



## **Meeting Minutes**

**October 11, 2022 at 1pm – 2:33pm**  
**Location: Canoe Club Media Room**

Meeting of The Lakes Master Homeowners Association, Inc.

Meeting Facilitator: Missy Jonson

Board Members: Jennifer Harrell, Missy Jonson (President), Ted Muhlner (Secretary/Treasurer)  
Monterra Representative (Unassigned – Not Present) and Lela Newey (Not Present)

Attendees: Karley Connolly (Outgoing HOA Manager) & Maggie Penner (Incoming HOA Manager)

- I. Call to Order (Missy) 12:59pm
- II. Review and approval of meeting minutes: 6/29/22, 7/21/22 (Annual), 7/28/22 & 8/1/22  
*Jen motioned to approve. Missy seconded the motion, and all were in favor.*
- III. Maintenance Report (Tom) - NONE
- IV. HOA Manager Report (Karley/Maggie)
  - a) Manager Transition
    - a. IT Support
      1. Endpoint Utility Company has transitioned files over to OneDrive.
      2. Laptop was purchased.
      3. Establish board@lakeshoawhitefish.com email address
      4. Established [maggie@lakeshoawhitefish.com](mailto:maggie@lakeshoawhitefish.com) email address. Still need to get Maggie setup with her email account on the computer.
    - b. Association Vendor Communication
      1. The board requested Karley to put together a list of all vendors the association uses and what services/goods they provide. This information is in QuickBooks and can be easily obtained by Maggie.
      2. The board would like to have a face-to-face meeting with some of the association's key vendors, such as: Attorney, Accountant & Insurance Agent. Maggie will arrange these meetings at a later date.
  - b) Road Petition Committee (RPC) Update
    - a. City of Whitefish will be replacing the intersections of Portage Way & Tumblehome and the T-Intersection of River Lakes Dr the week of October 17<sup>th</sup>. The city provided the pacer rating for the streets in our neighborhood. (SEE ATTACHED) The RPC will be meeting to discuss further actions on October 20<sup>th</sup> at 11am.
  - c) Dog Signs – Stickers and signs have been installed. Stickers were vandalized & sign removed on Kallner path.  
*The board approved the replacement of the sign that was vandalized.*



d) Irrigation Leak Under Sidewalk Apron @ SE Corner of Voyager & Tumblehome



Tom discovered the leak and believed we need to remove the sidewalk to fix it. The City Public Works Department has advised us that their contractor is unavailable for the remainder of the year. They did advise that if we acquired our own contractor, they would reimburse us 50% of the cost. We are working on trying to partner with a contractor who is already building in the community to ensure this is done in a timely manner.

e) Ongoing Action Items (WIP):

- a. Stormwater Drainage MOU with City – Sent draft on 3/3/22 to City (Karin Hilding, Angela Jacobs & Craig Workman) and copied our attorney, Lindsey. In an unrelated encounter with Karin & Craig on 4/29/22, Karin said they are working on the agreement.
- b. Sidewalk Notices – Follow-up notices will be sent out to property owners with adjacent sidewalks that still need to be repaired.
- c. River Lakes Parkway Crosswalk @ Voyager – Will follow-up with the City in the spring.
- d. Update Basketball Hoops in Rules & Regulations – Pending Further Review; Waiting to ask PWK if they would be willing to install a B-ball hoop for use in the parking lot at the Smith Fields. No new update.

- e. Frequently Asked Questions & Community Survey – This is still a work in progress.
- f) Newsletter Suggestions
  - a. Introduction for incoming HOA Manager
- V. ARC Report (Bill) - NONE
- VI. Financial Report (Ted)  
The Board reviewed the financial statements and found them to be in good standing.
- VII. Old Business
  - a) Reserve Study – Proceed with reserve study update? See bid attached.  
Ted motioned to move forward with on site reserve study in spring of 2023. Missy seconded the motion, and all were in favor.
- VIII. New Business
  - a) Bank Signers
    - a. Add Signer: Maggie Penner will be added as a bank signer on all accounts at Glacier Bank and Whitefish Credit Union.
    - b. New Glacier Bank debit card to be issued with Maggie Penner's name on it.
    - c. Remove Signer: Karley Connolly will be removed as a bank signer from all accounts at Glacier Bank and Whitefish Credit Union.
    - d. See Meeting Minutes from July 28, 2022, for additional account changes.

The Board would like the manager to set up a meeting with the banks to get appropriate financial protocols in place.
  - b) Lawn Maintenance 2022 Season Review & Contract 2023  
The Board would like the manager to seek additional bids before moving forward with contract.
- IX. Open Forum – None
- X. Adjournment – 2:33pm
- XI. *Executive Discussion* – Did not take place.

Upcoming Meeting Schedule: November 3rd @ 10am