

MEADOWBROOKE HOA  
BOARD OF DIRECTORS OPEN MEETING

November 20, 2020

Attendance: Board of Directors

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

Meeting called to order at 2:39pm by Walter Wilkinson

Approval of minutes for BOD meeting on October 15, 2020. Wendy made a motion that the minutes from the October 15, 2020 meeting be approved. Bob seconded the motion. All BOD members approved. Diana has posted to the HOA website along with the applicable Treasurer's report for the October 15, 2020 meeting as board members had also approved by email.

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

**a. Operating Checking Account**

Beginning balance as of November 2020: \$19,468.49  
Bills paid – Flathead Electric (autopay) - \$58.00  
Deposit - \$400.00 (sale of HOA sprayer)  
Ending balance Operating Checking Account: \$19,810.49

**b. Road Maintenance Account**

Beginning balance as of November 2020: \$22,575.00  
No activity on account.  
Ending balance Road Maintenance Account: \$22,575.00

Wendy stated that an invoice had been received from Jackola, which is on the agenda to discuss and she did not include that Jackola invoice on the treasurer's report since the billing amount needs to be resolved and will hopefully change. That is the only item outstanding as far as she knows and that to the best of her knowledge there is nothing else that will be coming up through winter except for snow plowing and Flathead Electric. Walter said that he would contact Tyler and ask him to bill for snow plowing more often than at the end of the season as has been done by the contractor in the past. Wendy asked Walter that when he speaks to Tyler, to also obtain a W-4 form for 1099 purposes. The board members commented on what a great job Tyler is doing on the plowing. Bob shared that he has received a couple of comments back from members on the great job and Walter said he would pass that on to Tyler. Wendy also let the board members know that the copy of the lien that had been sent to the applicable HOA member, had been returned by the post office. Diana made a motion to approve the Treasurer's report. Jerry seconded the motion. All BOD members approved.

**2. OPEN ISSUES**

- a. Continued monitoring of bear activity: Walter stated that the bear is still hanging around with fresh tracks still around. Bob said they had him in their yard a few nights previously. Walter said he should be going into hibernation soon. The board discussed that if the bear shows back up in the spring and seems determined to hang around for the summer again, we should consider calling FWP to have him relocated.

- b. Monitoring of road debris from construction sites: Walter stated that he had noticed some mud and debris being dragged out onto the roadway from Lot 13, which is currently under construction, but felt that it was a temporary problem due to the warmer weather and excessive moisture in the ground. Walter felt the problem would be resolved once the ground freezes again, but just wanted to note that it was something we needed to keep an eye on. Wendy let the board know that she did see that the contractor had put rock down along the drive before beginning construction as they had walked back there right after it was done. Walter also mentioned that with numerous members starting on construction or beginning infrastructure work on other lots around the development we would need to keep an eye and be sure those drives were correctly prepared so that debris wasn't brought out onto the roadways once work begins. Diana asked who is responsible to notify contractors or members if there is an issue with the property roadways during construction and Walter stated that the BOD would notify the members.

### 3. NEW BUSINESS

- a. December 2020 meeting: Walter stated that in the past the board has not held a board meeting because of the holidays. Walter wanted to know if the board agreed to skip a meeting in December or if anyone felt that we should go ahead and hold one. With nothing pressing going on that couldn't be handled by email or text, Wendy made a motion that the board not hold a meeting in December. Diana seconded the motion. All BOD members approved. The next BOD meeting will be held in January 2021.
- b. Weed control for 2021: Walter stated that we would need to start thinking about spraying of noxious weeds for next spring when the BOD reconvene meeting in 2021. The board discussed the excellent job done by the contractor last year and that we would seek to obtain a bid for spraying from him for the upcoming year. Walter asked Wendy to head up securing multiple bids. Wendy said she would work on contacting contractors from the list provided by the county weed abatement office in March for potential spraying in June. Walter mentioned that timing of spraying would be dependent on spring weather but wants to have the bid awarded and everything lined up when weather permits.
- c. Review of CC&Rs: Walter asked Wendy what her thoughts were for having this included on the agenda. Wendy stated that as the board has discussed looking at revising a couple of CC&Rs and sending them out to members to be voted on, she thought this would be a good time to start taking a look at doing that since there isn't much going on during the winter. The board discussed possible items to revise based on members expressing things they would like to see change. Bob asked if we wanted to take a survey from members. The BOD thought this would probably delay being able to make progress on the issue. Walter suggested that each board member take a look at what CC&Rs they thought would be good to put forth and come prepared to discuss the changes for the January 2021 meeting. The BOD members agreed this would be a good approach, especially since we already have an idea of specific items the members would like see changed. The BOD discussed that it would hopefully be a more positive outcome if we only tackle a few items at a time. Walter commented that with more members living in the development full time we will hopefully have a better response on voting. Wendy said that with 13 new owners during 2020, that will also hopefully help with responses. Walter asked that each BOD member come prepared with 1 to 3 CC&Rs and possible wording for the changes to the January meeting.
- d. Jackola plan review and fees: Wendy let the BOD know that an invoice was received from Jackola Engineering for October 2020 services. The invoice contained a line item charge regarding a phone call Diana made to Ned at Jackola to clarify and answer questions Ned had on the plan review for Eagan. Diana's phone log indicated that the phone call had only lasted 10 minutes, some of this time being spent waiting on hold for Ned. Diana had spoken to Ned previously to clarify phone call charges and Ned had informed her that the HOA would not be billed for phone calls which lasted less than 15 minutes. The board members all agreed that the HOA should not have been charged for the phone call, not mainly because the call lasted less than 15 minutes, but more to the point that it was to clarify information that Ned had already received with the plan submission. The board discussed that clarification needs to be established on charges from Jackola with the revised contract that is now

in place. Wendy expressed the thought that she would be open to looking into another firm for the architectural review process if issues with Jackola and their excessive charges cannot be resolved. The board agreed this might be a possibility, but Walter stated that he would like to see how Jackola handles our concerns regarding the current invoice and looking at changing providers can be a topic discussed in the future. Diana said that she will contact Jackola regarding the current invoice since she is the one who spoke to Ned in October and is also the one who received the phone call billing information from Ned. Wendy gave her the name of who specifically handles the billing for the HOA at Jackola so Diana could contact them directly.

Bob mentioned that he will be working on the next HOA newsletter that will go out in December and will welcome any suggestions of items to include in that newsletter. The BOD members mentioned a couple of items, which Bob noted and said he would let everyone know when it was ready for review. The BOD members let Bob know that he had done a great job on the last newsletter and to be sure to include the positive feedback received in the upcoming newsletter.

Meeting adjourned at 4:15 pm.

Next BOD meeting will be held on January 21, 2021 time TBD.

Meadowbrooke HOA Board Meeting

November Treasurer's Report

November 20, 2020

**Operating Checking Account:**

**Beginning balance November 2020: \$19,468.49**

**November Paid:**

Flathead Electric            58.00     (auto pay)

**Deposit:**                    400.00     (sale of HOA sprayer)

**Ending balance: \$    19,810.49**

**Road Maintenance Account:**

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

**November:        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) = \$1,585.24**