

MEADOWBROOKE HOA
BOARD OF DIRECTORS MEETING

March 17, 2022

Attendance: Board of Directors

Walter Wilkinson, President
Bob Alvarez, Vice President
Wendy Blankenship, Treasurer
Jerry Wiech, Representative

Meeting called to order at 5:09pm by Walter Wilkinson

Approval of minutes for HOA Open BOD Meeting on February 17, 2022. Bob made a motion that the minutes from the February 17, 2022 meeting be approved. Jerry seconded the motion. All BOD members approved. Minutes were previously approved by all BOD members by email and have already been posted to the HOA website along with the applicable Treasurer's report for February 2022.

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

a. Operating Checking Account

Beginning balance as of March 2022: \$11,789.53
Bills paid – Flathead Electric (autopay) - \$56.00 (Feb billing)
Marion Fire Auxiliary - \$35.00 (rental fire hall 2/17/22 open BOD mtg.)
In a Pinch MT - \$330.00 (snow removal for Feb 2022)
Bookkeeping AA - \$135.00 (prep 2021 tax return)
Jackola Engineering - \$246.28 (Ferraro plan review)
John Ferraro - \$26.78 (refund ARC deposit balance)
Deposit - \$26.78 (balance Quaife ARC plan review)
Ending balance Operating Checking Account: \$10,975.31

b. Road Maintenance Account

Beginning balance as of March 2022: \$33,455.00
Deposits: February 2022 - \$4,950.00
March 2022 - \$9,350.00
Ending balance Road Maintenance Account: \$47,755.00

Wendy reported that the HOA tax return had been completed, she had picked it up from the bookkeeper and mailed it on March 11, 2022. Wendy also reported that as far as she was aware there was just an invoice still to be received from the bookkeeper for annual dues invoice preparation. Wendy also reported that she had spoken with the contract weed sprayer and he was anticipating being out to spray the 1st or 2nd week of June. Bob made a motion to approve the Treasurer's report. Jerry seconded the motion. All BOD members approved.

2. OPEN ISSUES

- a. Progress receiving annual dues and reminder communication: Wendy reported that as of the board meeting, twenty-six (26) properties had paid their annual dues. Walter asked that an email be sent out to remind members of the April 1st deadline for payment. Board members agreed that the week of March 21st should be a good time frame for the email, giving members sufficient time to still get their payments in.

- b. Discussion and determination of procedures and communication for voting on Gopher gate entrance: The board members reviewed the letter prepared by Walter that will go out to HOA members with the ballot to vote on whether to lock the gate at the Gopher entrance or to leave it open. BOD members liked what had been put together, with a couple of suggested edits and discussed the time frame for voting. Walter suggested that the ballot go out and have the next open board meeting, which would be scheduled for May 19, 2022, as the deadline and to count ballots and announce the majority vote at that meeting. Wendy asked what date the board felt the ballot should go out and board agreed around the end of April. Wendy stated that since she will not be in state, nor have access to HOA email, she will prepare the draft and have it ready to go and Bob said that he will make sure it gets sent out. Walter stated that he would make the couple of changes suggested and send the final draft to Wendy. Board members agreed that ballots may be emailed, mailed or brought to the open board meeting in May.
- c. Construction update: Wendy reported that Lot 4 has started their construction and that an email had been received from the owners of Lot 30 and they have moved up their building timeline and are planning to start in May. Walter reported that he had spoken to the owners of Lot 14 and they thought it would now be in May that they began construction.
- d. Timing of next newsletter: Walter stated that with spring/summer arriving there were quite a few things going on that would warrant a newsletter going out in the next month or so. Bob suggested the following items should be covered in the newsletter: open burning season, driveways during construction, construction update, Gopher gate ballots/voting, noxious weeds, upcoming open board meeting in May and a community work day. Bob stated that he would start working on the newsletter and try to get it out by the end of April or 1st of May.
- e. Non-compliance issues: The board discussed current non-compliance issues in the community, mainly being driveway aprons and RV parking. Walter stated that he would like letters to go out to the three (3) properties that have completed construction and have not installed their driveway aprons. The fourth property that has completed construction has made efforts to get their driveway apron in last fall and had issues from the paving company and scheduling, so felt they do not need any letter as they had already notified board they would be making efforts this summer to get their apron in. Walter stated that his concern is that one (1) of the properties has plans to list the property for sale and wants to make sure that it is noted the property is non-compliant on their driveway apron. Wendy asked what time frame the letters should go out and Walter stated he would like to see them sent as soon as possible and at least by the 1st of April. Wendy also asked if the board was then wanting to separate the properties under construction from those already completed for members to go in together for better pricing and the board agreed that should be the objective.

3. NEW BUSINESS

- a. Community work day: Walter asked if the board felt we should hold another community work day and all agreed that we should. All thought June was an ideal time and discussed possible projects.

The board decided that with two (2) board members out of town most of April, there would not be a meeting held for that month. Walter made a motion that we adjourn the meeting. Bob seconded the motion. All BOD members approved. Meeting adjourned 6:55pm. The next BOD meeting will be the regular quarterly Open Board Meeting, May 19, 2022, 6:30pm @ Marion Fire Hall.

Meadowbrooke HOA BOD Meeting

March Treasurer's Report

March 17, 2022

Operating Checking Account:

Beginning balance March 2022: \$11,789.53

March 2022 Paid:

Flathead Electric	56.00	(auto pay)
Marion Fire Auxiliary	35.00	(rental fire hall 2/17/22 open BOD mtg)
In a Pinch MT	330.00	(snow plowing for Feb 2022)
Bookkeeping AA	135.00	(prep 2021 tax return)
Jackola Engineering	246.28	(Ferraro plan review)
John Ferraro	38.72	(refund ARC balance)
Deposits:	26.78	(balance Quaife ARC plan review)

Ending balance: \$ 10,975.31

Road Maintenance Account:

Beginning Balance March 2022: \$33,455.00

Deposits: February 2022 \$4,950.00

March 2022 \$9,350.00

Ending Balance \$ 47,755.00

2022-26 Lots paid @ \$550.00 per lot = \$14,300.00

2021-45 Lots paid @ \$500.00 per lot = \$22,500.00; 2 Lots late fee @ \$15.00 per lot = \$30.00

2020-45 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) = \$3,201.23