



**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  
Tuesday, 26 March 2024, 10:00 am  
MLHOA Office**

**Attendance:** Board Members Steve Spotts, Kathy O'Connor, Jeff Brodie, Connie Hitchcock, and James Ablett were present in the MLHOA Office. Lynn Zanto and Lance Lynch were absent. Pete Glee, Heidi Hart, and Ann Stephens were present at the MLHOA Office. Two members were able to connect to ZOOM.

**CALL to ORDER:** Steve Spotts called the meeting to order at 10:00 and asked if there were any changes to the agenda. No changes noted.

**PUBLIC COMMENT:** No public comments.

**Information**

1. **President's Report** – Steve Spotts welcomed everyone in the office and those on Zoom. Steve reported there was a high cost for snow plowing this year and the board would be looking for alternatives for next year. Steve noted there were several large potholes on St. Andrews and Spyglass Loop which will be repaired depending on contractor availability.
2. **Public Comments** – There were no public comments.

**DISCUSSION and ACTION:**

3. **Approval of minutes of previous meeting of 13 December 2023 with noted change.**

**MOTION:** Connie Hitchcock moved to approve the minutes of 13 December 2024 and Kathy O'Connor seconded. Motion passed.

4. **Manager Update and Action Items from 13 December 2023 meeting.**



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**ACTION:** Road Reserve Study should be forwarded to board members and the BIM. **Completed and discussed at workshop.**

**ACTION:** Update on status of reimbursement from SAHA for their portion of the drainage on St. Andrews. **SAHA only paid a portion of what they were invoiced. Follow-up letter to be sent.**

**ACTION:** Finance Committee to hold a meeting in January to discuss stabilization account. **The Board of Directors held a workshop regarding Road Reserve funding and the next budget.**

**ACTION:** Pete Glee will contact 3 or 4 web designers in the valley who design web sites and report back to the board. **I have contacted three website designers. One will meet via ZOOM to discuss the scope of new website. One will review just making changes to current website. The third one has not responded to the request. Estimated cost for a new website has ranged from \$5,000-\$10,000. The meadowlakemontana.com domain's website landing page has not been repaired yet.**

#### **Current Update:**

**Mailboxes for Gleneagles Trail -** The Postmaster has taken the position that the 3 owners whose mailbox location had remained at the CBU installation on the corner of Tamarack Lane and Meadow Lake Drive, will stay there. A formal request letter will be sent to the Postmaster requesting a reconsideration of her decision.

**Snow Removal Contract -** The snow plowing for this season is winding down. With the type of snow season this year, costs for sanding have been high. Other options for ice control will be looked at for next year, as well as reaching out to other contractors.

**Road Reserve Study –** Association Reserves has provided the MLHOA with an updated the Road Reserve Study. With maintenance costs having gone up roughly

220%, the impact on the current level of funding has taken a dramatic hit as will be noted by the financial report at this meeting.

**Drainage on St. Andrews-** As reported at the December Board meeting, Vacatia/MLDC has paid their portion of the St. Andrews Drive Drainage Project. SAHA reviewed the project and determined that they would only pay one-third of the total project, which was \$4,000 less than what was allocated to them as their portion.

**Tamarack Meadows development** – The MLHOA has not received any official update at this time as to the progress of the Schellinger development called Tamarack Meadows. However, the DNRC has started the 60-day public comment period, regarding approval of the new well that was drilled to help support this development.

**Road Maintenance** – The Road Reserve Study’s maintenance timeline suggests some items that are due for maintenance this year. These roadway areas will be reviewed, and bids obtained, for submission to the Board to approve. As the temperature warms the potholes that have developed will be temporarily filled, until they can be patched.

**Road Sign Replacements** – There are some old and/or damaged road signs that will be replaced this year. One new sign that is proposed that will replace the large speed limit signs at the entrances of Meadow Lake is a sign that will incorporate warnings for speed limits, and speed bumps. It will be a smaller sign than the current 24X36 sign and will alleviate the need for the costly double speedbump signs and posts at each speed bump. The current speedbump signs will remain.

**Office:**

1. Ann Stephens continues to work 3 days per week, and Diane Craft, our bookkeeper continues to work Wednesday’s.
2. A new wi-fi router has been installed, so should greatly improve the response from the network of computers and printers.
3. The office has been receiving several calls and visits from timeshare owners seeking information regarding their ownership. They have expressed frustration at not being able to find someone to talk with regarding their

timeshares, and or make reservations. There isn't an onsite Owner Services Department, where these owners could turn to.

Submitted by Pete Glee, General Manager

5. Other Standing Committee Reports:

a. James Ablett reviewed his extensive report. James noted an approximate \$12000.00 surplus. The Road Reserve recommendations particularly noted the marked increase of 221% increase in replacement costs. Additionally, given the age of the road system, a likely high cost, in excess of \$1,200,000.00, is predicted for the early 2030s. A financial workshop with the board members was held on 20 March 2024. It was noted that the current MLHOA fee structure has been in place for the last 2 years (\$720.00/year). The Reserve study has recommended a 25% increase in the road reserve portion of the fees for the next 5 years to meet predicted likely demands for repairs. To try to plan for these needs as well as general operating needs his recommendation is to increase MLHOA assessments to \$780.00 per year which includes an increase of Road Reserve funding by 26% (\$39.00) and an increase in general operating fees of 3.68% (\$21.00). This would result in total assessments rising from \$720.00 annually to \$780.00 annually, an overall increase of .33% per unit. A discussion of other items to cut or reduce in the budget was conducted but no cost savings identified. The board unanimously agreed with the recommendations.

Paul Jaspar recommended making the Road Reserve available to the public, and this was agreed to.

MOTION: The budget as proposed was approved unanimously by the Board with a Motion by Kathy O'Connor and a second by Jeff Brodie. Motion passed.

The budget as approved by the board will be presented at the annual meeting 1 June 2024 for member approval.

A huge appreciation was extended to James Ablett for all the work he put in on this report!

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&R's), 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 Completions –

A. There was 1 completed home construction projects:

Pignataro Home. Lot S-03, 100 Inverness Court. Home project completed.

4. New Constructions Active –

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

Wick Home. Lot R-60, 117 Oakmont Loop. ARB members met with the Wick's and two members of the Meadow Lake North HOA Board (Lachenmaier and Connelly). Carrie Wick updated the group on proposed plans to the front natural areas of their property to meet MLN HOA guidelines and will submit final plan for approval.

Bogan Home. Lot TH-68, 359 Gleneagles Trail. ARB met with Doug Bogan to review a proposed relandscaping plan to resolve cement reveal and planted areas. Doug Bogan will submit the final plan for approval.

Joern Home. Lot TH-050, 143 Gleneagles Trail. Home exterior is complete. Landscaping will be finished in the spring.

Rossiter Home. Lot TH-137, 346 Gleneagles Trail. Home exterior is complete. Landscaping will be finished in the spring.

Newsome Home. Lot S-01, 1045 St. Andrews Drive. The home exterior is complete. The ARB is awaiting finish of reveal on back deck of home.

c. There are currently two home construction projects underway.

Anderson Home. Lot TH-145, 248 Gleneagles Trail. Projected completion is June 6, 2024. Exterior completion review, end of March.

Wood Home. Lot R-16, 273 Pine Valley Court – Project phase 1 –construction of bridge and utility work progressing. Home start TBD.

Stetar Home. Lot TH-062, 301 Gleneagles Trail – Approved with conditions. Project start date by end of March.

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

Chvilicek Home. Lot TH-069, 365 Gleneagles Trail – not submitted yet.

LaChance Home. Lot R-56, 248 Oakmont Loop – not submitted yet.

Dannic. Lot TH-58, 253 Gleneagles Trail – not submitted yet.

Catt. Lot TH-065, 339 Gleneagles Trail - not submitted yet.

5. New Remodels/Repair/Painting and Re-landscaping –

Cate Home. Lot Z-11, 562 St. Andrews – install of generator.

6. Completed Remodels/Painting – None

Submitted by Stephen Spotts – ARB Chair

Steve Spotts will be resigning from the ARB effective 30 June 2024. His contributions to the committee over the years are greatly appreciated.

No other major issues have been identified. Report was approved by the Board as presented.

c. March 2024 BIM Report for the Meadow Lake Board

The BIM committee recently received a resignation from their “Fall Chairman” Patty Eppelsheimer.

We have two new members: Jeff Brodie and Mary Liberatore.

Committee members as of today: Malinda Iskiyan, Jeff Brodie, and Mary Liberatore with the help of Ann Stephens.

The Committee met on Tuesday, March 5, 2024, to kick off the Spring season.

Items discussed:

Thin and Trim June 8th-16th (two weekends to allow people more time to clean up their yards)

Steve Liberatore proposed his debris pick up schedule so that he can be most efficient with his time and equipment.

He is going to draft a notice that can be emailed to let residents know what day they should expect a pickup.

MLHOA/BIM will send out letters to owners letting them know of upcoming plans.

## BIM Drive Around/Violation letters

The committee is working on rewording each letter to make it softer and more friendly and not so businesslike.

1. Vacant Lots – to be “parked out” and fire mitigation.
2. Letter 1 – making them aware of issues.
3. Letter 2- following up to make sure they have complied.
4. Letter 3 – fine letter

The drive around form has been revised to make it more user friendly.

First drive around mid-June

Second Drive around 30 days later

Important to educate/ remind residents of who BIM is and what the CC&R's are. Email blasts, include with billing, and Social Committee newsletter.

## BIM created the Spring Entrance Baskets

Respectfully submitted.

Malinda Iskiyan

The BIM report was approved as presented.

## d. Social Committee Report

The first part of January, Lisa Powell with help from Patti Singer put on a Winter Bonfire at Hucklebear Park. Participants could come for Hot Chocolate, visit, and skate or cross-country ski beforehand. There were about 28 participants in the event.

This June we will be assisting the BIM committee with Thin & Trim. We will be helping with the Continental Breakfast at the Lodge.

Patti Singer and Carrie Wick are taking over putting the New Homeowner's Welcome bags together and personally taking them to the owners as a more welcoming jester. Previously the homeowners were notified they could stop by the office and pick them up. We thought it would give new residents an opportunity to get to know where the office was but found many were not picking them up.

JoAnn Cate is still doing the Meadow Lake Happening's Newsletter on a monthly basis. If anyone has news they want to share, they need to get in touch with JoAnn by the 25th of each month.

We are currently meeting every other month due to a lack of activities during the winter months.

Respectfully Submitted,

JoAnn Cate

The BIM

The Social report was approved as presented.

**e. Community Operations and Protective Services (COPS)**

**Board Meeting March 26, 2024:**

North Star reported 6 recordable events from December 7, 2023, to March 18, 2024, were reported. These events represented Open Garage doors, suspicious vehicles or persons, vehicles parked overnight on the roads, people in Building #12 hot tub after hours, and packages at the front door of a residence.

Dogs off leashes continue to be a very difficult problem to enforce or resolve. Anyone having ideas as to how to better resolve this within the MLHOA's CC&R's and Community Standards is asked to share this with the office.

North Star Security two-year contract expires June 30, 2024. They have been contacted to negotiate a new contract. The company name and contact phone number remain the same.

Respectfully submitted, Pete Glee, General Manager

f. CC&R Committee



The current CC&Rs are due to expire in October of 2025. A recommendation to eliminate the expiration date was agreed upon. This action will require a majority vote of at least 75% of responding MLHOA members. The ballot will be mailed with return requested.

g. Web site – Awaiting Designer discussions/bids, cost to be determined, selection to be yet to be made,

6. The committee is proposing to increase construction contractor refundable road damage deposits, increase nonrefundable building and remodel application fees with a portion to Road Reserves, and a new Road Impact Fee. The fees would be designed to help offset road damage. After discussion it was felt by the Board that the proposal, while having merit, needed to be reworked, and was sent back to committee for later resubmittal.

7. Annual meeting 1 June 2024 at 1:00 at the Glacier International Lodge  
We need a quorum!

Barb Riley raised the issue of having this meeting available to Zoom. While it might increase attendance there can be no guarantee that would occur, and costs would be prohibitive. As well, the hotel probably cannot support the bandwidth required to do such a large Zoom meeting.

Additional efforts will be undertaken to try to increase attendance with reminder letters, email blasts etc.

6. MOTION: Kathy O'Connor moved to adjourn the meeting at 12:30 pm and James Ablett seconded. Motion carried.

Respectfully submitted,  
Jeffrey H. Brodie, Secretary  
Meadow Lake HOA Board

## **ACTION ITEMS:**

**ACTION:** Pete to continue working with web designers and report to the committee.

**ACTION:** Pete will work with Postmaster regarding three homeowners on Oakmont that were not moved to the new CBU's.

**ACTION:** Review snow contract for next year.

**ACTION:** Letter to SAHA regarding St. Andrews Drive Drainage Project.

**ACTION:** Maintenance of the roads for this year and fill potholes.

**ACTION:** Order new speed bump and speed limit signs for entrance areas.

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

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

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

Board of Directors Meeting Minutes  
Tuesday, 25 June 2024. 10:00 am  
MLHOA Office

Attendance: Board Members Jeff Brodie, Connie Hitchcock, Kathy O'Connor and Dave Wood were present in the MLHOA Office. James Ablett attended via zoom. Lynn Zanto and Lance Lynch were absent. Pete Glee and Ann Stephens were present at the MLHOA Office. Two members connected via zoom.

**CALL TO ORDER:** Kathy O'Connor called the meeting to order at 10:00 and asked if there were any changes to the agenda. No changes were noted.

**PUBLIC COMMENT:** Barb Riley requested permission to discuss issues as they were presented on the Agenda, Kathy O'Connor agreed.

1. Vice-President's Report – Kathy O'Connor introduced Dave Wood as a new member of the Board of Directors.

**DISCUSSION AND ACTION:**

2. Approval of minutes of previous meeting of 26 March 2024.

**MOTION:** Jeff Brodie moved to approve the minutes of 26 March 2024 with noted changes and Connie Hitchcock seconded. Motion passed.

3. Manager Update and Action Items from March Meeting to include updates to Architectural Review Board (ARB), Beautification, Improvement and Maintenance (BIM), Social and Community Operations and Protective Services (COPS) committee reports. Connie noted that the members of web design committee should be Jeff Brodie, Kathy O'Connor and Connie Hitchcock as members and remove Lance Lynch. Pete will contact our current web provider to see if he can provide the updates that the web design committee has prepared.

Pete will prepare a letter to the Columbia Falls Post Office instructing them to move the last three owners whose mail is still being delivered to the old mailbox complex on Meadow Lake Drive.

Discussion was held regarding the current snowplow contractor and seeking new bidders.

**MOTION:** Connie Hitchcock moved to approve the Manager's report as presented and James Ablett seconded. Motion passed.

4. Security Contract Proposal and Approval – Pete presented two options for security in the Meadow Lake community. The first option was to continue with North Star or consider a new contract with Talos. There was a lengthy discussion on whether we need security, will the dues be increased, can the MLHOA use video cameras, and are patrols effective. Connie Hitchcock stated the evidence does not warrant patrols two times a day every day. Kathy O'Connor asked James Ablett what impact each option would have on the annual budget. James Ablett suggested the Board remove the Thin & Trim project from the budget to help fund security. The board discussed seasonal options for security.

**MOTION:** Kathy O'Connor moved to remove the Thin & Trim project from the budget for the 2024-2025 and move the funding to security. Jeff Brodie seconded. Motion carried.

**MOTION:** Kathy O'Connor moved not to renew the contract with North Star effective 30 June 2024 and Dave Wood seconded. Motion carried.

The Board discussed what they would like to see going forward regarding security coverage.

**MOTION:** Kathy O'Connor moved to have Pete Glee contact Talos Security to negotiate a contract that would include patrols two times a day during the months of May through September, with one of the patrols being after midnight and 1 patrol during the months of October through April. Connie Hitchcock seconded the motion. Motion carried.

Discussion: James Ablett presented his analysis of what funding would be necessary to support the security contract as presented above.

**MOTION:** James Ablett moved to increase the ownership dues to \$200.00 per month and Kathy O'Connor seconded. Motion carried.

5. Finance Report Update – There has been no financial report update since the annual meeting.

**MOTION:** Connie Hitchcock moved to accept the financial report as presented at the annual meeting and Dave Wood seconded. Motion carried.

6. Review and approve Annex A and Annex B –

**MOTION:** Kathy O'Connor moved to table Annex A and Annex B until the next board meeting and Dave Wood seconded. Motion carried.

7. Election of Board Officers – Pete Glee reported that Lynn Zanto has resigned her position as a time share representative.

**MOTION:** Connie Hitchcock moved to accept Lynn Zanto resignation and Jeff Brodie seconded. Motion carried.

Discussion was held regarding the attendance and participation of Lance Lynch on the Board. Pete Glee will contact Lance before the weekend for an update.

**MOTION:** Connie Hitchcock moved for Pete Glee to contact Lance Lynch and Jeff Brodie seconded. Motion carried.

Election of Officers –

President – James Ablett  
Vice President – Kathy O’Connor  
Secretary – Jeff Brodie  
Treasurer – Kathy O’Connor

**MOTION:** Jeff Brodie moved to accept the above officers and Connie Hitchcock seconded. Motion carried.

Pete Glee informed the Board that Lara Shortall has recently joined the ARB Committee.

**MOTION:** Kathy O’Connor moved to accept the appointment of Lara Shortall to the ARB Committee and Connie Hitchcock seconded. Motion carried.

8. Review current web site – a brief discussion was held with Connie Hitchcock reminding the Board that a report had been sent to the Board for review.

9. Review of Road Maintenance Projects for the Summer 2024 – Pete Glee updated the Board of the projects scheduled for the summer months to include all of Oakmont Lane and Oakmont Loop.

**MOTION:** Connie Hitchcock moved to accept the chip seal of Oakmont Lane and Oakmont Loop during the 2024-2025 season and Jeff Brodie seconded. Motion carried.

10. Feasibility Study of Zoom Annual Meeting – A feasibility committee was appointed to study and report back to the Board at the December 2024 meeting regarding the cost, support, and security of holding a Zoom meeting at the annual meeting. Members of the Zoom Committee are Jeff Brodie, Kathy O’Connor and Connie Hitchcock.

11. Review of Board Meeting Dates were discussed and approved

September 24, 2024

December 12, 2024

March 25, 2025

June 24, 2025

12. Jeff Brodie moved to adjourn the meeting at 1:40 and Dave Wood seconded. Motion carried.

## **ACTION ITEMS**

1. Correct minutes of 26 March 2024 to remove Lance Lynch from the web design committee and replace with Jeff Brodie.
2. 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 on Gleneagles.
3. Seek new snowplow contracts.
4. Let the North Star contract expire and negotiate a new contract with Talos for security.
5. Table Annex A and Annex B to the September Board meeting.
6. Discussion with Lance Lynch by the end of the week 28 June 2024 regarding attendance and participation on the Board.
7. Review election of board – cannot hold two positions at one time
8. Feasibility study of Zoom to be presented at December meeting.

Amendment to Board of Directors Meeting Minutes of  
Tuesday, 25 June 2024. 10:00 am  
MLHOA Office

Regarding: The Board of Directors on June 25, 2024, voted into office the following  
directors: President - James Ablett                      Kathy O'Connor – Vice President  
                         Kathy O'Connor – Treasurer                      Jeff Brodie – Secretary

Reason for Amendment: The Meadow Lake Country Club Estates By-Laws stipulates that no Board member can hold two offices at the same time and can't serve in the same office for more than two consecutive years.

The following motion was processed on July 9, 2024:

Dave Wood made a motion amending the slate of officers for the Meadow Lake Country Club Estates HOA to read as follows:

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

Kathy O'Connor seconded the motion.

Motion passed.

Submitted and attested to by Pete Glee, General Manager



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Connie Hitchcock, Secretary

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

Board of Directors Meeting Minutes  
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.





**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**  
**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 Malone 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-16, 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 Arouds / 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 1<sup>st</sup>, per contract they are only patrolling once per day at random times. They will start back with two patrols per day on May 1<sup>st</sup>. 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.