

**MEADOWBROOKE HOA**  
**BOARD OF DIRECTORS MEETING**

**August 25, 2020**

Attendance:

Walter Wilkinson, President  
Bob Alvarez, Vice President  
Diana Cameron, Secretary (via phone)  
Wendy Blankenship, Treasurer  
Jerry Wiech, Representative

Meeting called to order at 2:37pm by Walter Wilkinson

1. **FINANCIAL REPORT** – Treasurer Wendy Blankenship reported the following:

a. **Operating Checking Account**

Balance as of August 2020: \$21,019.02

Bills paid – Flathead Electric (auto pay) \$70.

Shea Hicks \$10.10 (reimburse postage expenses 6/2019-7/2020)

Marion Fire Auxiliary \$35.00 (rental of Marion Fire hall for annual meeting 8/6/2020)

Bookkeeping AA \$107.75 (bookkeeping services June, July, August 2020)

Ending balance: \$20,796.17

b. **Road Maintenance Account**

Beginning balance as of August 2020 - \$22,575.00

No activity on account.

Ending balance Road Maintenance Account: \$22,575.00

Wendy stated that all lots have paid 2020 dues as well as 5 owners that had late fees, except for 1 lot, which is still outstanding and has not paid their assessments in a few years. Wendy will contact the bookkeeper and get a current outstanding balance on that account, including finance charges and will update the lien which is already in place on lot. Diana stated that she would like to see additional line items added to the Treasurer's report which states what the amount in the Road Maintenance Account includes as well as what the current outstanding receivables amount is. Wendy clarified that it would be a separate line for dues amounts, late fee amounts and outstanding receivables amount. Walter agreed this would be a good thing to add to the report. Wendy suggested that the report be included as part of the BOD meeting minutes that are posted to the HOA website and board members agreed. Diana also stated that she would like to see all reports provided by the bookkeeper for the annual meeting and Wendy said she would get those emailed out to the board members. Wendy also let the board know that she had spoken to realtor Bobbi Jo White, who sent letters out to the Meadowbrooke owners for interest in selling their property. Bobbi Jo said that she had sent 50 letters and Wendy let Bobbi Jo know that there were only 42 owners within the Meadowbrooke subdivision. Wendy said she would be happy to go over the list with Bobbi Jo; however, Bobbi Jo never got back in touch. Diana Cameron made a motion for approval of the Financial report: Seconded by Walter Wilkinson. All approved.

2. **OPEN ISSUES**

- a. **New Construction Guidelines:** Walter will contact Jackola to get a checklist from them of exactly what plan documents they require for construction plan review. The BOD will prepare a specific checklist that will be included with the Pre-construction Guidelines document that will then be posted on the HOA website. Diana requested something that shows the lot numbers and property addresses within the HOA. She said it does not necessarily need to have the owner's name on it. Wendy stated that she thinks she already has something that has that information and if not will prepare a spreadsheet with that information and will get it out to the board

members. Diana stated that she did respond to the property owners of Lot 29 and let them know we do not have a checklist yet, and referred them to CC&Rs Article VII paragraph 3 that calls out the requirements regarding the plans they need to submit for ARC approval. Walter stated that he responded to property owners of Lot 4 regarding their questions on dormer/porch pitch. Board members agreed that the required 6:12 requirement as stated in the CC&Rs would not apply to dormers/porch roofs as long as architect/draftsman confirms pitch on proposed plans will handle snow loads. Walter asked board for their input on the owner's additional inquiry regarding the 50' easement on sides of property. Owners were considering building a well house around an existing well which is very close to property line with Lot 5 (well was put in by Plum Creek). The board members agreed that we need to adhere to CC&Rs. Diana will notify Lot 4 owners of board's decision regarding the 50' easement and dormer/pitch requirements.

- b. Sale of sprayer: Board agreed to send out a notice to HOA members to see if anyone is interested in submitting a bid for the HOA sprayer which is no longer being used in the spraying of noxious weeds, especially since not all members were in attendance at the annual meeting where the sale was proposed. Walter will draft an email to go out to members for submitting bids, with a deadline for submittal being 9/30/2020. Walter suggested that BOD receive bids by mail and that we hold a bid opening and invite a couple of HOA members to be in attendance to avoid any question of favoritism. At this point, only 1 member has submitted a bid for the sprayer.
- c. Hiring of Civil Engineer: Walter will take on finding a Civil Engineer as suggested by Stu Hillis at the HOA annual meeting. Walter will discuss with the prospective contractor what are the HOA options on chip seal vs seal coating and which would be more cost effective and the long term feasibility of those options. Walter has already spoken to 3 contractors who all said money is better spent to chip seal. Walter will also verify what potential cost will be for engineering survey before proceeding with contractors services.

### **3. NEW BUSINESS**

- a. Enhancement of communication to HOA members: Bob stated that he has some ideas for the HOA newsletter and would like to take on that project. Board discussed increasing frequency of the newsletter to better communicate with members and decided that it will now be bi-monthly rather than quarterly. Bob and Walter had the suggestion to allow members to submit questions or concerns to the BOD via email and those can be addressed in the newsletter. The board members agreed this was an excellent idea and will hopefully be able to address concerns that have come up from a couple of HOA members before they create division in the HOA. The board agreed to continue to post BOD meeting minutes on the HOA website with the addition of the treasurer's report. Walter also stated that with COVID-19 restrictions easing, the BOD can get back to our quarterly open meetings for members to attend. Wendy stated that would be the October 2020 meeting if the BOD wants to get back to the schedule we were on prior to COVID lockdown.
- b. Bids for snow plowing: Walter will talk to Tyler Belston to see if he is interested in bidding for the HOA snow plow contract and make sure he has liability insurance and is bonded. Walter will also contact Joe @ Bear Creek Excavating to let him know he will need to submit a bid for the coming season. Wendy will try to contact Tim @ Lost Creek Hardscape to see if he is interested in submitting a bid; and will also try to find out who Spencer Hale's parent's HOA uses for their snow plowing.
- c. Approval of minutes from last meeting. The BOD reviewed the minutes for the annual HOA meeting held August 6, 2020, which were prepared by past Secretary Shea Hicks. Walter had a couple of sections he wanted worded differently and Diana had a couple of punctuations she wanted corrected. Wendy Blankenship moved to approve the edited annual meeting minutes, seconded by Bob Alvarez. Board members approved.

Jerry Wiech made a motion that we adjourn the meeting. Walter Wilkinson seconded the motion. Approved.  
Meeting adjourned 4:48 pm

Next BOD meeting will be held on September 17, 2020 at 2:30pm

**Meadowbrooke HOA Board Meeting**

**August Treasurer's Report**

**August 25, 2020**

**Operating Checking Account:**

**Beginning balance July 2020: \$21,019.02**

**August Paid:**

Flathead Electric	70.00	(auto pay)
Shea Hicks	10.10	(reimburse postage expenses 6/2019-7/2020)
Marion Fire Auxiliary	35.00	(rental of Marion Fire hall for annual meeting 8/6/20)
Bookkeeping AA	107.75	(Bookkeeping services June, July, August)

**Ending balance: \$ 20,796.17**

**Road Maintenance Account:**

**Beginning Balance July 2020: \$22,575.00**

**August: NO ACTIVITY**

**Ending Balance \$ 22,575.00**

**45 Lots paid @ \$500.00 per lot = \$22,500.00**

**5 Lots late fee @ \$15.00 per lot = \$ 75.00**

**Outstanding Receivables (1 Lot unpaid for multiple assessments; includes late fees and finance charges) = \$1,573.29**