



**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
Barb Riley, Secretary

Dave Wood, Director
Patrick Malone, Director
Jim Keesling, Director
Pete Glee, General Manager

Board of Directors Meeting Minutes – Draft
Thursday, 12 December 2024 at 10:00 am
MLHOA Office

Attendance: Board Members James Ablett, Kathy O'Connor and Jeff Brodie were present in the MLHOA Office. Dave Wood was absent but gave his proxy to Jeff Brodie. Pete Glee and Ann Stephens were present as well as Barb Riley, Patrick Malone and Jim Keesling.

CALL TO ORDER: James Ablett called the meeting to order at 10:00 and asked if there were any changes to the agenda. James added two items to the agenda to be discussed later in the meeting.

PUBLIC COMMENT: James called for public comment. There were no public comments.

Information:

1. President's Report – James Ablett

Discussion and Action:

2. Approval of Minutes of previous meeting of 24 September 2024. Barb Riley questioned the quorum from the meeting of 24 September 2024. James Ablett provided input from the By-Laws regarding the Board of Director meetings quorum. Jim Keesling asked for clarification on the security contract which Pete Glee updated.

MOTION: Kathy O'Connor moved to approve the minutes of 24 September 2024 and Jeff Brodie seconded. Motion carried.

James Ablett recognized Jeff Joern, a late ZOOM attendee. Mr. Joern asked the Board of Directors to reconsider his request to have the pet station in front of his house moved to another location. After discussing the board asked Pete Glee to contact Kyle Schellinger, the developer of Tamarack Meadows, if the pet station

might be moved to the open space on Schellinger property. Also discussed was the mailbox area on Gleneagles not being cleared of snow and the post office not delivering mail because of snow. Pete Glee will contact the snow plowing contractor to make sure snow is removed in a timely manner at all mailbox stations. Pete Glee will also address the concrete pad at the mailbox station on Gleneagles in the spring for possible replacement.

3. Open Positions on the Board of Directors. A Special Board Meeting of the Directors was held on 11 December 2024 by James Ablett in accordance with Article II, Section 2 of the Bylaws of Meadow Lake Country Club Estates Homeowners Association Inc. dated 15 October 2004 to fill three vacant board member positions. See attached “Special Board Meeting – 11 December 2024”. Members appointed are Barb Riley to fill the time share position ending in 2025, Patrick Malone to fill the time share position ending in 2026 and James Keesling to fill the at-large position ending in 2027. Pete Glee will contact the members that were not appointed, thank them for their interest and remind them they could submit their application in April of 2025.

MOTION: Kathy O’Connor moved to approve the nominations from the special board meeting of 11 December 2024 and Jeff Brodie seconded. Motion carried.

4. Manager’s Report Action Items from 24 September 2024 and Current Updated for 12 December 2024

1. Pete Glee -Finalize snowplow contract for 2024 and 2025. **Completed**
2. Pete Glee - Solicit bids from hotels/conference centers in the area that would be able to manage a members annual meeting via zoom. **To be completed by Board Meeting**
3. Pete Glee – Seek replacements for the three directors who have resigned this year by placing information on the web page and mail chimp. **Completed**
4. Pete Glee – Add Lara Shortall to the ARB Committee documents. **Completed**
5. Pete Glee – Set up the painting of speed bumps for next year now to be placed early on the schedule. **Completed – Road areas with speed bumps, scheduled for maintenance will be painted when work is finished.**
6. Pete Glee – Issue check to ML North for snowplowing reimbursement. **Completed**
7. Pete Glee – Update Annex A and B and forward it to members of the board. **The initiatives and goals remain unchanged from the previous year.**

8. Pete Glee – Communicate with Mr. Joern regarding his request to the board for removal of the pet station. **Completed**
9. Pete Glee – Communicate with Mr. Anderson regarding his request to the board for a swing set. **Completed**
10. Pete Glee – Update the Meadow Lake Building Standards ARB application review fee and forward it to ARB members and board members. **Completed**
11. Pete Glee – Update Meadow Lake Building Standards setting the refundable road damage deposit and forward to ARB members and board members. **Completed**
12. Pete Glee – Update Meadow Lake Building Standards creating a nonrefundable road damage impact fee and forward to ARB members and board members. **Completed**
13. Pete Glee – maintain a list of companies that will furnish dead/dying tree services. **Completed**

Manager's Current Update:

- CC&R's Update - The CC&R Committee would like to thank all homeowners/timeshare owners who have submitted their voted ballots. The Committee is working on getting the last 80 votes that are needed to ensure the CC&Rs do not expire. Contact the MLHOA if you have questions or need a ballot.
- An issue with the online (website) dues payment has surfaced. Our system is being bombarded by illicit transactions that do not get approved, but each one generates a transaction email back to Diane Craft (bookkeeper). In two days, there were over three hundred attempts. These were all attempts to pay a random amount of MLHOA dues. The names, properties, and amounts were always bogus. There have been no attempts to charge the MLHOA's checking account. Diane and I are working with Clover (our First Interstate, third party online payment processor), Treasury Banking, and Eric Iverson (Extima Creative) to resolve the issue.
- The snow removal contract with JD Thinning has them using Molasses Salt (ice melt), which replaces sand from previous years. While the tonnage cost of this product is greater than sand, it should prove to be more effective in reducing ice buildup on the roads. It has been successfully used at Iron Horse and Lion Mountain, as well as other areas in the valley. Other reasons for trying this product include it will not be necessary to sweep/vacuum up the sand, and Biggy's will not have to clean the sand out of the landscaping adjacent to the roads, which is a large cost savings. If this product is found to

not work as well, or it becomes too costly, the MLHOA can revert to just sand.

- The cul-de-sac in Pine Valley Court will be seal coated this next season. It was skipped last season as a home project had started.
- The BIM Committee and I are reviewing the landscaping contract for next year. Biggy's has provided the service for several years and have submitted a proposal for the next two years. Biggy's was asked to detail what they do in each area they service. This breakdown has helped greatly to evaluate what services are required.
- Utility Boxes - In response to the number of cable boxes that are damaged throughout Meadow Lake, I have completed an onsite evaluation and mapped 21 locations for maintenance. These will be turned into CenturyTel with the request that these boxes receive maintenance.
- With the recent heavy snow several trees and bushes have been damaged. Three trees in Pine Valley Park came down and have been cleaned up. Owners will be notified
- Tamarack Meadows Update – There has been a lot of activity with Schellinger Construction installing water and sewer infrastructure. Their goal was to have all that done before the onset of winter and ground freezing. Work has tapered off with the onset of cold weather and the ground is freezing up. They plan to work on roads in the early spring with the goal of mid-June completion.
- Discussion was held regarding the logistics and cost of providing a ZOOM option for attending the annual meeting. Pete Glee reported Cedar Creek Lodge in Columbia Falls has 2 rooms which can be rented totaling \$500.00 for 4 hours, use of media is \$75.00, water and coffee will be invoiced at \$5.00 per person attending. They have projection equipment, an 8-foot screen and fiber optic service connection. Summary utilizing both rooms, media liquid refreshments would be around \$1,075.00 plus 20% gratuity for the staff setup. The Glacier International Hotel (location of previous annual meetings) can provide projection equipment, a 10-foot screen, they have upgraded their internet with Wi-Fi capabilities. The use of the media was included in the room charge. The cost would be the same as last year, \$200.00. Barb Riley volunteered to help Pete Glee with Zoom interface. Jim Keesling voiced his opinion that the current billing problem should be handled by the bank, not the MLHOA. Jim Keesling also asked for clarification of the sunset clause in the CC&R's.

MOTION: Barb Riley motion to accept the manager's report as reported and Jim Keesling seconded. Motion carried.

5. Finance Report Update – James Ablett reported there was not a lot to note for this period or the year to date. The MLHOA continues to transfer to the monthly reserve savings account \$6,300.00, deposit has been made for the Reserve study, Oakmont Lane/Loop chip seal was completed, north cul-de-sac of Pine Valley Loop and Inverness Court were seal coated. The 2023/2024 speed bumps/paintings expense accounts are not comparable being the 2023 fiscal year work was conducted in June of 2023 and what to be the 2024 fiscal year work was done in July of 2024 (falling into the 2025 fiscal year).

MOTION: Barb Riley motioned to approve the final report as reported and Patrick Maloney seconded. Motion carried.

6. Other Standing Committee Reports:

A. Architectural Review Board Report for Board Meeting

The Architectural Review Board (ARB) – The 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 is waiting on a decision from the Board regarding the **ARB New/Major Remodel Construction Plan Certification Requirement**.

1. **ARB Members** –Linda Jarrendt, Lara Shortall, Bill Milner and Sam Iraggi.
2. **New Construction Completions** –
 - a. There are two completed home construction projects:
 - **Joern Home.** Lot TH-050, 143 Gleneagles Trail.
 - **Rossiter Home.** Lot TH-137, 346 Gleneagles Trail.
3. **New Constructions Active** –
 - a. There is currently one home construction project that is awaiting completion and ARB approval of final landscaping:
 - **Bogan Home.** Lot TH-68, 359 Gleneagles Trail. Finishing of project is delayed till spring.
 - b. There are currently three home construction projects underway.

- **Wood Home.** Lot R-16, 273 Pine Valley Court – Project phase 1 – construction of bridge is complete. Phase II and III of project are on hold.
 - **Catt Home.** Lot TH-065, 339 Gleneagles Trail- Framing of walls has begun.
 - **Wuellenweber Home.** Lot TH-060, 277 Gleneagles Trail- Framing is going well – walls are up and roof is on.
4. There is one home project that was approved but has not been started. The Owner/Builder knows if not started by May 2025, the application expires, and the project would need to be resubmitted. He has the property listed for sale.
- **Negu Properties.** Lot R-4, 728 Seminole Lane

Discussion was held regarding the landscaping on Lot A-15 regarding weeds, lack of water, hydro seeding. This will be addressed again in the spring. Barb Riley asked what the status was of Lot R-15, Pete responded that the owner would address the future of building in the spring.

MOTION: Barb Riley moved to approve the ARB as reported and Kathy O’Conor seconded. Motion carried.

B. BIM Quarterly Report for Board Members Meeting on December 12, 2024

BIM Annual and Recurring Projects:

- Thin and Trim

As mentioned in September’s update to the Board–this is a fantastic event that jump kicks the cleanup season. It appeared to make a measurable difference in the number of warning letters that BIM sent out. Please keep this event in the budget.

- Entry Baskets

BIM and Biggies have worked out who takes care of the four seasons change out of baskets. Winter baskets will have a “winter theme and not so much a Christmas theme” thus allowing the winter baskets to stay up longer without being in violation of the holiday decorations needing to be taken down by January 15th.

- Drive Arouns / always trying to improve the efficiency / letters and correspondences to residents

- Updating / Reviewing Community Standards Document

- Negotiating / Reviewing Biggies Contract with Pete for any input

- Community Newsletter inserts / trying to keep the Community Standards top of mind for residents

- Noxious Weeds

Ongoing Projects that need attention:

Lamp Posts/leaning/photocells malfunctioning and

Knocked over utility boxes

James Ablett asked why the MLHOA was paying for hand watering of the baskets, Pete explained the golf course shut off the water to the baskets for a short time and they needed to be watered. Barb Riley asked why the general membership does not have input concerning the Community Standards.

C. Social Committee Report

Patti Singer has put together 15 new Homeowner Bags. She received the names of homeowners that should be receiving them and contacted them. Many are out of town and will not be returning until next summer. At this time Patti has handed out one and left three at the HOA office to be handed out when they stop by.

The packages include:

Satin Hands Set donated by JoAnn Cate

Huckleberry Taffy or Jelly

2 complimentary drink coupons for Meadow Lake Bar & Grill

Assorted documents from the HOA

We are considering adding BUNKO into our calendar of events in January & February.

JoAnn Cate continues to do a monthly newsletter. This has been going for two years now. Information and pictures are always welcome!

Our committee consists of Carrie Wick, Kathy Joern, Patti Singer, Heidi Hart, Shannon Schardt, Lisa Powell and JoAnn Cate.

MOTION: Barb Riley motioned to approve the social committee report as presented and Kathy O'Connor seconded. Motion carried.

D. Community Operations and Protective Services (COPS)

For the winter months, especially if your home is empty for any length of time, here are some suggestions:

1. Have someone regularly check on your home, making sure the heat is on, no broken pipes, flyers on front doors, and that all doors are locked and secured.
2. Have your driveway regularly cleared, as this obviously makes the home look occupied.
3. Make sure all exterior hoses were disconnected, gutters were cleaned, and downspouts were working properly.
4. If you have exterior cameras, make sure they are working properly.

The Talos Security team appear to be doing a good job and while recordable events have been few their response time has been quick.

Starting on October 1st, per contract they are only patrolling once per day at random times. They will start back with two patrols per day on May 1st. There have been no recordable events for the months of October and November.

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

MOTION: Barb Riley motioned to approve the COPS reports as reported and Jim Keesling seconded. Motion carried.

7. Speed Bump Signage – An email was received from member Brian Sorenson regarding lack of signage for speed bumps. Pete was assigned the task of soliciting bids for one sign, double sided announcing speed bumps.

8. Road Maintenance Projects for 2025 – Pete Glee presented the Board with proposed road maintenance projects for 2025, based on the Road Reserve Study. He also presented three areas where repairs were needed. He had tentative bids for two of the areas and was asked to secure a bid for the third area.

9. ARB – New/Major Remodel Construction Plan Certification – This item was tabled from last meeting for more discovery. The objective of the motion is to relieve the MLHOA of the responsibility and liability in the review and approval of every building or major remodel project within Meadow Lake. Jim Keesling will work with the ARB on the disclaimer verbiage to be submitted to the homeowner when building or remodeling.

MOTION: To require a complete set of all construction and site drainage documents, stamped by a certified engineer effective 1 January 2025. These plans must include all construction and site drainage aspects of the project, and the cost is to be paid by the owner/builder of the project.

Kathy O'Connor motioned to approve MOTION and Barb Riley seconded.
Motion carried.

10. Feasibility study of ZOOM Annual Meeting – discussed in Manager's Report.

11. Selecting of Nominating Committee – Jeff Brodie, Cindy Cook and Sam Iraggi have agreed to be the Nomination Committee for the 2025 election.

MOTION: Barb Riley motioned to approve the nomination committee as presented and Kathy O'Connor seconded. Motion carried.

12. Selection of Board Secretary – Barb Riley offered to serve as secretary of the Board.

MOTION: Kathy O'Connor motioned to accept Barb Riley as secretary of the board and Jim Keesling seconded. Motion carried.

13. Review of Board Meeting Schedule 2024-2025.

14. Adjournment

MOTION: Motion was made to adjourn the meeting at 1:05pm and approved.

Manager's Action Items from 12 December 2025

1. Discussion with Kyle Schellinger to move pet station onto common area belonging to Schellinger.
2. Contact the snowplow contractor to make sure all mail box areas are cleared of snow to allow mail carrier access to boxes.
3. Address concrete pad on Gleneagles mailbox area.
4. Contact all members not appointed to the board of directors, thank them and remind them they can submit their application in April for the next election.
5. Continuing work on ZOOM access at annual meeting.
6. Solicit bid for sign, double sided announcing speed bumps.
7. Solicit bid for repair work at intersection of St. Andrews Drive and Spyglass Hill Way.

Special Board Meeting – 11 December 2024

The Special Board Meeting was called to order at 10:00am in the MLHOA office by James Ablett in accordance with Article III, Section 2 of the Bylaws of Meadow Lake Country Club Estates Homeowners Association, Inc. dated 15 October 2004.

James Ablett, Jeff Brodie and Dave Wood were present in the MLHOA office. Kathy O'Connor was on ZOOM. Pete Glee and Ann Stephens were present from the MLHOA office.

The Special Meeting was called to fill three vacant board member positions.

MOTION: Kathy O'Connor motioned to appoint Barb Riley to fill the time share position ending in 2025 and Jeff Brodie seconded. Motion carried.

MOTION: Kathy O'Connor motioned to appoint Patrick Malone to fill the time share position ending in 2026 and Jeff Brodie seconded. Motion carried.

MOTION: Jeff Brodie motioned to appoint James Keesling to fill the at-large position ending in 2027 and Dave Wood seconded. Motion carried.

MOTION: James Ablett motioned to adjourn the meeting at 10:37am and Dave Wood seconded. Motion carried.