



Meeting Agenda

January 5th, 2023, at 10am

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 (Not Present)
(Secretary/Treasurer) and Lela Newey (Not Present), Gretchen Mason (Monterra
Representative)

Attendees: Maggie Penner (HOA Manager)

- I. Call to Order (Missy) – 10:14am
- II. Review and approval of meeting minutes: 12/01/2022
Missy motioned to approve. Jen seconded the motion, and all were in favor.
- III. ARC Report – None
- IV. Maintenance Report – None
- V. HOA Manager Report (Maggie)
 - a) DocuSign Account
 - a. For documents to be uploaded and sent in a batch it requires a \$65 dollar per month membership. Opted to send physical copy of Release of Liability our with 1st Qtr Dues.
 - b) Resident would like the BOD to review the snow plowing schedule. Resident recommended we consider neighborhoods rotate priority on a yearly schedule.
The BOD states that the current schedule allows maintenance to remove snow in key areas in a reasonable timeframe. A rotation of this schedule isn't needed. All were in favor of maintaining the current snowplow schedule.
 - c) Summer Employment
 - a. Aaron Besser is currently pursuing an engineering career but if no positions open up he is interested in working for The Lakes this summer.
 - b. Will move forward with job posting during the 1st quarter.
The manager will post on Craigslist, Facebook and Indeed and will revisit other site options as needed.
 - d) 2023 meetings with key vendors – Attorney, Accountant, & Insurance Agent

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. Irrigation Leak Under Sidewalk Apron @ SE Corner of Voyager & Tumblehome
 - 1. No update on any progress. Will plan on spring repair.

VI. Financial Report (Ted)

The manager will review questions regarding 2021 & 2022 HOA reserve funds and update the BOD at the next meeting.

The Board reviewed the November financial statements and found them to be in good standing.

VII. Old Business

- a. Vendor Communication – Attorney Meeting
- b. Financial Management Policy Review
 - i. Bank account transfer expense review.
- c. Ice Skate / Winter Lake Liability Release

VIII. New Business

- a. Financial Management Policy Final Approval

The BOD carefully reviewed the internal financial policy vs financial institution change and voted to approve the internal policy. Missy motioned to approve. Jen seconded the motion. All were in favor.

- b. Kallner Lane Resident Follow Up

The Board requests our attorney to follow up with the 2 responses to the cease & desist letter addressed to all residents on Kallner Lane.

- c. Road Petition Committee – Future meetings, action, and review of recent publicity.

The next meeting will be held on January 19th at 10:15am.

- d. Co - Secretary/ Treasurer

The manager will inquire if another BOD is interested and follow up at the next meeting.

IX. Open Forum – None

X. Adjournment – 11:26am

XI. *Executive Discussion – Did not take place.*

Upcoming Meeting Schedule: February 2nd @ 10am