



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

James Ablett, President
xxxxxxxxxx, Vice-President (retired)
xxxxxxxxxx, Treasurer (term complete)
Barb Riley, Secretary

Dave Wood, Director
Michele Anderson, Director
James Keesling, Director
Pete Shortall, Director
Melanie Brooks General Manager

Board Meeting Minutes
Tuesday, 30 June 2026 at 10:00 am
MLHOA Office

ATTENDANCE: James Ablett, Jim Keesling, Barb Riley, Pete Shortall and Michele Anderson. Ann Stephens and Lara Shortall were in attendance and two members were connected via Zoom.

Call to Order: James Ablett called the meeting to order at 10:00am.

Public Comment

Information:

1. President's Report - James explained the lessons the board had learned on what the General Manager job consists of. With the help of Jim Keesling, Barb Riley and James, they went through the process of reading and eliminating over 50 applicants for the position of General Manager.
2. James welcomed new board members Michele Anderson and Pete Shortall to the board
3. James announced that the board had entered into a contract with Melanie Brooks, the new General Manager of the MLHOA. Melanie will start on the 1st of July 2026 with an annual contract.

4. James announced that board member Jeff Brodie had submitted his resignation effective immediately. The board will seek a replacement for the remaining term of Jeff's obligation. This will leave one board position vacant.

5. New Architectural Review Board (ARB) Committee members (Chris Catt and Jeff Joern) were approved with email motion from Patrick Malone, second by Barb Riley. Motion carried 7-0.

6. The Meadow Lake Building Standards document (Version 4.01.2026) was approved with email motion from Barb Riley, seconded James Ablett. Motion carried 6-0.

Discussions and Action:

7. Approval of Minutes March 17, 2026.

MOTION: Barb Riley motioned to approve the minutes as presented and Jim Keesling second. Motion carried.

8. Finance Report – James Ablett presented an updated financial report including transactions that had been processed since the MLHOA Annual Members meeting. James noted that Talos Security has not submitted an invoice for the last two months.

MOTION: Jim Keesling motioned to approve the financial report as presented and Michele Anderson second. Motion carried.

9. Standing Committee Reports – Lara Shortall, Chair of the ARB presented her report stating the committee is working on the ARB process documents and the website language and will run the final version past the board for verification. The Social Committee has requested the "Welcome New Residents Policy" be retired as it is impossible to deliver the welcome baskets in a timely manner. The policy will be retired, and the Charter will be reviewed. The committee has rebranded itself as a "Collective Committee" in lieu of a chairperson.

10. Social Committee Budget Request. The social committee has requested a \$1,000.00 budget for the year. The board agreed to fund one

event on a pilot basis with a \$200.00 to \$400.00 budget, to be pre-approved with a detailed plan before proceeding with additional events.

11. Events & Issues for Discussion/Address:

Short-term rental – The board discussed ongoing complaints about a VRBO rental property that can accommodate up to 19 people. After reviewing regulations and finding no applicable restrictions, the board agreed on a two-step approach: first, provide residents with a detailed explanation of their research findings, and second, facilitating a meeting with residents, the property owner and the security company Talos to establish proper protocols for addressing future noise complaints. The board clarified that while Talos should be the point of contact for noise issues, the county sheriff would serve as the appropriate escalation point if necessary.

Brush piles on golf course - The discussion on issues with the golf course maintenance area, particularly garbage container overflows and potential fire mitigation concerns regarding brush piles. The group discussed implementing a screening of the trash area similar to what was done for the fitness center and debated on whether to approach Tom Walters directly or pursue legal actions first.

Doggie waste stations – Doggie waste stations should be maintained frequently, with some board members noting that summer heat requires more frequent pickups to prevent odor issues, though specific frequency was not decided.

1018 St. Andrews – Lawn maintenance has been addressed by the BIM committee.

Complaints of offensive behaviors by golfers – to be discussed with the General Manager and addressed at the same time as brush piles and the trash can.

12. Moved to in camera session scheduled later in meeting.

13. ARB Communications – The board agreed to set up a separate MLHOA email address for the ARB chair. The board discussed the

ARB committee, clarifying that it is a review committee for construction and renovations work that makes recommendations to the board. Michelle Ireland, Schellinger, has been asked to submit her application for the ARB.

14. Search for new board member – The board will recruitment new members through the newsletter and the web.

15. Election of New Officers for 2026-2027

MOTION: Barb Riley made a motion to elect Jim Keesling as President and Michele Anderson second. Motion carried.

MOTION: Michele made a motion to elect Barb Riley as Vice President and Jim Keesling second. Motion carried.

MOTION: Jim Keesling made motion to elect Pete Shortall as Secretary and Barb Riley second. Motion carried.

MOTION: Jim Keesling made a motion to elect James Ablett as Treasurer and Barb Riley second. Motion carried.

16. Bank Signing Authorization – Discussion focused on updating bank signing authorities as the MLHOA President is currently the only remaining signing authority. It emphasized the need for at least two additional signers to ensure proper control over financial transactions. Discussion was held regarding the process of adding new signers, including creating a board resolution and updating signature cards at the relevant banks and credit unions. The board also discussed dormant accounts at Whitefish Credit Unions and considered strategies for managing deposits across different institutions to optimize insurance covers and interest earnings.

17. Orientation Plan for the General Manager – continue with specialized meetings with the board on a one-on-one meeting.

18. Set Board Meeting Schedule – The board will post the new board schedule for the upcoming year on the web, bulletin boards and The Happenings.

19. The board moved to the in-camera sessions 12:07. The board reconvened at 1:46pm.

21. Adjournment – The board motioned and adjourned at 1:49.

ACTION ITEMS

1. Barb Riley to contact second attorney regarding variance wording in CC&R's. Action item from 9 December 2025.
2. Jim Keesling will draft a paragraph for the newsletter seeking a replacement board member and a thank you note on road construction.
3. Barb Riley will contact Talos and invite them to the Ribfest on 19 August 2026.
4. Jim Keesling and Pete Shortall will work with Melanie Brooks to compile information and set up a meeting with Tim and Gerlinda Waters (golf course) regarding fire mitigation, trash, and offensive behavioral issues of golfers.
5. James Ablett to contact LC Staffing to inquire about the status of finding replacement for the bookkeeper.
6. Jim Keesling will work with Melanie Brooks to get a quote for the Pine Valley Loop common area cleanup, from Biggy's and TD Thinning.
7. Set up a separate email address for the ARB Committee
8. Prepare document for bank signatures to update bank signing authorities, and take it to the banks (First Interstate, Parkside, Whitefish Credit Union)
9. MLHOA office to retire "Welcome New Residents Policy" and review Social Committee Charter
10. Jim Keesling will work with Melanie Brooks to review current contacts for the MLHOA.

11. Pete Shortall will write a one-page information document regarding the ARB. Jim Keesling requested Pete also add a paragraph introducing the MLHOA.

12. Melanie Brooks will review and recommend new office policy, technology updates and communication documents.