



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

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

Connie Hitchcock, Director  
Lynn Zanto, Director  
Lance Lynch, Director  
Pete Glee, General Manager

Board of Directors Meeting Minutes-Proposed  
Wednesday, 27 September 2023, 10:00 am  
MLHOA Office

**Attendance:** Board Members Steve Spotts, Kathy O'Connor, Connie Hitchcock, and Jeff Brodie were present in the MLHOA Office. Lynn Zanto was absent. James Ablett was present via telephone conference call. Pete Glee, Ann Stephens, Brent Lachenmeier, and Tom McElwain were present at the MLHOA Office. Lance Lynch was unable to make connections due to technical difficulties with ZOOM. There were four other members that were unable to connect to Zoom.

**Call to Order:** Steve Spotts called the meeting to order at 10:00 am. Steve asked for any changes to the agenda. No changes were noted.

**Information:**

1. President's Report – Steve Spotts reported he and Pete Glee had met recently with Will Steck of MLDC and Tom McElwain regarding Hucklebear Park. Deferred comment until later in the meeting. The road reserves are improving with the addition of received revenue. Steve remarked the community was “looking spiffy” after all the work done during the spring cleanup and summer months.

2. Public Comments – Steve called for public comment. Tom McElwain reported he had resigned his position of Social Committee Chair and added that JoAnn Cate had agreed to take on the role of Chair. Brent Lachenmaier was interested in when new board positions would be available. Steve Spotts informed Brent there is an election process whereby members could submit their resume for available positions. Brent Lachenmaier presented a letter for Board review which was referred to the ARB Committee.

## **Discussion and Action:**

### **3. Approval of Minutes of Previous Meeting of 27 June 2023**

**MOTION:** Jeff Brodie moved to approve the minutes of the 27 June 2023 and Connie Hitchcock seconded. Motion passed.

### **4. Manager Update on Action Items from June Meeting**

**ACTION:** Pete will poll Pine Valley Loop owners regarding the gazebo, as to whether they want to keep the gazebo in the park. If the majority feel it is unused and not necessary in the park, the BIM committee will review and make a recommendation to the Board of Directors. – [I've contacted the owners in Pine Valley inquiring as to their preference regarding retaining the gazebo in Pine Valley Park.](#)

**ACTION:** Pete will notify the Board of Directors regarding BIM committee members being harassed while they performed their chartered duties this summer, of addressing owners that are not maintaining their properties. – [I have placed it on the agenda to be discussed at the September 27<sup>th</sup> meeting.](#)

## **Current Update:**

**Mailboxes for Gleneagles Trail** - The mailbox CBU's and bulletin board have arrived and are ready to be installed for the owners on Gleneagles Trail. The mailboxes have been delivered to the Columbia Falls Post Office to prep and install. The date for installation is yet to be determined as is dependent on the post office's contractor's schedule. That contractor does the maintenance and installation for all of the Flathead Valley's post offices. The bulletin board will be installed by Steve Liberatore as soon as the mailboxes have been installed.

**Snow Removal Contract** - The snow contract for this season is being bid by 3 contractors. JD Thinning (last year's contractor) will have a bid to us by October 1<sup>st</sup>. The MLHOA has received a bid from Patrick Morrissey who did the noxious weed spraying this growing season. The third bid is coming from Biggy's as two of their past plow drivers want to again do the snow removal for Meadow Lake.

**Road Reserve Study** – Association Reserves will be here on October 16th to assess the roads in Meadow Lake and update the Road Reserve Study. The last onsite study they performed for MLHOA was in 2021.

**Noxious Weed Spraying Contract** – The noxious weed spraying and mapping contract for next year's growing season will be reviewed and evaluated by the BIM Committee and myself. The focus will be on what worked and what didn't with this year's contract.

**Landscaping Contract** - The landscaping contract for next year's growing season will also be reviewed and evaluated by the BIM Committee and myself. The focus will be on what worked and what didn't with this year's contract. Holly, from Biggy's, has requested a review of their two-year. Her request involves the possible replacement of some of the pieces that were taken out in the current two-year contract.

**Drainage on St. Andrews-** The drainage work on St. Andrews in front of the Family Rec Center and the 4 condo buildings has been completed. With the rains that have occurred since its completion, it appears to be working well. During an intense rain, landscaping materials and debris from the condo building properties washed down and partially plugged some of the culverts. The timeshare sub-association and MLDC will be asked to resolve this erosion issue to prevent this material from reaching the roadway ditch.

**Tamarack Meadows development** – The Schellinger development called “Tamarack Meadows” is awaiting the approval of water from the Meadow Lake County Water and Sewer District. All necessary forms have been submitted to the Department of Natural Resources for review and approval. The preliminary plat had been approved with conditions to be met for final plat review. One of the conditions to be met was that there would be sufficient water to serve this phase.

**MLHOA Committee Members Liability** – The question has been raised by one of the standing committee members regarding whether they are covered, or should be, under the MLHOA insurance policy. I've reached out to the MLHOA's insurance carrier for the answer to this concern. If they aren't covered, but coverage is available the MLHOA should then move forward to secure coverage. The findings will be presented to the Board at their December meeting. With the recent Fone Run, the MLHOA secured event insurance (\$140.72) to cover any liability exposure. Event insurance is not available through the current insurance carrier, so will be reviewed to determine if an annual event policy is necessary, or just where needed for events.

#### **Office:**

1. Ann Stephens continues to work 3 days per week, and Diane Craft, our bookkeeper continues to work Wednesday's.
2. MailChimp continues to be utilized for MLHOA notices, the monthly Meadow Lake Happenings newsletter, and upcoming events.
3. Diane's move into the extra office is working well, and it opens Wednesdays for committee meetings, and the availability to provide a ZOOM link if needed. It also has provided a separate area to meet with walk-in owners if a committee meeting is in progress.
4. The 5-year office lease has been renewed and started July 1, 2023. The monthly rent increased by 3%, as was provided in the renewal clause of the original lease. The new lease

does not have a renewal clause but does provide for a “first right of refusal” should the current owners decide to put it up for sale.

Submitted by Pete Glee, General Manager MLHOA

**MOTION:** Kathy O’Connor moved to approve the manager’s report as presented and Jeff Brodie seconded. Motion passed.

**Discussion:** Kathy O’Connor asked for an update on committee member liability insurance when serving on a standing committee. Pete said he was waiting for written confirmation on standing committee members and whether they are covered under the MLHOA policy. Kathy asked if a homeowner is responsible for road damage caused by new construction. Brent Lachenmaier was concerned about homeowners that had culverts which were not installed properly. When asked about the benches that had recently been removed from Pine Valley Park to the tennis court area Pete indicated it was a BIM item that needed to be addressed.

#### 5. Other Standing Committee Reports:

##### a. Finance Report – James Ablett

James reported he had reviewed the Quick Book accounts provided to him by the HOA office in detail, but without examination of any of the supporting documentation, for August 31<sup>st</sup>. I have done minor edits to the Quick Books file as provided to correct coding errors identified, make the comparable 2022 accounts more accurate with minor dating modifications and to provide a more meaningful presentation to the Board. James brought to the attention of the board that the Peter Tracy judgement, which shows a balance of \$17,221.65 and has grown nearly another \$500.00 interest has not been paid to date, the current owners of the golf course have an outstanding balance of \$10,994.20 as of August 31, 2023, five (5) owners are not current in their assessments and final distribution of calculations for the drainage work in front of building 1 in June 2023.

James is recommending an additional \$100,000.00 be transferred to a one-year term certification.

**MOTION:** Connie Hitchcock moved to approve the finance report and Kathy O’Connor seconded. Motion carried.

**ACTION:** Finance Committee will schedule a meeting for 15-17 October 2023.

##### b. Architectural Review Board

1. Architectural Review Board (ARB) – Application and interpretation of the Meadow Lake building standards is the responsibility of the ARB, a committee of the MLHOA. The ARBs authority is derived from the MLHOA Declaration of Covenants, Conditions, and Restrictions (CC&Rs), the MLHOA’s Bylaws, and its Charter as promulgated by the association’s Board of Directors. The board’s objective is to ensure

that homes and other buildings constructed in Meadow Lake are aesthetically compatible with the natural landscape and the historical architectural patterns of the community.

2. ARB Members – Stephen Spotts, Chair; Linda Jarrendt, Connie Hitchcock, Bill Milner, and Sam Iraggi.

3. New Construction –

A. There are currently six completed home construction projects pending completion of final landscaping and inspection of recommended improvements:

- Wick Home. Lot R-60, 117 Oakmont Loop. Final landscaping completed with note to further cleanup and restore the natural area fronting the property.
- Bogan Home. Lot TH-68, 359 Gleneagles Trail. Landscaping still incomplete and foundation reveal still exceeds the 8-inch limit on some parts of the home.
- Berger Home. Lot TH-143, 272 Gleneagles Trail. Project Start Date – August 2, 2021. Final landscaping is in progress and front stairs are being covered with stone. Foundation reveal problems are being corrected by stone placement by landscaper.
- Brega-Barnes Home. Lot TH-67, 353 Gleneagles Trail. Awaiting resolution of a couple of small >8” foundation reveal and transfer of portable raised beds to back of home.
- Pignataro Home. Lot S-03, 100 Inverness Court. Awaiting completion of back deck extension, replacement of temporary gate, and restoration of natural areas disturbed by construction.
- Hanson/Marsh Home. Lot R-25, 237 Pine Valley Loop. Awaiting installation of streetlights.

B. There are currently three home construction projects underway.

- Rossiter Home. Lot TH-137, 346 Gleneagles Trail. Project Started July 26, 2022. Following prior contractor issues the project is currently back on schedule. The exterior is complete and will be inspected September 18th by members of the ARB.
- Joern Home. Lot TH-050, 143 Gleneagles Trail. Project started June 14, 2022. The exterior of the project will be inspected by the ARB on September 21st. Landscaping to be completed by June 1, 2024.
- Anderson Home. Lot TH-145, 248 Gleneagles Trail. Projected completion date is June 6, 2024.

C. There are currently five home projects awaiting submission to ARB.

- Thein Home. Lot TH-051, 159 Gleneagles Trail – not submitted yet.
- Stetar Home. Lot TH-062, 301 Gleneagles Trail – not submitted yet.
- Wood Home. Lot R-16, 273 Pine Valley Court – not submitted yet.
- LaChance Home. Lot R-56, 248 Oakmont Loop – not submitted yet.

- Dannic. Lot TH-58, 253 Gleneagles Trail – not submitted yet.
- 4. New Remodels/Repair/Painting and Re-landscaping – None  
Kelley Home. Lot Z-11, 562 St. Andrews – deck extension.  
Brunner Home. Lot R-10, 228 Pine Valley Loop – addition above garage.  
Penner Home. Lot R-27, 229 Pine Valley Loop – exterior painting.

5. Completed Remodels/Painting – None

Submitted by Stephen Spotts – ARB Chair

**MOTION:** Kathy O'Connor moved to approve the ARB report with noted address changes and Jeff Brodie seconded. Motion passed.

c. Beautification, Improvement and Maintenance (BIM)

The BIM Committee has had a very busy and successful year! Unfortunately, we've also run into some controversy, resulting in one of our members stepping down. So, we will be working over the winter to "soften" our written communication, look for opportunities to better interact with homeowners, as well as creating new ways to make our property inspections more efficient.

We are also grateful for the Boards support, allowing us to created new Fall Baskets to go up on the posts along the main entry to Meadow Lake. Those baskets will be put up late September or early October and will remain in place until Biggies replaces them with Holiday Baskets in December.

In September, a letter from the BIM went out with the billing thanking homeowners for all their hard work and cooperation. We couldn't do this without their cooperation and the Board of Directors' support!

**MOTION:** Connie Hitchcock moved to approve the BIM report and Kathy O'Connor seconded. Motion passed.

d. Social Committee

1. Committee Meeting July 18- The committee members present discussed a request to Include pickle ball under the auspices of the committee. There was a tie vote, so the issue was tabled to a future meeting. JoAnn Cate was again thanked and congratulated for preparing and sending out the Happenings Newsletter. Tom updated the committee on preparation for the Rib Fest. Heidi Hart brought up the risks of being a volunteer leader. Pete will review the issue and get back to the committee.
2. The committee meeting scheduled for August 15 was cancelled as there was no business to be addressed.
3. The next meeting will be held Tuesday, September 19.
4. Rib Fest was held Wednesday, August 26 with about 85 in attendance. The weather was perfect, the set-up, teardown went as planned, music was complimented by many, the Chefs' ribs were sumptuous and financially the event made about \$135.00.

5. The Fone Run/Walk held Saturday, September 9, met the expectations of Chair Jeff Brody with 20 participants and 6 volunteers. Jeff thoroughly planned and executed the operation of the event spending his own money and lots of time preparing for the event.
6. As I reported at the annual meeting the Committee discussed including the two separate community HOA's (Meadow Lake West and The Woods HOA) in the social events, etc., organized by the ML-HOA. After discussion the motion to include them in ML-HOA events was withdrawn and the Committee Charter was amended by the Board of Directors to reflect that recommendation.
7. The Social committee meets the third Tuesday of the month, September 19, and has a full agenda and will contact the Board of Directors with any significant acts or requests.
8. The committee's goal is to create a friendly, supportive, and safe community.

**MOTION:** Kathy O'Connor moved to approve the social report and Jeff Brodie seconded. Motion passed.

- e. COPS – Pete provided an informative winter check list for homeowners.

6. Nominating Committee Appointment – Jeff Brodie, Chair, Cindy Cook and Mike Schardt, as members of the committee.

**MOTION:** Kathy O'Connor moved to approve the nomination committee as presented and Jeff Brodie seconded. Motion passed.

#### Review Current Website Input:

7. The Board voted to keep the old website domain page as a landing page. The Board would like the cost distributed amongst those it serves including MLDC, Real Estate Office, Sub-Associations, Golf Course, Meadow Lake County Water and Sewer District, and MLHOA.

Discussion was held regarding the current web site after no input was available from Kathy O'Connor or Lance Lynch. The current web site which hosts the MLHOA domains front end has failed. It will cost \$1,100.00 to fix which had been approved prior to the meeting. There will be an internal committee of Kathy O'Connor, Lance Lynch, Jeff Brodie and Connie Hitchcock to look at what is needed and identify the problems and report back to the Board at the December board meeting.

8. The Board reviewed their Meeting Schedule. There were no changes requested.

9. Jeff Brodie moved to adjourn the meeting at 11:30 and Kathy O'Connor seconded. Motion passed.

Submitted by Jeff Brodie, Secretary