

MEADOWBROOKE HOA  
BOARD OF DIRECTORS MEETING

September 17, 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 2:30pm by Walter Wilkinson

Approval of minutes for BOD meeting on August 25, 2020. Wendy made a motion that the minutes from the August 25, 2020 meeting be approved. Diana seconded the motion. All BOD members approved. Diana will post to the HOA website along with the applicable Treasurer's report for August 2020.

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

a. **Operating Checking Account**

Balance as of September 2020: \$20,796.17

Bills paid – Flathead Electric (auto pay) \$78.00

Pending – Jackola Engineering \$102.18 (create construction checklist for HOA; Barr prelim. plan review)

Deposit - \$285.00 (Barr plan review fee)

Ending balance Operating Checking Account: \$20,900.99

b. **Road Maintenance Account**

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

No activity on account.

Ending balance Road Maintenance Account: \$22,575.00

Wendy let the BOD know that we had received an invoice from Jackola Engineering and that the HOA had been billed for the requested preconstruction checklist that was requested in order to prepare the guidelines for construction that the BOD has been working on. The invoice also included a small charge for Barr plan review. The BOD discussed if this was going to be a regular occurrence and that clarification on what the HOA will be charged needs to be established. Diana said that she will contact Ned Halling at Jackola and ask for clarification on charges and whether this invoice constitutes complete charges for Barr plan review or is a partial invoice. Wendy stated that she will make sure to track charges for any HOA member's plan review to ensure that either a refund is issued to the member if total charges do not total the requested \$285.00 plan review fee or if any additional monies need to be collected from the member. BOD reiterated the importance of plans being submitted to BOD be reviewed for completeness before being submitted to Jackola to ensure that additional charges are not accumulated on behalf of the member. Wendy informed the BOD that she will be filing an extension of the lien on the property that was in arrears for non-payment of annual dues. Diana made a motion to approve the Treasurer's report. Bob seconded the motion. All BOD members approved.

2. **OPEN ISSUES**

- a. New Construction Guidelines: The New Construction Guidelines that the BOD have been working on have been completed and all BOD members agreed that they are ready to be posted on the HOA website. The BOD

agreed that this will hopefully help members who are planning to build in the future with having the CC&Rs pertaining to building all on one document. Jerry mentioned that he thought we should be sure to include “outbuildings” on item #6 of the guidelines and Diana said she would add that before posting to the website. Diana had notified the BOD members a week or so prior to this meeting that she had been contacted by HOA members who were requesting information on building and whether they could go ahead and put in a road to their building site. Diana, after consulting with the other BOD members, referred the property owners to the CC&Rs and let them know the BOD was currently working on a guidelines document and would send them that when it had been finalized by the BOD, and that they could put the driveway in. Walter asked Diana if she had heard anything more from the members after sending the response. Diana said she had not heard anything more, but would be sure to email the property owners the guidelines now that they had been approved by the BOD. Walter stated that there have been 11 lots sold this calendar year in Meadowbrooke, with most of the buyers planning to build in the coming year. Wendy let the BOD know that Lot 42 did close escrow as scheduled and that Lot 12 is scheduled to close escrow on Sept. 18, 2020.

- b. Sale of sprayer: Walter asked if any bids for the sale of the sprayer had been received. Wendy stated that there had been no bids received as of this date in the HOA mail. BOD members agreed that we will leave the date open for receiving sealed bids until the open BOD meeting scheduled for October and that any bids up to the beginning of the meeting will be accepted. Any bids received will be opened at the open meeting and the sale awarded to highest bidder.
- c. Snow Plowing: Walter contacted Joe with Bear Creek Excavating to let him know he would need to submit a bid for the upcoming winter for snow plowing. As of the date of this meeting, no bid from Bear Creek has been received. Walter also spoke to Tyler Belston regarding plowing and whether he would be interested in submitting a bid. Tyler has approximately 15 years experience plowing and does have liability insurance. He does plow for other HOAs as well as commercial plowing. Tyler has submitted a written bid. Walter will follow up with Bear Creek to try and get a written bid and had told him that bid must be received prior to Oct. 15, 2020. Wendy stated that she will try and get a hold of Tim with Lost Creek Hardscape who plowed for the HOA in the past and did a good job and see if he is interested in bidding for the upcoming winter. BOD agreed that they have no issues with an HOA member being awarded a bid for services as long as they have gone through the same process and requirements as any other interested business. The snow plowing bid will be awarded during the October open BOD meeting.
- d. Civil Engineer: Walter spoke to Alrick Hale who works for Knife River. He told Walter that in his opinion, Plum Creek did not do a very good job on the Meadowbrooke roads; the mix they used was too dry and has too many cracks than what it should. A seal coat will take care of seams for about a year, but then will seep down and will not hold up very long; maybe 2 to 3 years. In his opinion, hiring a Civil Engineer will not give the HOA many answers as they will put too many qualifiers to do any good or give the HOA a direction that would be most cost effective. He recommends continuing to seal cracks until HOA has accumulated the money to do overlay. Going with chip seal will most likely be a minimum of \$120,000.00, but will last 10 to 15 years. Seal coat would most likely be a minimum of \$40,000.00 and only last 3 to 4 years at the most. BOD discussed the pros and cons between chip seal and seal coat and Bob wanted some clarification on what has already been done.

### **3. NEW BUSINESS**

- a. Site plans to be submitted: Walter stated that there are still 3 property owners that the BOD is aware are wanting to start construction as soon as possible that have not submitted plans for review. Walter has spoken to one of those members who may possibly wait until spring. Wendy stated that she has been in contact with the owners of Lot 4 and their plans should be coming anytime. The third HOA member who had seemed quite anxious to get started at the annual meeting, have not been in contact, so BOD isn't aware of where they are with the process. Diana stated that she would be sure to email them a copy of the construction guidelines. Walter stated that he had recently attended the Libby Amish auction and spoken to the company that built his log home. They

have heard from an additional HOA member with questions on their log homes, who the BOD wasn't aware was looking to build in the near future.

- b. Storing of site plans: Walter and Diana talked about how to store construction plans, especially since plans are now being submitted electronically. Diana's suggestion is to put them on a flash drive, which she can arrange with individual folders which pertain to each lot. All BOD members were ok with this mode of storage.
- c. Internal communications: Walter stated that he feels there is no need for dwelling plan submission emails to go to BOD members for any kind of approval. Diana will review that the plans submitted are complete and ready to go to Jackola for review and will CC BOD members when she emails to Jackola so that BOD members are aware of what is being submitted. Diana wanted clarification on what HOA communications she needs to forward to or include to BOD members. Walter directed Diana to continue to CC all HOA correspondence to BOD members.
- d. Montana Land Project – Walter brought up that Montana Land Project is now vested in the ownership of the lot they own within Meadowbrooke. Walter referenced a 2012 article which covered Montana Land Project's issuing over 1,000 letters to property tax delinquent property owners in Flathead County and their purchase of properties in tax auctions. The property owners have 3 years to pay delinquent taxes before Montana Land Project is vested in property and can sell the property themselves. Those required 3 years have passed with the Meadowbrooke property and there is a possibility that lot could go up for sale anytime.

Wendy made a motion that we adjourn the meeting. Walter seconded the motion. All BOD members approved.  
Meeting adjourned 4:24 pm

Next BOD meeting will be held on October 15, 2020 at 6:30pm MST at the Marion Fire Hall and will be an open BOD meeting with all HOA members invited to attend. Wendy will see that the fire hall is reserved.

Meadowbrooke HOA Annual Meeting

September Treasurer's Report

September 17, 2020

**Operating Checking Account:**

**Beginning balance September 2020: \$20,796.17**

**September Paid:**

Flathead Electric            78.00     (auto pay)

**Pending:**

Jackola Engineering        102.18     (create checklist for HOA, Barr plans review)

**Deposit:**                    285.00     (Barr plan review fee)

**Ending balance: \$    20,900.99**

**Road Maintenance Account:**

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

**September:        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**