

Meadow Lake Country Club Estates Homeowners Association, Inc.
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Website: ml-hoa.com

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

Gabriel Hagg, Director
James Wallace, Director
Vacant, Director
Pete Glee, Manager

Annual Meeting Minutes for Meadow Lake HOA

Date: Saturday, June 6, 2020 **Place:** Zoom Virtual Conference Meeting with owners proxying Board Members to conduct meeting due to the COVID-19 Pandemic considerations

Time: 1:00 PM

Attendance: Board Member Present in office: JoAnn Cate and Diane Dubay. Also present in office were Pete Glee (Manager), Diane Craft, and Ann Stephens. Board Members present via Zoom: Paul Jaspar, James Wallace, Peter Mueller Kirschner, and Gabriel Hagg.

1. **Call Meeting to Order** – Paul Jaspar called the Annual Meeting to order at 1:00 pm
2. **Opening Comments** – Paul Jaspar welcomed everyone to the Annual Meeting. He verified with Peter Mueller Kirschner that there were enough members present and proxies assigned to meet the Quorum requirement to hold the Annual Meeting. Paul Jaspar also wanted to clarify who was eligible to move, second, and vote on any motions; Pete Glee confirmed that Board Members had the authority to approve the motions. Paul Jaspar also mentioned that the issue regarding a Community Center would be added to the Agenda on Item#16.

MOTION: Diane Dubay moved to accept the Meeting Agenda as presented. Peter Mueller Kirschner seconded. Motion passed. Paul Jaspar expressed appreciation for the Board of Directors, Committee members, and office staff. He also related that Jamie Duff had resigned, thanked her for her service, and welcomed James Wallace to the Board. Paul Jaspar encouraged homeowners to be involved in the HOA Committees and Board.

3. **Proof of Notice of Meeting** – Pete Glee confirmed that the Notice of Meeting had been posted on Website 12/23/2019.
4. **Roll Call and Certification of Proxies and Quorum** – Peter Mueller Kirschner reported there were 122 members present or by proxy. The requirement for a quorum is 80 voting members.
5. **Submission of Member Comments/Questions** – Paul Jaspar re-iterated that the homeowner query regarding the Community Center would be added to Item #16.

Information / Action:

6. **Approval of 2018 Annual Meeting Minutes, June 23, 2018. MOTION: Diane Dubay moved to approve the 2018 Annual Meeting Minutes as presented. Peter Mueller Kirschner seconded. Motion passed.** JoAnn Cate queried the date of 06/23/2018 and Diane Dubay confirmed the meeting was held on that date.

7. **2019 Annual Meeting Report, June 6, 2019**

On the Annual Meeting Certification of Proxies and Quorum (p.10) of the 2019 Annual Meeting Report, Diane Dubay recommended changing the Number of Board Members Present from “5” to “6” and adding that “Marvin Galts arrived during the meeting.”

MOTION: Diane Dubay motioned to accept the 2019 Annual Meeting Report as amended. Peter Mueller Kirschner seconded. Motion passed.

8. **Standing Committee Reports:**

a) **ARB** - Diane Dubay reviewed the ARB report as follows:

New Construction:

- **Completed 2 homes** – MW 140, Hitchcock and MW 61, Frampton – single family homes – satisfactorily completed.

- Current 6 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. Project experienced contractor delays and an early move in was requested and approved for May 2020. Completion extended to June 30, 2020.

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.

6. R-21 Pine Valley Loop – Thomas, single family home plans approved May 2020; anticipated completion May 2021.

Potential two new applications anticipated for summer season build at this time.

Completed Remodels/painting and re-Landscaping, 10 properties:

- Replaced siding and added cultured stone wainscoting - 828 St. Andrews Dr.

- Remodel, installed awning over back patio door, removed a vinyl privacy screen and installed a wrought iron fence with gate – 137 Oakmont Loop.

- Replaced front entry walkway – 709 Augusta Loop.

- Repainted, re-landscaped – 549 St. Andrews Dr.
- Replaced back deck and added railing – 879 St. Andrews Dr.
- Repaired and repainted structure and replaced gutters – T-29 thru T-32.
- Replaced Whisper Village sign – Meadow Lake North.
- Refreshed rock in landscaping – 839 St. Andrews Dr.
- Repainted building and entry doors – 850 St. Andrews Dr.
- Replaced existing deck, repaired privacy wall, balcony, and railing – 707 Augusta Loop. Painting and restoration of disturbed rock area.

Ongoing remodels/repair/painting and re-Landscaping, 1 property:

- 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 replacement of all the siding and trim on this building. Project approved and commenced April 2020, completion anticipated June 30, 2020.

New remodels/repair/painting and re-Landscaping:

- 1030 St. Andrews Dr. – Replace roof – product type to be similar and color to be same. Anticipated completion date June 30, 2020.

Diane Dubay concluded her report. **MOTION: Diane Dubay moved to accept the ARB Report as presented. Gabriel Hagg seconded. Motion passed.**

b) **BIM** - James Wallace reviewed the report as follows:

1. **Yard Lights:** There are a significant number of yard lights in Meadow Lake that are either not coming on or are staying on day and night. Yard lights are very important in Meadow Lake as there are no streetlights, and many of the residents and visitors like to walk the neighborhoods. The lights aid in marking driveways and address signs. If your yard light fits into either of these categories and you have checked for power to the yard light pole, contact the HOA Office.

2. Armstrong Park:

Biggy's completed an upgrade project in Armstrong Park last summer. There are about four of the bushes that didn't make it and will be replaced under warranty. There are 2 of the pine trees in that park that have quite a few brown needles. Andy Galanti, a certified arborist and owner of Galanti Tree and Lawn, was asked to come out and look at them. He feels they were hit with the early freeze we received last fall. They have several new needles, so his recommendation is to give them a chance to recover.

3. Tree Removal:

There were about 49 dead or downed trees removed from common areas and owner's properties over this past year. The cause for most of them was by early freezes and insects. The HOA continues to monitor for additional dead or dying trees. Owners are encouraged to replace any trees they loose on their properties.

Pete Glee mentioned that clearing dead trees remains an ongoing issue, and Meadow Lake HOA is waiting for a bid from a contractor to clear more selected dead trees.

4. Road and Sign Maintenance:

Gleneagles Trail drainage project has been completed and from owner comments appears to be working well. All roads except Gleneagles Trail were chip sealed last year. Inverness Court will be seal coated this month, and Gleneagles Trail will have work done to level the bumps and dips.

Several of the damaged and faded road signs have been replaced. The remainder will be replaced this summer.

Pete Glee related that the Board approved skip-paving by T-Bend in the upcoming 2-3 weeks.

5. Snow Removal Contract:

The snow removal contract renewed this last fall, and there was no change in the amount the HOA pays per trip to plow or sand. The HOA did not remove berms this year, but had the contractor make every effort to minimize the berms being created wherever possible. A new contractor was used to do the street cleaning this spring and the HOA realized a significant reduction in street cleaning costs. Part of this may be attributed to the reduced sanding needed this past winter.

6. Weed Management:

The control of noxious weeds in Meadow Lake continues to make progress. The number of the undesirable weeds, and general weeds along roadways continue to be a problem. The contractor completed his first spraying in Meadow Lake on May 25th. This is earlier than normal, but the weeds are getting an early start.

7. Entrance to Mountain Watch – Phase I:

The first phase of landscaping at the entrance of Mountain Watch has been completed. Native plants were used and should not require watering once established.

The Committee is designing phase II of the plan, which includes the installation of pedestal mailboxes and a cover structure for them. They had found a structure that was sold commercially, but not available in this area, so one will probably need to be built, to look similar to this:



Pete Glee stated that there is no decision on the mailboxes. The BIM Committee will be obtaining bids for construction. Columbia Nursery already submitted a proposal, and the BIM Committee will entertain bids from additional contractors.

8. Damaged Mailboxes:

Two of our mailboxes have been damaged, presumably by vehicles running into them. They are located at the corner of Augusta Loop and St. Andrews Drive. The cost to replace the parcel holding one is approximately \$900. The other one may just need straightening.

Before concluding, Paul Jaspas asked about houses that do not have yard lights on at night. Pete Glee stated that he and Ann Stephens created a list of properties without yard lights and will contact homeowners. Paul Jaspas wondered if anything had been done to clean up an oil spill on Spyglass. James Wallace deferred the question to Pete Glee. Pete Glee said that he had contacted the new golf course owners and is waiting for a response. Lastly, Paul Jaspas had a question regarding the safety of construction sites. **ACTION: Diane Dubay said that the ARB Committee will entertain the issue of safety measures for construction sites at their next meeting and report back to the Board of Directors.**

James Wallace concluded his report. **MOTION: James Wallace moved to accept the BIM Report as presented. Peter Mueller Kirschner seconded. Motion passed.**

c) **Social** - JoAnn Cate reviewed the Social Committee Report as follows:

A new social committee was reestablished last summer. It was the consensus of the group there were too many activities going on, and they only wanted to focus on a couple of events until further notice. These events are the St Patrick's Day dinner and the Rib Fest in the summer. The events which happen weekly are Pub Night and Coffee Chat and once a month Book Club. These activities do not require planning and are self-perpetuating.

We had a neighborhood garage sale and it was a success.

St Patrick's Day Dinner is chaired by Shannon Schardt. This year it was canceled because of the Covid19. The restaurant in the Lodge was going to cater, and they absorbed the food we had ordered for the event back into their inventory so we did not have to figure out what we were going to do with all that food.

Tom McElwain is chairing the Rib Fest this summer. He will be looking for volunteers so please contact him if you can cook or reply "Yes" when he asks for help.

We will be doing a garage sale every two to three years, as needed.

Thank you to all that help make these events one of the reasons we love to live in Meadow Lake!

JoAnn Cate mentioned that there is always a need for volunteers; if anyone is interested, please contact JoAnn Cate, Shannon Schardt, or Tom McElwain. JoAnn Cate concluded her report. **MOTION: JoAnn Cate motioned to accept her report as presented. Gabriel Hagg seconded. Motion passed.**

d) **COPS** – Pete Glee reviewed the COPS Report as follows:

The COP's Committee over this past year has been working on the owner's request to re-institute a security/incident reporting. There were 5 companies that were approached to submit proposals. One company never responded, and one company declined to submit a proposal.

The HOA received 3 bids for the HOA's requested services. One company purposed a \$3,000-\$4,000 per month range for their services. This one was deemed too high for the HOA's purposes.

The other two company's proposals were realistic. A merger of the two company's services was suggested, with one being a day schedule and the other a night schedule.

Currently there are two options being reviewed for once again providing the Meadow Lake Community with Incident monitoring and response.

One option is to return to the type of contract that was previously in place. This would provide for a 24/7 monitored phone number and a response from one of MLDC's personnel to assess the situation. If responding person met with any resistance, a call would be put into the Sheriff's department for a deputy to respond.

The second option involves a licensed security company. They would provide the 24/7 phone number, and 2-3 onsite daily patrols. When on site they would patrol all of Meadow Lake for an extended period. If called when not on site, they would respond and return to answer the call. They utilize licensed, armed, and certified officers for their duty patrols. It is hoped that one of these will be in place by June 1st.

Pete Glee related that he had discussed a possible merger of services between MLDC and Norstar, but the option was not agreeable to all parties. Thus, Meadow Lake HOA will enlist the services of Norstar as of June 1, 2020. Pete Glee highlighted that Norstar will conduct three (3) random patrols of the Meadow Lake community each day, and they will increase patrols during holidays. Norstar is designing a flyer to be posted in the neighborhoods which will include the Norstar contact information for non-emergency security issues. Paul Jaspas asked if Norstar would be able to make note of yard lights that are not working during evening hours. Pete Glee said that he will present the option to Norstar, but he emphasized that the primary function of patrols is to deal with security issues.

Pete Glee concluded his report. **MOTION: Diane Dubay motioned to accept the COPS Report as presented. JoAnn Cate seconded. Motion passed.**

9. General Manager's Report – Pete Glee presented the Manager's Report as follows:

Administrative and General:

- a. The MLHOA office has been closed to the owners and public since April 18th due to the COVID-19 event. This will be reassessed on June 1st.
- b. It is working out well for Ann Stephens to be here on Tuesday's and Friday's to answer phones, greet owners/visitors, and do special projects. Helps me a lot. Diane Craft continues to come in on Wednesday's for the bookkeeping.
- c. The MLHOA has launched a new website: ML-HOA.Com The credit goes to Ann Rhodes for this huge undertaking. Ann Stephens worked with Ann to proof all the documents and pages before they were posted. Diane Dubay and Jamie Duff provided immensely helpful input in the design of the website. Hopefully, most of you have been able to check it out. If you would like a tour of the website, please feel free to give the office a call and schedule a tour.
- d. With the new website, the MLHOA added online payments as an option for owners. This brings to 4, the number of options available. The options now include setup for autopay utilizing credit card, or ACH's (U.S. funds) transferring directly into the HOA checking account, single Credit Card payments, and personal checks.

- e. The MLHOA office replaced both computers, and the operating systems were upgraded to Windows 10. One office printer was having issues, so was replaced.
- f. The office space continues to work out very well. The HOA continues to sub-lease one room to Shannon Bowerman. This works out well, as she schedules her office time outside of our regular office hours, thereby not disrupting any committee meetings, incoming calls, or owner office visits.
- g. Ann Stephens revamped our “Welcome Bag” program for new property owner’s, and Cindy Cook has been awesome to get these delivered. A big “THANK YOU” to Ann and Cindy!
- h. Ann Stephens has also revamped the bulletin boards to give them a better and more appealing visual in the community.
- i. The MLHOA has some volunteer openings on the BIM, ARB, and Finance Committee’s. James Ablett has been appointed to the Finance Committee. If you are interested in serving on any of these committees, give the HOA office a call to find out more about the committee you are interested in.

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

Pete Glee reviewed the report highlights and read the final paragraph. Pete Glee concluded his report.

10. Transactional Audit Report & Financial Report – Paul Jaspar reviewed the main points of the Transactional Audit Report that had been requested by the homeowners. JCCS accounting firm was contracted for \$3500 to perform a review of accounting transactions and procedures for Meadow Lake HOA. JCCS found no issues with the accounting and bookkeeping practices and had no recommendations. **MOTION: Paul Jaspar moved to accept receipt of the Transactional Audit Report. JoAnn Cate seconded. Motion passed.**

Paul Jaspar highlighted the Meadow Lake Budget vs Actual for 2019-2020 as follows:

1. Office Rental Income is \$200 per month
2. Legal fees were \$23,725 due to the Court case
3. Snowplowing last year was under budget due to a light winter

Paul Jaspar concluded his review of the Budget and invited questions or discussion. Barb Riley asked for explanation of the extensive legal fees. Paul Jaspar mentioned that Meadow Lake HOA was involved in a Court case that concluded in September, but the Judge had not yet ruled. Barb Riley asked if a “stop point” had been discussed, and Paul Jaspar replied that the Meadow Lake HOA is no longer incurring legal expenses due to this case; if it goes to appeal, the Board will have to decide what action to take going forward. Paul Jaspar thanked James Ablett for his requested addition to the Balance Sheet of a Meadow Lake

HOA Reserve Account Activity Report. **MOTION: Paul Jaspar moved to accept the 2019-2020 Financial Report as presented. Diane Dubay seconded. Motion passed.**

11. **2020-2021 Budget Proposal** - Paul Jaspar continued with a review of the 2020-2021 Budget as follows:

1. Pete Glee has been contacting homeowners who are overdue, and most past due accounts have been resolved.
2. No increases nor reductions in HOA fees for the upcoming year.
3. The projected cost of a security contract with North Star added \$18,000 to the 2020-2021 Budget.
4. The road reserve account is fully funded, with \$33,000 moved to the road reserve fund each year. There is also a 3-month buffer in the stabilization account.

Peter Mueller Kirschner related that timeshares were receiving a refund from MLDC due to the COVID-19 pandemic. Paul Jaspar stated that there are no reductions for Meadow Lake HOA costs due to COVID-19. **MOTION: Paul Jaspar moved to accept the 2020-2021 Budget as proposed. Gabriel Hagg seconded. Motion passed.**

12. **Update of Strategic Plan Initiatives** – Paul Jaspar stated that the Strategic Plan Initiatives will be reviewed in the future by the new Board, which will include three (3) new members since Marvin Galts and Jamie Duff resigned, and Diane Dubay will conclude her service on the Board today.

13. **Board of Director’s Election Results Report** - Peter Mueller Kirschner, chairman of the Judges of Election Committee reported the Election results as follows:

Gabriel Hagg	80 votes	Jim Wallace	127 votes
Steven Spotts	72 votes	Gary Marzik	56 votes

Peter Mueller Kirschner declared that Gabriel Hagg, James Wallace, and Steven Spotts have been elected to the MLCCE HOA Board of Directors. The full current slate of Directors of the Meadow Lake Country Club Estates HOA are Paul Jaspar, JoAnn Cate, Peter Mueller Kirschner, Gabriel Hagg, James Wallace, and Steve Spotts. They have full authority and authorization to enact all matters of the above HOA as delegated by the By-Laws of this HOA. This includes signature authorization on financial accounts at First Interstate Bank, Whitefish Credit Union, and Parkside Credit Union. The Board members expressed congratulations to the newly elected members. **ACTION: Paul Jaspar asked Pete Glee to send a “Thank You” to Gary Marzik for submitting his name for consideration. MOTION: Paul Jaspar moved to accept the Election results as presented. JoAnn Cate seconded. Motion passed.**

Other Items:

14. **Public Comment** – Floor open for comments from attendees: Barb Riley expressed concern over ARB regulations; she stated that she had been approached by several homeowners considering selling their homes due to an overbearing ARB in Meadow Lake. Gabriel Hagg mentioned that the Board is aware of the concerns and will be looking at ways to address the issues. Paul Jaspar suggested that the new Board discuss the subject at their first meeting.

15. **Next Meeting:** Saturday, June 5, 2021 @ 1:00 PM (Location to be determined)

16. **Other Items:** Paul Jaspar summarized the Community Center option as follows:

If the Board wants to move forward on a Community Center, a vote may need to go to homeowners at the Annual Meeting. Some homeowners would prefer to use MLDC facilities rather than creating a Meadow Lake Community Center; however, MLDC will not open facilities to Meadow Lake homeowners. Peter Mueller Kirschner added that while the Community Center is desirable, there are issues of where to put it and the overall cost; homeowners do not want to raise fees to pay for it.

Paul Jaspar expressed his appreciation for all the attendees and encouraged homeowners to contact the Board members with any questions or concerns. Before concluding, discussion ensued regarding the move of the Meadow Lake Golf Courses to no longer provide discounts to the timeshare owners. Paul Jaspar related that the Meadow Lake HOA is not involved in the matter with the Golf Course. **ACTION: For general information, Gabriel Hagg suggested that Pete Glee seek clarification of the Golf Course policy on behalf of the homeowners.**

17. **Adjournment** - Paul Jaspar adjourned the meeting at 2:15pm.

ACTION ITEMS

1. **ACTION: Diane Dubay said that the ARB Committee will entertain the issue of safety measures for construction sites at their next meeting and report back to the Board of Directors.**
2. **ACTION: Paul Jaspar asked Pete Glee to send a “Thank You” to Gary Marzik for submitting his name for consideration**
3. **ACTION: For general information, Gabriel Hagg suggested that Pete Glee seek clarification of the Golf Course policy on behalf of the homeowners.**

President

Date

Submitted by Diane Craft and Pete Glee