



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

James Ablett, President  
Jeff Brodie, Vice-President  
Kathy O'Connor, Treasurer  
Connie Hitchcock, Secretary

Dave Wood, Director  
Vacant, Director  
Vacant, Director  
Pete Glee, General Manager

Board of Directors Meeting Minutes – **Proposed**  
Tuesday, 24 September 2024 at 10:00 am  
MLHOA Office

**Attendance:** Board Members James Ablett, Kathy O'Connor and Dave Wood were present in the MLHOA Office. Jeff Brodie was absent. Pete Glee, Ann Stephens and JD Harrison were present at the MLHOA office. One member connected via zoom.

**CALL TO ORDER:** James Ablett called the meeting to order at 10:10 and asked if there were any changes to the agenda. No changes were noted.

**PUBLIC COMMENT:** James Ablett recognized JD Harrison from the audience and discussion issues were presented from Mr. Harrison. Mr. Harrison shared he had been a California highway patrol officer for many years and offered his opinion on the speed bumps in the community. Mr. Harrison asked about the CC&R ballot and why he and his neighbors should vote, Kathy O'Connor explained the sunset clause to him and gave him 6 ballots for his neighbors to vote.

1. President's Report – James Ablett reported that Connie Hitchcock had resigned from the Board of Directors and the Architectural Review Board effective immediately. There was a discussion among board members present whether there was a quorum. A review of the By-laws was interpreted as quorum was attained due to 3 members of a possible 4 were in attendance.

**DISCUSSION AND ACTION:**

2. Approval of minutes of previous meeting of 25 June 2024.

**MOTION:** Kathy O'Connor moved to approve the minutes of 25 June 2024 and Dave Wood seconded. Motion carried.

3. Manager's Report Action Items from June 26, 2024

A. Correct minutes of 26 March 2024 to remove Lance Lynch from the web design committee

and replace with Jeff Brodie. [Completed](#)

B. Prepare a letter to Columbia Falls Post Office instructing them to move the last three owners who still receive their mail at the Meadow Lake CBU location to the new CBU location at the Gleneagles Trail roundabout. [I met with the post office mail carrier. She related that the mailboxes for all of Oakmont Loop and Oakmont Lane are assigned to the CBU pedestals at the intersection of St. Andrews Drive and Oakmont Loop. This results in a more logical delivery route for sorting mail, especially when temporary mail carriers or fill-in sorters are involved. A similar issue with properties on Pine Valley Loop, as all those properties are assigned to a CBU location on St. Andrews Drive.](#)

C. Seek new snowplow contracts. [JD Thinning has submitted a new contract. Awaiting to hear from this year's contractor for the driveways and sidewalks for the Whisper Village \(D-Lots\) in Meadow Lake North.](#)

D. Let the North Star contract expire and negotiate a new contract with Talos for security. [Completed](#)

E. Table Annex A and Annex B to the September Board meeting. On current meeting [agenda.](#)

F. Discussion with Lance Lynch by the end of the week 28 June 2024 regarding attendance and participation on the Board. [Completed, he has resigned.](#)

G. Review election of board – cannot hold two positions at one time. [Completed. This was resolved with an amendment to the June Board Meeting which restated the Board members that would serve as officers. This amendment was submitted and approved via email by the Board of Directors.](#)

H. Feasibility study of Zoom to be presented at December meeting. [Assigned to Connie Hitchcock and Kathy O'Connor](#)

Current:

- The gazebo in Pine Valley has been power washed and re-stained. Review of the wood structure revealed no repairs were needed at this time, as is in good condition.

- A glitch in the QuickBooks software resulted in the third quarter dues needing to be mailed out. It was initially thought an updated version of QuickBooks would be needed, but the issue was resolved, and fourth quarter dues have been emailed without an issue.

- Chip sealing of Oakmont Loop and Oakmont Lane has been completed, along with sealcoating of the cul-de-sac in Inverness Court, and the north cul-de-sac of Pine Valley Loop. With the building of a home on Pine Valley Court, that cul-de-sac will be seal coated next summer when the home is completed.

- Tamarack Meadows Update – Schellinger Construction has started working on the infrastructure while it awaits the imminent water approval from the Meadow Lake County Water and Sewer District. Schellinger Construction's goal is to have the water and sewer lines installed before winter sets in, and the ground freezes. They plan to start on roads in the early spring, then continue work on the other conditions of their preliminary plat approval, prior to submitting their request for final plat approval.

Pete Glee reported JD Thinning has submitted a new contract for the 2024 winter season. Pete Glee is seeking input from other subdivisions regarding the use of a molasses-based snow melt. Pete Glee was asked to seek bids from hotels and conference centers in the valley who could offer a zoom option for the annual meeting. Pete Glee will report his findings at the December meeting. James Ablett has directed Pete Glee to actively seek replacements for the three directors who have resigned this year by placing information on the web page and mail chimp. The Zoom portion of the meeting was shut down at 10:51 due to no participation.

**MOTION:** Dave Wood moved to approve the manager's report as reported and Kathy O'Connor seconded. Motion carried.

4. Finance Report Update – James Ablett reported the MLHOA is carrying an accounts receivable balance of \$4,234.31 (\$4,074.67 principle) remaining on the \$11,469.22 due from SAHA with respect to the 2023 drainage issue. The 50% deposit of \$615.00 has been made towards the updated reserve study to be done later in the fall. Oakmont Lane/Loop was chip sealed in June 2024 and the north cul-de-sac of Pine Valley Loop and Inverness Court were seal coated in late August. These costs show as an “in and out” on the Statement of Profit and Loss, as they were funded from reserves.

**MOTION:** Kathy O'Connor moved to approve the financial report as reported and Dave Wood seconded. Motion carried.

#### 5. Other Standing Committee Reports:

##### A. Architectural Review Board (ARB)

**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 ARB's 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.

**Current Update:** The ARB has spent a significant amount of time drafting 4 proposals to be submitted at this meeting.

**2. ARB Members** – Linda Jarrendt, Connie Hitchcock, Bill Milner and Sam Iraggi.

##### **3. New Construction Completions** –

a. There are three completed home construction projects:

- **Anderson Home.** Lot TH-145, 248 Gleneagles Trail
- **Wick Home.** Lot R-60, 117 Oakmont Loop
- **Newsome Home.** Lot S-01, 1045 St. Andrews Drive.

##### **4. New Constructions Active** –

a. There are currently three home construction projects that are awaiting completion and ARB approval of final landscaping:

- **Bogan Home.** Lot TH-68, 359 Gleneagles Trail. Home exterior is completed. Landscaping work is being finalized.
  - **Joern Home.** Lot TH-050, 143 Gleneagles Trail. Home exterior is complete. Landscaping approval review October 9, 2024.
  - **Rossiter Home.** Lot TH-137, 346 Gleneagles Trail. Home exterior is complete. Landscaping approval review September 25, 2024.
- b. There are currently three home construction projects underway.
- **Wood Home.** Lot R-16, 273 Pine Valley Court – Project phase 1 – construction of bridge nearing completion. Home start date at that time.
  - **Catt Home.** Lot TH-065, 339 Gleneagles Trail- Project started and is going well.
  - **Wuellenweber Home.** Lot TH-060, 277 Gleneagles Trail Project started and is going well.
- 5. There are currently three home projects that have expired:**
- **Chvilicek Home.** Lot TH-069, 365 Gleneagles Trail – Expired.
  - **Dannic.** Lot TH-58, 253 Gleneagles Trail – Expired.
  - **Stetar Home.** Lot TH-062, 301 Gleneagles Trail – Expired.

Submitted by Pete Glee – General Manager

**MOTION:** Kathy O’Connor moved to approve the ARB report as reported with the correction of adding Lara Shortall to the list of members and Dave Wood seconded. Motion carried.

## **B. Beautification, Improvement and Maintenance (BIM)**

### **Thin and trim**

- A lot of residents took advantage of this wonderful service. A few residents said that they were motivated to clean up their properties. Once they got started cleaning, they realized how much actually needed to be done.
- It has been discussed that the event will not have the same budget for 2025. BIM would like to encourage the Board to understand the impact this event has had, and **to be consistent** so residents know it is an annual event.
- BIM and Social Committee need to be more specific about what trimmings will be accepted. i.e., not cutting down trees.
- The Thin and Trim event most likely aided in the residents being motivated to do a Spring clean-up, thus resulting in BIM sending out fewer letters, less time driving around for the first inspection, and not as much to follow up on on the second drive around.  
*Measurable: the number of letters sent out this year was 92 vs 165 in 2023.*

### **Number of Letters sent out vs previous year.**

- BIM has created great awareness, education, and consistency that it appears the residents now know what is expected, that there is a committee watching, and that they will be held responsible.
- There did not seem to be as many disgruntled people calling in to the HOA to discuss the letter they received, only needing clarification.

### **Drive arounds, Revised forms, Letters.**

- **Drive arounds** are very time consuming (a minimum of 8 hours just for the street-side of the properties for the first drive around). Homes backing up to the golf course BIM did not get to all of the properties, it would require at least a minimum of another 8 hours. It is quite challenging to match up the addresses from the back of the homes (even with a map). There may have been a couple letters accidentally sent to the wrong address.
  - We discussed how to remedy these issues. Work in progress
- **Form sheet** was used this year to simplify what had to be written. There are common issues that can simply be circled “weeds on right side of driveway” “dead bush” “pinecones and sticks” “weeds on right hand side of driveway,” etc.
- **Letters** - Mass emails will be sent out regarding CC&R’s, Vacant Lots clearing of dead-fall for fire mitigation in the Spring to remind residents of what is expected. Warning letters will continue to be revised as needed.
- **Email address for Mail Chip/from Pete’s computer:** When Pete sends out an email it comes from his address of [hoamanager@ml-hoa.com](mailto:hoamanager@ml-hoa.com) It was discussed to look into updating the name to Meadow Lake HOA manager to help people see that it is from Meadow Lake and not spam, and hopefully open and read the email.
- **Serial Offenders** – will be sending pictures and a warning on the FIRST letter. These are the same properties year after year. A stronger message needs to be communicated.

### **Buildings 1-4:**

- Removal of dead old junipers/Mugo pines looks amazing. Additional wood chip mulch around buildings creates a fresh well-maintained appearance! Thank you! What a wonderful way to enter into Meadow Lake!

### **Noxious weeds**

- Continue to be an issue. Pete working to possibly find a new contractor. Spraying did not seem to be done on a timely basis and during the most critical times. In the long run, the lack of weed mitigation can end up costing the community more.

### **Flower Baskets at the Entrance**

- Pete will communicate to Biggies when to take baskets down for each seasonal change out. BIM is still responsible for the Spring and Fall baskets (artificial flowers that can be used each year) Biggies is responsible for the Summer and Christmas baskets (real plants)
- BIM input continues to try and create awareness of keeping properties well maintained. Most recent input included information on trimming bushes and trees. Useful information since there was substantial winter kill.

### **Ongoing Projects that have not had much attention:**

- Lamp posts
- Knocked over utility boxes. If there are some that really pose a safety hazard, attention needs to be given.

### **Need additional volunteers to join BIM.**

**MOTION:** Kathy O'Connor moved to approve the BIM report as reported and Dave Wood seconded. Motion carried.

### **C. Social Committee – No Report**

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

Talos Security started patrolling on July 1, 2024. The contract with North Star was not renewed. This change worked out well for North Star and MLHOA, as they were down to three officers, and basing out of the Polson/Ronan area their response time would have been almost an hour. They had not been able to develop any more clientele in this end of the valley.

The Talos Security team appear to be doing a good job and response time is quick. The next two pages are examples of the reports they submit with each event.

Please remember emergency calls still go to the 911 call center, and MLHOA violations should be called into Talos Security at 406-890-9900.

Respectfully submitted, Pete Glee, General Manager

**MOTION:** Kathy O'Connor moved to approve the COPS report as reported and Dave Wood seconded. Motion carried.

**6. Pavement Markings** – Pete Glee discussed marking of the 30 speed bumps that are currently in Meadow Lake. Costs have risen considerably since last year. The paint that has been used is not lasting. Pete Glee will set up the painting of speed bumps for next year now in order to be placed early on the schedule.

**7. Meadow Lake North Request** for Additional Snowplowing Reimbursement – Pete Glee discussed the 2022-2023 snow removal contract with JD Thinning and unknown to MLHOA or the MLN HOA JD Thinning double billed for the roadways. MLN HOA is requesting the double billing be split between the two HOA's which is \$3,435.00. or \$1,717.50 for MLHOA.

**MOTION:** Kathy O'Connor motioned that a payment of \$860.00 be sent to MLN HOA as a "good will" payment and Dave Wood seconded. Motion carried.

**8. Review and approve Annex A and Annex B of the Strategic Plan -**

**MOTION:** Dave Wood motioned to approve Annex A and Annex B of the Strategic Plan as presented and Kathy O'Connor seconded. Motion carried.

**9. Discuss and Action** of two timeshare openings on the Board of Directors. Pete Glee will place a notice on mail chimp and the MLHOA web site.

**10. Joern Appeal Request** for Doggie Station Relocation – Discussion was held regarding the history of the doggie station, is it in the right of way, where else it could be relocated to.

**MOTION:** Dave Wood motioned to deny the request to move the doggie station and Kathy O'Connor seconded. Motion carried.

**11. Anderson Appeal Request** Regarding Porch Swing – Discussion was held regarding whether the swings distract from the property and do not align with the neighborhood's aesthetic. The Board agreed to allow the request with the following conditions:

**MOTION:** Kathy O'Connor motioned to the allow the swings with the below listed conditions and Dave Wood seconded. Motion carried.

- a. Replace the existing chains with completely black ones to furth reduce their visibility and better match the homes aesthetic.
- b. Permit the storage of the swings out of view and only hang them when in use during the nicer months.

**12. Road Maintenance Projects for 2025** – moved to the 12 December 2024 meeting.

**13. ARB New and Major Construction Application Fee**

**MOTION:** Dave Wood moved to Update the Meadow Lake Building Standards ARB Application Review Fee for new construction and major rebuild project in Tamarack Heights to \$750.00 and Kathy O'Connor seconded. Motion carried.

**14. ARB Road Protection Deposit (Refundable) Change**

**MOTION:** Kathy O'Connor moved to update the Meadow Lake Building Standards setting the refundable road damage deposit for new construction and major rebuild project in Tamarack Heights to \$1,500.00 and Dave Wood seconded. Motion carried.

**15. ARB New Road Impact Fee (Non-refundable) – New Fee**

**MOTION:** Dave Wood motioned to create a nonrefundable Road Damage Impact Fee of \$1,000.00 for all new building and major remodel projects within the Meadow Lake HOA and for that fee to be deposited into the Road Reserve fund. The documentation of the Meadow Lake Building Standards and the Tamarack Heights Community and Building Standards are to be updated to reflect this new fee and Kathy O'Connor seconded. Motion carried.

**16. ARB New/Major Remodel Construction Plan Certification Requirement** – moved to the 12 December 2024 meeting to allow Dave Wood to research further.

**17. Feasibility study of Zoom Annual Meeting due in December** – Pete Glee to research hotels/conference centers in the Flathead to ascertain if anyone has the capability of providing the service.

**18. Reviewed Board Meeting Schedule for 2024-2025.**

**19. James Ablett brought forward for discussion the current involvement of the MLHOA office for dead/dying trees in the community.** The MLHOA office will maintain a list of companies that provide services for deal/dying trees and work directly with the contractor for removal.

**20. James Ablett adjourned the meeting** at 1:02 and David Wood seconded. Motion carried.



## ACTION ITEMS

1. Pete Glee -Finalize snowplow contract for 2024 and 2025.
2. Pete Glee - Solicit bids from hotels/conference centers in the area that would be able to handle a members annual meeting via zoom.
3. Pete Glee – Seek replacements for the three directors who have resigned this year by placing information on the web page and mail chimp.
4. Pete Glee – Add Lara Shortall to the ARB Committee documents.
5. Pete Glee – Set up the painting of speed bumps for next year now to be placed early on the schedule.
6. Pete Glee – Issue check to ML North for snowplowing reimbursement.
7. Pete Glee – Update Annex A and B and forward it to members of the board.
8. Pete Glee – Communicate with Mr. Joern regarding his request to the board for removal of the pet station.
9. Pete Glee – Communicate with Mr. Anderson regarding his request to the board for a swing set.
10. Pete Glee – Update the Meadow Lake Building Standards ARB application review fee and forward it to ARB members and board members.
11. Pete Glee – Update Meadow Lake Building Standards setting the refundable road damage deposit and forward to ARB members and board members.
12. Pete Glee – Update Meadow Lake Building Standards creating a nonrefundable road damage impact fee and forward to ARB members and board members.
13. Pete Glee – maintain a list of companies that will furnish dead/dying services.