviewed for replacement. The cost to replace the parcel holding one is approximately \$900. The other one may not need to be replaced.

**7. Maintenance on Gleneagles Trail:** The bid for the approved maintenance work to Gleneagles Trail has been updated and will be presented later in the meeting.

**8. Inverness Court:** A bid to seal coat Inverness Court will also be presented later in the meeting. As a matter of practice Pavement Maintenance Solutions does not chip seal cul-de-sac areas. They related that the chips don't hold up in these areas as drivers are prone to turn their wheels while stopped after backing out of driveways. Simply seal coating this area will then continue to protect the pavement.

**9. Common Area Weed Control:** Jon Heselwood will be doing our noxious weed control again this year at the same cost quote as last year.

Paul Jaspar asked if yellow caution tape could be replaced around the remaining viewing platforms.

**ACTION: Pete Glee will replace yellow caution tape around the platforms.** Diane Dubay stated that she would like to see actual progress on the yard light issue; she suggested sending letters to homeowners who have lights on during the day and those who do not have lights on during the evening. Paul Jaspar recommended that Board Members who notice yard lights with issues notify Pete Glee. **ACTION: Pete Glee will email a letter notifying homeowners of the need to repair their yard lights.**

#### **c. Finance Committee – Report combined with #4 Financial Report**

- d. **Social** – JoAnn Cate related that the St. Patrick’s Day party was cancelled due to the virus outbreak and no other social events are planned until the BBQ this summer. She also mentioned that more welcome bags were distributed to new owners. JoAnn Cate concluded her report.
- e. **COPS** – Pete Glee related that he had spoken with Chris Walters from MLDC regarding the contract for “Community Incident Reporting Services”, but Chris Walters was waiting on a response from the MLDC Board. Pete Glee contacted four other security companies for bids on a security plan for Meadow Lake; one company declined to submit a proposal, and another has not responded. Pete Glee and Barb Riley met with a security company out of Polson. They will be submitting a bid shortly. Pete Glee highlighted that the security companies hire armed officers who can make arrests versus MLDC, which only monitors and reports security issues. Diane Dubay addressed item #3 from Barb Riley’s email which requested to see if North Star security can enhance the option with MLDC and what costs would be entailed. Diane Dubay would like to pursue the option of a combined security plan. Diane Dubay requested that the final contract include a monthly activity report; Pete Glee stated that it will be included in the final contract. Paul Jaspar did not receive the email with the proposals. **ACTION: Pete Glee to email the proposals to Board Members who did not receive them in their meeting packet.** Diane Dubay also would like to reconsider a 3-year contract for services with MLDC; she suggested an annual option with a 90-day (past contract was 60-days) cancellation clause. Gabriel Hagg agreed that shorter term would be better. **ACTION: Pete Glee will change the “Community Incident Reporting Services” contract to an annual term.** Pete Glee concluded his COPS report.
- f. **Community Amenities – No Report**

## 6. Manager’s Report - Action Items update from previous meeting

Pete Glee submitted his report as presented.

### Administrative:

1. Computers and a printer have been purchased for the office. We are transitioning off the old computers.
2. The new website is up and fully functional. A big “Thank You” to Ann Stephens and Ann Rhodes in this endeavor. They spent hours working to create and proof new forms for the new website.



3. Ann Stephens put the Welcome bags together and Cindy Cook distributed them. For those not at home, a flyer was left letting them know they could pick up their Bag at the office. Ann Stephens mailed HOA informational flyers to all the new owners of vacant properties. These are also, included in the Welcome Bags. This program is current thanks, to Ann and Cindy.

4. To date we've only received two applications for the Board positions. Owners have until April 15<sup>th</sup> to apply. After that date the Nominating Committee will submit the applicants for the three Board positions to be elected. Currently James Wallace would be submitted for the remainder of Marvin Galts At-Large seat. Gabriel Hagg would be submitted for the unexpired portion of his "Homeowner" position. Diane Dubay's expiring term is for an At-Large position.

5. I've assigned to Ann Stephens the task of reviewing the Community Standards, the Weed Management Plan, and all committee charters with the goal of certifying their accuracy. She will also continue to update all of the HOA documents with the new logo.

6. All the Bulletin Boards have been updated thanks to Ann Stephens.

7. Ann Rhodes met with Ann Stephens and I, to train us for updating to the new website. Ann Rhodes will be available for any questions or help we might need.

Action Items from last meeting update:

8. ACTION: Pete Glee to send out a letter to three (3) CPA firms in the Flathead Valley to obtain the cost for the Financial Audit requirements. **Done. JCCS is doing the audit.**

9. ACTION: Pete Glee will post notice on the Meadow Lake HOA website as to the need for homeowners to ensure that the yard lights are working properly. **Done.**

10. ACTION: Pete Glee to pursue a contract with MLDC for "Community Incident Reporting Services" to send to the Board for approval. **Done.**

11. ACTION: Pete Glee will create a bullet point condensed version of the Community Standards and post the information on the website with a link to more details. **Not completed at this time.**

12. ACTION: Pete Glee to submit a third name for the Nominating Committee and present it to the Board for approval. Third person approved at the December 31, 2019 meeting.

13. ACTION: Pete Glee to order new computers and 1 printer. **Done.**

14. ACTION: HOA Office will distribute Welcome Baskets. **Done.**

15. ACTION: Pete Glee finalize online credit card payment option for owners. **Done**

16. ACTION: Pete Glee to follow up to collect an outstanding fine. Follow up done, fine not collected at this time.



17. ACTION: Pete Glee to follow up on owner removal or maintenance of viewing platform. Done – Owner has decided to remove platform. I asked for and received 2 bids for him to review.

Paul Jaspar asked about the audit and Pete Glee stated that the audit progress would be discussed under Item #7 Transactional Audit. Diane Dubay suggested striking #12 since Cindy Cook was approved at the last Board Meeting. Paul Jaspar inquired as to the cost to owners for the removal of the viewing platforms; Pete Glee said that he had heard the estimates were between \$1600 to \$2300, but bids were presented to the owners and not Meadow Lake HOA. Pete Glee concluded his Manger's Report.

#### Information:

**7. Transactional Audit** – Pete Glee related that the accounting firm JCCS had the audit completed. It will be reviewed and sent to Meadow Lake HOA in a final report. Pete Glee stated that the auditor did not see any issues with the audit but would recommend the following:  
After checks are created, scanned, and authorized, a final scan with signatures and/or signature stamps should be scanned and saved as well. **ACTION: Pete Glee will send the final audit report to the Board when he receives it from JCCS.**

#### Discussion and Action:

##### ~~8. Review and Approval of Cindy Cook for the Nominating Committee~~

Per previous discussion, Item #8 was struck from the Agenda.

##### **9. Review and Motion to acknowledge Peter Mueller name change to Peter Mueller Kirschner.**

Pete Glee mentioned that the name change would need to be recorded on bank accounts, board paperwork, etc. **MOTION: Peter Mueller motioned to acknowledge Peter Mueller's name change to Peter Mueller Kirschner. Diane Dubay seconded the motion. Motion carried.**

**10. Review and Approval of updated bid for Gleneagles Trail** – Pete Glee stated that T-Bend would be updating their bid for Gleneagles Trail since the original bid did not include required utilities/fire hydrants work; these areas need to be leveled. In accord with previous T-Bend bills for Seminole & Pine Valley, Pete Glee estimated that the additional work would cost approximately \$1,000. **ACTION: Pete Glee will send the final T-Bend bid for Gleneagles Trail to Board Members upon receipt.** Paul Jaspar asked if Gabriel Hagg had any comments, and Gabriel Hagg stated that it makes sense to wait for the final bid from T-Bend before additional discussion and approval.

**11. Review and Approval of bid for Inverness Loop seal coating** – Pete Glee reviewed the T-Bend chip sealing bid at \$1795. He is waiting on a bid from Double Diamond. **ACTION: Pete Glee will send the Double Diamond bid for Inverness Loop seal coating upon receipt. MOTION: Paul Jaspar motioned to approve the Inverness Loop seal coating project not to exceed \$2500.00 and for the BIM Committee to select the contractor. Diane Dubay seconded the motion. Motion carried.**

**12. Update/Retire select Board Policies** – The following were tabled at the 12/14/2019 meeting.

**a. Update - Delinquent Accounts (HOA Policy 13.01)** Pete Glee stated that the policy for charging interest on delinquent accounts needs to change from the previously adjusted policy of 30 days to 60 days to correspond with the Meadow Lake CCR's. **MOTION: Paul Jaspar motioned to adjust the policy for charging interest on delinquent accounts from 30 days to 60 days after the due date. Once the account is 60 days past due, interest is charged from the due date forward. Diane Dubay seconded the motion. Motion carried.**

**b. Update - Distribution of Membership Information Policy (HOA Policy 12.02)** **MOTION: Diane Dubay motioned to change from "Amended by the HOA Board of Directors on December 14, 2019" to "Amended by the HOA Board of Directors on March 21, 2020." Paul Jaspar seconded. Motion carried.**

**c. Review – Meadow Lake HOA Sign Policy (HOA Policy 13.02)** Diane Dubay stated that she would like the sign policy reviewed in its entirety. Gabriel Hagg mentioned that allowing "For Sale" signs on property should be reassessed. Discussion tabled until more information is obtained. **ACTION: Pete Glee will review governing documents for Meadow Lake HOA and research sign policies for other subdivisions, such as Eagle Bend and Iron Horse.**

**e. Review – Parking Regulations (HOA Policy 13.04)** Pete Glee led the conversation on the Parking Regulations. He proposed posting the regulations on the website so that it is easier for homeowners to access. Paul Jaspar asked if it is permissible to park parallel to the road and on the lawn if it has rocks? JoAnn Cate stated that homeowners need to use that area if they have a gathering. Diane Dubay commented that parking in this manner would be acceptable on a short-term basis. Discussion ensued as to the need for specific Parking Regulation Policy. **MOTION and ACTION: Peter Mueller Kirschner moved to have Pete Glee retire the Meadow Lake HOA Parking Regulations policy and incorporate it into the Community Standards and the Building Standards. Gabriel Hagg seconded the motion. Motion carried.**



**g. Review – Aesthetic Standards for Vacant Lots at ML (HOA Policy 07.01)** Pete Glee presented the Aesthetic Standards as submitted. Gabriel Hagg recommended changing “Mountain Watch/Tamarack Heights” to “Mountain Watch (Tamarack Heights)”. Pete Glee concluded his review.

**13. Review and Approval of Gleneagles Trail Entrance Project** – Pete Glee reviewed the bids for landscaping from Biggy’s Landscaping and Columbia Nursery. The difference in bids was \$425; Biggy’s Landscaping had more plantings and plans to bring in black dirt to create landscaping mounds. Diane Dubay suggested entertaining rock chips rather than mulch. Pete Glee recommended allowing the BIM Committee to decide on the rock options. **MOTION: Peter Mueller Kirschner moved to allow the BIM Committee to select the contractor, not to exceed a bid of \$6,000. Gabriel Hagg seconded. Motion carried.**

Pete Glee and Jamie Duff related that the BIM Committee would need to review options for the design of the mailbox canopy since manufacturers do not make the pre-built canopies for our area. They suggested obtaining bids from local contractors to build the canopies. James Wallace recommended completing the landscaping and mailbox structure by summer.

**14. Review Strategic Plan Vision and Initiatives and update as necessary** – Diane Dubay suggested looking at the Strategic Plan by item:

(#1) Pete Glee mentioned that Ann Stephens was reviewing the charters and governing documents and would present her findings. Diane Dubay stated that it is the responsibility of the Committee Chair, not Meadow Lake HOA staff, to review the charters and governing documents.

(#3) Diane Dubay opened the discussion for comments on the Community Center. Paul Jaspar asked if there was a need for a center. Diane Dubay stated that, if there is no longer interest in a Community Center, the item should be retired. She recommended obtaining feedback from the community. **ACTION: Pete Glee to include the Community Center as an Agenda item for discussion at the Annual Meeting.**

(#5) Peter Mueller Kirschner stated that gathering timeshare unit representatives has been difficult without MLDC cooperation. Pete Glee related that MLDC has no interest in encouraging unit representatives. Pete Glee also mentioned that the Meadow Lake Sub Associations can get information regarding unit owners from MLDC. Peter Mueller Kirschner wondered if a mailing could be sent to current timeshare owners requesting unit representatives. Pete Glee said that MLDC employs an external billing company that would charge Meadow Lake HOA \$1/page sent



with the MLDC mailing, which would cost approximately \$3500. Diane Dubay recommended Pete Glee sending a current list of unit representatives to each Sub Association President for validation of owner representatives and/or vacancy. Peter Mueller Kirschner indicated that it is not workable since the Sub Associations do not have staff. Discussion ensued among Board Members as to a realistic plan to acquire more unit representatives. **ACTION: Pete Glee will email Meadow Lake HOA contact information of unit representatives to Peter Mueller Kirschner, who will work on obtaining an updated list by starting with Building 2.**

(#8) Paul Jaspar asked for clarification on the entrance signs to Meadow Lake. Pete Glee stated that it is not the responsibility of Meadow Lake HOA since the golf course owns the property. Discussion concluded.

#### **Other Items:**

#### **15. Meeting Schedule for 2019-2020 meetings – Annual Meeting, June 6, 2020**

Paul Jaspar recommended leaving the Annual Meeting on June 6<sup>th</sup>, 2020. Diane Dubay asked Pete Glee if the meeting could be delayed due to the Coronavirus. Pete Glee answered that the By-Laws state that homeowners need a 30-day notice if the meeting is delayed. Diane Dubay suggested sending out election ballots and appointing officers even if the meeting is changed to a later date. Paul Jaspar recommended sending out ballots to homeowners by April 30<sup>th</sup>, 2020 and checking with the lawyer if the Annual Meeting day needs to change.

**16. Adjournment – MOTION: Paul Jaspar moved to adjourn the public meeting at 12:05 p.m., and Diane Dubay seconded. Motion passed.**

#### **17. Closed Session**

## **ACTION ITEMS**

- 1. ACTION: Pete Glee will email a letter notifying homeowners of the need to repair their yard lights.**
- 2. ACTION: Pete Glee will replace yellow caution tape around the remaining viewing platform.**
- 3. ACTION: Pete Glee to email the security services proposals to Board Members who did not receive them in their meeting packet.**
- 4. ACTION: Pete Glee will change the “Community Incident Reporting Services” contract to an annual term.**
- 5. ACTION: Pete Glee will send the final audit report to the Board when he receives it from JCCS.**
- 6. ACTION: Pete Glee will send the final T-Bend bid for Gleneagles Trail to Board Members upon receipt.**
- 7. ACTION: Pete Glee will send the Double Diamond bid for Inverness Loop seal coating upon receipt.**
- 8. ACTION: Pete Glee will review governing documents for Meadow Lake HOA and research sign policies for other subdivisions, such as Eagle Bend and Iron Horse.**
- 9. MOTION and ACTION: Peter Mueller Kirschner moved to have Pete Glee retire the Meadow Lake HOA Parking Regulations policy and incorporate it into the Community Standards and the Building Standards. Gabriel Hagg seconded the motion. Motion carried.**
- 10. ACTION: Pete Glee to include the Community Center as an Agenda item for discussion at the Annual Meeting.**
- 11. ACTION: Pete Glee will email Meadow Lake HOA contact information of unit representatives to Peter Mueller Kirschner, who will work on obtaining an updated list by starting with Building 2.**

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**JoAnn Cate, Secretary**

**Gabriel Hagg, Director**  
**Peter Mueller Kirschner, Director**  
**Pete Glee, Manager**

**Board Meeting Minutes**

**Date: Thursday, June 25, 2020 Time: 1:00 PM**

**Place: via ZOOM**

**Attendance:** Board members Paul Jaspar, James Wallace, Steve Spotts, JoAnn Cate, Gabriel Hagg, and Peter Mueller Kirschner were present via Zoom. Homeowners James Ablett and Billy Sandstrom (yakcat), also attended via Zoom. Pete Glee, Ann Stephens, and Diane Craft attended in the office.

**Call to Order** - Paul Jaspar called the meeting to order at 1:02 p.m.

**Discussion and Action:**

1. Approval of Minutes of Previous Meeting – Paul Jaspar asked for discussion and/or approval of the previous Meeting Minutes. **MOTION: Gabriel Hagg moved to accept the Meeting Minutes from March 21, 2020 as presented. JoAnn Cate seconded. Motion passed.**

Paul Jaspar also briefly reviewed the status of Action Items from the March 21, 2020 Board Meeting. Pete Glee related that the following Action Items are still pending:

- 1.) The issue regarding the repair of yard lights is still in progress.
- 2.) Yellow caution tape has been placed around the remaining viewing platform, and the homeowner has the bids to remove it.
- 8.) Pete Glee and Ann Stephens have researched sign policies and governing documents, but a proposal is not ready at this time.

Subsequently, Paul Jaspar addressed the status of Action Items from the Annual Meeting on June 6, 2020. The following items were discussed:

- 1.) The ARB committee still needs to meet to review safety measures on construction sites.
- 2.) Pete Glee has not yet sent a “Thank You” to Gary Marzik for his application to the Board. However, Pete Glee spoke with Gary Marzik regarding his possible appointment to a vacant opening on the Board.



3.) Ann Stephens and Pete Glee have been researching deed issues regarding the Meadow Lake Golf Course and homeowner access. Gabriel Hagg stated that he would like to give the Meadow Lake Golf Course a list of homeowner names to allow access. Discussion ensued regarding privacy issues, and Gabriel Hagg mentioned that homeowner information is a matter of public record.

**MOTION: Peter Mueller Kirschner motioned to give the Meadow Lake Golf Course a list of current homeowners. Steven Spotts seconded the motion. Motion passed.**

2. Notification of Elected Officers – Paul Jaspar recounted the new Board members, as follows:

President – James Wallace

Vice President – Paul Jaspar

Secretary – JoAnn Cate

Treasurer - Steve Spotts

Paul Jaspar related the importance of having several local Board Members who can sign checks. **MOTION: Gabriel Hagg moved to accept the Elected Officers as presented for the 2020-2021 term. JoAnn Cate seconded. Motion passed.**

3. Appointment of Jamie's replacement process – Paul Jaspar stated that both Shannon Bowerman and Gary Marzik have applied to replace Jamie Duff on the Board of Directors, and he mentioned that he would like a deadline for applications. **ACTION: Pete Glee will post on NextDoor a reminder of the opening on the Board with an application deadline of July 15, 2020.**
4. Appointment of New Committee Chairs – Paul Jaspar asked if the individual Boards could appoint or recommend their respective Chairs; Pete Glee answered that Standing Committee Chairs need to be appointed by the Board of Directors.
- a. ARB - Gabriel Hagg asked who the current ARB members are, and Pete Glee recounted the following: Diane Dubay, Carol McElwain, Steve Spotts, Steve Riebe, and Linda Jarrendt. Steve Spotts volunteered to be the Chair of the ARB Committee.
  - b. BIM – James Wallace volunteered to be the Chair of the BIM Committee. He also related that Jamie Duff expressed her willingness to continue as a member of the BIM Committee.
  - c. COPS - Pete Glee recommended Peter Mueller Kirschner as the Chair of the COPS Committee; Peter Mueller Kirschner declined due to a full schedule on the SAHA Board. Gabriel Hagg also declined due to a busy schedule and previous Board obligations. Paul Jaspar volunteered to be the Chair of the COPS Committee.

Pete Glee related that the COPS Committee members are Theresa Carpenter, Chris Walters, and Barb Riley.

d. SOCIAL – JoAnn Cate volunteered to continue as the Chair of the Social Committee.

e. FINANCE – Paul Jaspar volunteered to continue as the Chair of the Finance Committee.

**MOTION: JoAnn Cate motioned to accept the appointment of new Committee Chairs. Peter Mueller Kirschner seconded. Motion passed.**

5. Continued Office Closure to Public – Paul Jaspar inquired about the Board member sentiment concerning the opening of the Meadow Lake office to the public or keeping it closed. JoAnn Cate stated that homeowners are disappointed with the continued office closure, and Gabriel Hagg related that he had heard similar feedback. Peter Mueller Kirschner asked how many homeowners on average access the office; Pete Glee stated that perhaps two (2) homeowners stop by the office per week. James Wallace said that the decision should include the input of the office staff. Discussion continued regarding the COVID-19 spread, personal protective measures implemented by office staff, and modified options of re-opening. Gabriel Hagg related that the closed office has become a perception issue of the value that homeowners receive in exchange for their dues. He asked if there is even a need for an office if work can be done elsewhere and by appointments. Paul Jaspar invited opinions from James Ablett, who stated that the Meadow Lake office could open with space restrictions, and yakcat, who related that he rarely accesses the office since phone calls and emails have sufficed. Board members agreed that the Meadow Lake office will re-open for normal hours of 9am-1pm, Monday-Friday. Paul Jaspar ask that the Board would review this decision prior to July 31<sup>st</sup>. JoAnn Cate would like the information posted on NextDoor. **ACTION: Pete Glee will post the re-opening of the office on NextDoor and the Meadow Lake HOA website.**
6. Oil Spill by Golf Course Maintenance – Paul Jaspar asked if the oil spill has been cleaned up and wondered if a letter should be sent to the Golf Course. Pete Glee stated that he had contacted the owner of the Meadow Lake Golf Course but has not received a response. Steven Spotts mentioned that the spill is fading and may no longer be an issue. Gabriel Hagg related that if the problem is serious, then the issue should be dealt with immediately. Otherwise, minor issues happen all the time and do not need to be addressed. JoAnn Cate and Gabriel Hagg recommended no communication regarding the oil spill; Board members agreed. Issue resolved.
7. Patrols – North Star Security – Pete Glee reviewed the new security measures in place at Meadow Lake. North Star Security is patrolling three times in a 24-hour period. During



the 4th of July and Christmas holidays, the security company will add seven (7) more patrol sweeps. They are also able to respond to calls and will only charge Meadow Lake HOA \$23 if they need to return. Paul Jaspar asked if they could fine violators immediately; Pete Glee stated that Meadow Lake HOA would need to send out letters of violations and fines to the property owners. Regarding the underage golf cart issue, Gabriel Hagg recommends leaving it alone and not antagonizing homeowners. Pete Glee concluded his report.

8. Association Road Reserve Update – Pete Glee informed the Board Members that the company that had previously reviewed the Road Reserves for Meadow Lake HOA will be in Montana in September and offered to perform another review for \$700. Pete Glee stated that the offer was inexpensive since they usually also charge travel fees if they are requested. **MOTION: Gabriel Hagg motioned to accept the offer of \$700 for the Road Reserve Update. Steven Spotts seconded. Motion passed.**
9. Selection of Board Meeting Dates for upcoming fiscal year – Board members decided on the following Board Meeting dates:
  1. October 20, 2020 at 1p.m. (MT Time)
  2. December 15, 2020 at 1p.m. (MT Time)
  3. March 23, 2021 at 1p.m. (MT Time)
  4. Annual Meeting: June 5, 2021 at 1p.m. (MT Time), Board meeting to follow immediately after the Annual Meeting
10. Adjournment – Paul Jaspar adjourned the meeting at 1:56 p.m.

Closed Session: Board members Paul Jaspar, James Wallace, Steve Spotts, JoAnn Cate, Gabriel Hagg, and Peter Mueller Kirschner, along with Pete Glee, Manager, continued with a closed session.

### **ACTION ITEMS**

1. **ACTION: Pete Glee will post on NextDoor a reminder of the opening on the Board with an application deadline of July 15, 2020.**
2. **ACTION: Pete Glee will post the re-opening of the office on NextDoor and the Meadow Lake HOA website.**
3. **ACTION: Pete Glee will send a list of only owner names to the Golf Course. No addresses or phone numbers will be included.**
4. **ACTION: Pete Glee will send a list of current standing committees to the Board members.**



**Meadow Lake Country Club Estates Homeowners Association, Inc.**  
**P. O. Box 2323**  
**Columbia Falls, Montana 59912**  
**(406) 897-2765**  
[www.ml-hoa.com](http://www.ml-hoa.com)

Paul Jaspar, President  
Gabriel Hagg, Vice President  
Steve Spotts, Treasurer  
JoAnn Cate, Secretary

Shannon Bowerman, Director  
Gary Marzik, Director  
..... Director  
Pete Glee, Manager

**Board Meeting Minutes**

Date: Tuesday, October 20, 2020 Time: 1:00 PM

Place: via ZOOM

**ATTENDANCE:** Board Members Paul Jaspar, Steve Spotts, Gabriel Hagg and JoAnn Cate (JoAnn joined the meeting at 1:13 p.m.) were present via Zoom. Board Members Shannon Bowerman and Gary Marzik were not available. Homeowners James Ablett, Cathy Kelley, Barb Riley, Georgina Ulmer, Mary Dawn Smith, Dave and Janet Zatka, also attended via Zoom. Pete Glee and Ann Stephens attended from the MLHOA office.

**CALL TO ORDER** – Paul Jaspar called the meeting to order at 1:03p.m.

**PRESIDENT’S REPORT** – Paul Jaspar

1. Paul asked that Barb Riley be added to the agenda after number 2 and “In Camera” after agenda number 10. Paul requested that “In Camera” be a standard addition to the Agenda in the future. **MOTION: Gabriel Hagg moved to accept the changes to the Agenda. JoAnn Cate seconded. Motion passed.**

Paul thanked the MLHOA office for updating and postings on the web site and NextDoor Neighbor. Members have positive remarks regarding the posting of the Security Logs by North Star Security during their daily patrols in Meadow Lake.

2. Peter Mueller Kirschner, Director has resigned from the Board for personal issues. Paul thanked Peter for his years of dedicated service and valuable contributions to the Board.

## **PUBLIC COMMENT – Barb Riley**

3. Barb apologized for not having a letter for the Board addressing her concerns and issues. Barb indicated the letter would be forthcoming and stated her concerns are related CC&R violations, garage sales, Hucklebear Park, posting of meetings on the web site, and signage pertaining to for sale signs at Tamarack Heights, and the MLHOA Office signage. Paul thanked Barb for her information and the Board would prepare a letter addressing all her concerns and issues once it is received.

There was no further comments or discussion during Public Comments.

## **DISCUSSION AND/OR ACTION:**

4. Approval of Minutes of Previous Meeting 25 June 2020. **MOTION: Gabriel Hagg moved to accept the Meeting Minutes from 20 June 2020 as presented. JoAnn Cate seconded. Motion passed.**
5. Timeshare Board Member Vacancy Announcement - Paul asked MLHOA General Manager to post a notice on the web site and NextDoor until the end of November announcing this vacancy and requesting that anyone that wanted to apply should submit an application form. This position will be until the next election in June. Barb Riley suggested distribution of the information to other time share organizations and Vacatia.
6. Financials and Finance Committee Report – Paul Jaspar  
The Finance Committee, which has not met since the last HOA Board meeting, consists of James Ablett and Paul Jaspar. The committee can have up to 3 members, therefore there is 1 vacancy.  
Attached you will find the September 30<sup>th</sup>, 2020 balance sheet, income statement, list of accounts receivable as well as details of the capital expansion reserve, road reserve and stabilization reserve.  
I would like to draw your attention to the following regarding the attachments.
  - The balance in the Whitefish Credit Union does not exactly match the ARB deposits because of timing of the deposits and refunds.

- Regarding the 2 major accounts receivable that are overdue one is before the court and the other is subject to a lien on the property.
- The HOA has total reserves of \$281,072 which is more than the annual budgeted expenditures of \$216,870.
- The road reserve funding is currently under review
- The income statement shows a loss of \$9,408 due to timing of expenses, additional approved payment of \$3,500.00 to the manager and tree removal costs.
- Legal expenses for the first quart were \$360.00

Respectfully submitted,

Paul S Jaspar October 9/20/2020

## 7. Other Standing Committee Reports

Architectural Review Board Committee Report – Steve Spotts

**1. ARB Members** – Stephen Spotts, Chairman and Members: Gary Marzik, Linda Jarrendt, Diane Dubay, Steven Riebe. Carol McElwain resigned from the ARB this quarter,.

**2. New Construction** – The following construction projects are currently under way:

- Thomas Home, Lot R-21, 253 Pine Valley Loop. Scheduled completion is 31 October, 2020. Construction progress appears to be on schedule.
- Lynch Home. Lot R-6, 124 Inverness Ct. Scheduled completion is 31 May, 2021. Footings and subfloor are in and appears to be on schedule. Landscape plan is pending and expected to be provided by 1 March, 2021.
- Gouw Home, Lot 15A, 104 Oakmont Loop. Scheduled completion date is presently 15 December, 2020. This is a large project and has taken somewhat longer than originally estimated by the builder.
- Jessat Home. Lot MW-76, 1281 Oakmont Lane. Completed and approved except for the installation of the rain gutters and downspouts. The current estimate for the final installation is 30 November, 2020.



- Westcraft Homes Construction. Lots 13D and 14D, 185 and 195 Oakmont Loop. Structural construction largely complete with the exception of paint. Scheduled completion date is 1 January, 2021.
- Teal Home. Lot 56, 227 Glen Eagles Trail. Scheduled completion TBD.
- Westcraft Homes Construction. Lots 27D and 28 D, 271 and 275 Oakmont Loop. Final and complete.
- Waters Home. Lot R-45, 164 Oakmont Loop. Completion and Compliance review was conducted the first week of July, 2020. The ARB expressed concerns about the stormwater drainage for the property. The architect's plans had called for French drains terminated underground. The builder ran the gutter and downspout drainage through conduit placed on the surface and ran to the back of the property where it terminated on the surface. The ARB requested that architect review and approved the as built condition. "We received his letter in the third week of August and reviewed it as a group. Following that review we determined that the letter did not clarify the adequacy of the current termination on the surface. Pete Glee contact the architect and conveyed the ARB concerns and asked that he walk the property to see the way that the drains had been installed. That was the first weekend in September. To date he has not responded to emails and phone calls from both Mr. Glee and the ARB chairman. The Water's issue remains open at this time.

### 3. **Completed Remodels/Painting** – 6 properties

- 848 Condos on the Green – Roof, Siding and Metal Wainscoting installed. Project completed.
- 850 St. Andrews HOA. Repaired water damage to front Plaza. Project completed.
- 140 Inverness Court. Add shutters to exterior windows. Project completed.
- 514 St. Andrews. Repair fence. Project completed.
- 520 St. Andrews Drive. Take out hot tub and replace back deck and refurbish back landscaping.

- 101-107 Spyglass Hill Way. Replace roof as a result of hail damage. Project completed.
4. **New Remodels/Repair/Painting and Re-landscaping** – 1 Property
- 1030 St. Andrews Dr – Replace roof. Product type to be similar and color to be the same as current roof. Was to be completed in October of 2020. Not started to date.
  - 520 St. Andrews Drive. Take out hot tub and replace back deck and refurbish back landscaping. In Progress.
  - 839 St. Andrews. Replace back deck. Not started yet.

Submitted by Steven Spotts – ARB Chair

#### Social Committee Report – JoAnn Cate

Despite COVID, we were able to successfully hold the Rib Fest in August. Tom McElwain was a first-time chairman of this event and he built on the already successful 9-year event by adding live music. Those attending enjoyed a fun evening of wonderful company and entertainment and great ribs. Tom had his work cut out for him because of regulations regarding COVID.

This committee has discussed offering a summer yard sale in mid-summer as in the past years. Notice will be given to homeowners well in advance to allow ample time for sign up and coordination throughout the community. Watch the web site and next-door neighbor for more information in the Spring.

The social committee will be sponsoring the St. Patrick's Day event dependent on COVID.

Welcome bags are available to new neighbors and can be picked up at the office. Cindy has delivered 2 bags since the end of June to new owners and will be ready for delivery at the end of the month.

Submitted by JoAnn Cate – 10/20/2020

#### BIM Committee – Shannon Bowerman

- JoAnn Cate gave the BIM Committee Report. In early September, the BIM Committee did a drive around the property noting dead grass and weeds, dying grass, dead trees, and general lawn maintenance problems. The BIM Committee noted most of the homes with dead grass are Canadian owners and perhaps have not been down to be able to tend to their homes due to the border being closed for COVID. It was decided not to pursue issuing letters at this time.

#### Community Operations and Protective Services (COPS) – Paul Jaspar

- The COPS committee has not met since the last HOA Board meeting. The COPS committee currently has 3 members, with the possibility of a total of 7 members. The members are Barb Riley, Theresa Vonada and Paul Jaspar.
- The board and committee receive bimonthly reports of the security patrols from North Star Security. These reports are posted on NextDoor.

Respectfully submitted,

Paul S. Jaspar

#### 8. Manager's Report – Pete Glee

- Action items from last meeting:
- Posted Board opening on NextDoor and HOA website-completed
- Posted office re-opening on NextDoor and HOA website-completed
- Send list of only owner names to the golf course owners – no addresses or phone numbers will be included- not completed as per the Distribution of Member Information Policy which states – [“The MLCCE HOA general membership list is not available for distribution.”](#)
- Send list of current standing committees to Board members-completed
- HOA Office – The office continues to be open regular hours of 9-1 weekdays. Masks are required. Disposable masks and sanitizer are available at the door.
- Ann Stephens has been busy generating new Welcome Bags with the large number of properties changing hands this year. Shannon Bowerman has offered to deliver these to new resident owners. If new owners do not live in Meadow Lake, Ann sends them a welcome letter with the HOA information that is contained in the bags.



- Ann has taken over coordinating with Ann Rhodes in updates to the website. This should help keep the website updated.
- Ann is also, heading up the refurbishing the bulletin board displays. The interchangeable colored panels we had used are not holding up due to the moisture that collects within the enclosure. Another type of material will need to be used to add color and be easily updated. If anyone would like to help her with this project, give her a call.
- The online payment option for paying dues appears to be well received, as several are utilizing this option. This helps to reduce the number of checks the office needs to process and deposit.

**Road Reserve Study Update** – Steve Spotts, Gary Marzik and I met with Mathew Swain from Association Reserves on September 9th. Mr. Swain was going to be in the area conducting other assessments and offered to do an onsite review and analysis report for the Meadow Lake roads for \$750. He hasn't sent the report at this time, but it will be an update to the Road Reserve Study, which they completed in 2018. **ACTION: Pete will contact Mr. Swain checking on the status of the Road Reserve Study.**

**Road Maintenance Project** – T-Bend completed the “skip paving” of Gleneagles Trail. The purpose of this project was to pre-level the road fixing the humps and bumps. The dip in the road at the bridge, on Oakmont Lane was fixed as well. Depending on the report of the Road Reserve Study above, that road will most likely be chip sealed in the late spring – The cost of this would be about \$36,000.

**Trees** – The HOA has removed 56+ dead and dying trees from common areas and private properties. I have attached to this report a report made by Mr. Hoberg on the probable cause of so many of the trees dying and his recommendation for halting this problem. The intent is to follow up on this as the insecticide the article recommends is Pheremone and it should be administered in the spring.

Submitted by Pete Glee 10/20/2020

DISCUSSION AND/OR ACTION

Discussion regarding the use of Pheremone was held. **ACTION: Pete to contact Mr. Hoberg and arrange for the MLHOA be placed on his schedule for spring for placement of the Pheremone.**

Discussion regarding streetlights – The MHOA office included with the quarterly billing a reminder that “Please make sure your street-yard lights are working correctly. Remember your HOA is responsible for the maintenance of these lights. Call or email the HOA Office if you have questions.”

There is currently one viewing stand in Mountain Watch/Tamarack Heights. The owner has been contacted and will take care of the stand.

The MLHOA maintains Oakmont Lane. A portion of which is outside of the HOA, and on which BPA (Bonneville Power Administration) holds an easement. A dip in the road at the bridge, was repaired when Glenealges Trail was resurfaced. An engineer will be contact in the spring to see if erosion is occurring.

- JoAnn Cate suggested the bulletin boards need attention. Pete explained that the office is having weather issues with the bulletin boards and are looking at other options. JoAnn asked if there was not cork board on the boards. Pete replied yes but owners appreciated a change of backgrounds and stopped to look at the boards when they were changed. Suggestion are welcome.

9. Expiration of CC&R's in 2025. Paul would like to review and discuss later.

10. Meeting schedule – next meeting will be 15 December 2020 via Zoom.

11. In Camera meeting. Ann and Zoom members were excused at 2:30.

12. Adjournment

Submitted by Ann Stephens and Pete Glee 10/20/2020

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

**Board Meeting Minutes**

Date: Tuesday, 15 December 2020 Time: 1:00 PM

Place: via ZOOM

ATTENDANCE: Board Members Paul Jaspar, Steve Spotts, Gabriel Hagg, JoAnn Cate, Shannon Bowerman, Gary Marzik and Mike Welty were present via Zoom. Homeowners James Ablett, Cathy Kelly, Barb Riley, Karen Grossheider also attended via Zoom. Pete Glee and Ann Stephens attended from the MLHOA Office.

CALL TO ORDER – Paul Jaspar called the meeting to order at 1:00 p.m.

1. Paul asked for Public Comment. Barb Riley said she had no comment at this time, but could she please speak during the meeting.
2. Barb apologized for not having a letter ready for the Board as promised; but would be forth coming with the letter soon.
3. Paul introduced Mike Welty, who has been appointed to fill the time share position vacated by the resignation of Peter Mueller Kirschner. Mike was welcomed to the Board. Paul Jaspar wanted everyone to know that Mike is a member of the Board; but does not give legal counsel representation to the board in any legal matters. This completes the slate of Board Members with Paul Jaspar-President, Gabriel Hagg-Vice-President, JoAnn Cate-Secretary, Stephen Spotts-Treasurer, Shannon Bowerman-Director, Gary Marzik-Director, and Mike Welty-Director.
4. Approval of Minutes of Previous Meeting (10/20/2020).

**MOTION: Shannon Bowerman moved to approve the minutes as presented. JoAnn Cate seconded. Motion passed.**

5. Financial and Finance Committee Report – Paul Jaspar

Finance Committee Report



The finance committee, which has not met since the last HOA Board meeting, consists of James Ablett and me. The committee can have up to 3 members therefore there is 1 vacancy.

Attached you will find the November 30th, 2020 balance sheet, income statement, list of accounts receivable as well as details of the capital expansion reserve, road reserve and stabilization reserve.

I would like to draw your attention to the following regarding the attachments.

- The balance in the Whitefish Credit Union does not exactly match the ARB deposits because some of the deposits are short term and have not been transferred to the Credit Union
- Regarding the 2 major accounts receivable that are overdue one is before the court and the other is subject to a lien on the property, several residents have prepaid their fees
- The HOA has total reserves of almost \$ 296,000 which is more than the annual budgeted expenditures of \$ 216,870
- The road reserve funding is currently under review
- The income statement shows \$ 6,593 of excess revenue over expenses
- Legal expenses for the year to date were \$ 1,350
- Common area maintenance exceeded budget because of the costs associated with dead tree removal

Respectfully submitted,

Paul S Jaspar

**MOTION: Paul Jaspar moved to accept the Financials and Finance Committee Report as presented. Gabe Hagg seconded. Motion Passed.**

## 6. Other Standing Committee Reports:

### **Architectural Review Board**

#### **Report for Quarterly Board of Directors Meeting**

1. **ARB Members** – Stephen Spotts, Chair; Gary Marzik, Member; Linda Jarrendt, Member; Diane Dubay, Member; Steven Riebe, Member.
2. **New Construction** – The following construction projects are currently under way:
  - **Thomas Home.** Lot R-21, 253 Pine Valley Loop. The ARB conducted a construction completion review on December 7<sup>th</sup>. Home is completed. Landscaping and driveway paving will wait till spring.

- **Lynch Home.** Lot R-6, 124 Inverness Ct. Scheduled completion is May 31, 2021. Project is progressing very well and continues to appear to be on schedule. Landscape plan is pending and expected to be provided by March 1, 2021.
  - **Gouw Home.** Lot 16A, 104 Oakmont Loop. Scheduled completion date has been extended to June 30, 2021, due to the difficulty and setbacks created with the owner not being able to cross the border to review and make necessary decisions for the project. There have also, been difficulties in receiving materials in a timely manner, as well as the COVID impact on subcontractors.
  - **Jessat Home.** Lot MW-76, 1281 Oakmont Lane. Completed.
  - **Westcraft Homes Construction.** Lots 13D and 14D, 185 and 195 Oakmont Loop. Construction is completed. Landscaping will wait till spring with a June 30<sup>th</sup> completion date.
  - **Teal Home.** Lot 56, 227 Glen Eagles Trail. Plan is to start foundation the week of December 7<sup>th</sup> with scheduled completion one year from start.
  - **Waters Home.** Lot R-45, 164 Oakmont Loop. Final and complete with architect signing off on ARB's drainage concern noted in last report.
3. **New Remodels/Repair/Painting and Re-landscaping – 1 Property**
- 740 Seminole Lane- Enlarge patio and add a roof structure over it. Remodel dining room by enlarging and moving door access to patio.
- Submitted by Stephen Spotts – ARB Chair

**MOTION: Steven Spotts moved to accept the ARB Report as presented. Gary Marzik seconded. Motion passed.**

#### **Beautification Improvement and Maintenance (BIM) Report – Shannon Bowerman**

- Road Reserve Study Update – Steve Spotts, Gary Marzik and Pete Glee met with Mathew Swain from Association Reserves on September 9<sup>th</sup>. Pete Glee has contacted Mr. Swain recently and the MLHOA is awaiting Mr. Swain's final analysis report.
- Dead Trees – The MLHOA removed 56 plus dead or dying trees from the common area this year. Mr. Hoberg who is a Forester with Northwest Management, Inc. has recommended that the Meadow Lake Community treat their trees with a product called Pheremone in the spring to keep the Douglas fir beetle from killing additional trees. Pete Glee will contact Mr. Hoberg for this application to be done in the early spring.
- Road Maintenance – T-Bend completed the "skip paving" of Gleneagles Trail this summer. T-Bend fixed a dip at the bridge, on Oakmont Lane. The BIM is awaiting the report on the Road Reserve Study to decide whether Oakmont Lane will need to be chip sealed in the spring.
- The landscaping at the top of Gleneagles Trail was completed. The BIM Committee will continue soliciting bids this winter to find a local builder for completion of the project and installation of mailboxes.
- The BIM Committee will start reviewing next year's projects for the spring.
- The BIM Committee will work with office staff to update their Charter and Weed Management Plan.

- The BIM Committee will work with the office staff to review upcoming contracts with Biggy's and Jon Hesselwood.
- The BIM Committee needs committee members. There are currently four vacate positions available.

Respectfully submitted,

Discussion was held regarding the placement and use of Pheremone, as a deterrent against insect attacks on Douglas Fir and Grand Fir trees in Meadow Lake.

**MOTION: Shannon Bowerman moved to accept the BIM Report as presented. Gabe Hagg seconded. Motion passed.**

**ACTION:** Pete will initiate a letter to all owners regarding the placement of Pheremone on private property.

#### **SOCIAL COMMITTEE REPORT – JoAnn Cate**

Due to COVID, things have changed drastically. Besides our Canadian neighbors and friends not being able to come down, our local neighbors have been socially distancing and staying home. Thus, no activities are going on!

New homeowners were notified by the office that they could stop by and pick up a welcome package. One homeowner has stopped by and picked theirs up.

Ann was updating policies of the Social Committee recently. One of the changes is to acknowledge the family if they have lost a family member. We also increased the cost from \$50 to \$75 for a card and plant or arrangement. This fall we have had several losses in our Meadow Lake Community. Among them are Larry Pabst, Jay Eishen, and Jimmy Synger (Liz Wickland's spouse). Christmas arrangements have been sent to the families.

Hopefully by March we will be able to have our St Patrick's Day dinner.

Respectfully Submitted

JoAnn Cate

**MOTION: JoAnn Cate moved to accept the Social Committee Report as presented. Steve Spotts seconded. Motion passed.**

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

The COPS committee has not met since the last HOA Board meeting.

The COPS committee currently has 3 members, with the possibility of a total of 7 members.



The members are Barb Riley, Theresa Vonada, and Paul Jaspar.

The board and committee continue to receive bimonthly reports from the security patrols from North Star Security, these reports are now also posted on Next Door.

Respectfully submitted,

Paul S. Jaspar

**MOTION: Paul Jaspar moved to accept the COPS Report as presented. JoAnn Cate seconded. Motion passed.**

Discussion was held on when the current contract with North Star Security and MLHOA is due for renewal.

**ACTION:** MLHOA General Manager will contact North Star Security and start working on the next contract.

Community Amenities – No Report

## Manager's Report for Board Meeting on December 15, 2020

Action items from last meeting:

- Continued coming to work
- 1. A notice of vacancy for the Timeshare position, vacated by Peter Mueller Kirschner, was posted on the web and next door with a November 30<sup>th</sup> closing date. Only applicant applied for this position. Steve Spotts and I met with Mike Welty to discuss the available position. His application was submitted to the Board on December 5, 2020. The Board motioned, seconded, and voted his approval. He will serve until the June 2021 election, which is the expiration of the current term. At that time, he may stand for election to the succeeding full 4-year term. The By-Laws give the Board authority, to appoint a candidate, to fill a vacated position, until the next election.
- 2. The office has continued to try and find a solution to the Bulletin Boards. The issue of weather and moisture continues to affect the interior placement of notices and flyers. Mr. Zatka, at the last meeting suggested a plastic type of material be used in place of the cardboard backing which is currently attached to the cork board. Recently the glass was shattered in one of the boards (cause unknown) and had to be replaced. The structures of the bulletin boards will be reviewed in the spring refurbishing. The BIM

Committee will review the entrance light standards for possible maintenance requirements as well.

3. The front entrance was updated to include winter greens in the hanging flower baskets. Lighting was strung down the poles as in the past. Several of the lights had to be replaced due to a power surge, which involved locating and buying new lights, coordinating with Meadow Lake County Water & Sewer District for access to power and installing the new lights.
4. Coordinating website updates with Ann Rhodes, included the following:
  - a. Board of Directors minutes of meetings approved and proposed.
  - b. Annual Board of Directors minutes of meetings approved and proposed
  - c. Posting of Board of Directors Notice of Meetings
5. Several conversations with Mathew Swain regarding the Road Reserve Study. Prepared additional information he requested.
6. Contacted Mr. Hoberg and set up application of Pheremone to the trees in Meadow Lake for the spring.
7. Paul Jaspar has requested that "In Camera/Closed Sessions" be an agenda item for all future Board of Director Meetings. This request will be facilitated in all future meetings.
8. The office has been revising and updating the "Save the Date and Notice of 2021 Annual Meeting" letter which will be mailed/emailed out with the 1<sup>st</sup> 2021 Quarter billing in December. This letter will include the four Board seats that will be open for this election.
9. The office has recruited the Nominating Committee for the upcoming election in June. Shannon Bowerman has agreed to Chair this committee. Steve Reibe and Cindy Cook are members.
- 10 The office has begun formatting and updating the "Preparation for Winter" flyer. This flyer will be posted on the bulletin boards, the website and NextDoor.
- 11 The office has updated and formatted a new "Election Policy" for Board review. A draft copy will be available at this December meeting for review.
- 12 The office has updated and formatted the "Welcome New Residents and Sympathy Policy" for review. The updated policy has been approved by the Social Committee.
- 13 The office continues to be staffed five days a week from 9:00-1:00. I'm in the office Monday-Thursday. Ann works Tuesday's and Friday's, which allows me to be freed up for meetings or appointments. Diane works on Wednesday's. Ann and I handle any financial transactions the other days. The

office is still requiring all visitors to wear masks, hand sanitizer is available and asked to ring the doorbell for admittance to the office. This policy seems to be working well.

14 A review of my emails between October through December 10<sup>th</sup> 2020 indicates I have received and responded to 930 emails.

15 Kirt Lindblad (this office is leased from him) has approached me about the MLHOA purchasing this office space. It is an agenda item.

16 The office has prepared and sent to Shannon Bowerman a new lease for the office that she currently rents from the MLHOA, but it has not been returned.

17 The office is researching the possibility of holding future committee meetings using video conferencing or zoom and/or telephone conferencing during COVID.

18 The office has updated/formatted several committee charters and other controlling committee documents for review. Ann will be sending them out for review and revision in the next several weeks for your review.

Submitted by Pete Glee, General Manager

MOTION: Paul Jaspar moved to accept the Manager's Report as presented. JoAnn Cate seconded. Motion passed.

**ACTION:** Discussion was held regarding the entrance light standards and their maintenance. Pete will contact someone in the spring for refurbishing the light standards and bulletin boards.

**ACTION:** Discussion was held regarding the mailboxes at the entrance to Tamarack Heights on Glen Eagles Drive. The BIM Committee will address this at their next meeting.

7. Nominating Committee – Shannon Bowerman, Chair, Steve Riebe and Cindy Cook members.

**MOTION: Mike Welty moved to accept the Nominating Committee as presented. JoAnn Cate seconded. Motion passed.**

8. Review and Approve Election Policy – The Board approved the policy with the changing “Chairman” to “Chair” in the first paragraph.

**MOTION: JoAnn Cate moved to change the Election Policy as presented. Shannon Bowerman seconded. Motion passed.**

9. Review and Approve Welcome New Residents and Sympathy Policy – The Board approved the policy with the changing of “Neighbors” to “Homeowners”.

**MOTION: Steve Spotts moved to accept the Welcome and Sympathy Policy as presented. Gabe Hagg seconded. Motion passed.**

10. Review/Update Strategic Plan, Appendix A and B
  - a. Change the date on Annex A title to read 2020-2021
  - b. Change the date on Annex B title to read 2020/2021, change date sentence three to 2020-2021 and (1) to 2021. Remove item 8 and 10.

**MOTION: Shannon Bowerman moved to accept the changes as presented by Pete Glee to Annex A and B. Gabe Hagg seconded. Motion passed.**

11. Review and Approve Updated "Save the Date letter". Change flyer to correct date to 2021 and "Chairperson" to "Chair".
12. Review and Approve updated Road Reserve Report.

The road reserve report received from Matthew Swain from Association Reserves, has caused confusion among the board members, regarding project reserves from past years and this year's report. Further discussion will be tabled until the Finance Committee has had a chance to review the document and gather more information.
13. Review HOA Office owner's notice of intent to sell office space condo unit.

Pete Glee will provide the Board with more information regarding the sale, lease after more research has been completed.
14. Holiday Office Closure – Board left the decision on office closure with the General Manager for Christmas and New Year's.
15. Meeting Schedule for 2020-2021 remains as posted.
16. Adjournment

Submitted by Ann Stephens