

MEADOWBROOKE HOA  
BOARD OF DIRECTORS MEETING – MARCH 21, 2019  
MEETING MINUTES

Attendance:

Walter Wilkinson, President  
Mary Raborn, Treasurer  
Shea Hicks, Secretary  
Diana Cameron, Representative  
Stewart Hillis, Representative

Meeting called to order at 11:00 am by Walter Wilkinson

Approval of minutes from last meeting. Walter asked for an approval. Diana Cameron made a motion to approve the minutes, Mary Raborn seconded the motion. Approved.

1. FINANCIAL REPORT – Treasurer Mary Raborn, reported the following information.
  - a. Balance in the checking account per the last bank statement was \$13,431.45
  - b. Outstanding Bills - Flathead Electric \$52.00  
Bear Creek Excavating – 12/30/18 to 02/05/19: \$1650.00  
02/08/19 to 02/28/19: \$2475.00
  - c. Total snow removal cost as of 02/28/19: \$4125.00 (\$4900.00 at this time last year)
  - d. CD balance remains the same at \$15,652.28
  - e. Deposited since last bank statement. \$8925.00
  - f. Thirty of the 46 properties have paid their annual assessments.
  - g. Income taxes are ready to be signed next week.

There is still some confusion as to who is authorized to have access to the Montana Secretary of State for annual reporting information. Mary spoke to the agency and they stated that they spoke to Walter Wilkenson, President of the HOA and he had the necessary information. However, Walter stated he has not been notified by anyone from the Secretary of States office. Mary will contact them again to verify they have the correct contact information for Walter.

Stu made a motion for approval of the Financial report: Second by Diana. All approved.

2. OPEN ISSUES

- a. CC&R violations; sending out of violation letters. Letters will be mailed out on March 22, certified with a return receipt.
- b. Latest building plan submittal. A current property owner in Meadowbrooke Subdivision has submitted home building plans for Architectural Review, however, a completed site plan was not submitted. Upon review of documents it was discovered that the property owner drilled a water well in the wrong location on their property and did not obtain prior approval for a site plan modification from the Montana Department of Environmental Health (MDEH). Review of the plans is now on hold until approval and documentation is received from MDEH regarding the placement of the water well. Upon receipt of MDEH's recommendations, a completed site plan with all necessary information per the HOA CC&R's will be required for submittal along with the house construction plans to Jackola for the Architectural Review.

In relation to this particular incident with the Meadowbrooke property owner, the BOD discussed the possibility of preparing a pre-construction guideline for property owners who are beginning the building process on their property. All though the HOA CC&R's provide all of the necessary information for owners, it appears that a specific and simple outline of what property owners are required to complete and submit to the HOA and Jackola for Architectural Review is needed.

- c. Latest gate INFO. Stu Hillis would like to submit a bid for the construction of the gates that will be required at both entrances of the Meadowbrooke Subdivision. Details of design and materials were discussed. Stu will work on a proposal and submit at a future meeting.
- d. Update on road resurfacing. A new proposal was received from Asphalt Doctor. To apply a single coat of asphalt on the three side roads would be \$8145.00. A double coat of asphalt on the main road would be \$21,937. Total cost of \$30,082.00. Asphalt Doctor requires a \$10,000.00 down payment before work begins. The BOD will attempt to obtain a couple other proposals for the work.
- e. Landscape committee activity. Shea suggested that the equipment at the pond should be turned back on to begin bringing the water level back up in the pond. Stu stated that it would be better to wait until the ice begins to break up before the equipment is turned back on.

### 3. NEW BUSINESS

- a. Mail delivery in the subdivision has presented some ongoing problems. Mail delivered to the wrong address; outgoing mail not being picked up every day; and most recently a several day lapse for any mail delivery. Several members have contacted the Postmistress in Kila, but the problems continue to happen. It was suggested that members can contact our U.S. Congressman and report the mail delivery problems. Stu Hillis stated that he has a contact who may be able to offer some advice and assistance.
- b. Shea asked the BOD if we should address the issue of some non-compliant structures that have been built in the subdivision without prior approval. Walter stated that we should probably look at the cases on an individual basis.

Next meeting for the BOD will be April 11<sup>th</sup> at Shea Hicks's home at 3:00 pm.

Walter made a motion to adjourn the meeting at 12:08 pm. Diana seconded. All approved