



Meeting Minutes

November 3rd, 2022 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 (Secretary/Treasurer)
and Lela Newey, Monterra Representative (Not Assigned)

Attendees: Maggie Penner (HOA Manager)

- I. Call to Order (Missy) – 9:59 am
 - II. Review and approval of meeting minutes: 10/11/22 & 10/18/22 (Budget)
- Missy motioned to approve. Lela seconded the motion, and all were in favor.

III. ARC Report (Bill)

Status Update on Builds

1. Upcoming Builds (1)
2. Builds in Process (17)
 - 1) Lakes Lot #57 – Conditional ARC Approval. Next step Pre-Construction meeting.
 - 2) Village Lot #34 – Under Construction. Next step Framing & Window Review.
 - 3) Village Lot #72 – (Remodel) – ARC approved submission. Next step Pre-Construction meeting.
 - 4) Village Lot #81 – Under Construction. Next step Final Review.
 - 5) Lakes Lot #6 – Under Construction. Next step Trim Siding and Masonry review.
 - 6) Lakes Lot #14 – Under Construction. Next step Framing. & Window Review.
 - 7) Lakes Lot #24 – Under Construction. Final Review completed. Waiting for 3 items to be finished to close out.
 - 8) Village Lot #61 – Under Construction. Final Review completed. Waiting for sidewalk repair to close out.
 - 9) Lakes Lot #20 – Under Construction. Final Review completed. Waiting for 3 items to be finished to close out.
 - 10) Village Lot #37- Under Construction. Next step Trim, Siding & Masonry Review.
 - 11) Lakes Lot #16 – Under Construction. Final Review completed. Waiting for 2 items to be finished to close out.
 - 12) Red Eagle Lot #15 – Under Construction. Next step Final Review.
 - 13) Village Lot #50 – Under Construction. Final Review completed. Waiting for 2 items to be completed to close out.
 - 14) Lakes Lot #28 – Under construction. Next Final Review.
 - 15) Lakes Lot #42 – Under Construction. Next step Final Review.
 - 16) Lakes Lot #56 - (Remodel) – Phase 1 completed. Phase 2 to complete in 2024.

- 17) Red Eagle #7 – Under Construction. Final Review completed. Waiting on 1 item to be finished to close out.

3. Completed Builds (1)

- 1) Red Eagle Lot #11 - Final Review completed and Builder's Deposit returned.

4. Exterior Modifications (17)

- 1) Village Lot #65 Garage, Carport, and Access Modifications – ARC did not approve initial modification plan to add a carport and convert the garage to a room.
- 2) Lakes Lot # 59 Fence – Needs status update.
- 3) Cottage Lot #59 Landscape - To be completed in the Spring
- 4) Village Lot #32 Fence - Needs Final review
- 5) Village Lot #47 Addition – Approved concept. Waiting for plans.
- 6) Village Lot #43 Landscaping – Modified from original plan approved with the Build. Waiting for Final review.
- 7) Village Lot #73 Hot Tub – Conditionally approved. Waiting for the final plan.
- 8) Village Lot #76 Fence removal. Needs final review.
- 9) Village Lot #4 Landscape - Needs final review.
- 10) Village Lot #78 Landscape - Needs final review.
- 11) Village Lot #51 Fence, Landscape, and Patio – Under construction.
- 12) Red Eagle Lot #27 – Landscaping, Shutters - Needs status update.
- 13) Red Eagle Lot #18 – Needs final review.
- 14) Cottage Lot #61 – Patio & Landscape – Needs final review.
- 15) Village Lot #54 – Generator – Needs status update.
- 16) Lakes Lot #18 – On Hold – Needs status update.
- 17) Village Lot 41 – Needs status update.

IV. Maintenance Report (Tom)

PROJECT UPDATES

1. North System (River Lakes Dr and Northern Lights Park):
 - a. In July the pump controller had to be replaced. Warehouses have dropped inventory levels to a minimum thus, the controller was a week out. In August the pump went out. Same story but 1 ½ weeks out. With the increases pressure of the new pump every weak spot sprang a leak. The worst leak sprang up under the path adjacent to Northern Lights Park. The asphalt was required to be cut to repair the leak. Because it was late in the season a contractor could not be secured this year to put a “hot mix” asphalt back in. As a temporary solution I put in “cold patch” asphalt. Next spring it will have to be re-done with “hot mix” asphalt.
2. South system (from Red Eagle -> South):
 - a. In September it was brought to my attention that one of the homes along the west side of Tumblehome was getting excessive amounts of water in their crawl space. I assumed it was due to the fact I had just repaired several small irrigation leaks in that area. However, in communicating with the homeowner, we determined the amount of water did not decrease. Further trouble shooting found the leak to be occurring most likely under the sidewalk apron on the east side of Tumblehome and Voyager. The irrigation is already blown out and we are running out of weather the repair will have to be next spring.
3. Rented a compressor and got both systems winterized.
4. Waterfall pump:
 - a. The pump quit working last fall. It was pulled and repaired at Diversified Electric. This Spring we were able to get it reinstalled had no further issues.
5. Aerators:

- a. Diversified Electric repaired the aerator motor on Voyager. I put a new kit in the pump and reinstalled it. We will keep one aerator running all winter to avoid a winter fish kill off.
6. June Flooding:
- a. During the first week of June, I had brought the Lake up to full pool.
 - b. Rain was forecasted for the week of June 12. I came in on that Sunday and opened the lake to the river to allow the lake level to drop. The following Tuesday, June 14, the Whitefish River was overflowing its banks. I decided that it would not be prudent to continue to discharge any more water into the river. We do not have a permit to discharge the lake water directly into the Whitefish River.
 - c. On Wednesday the river level had reached the edge of the foundation of the river pump house (approximately 5' above its bank). There was only 6-9" until the pump house would start flooding. I wrapped the building in plastic burying and sand bagging the end.
 - d. The lake level rose 7-8" above full pool. I rented a pump and pumped the water over to the springs pond via the storm drain system. After running the pump for 24 hours over two days, the lake level had not changed. I installed a pump in the lake overflow pipe to create a power siphon to expedite the lowering of the lake water level.
7. Islands:
- a. In July a weed treatment was done followed by string trimming the weed patches. The small island (in the south finger) has Canadian thistles predominately as the problem weed. On the big island (in the central finger) it has a combination of horse tail, oxeye daisy, cats paw, orange hawk weed. It will require glyphosate (round up) to kill all the weeds and replant the island. Westland Seeds, based out of Ronan has a "Low Grow Dry Site" mix designed for this area. See suggestions and proposals.

SUGGESTIONS AND PROPOSALS

- I. Islands:
- a. The islands need some serious attention. - About ½ of the big island is covered in horsetail weeds. On the small island the thistle patches cover the entire island.
 - b. The herbicides that can be used are very limited. It will need several treatments starting in the spring – which is my crunch time for getting the pool, irrigation and lake treated for the season.
 - c. The number of weeds on the islands cannot be ignored. That gives us two options,
 - i. Try and hire summer help by May 1st to help with this project.
 - ii. Hire out the treatment of the Island.

[The Board would like Tom to get a bid for island treatment of noxious weeds.](#)
- II. Summer Hire:
- a. Evaluating the choice between summer employee vs mowing contractor – there are more benefits for a summer employee; labor costs, communication of any notable turf and irrigation issues, tackle larger projects, personal time off during the summer for myself. The major disadvantage would be finding someone reliable. The major roadblock to hiring a seasonal employee is the lack of housing. This may require an extraordinary solution... any ideas?
[The Board would like the manager to draft a job description and begin the process of hiring for summer 2023.](#)
- III. Irrigation Leak on Tumblehome:
- a. I am 90% certain of where the leak is at. The 10% doubt is that it could be under the street. What makes it hard to troubleshoot, there are no records of how the irrigation infrastructure was installed under the streets and sidewalks. This leak could also be adding to the heaving of Tumblehome.

V. HOA Manager Report (Maggie)

Manager Transition

- All accounts and contact information have been transferred.
- Continuing Education - CAI M-100 course for managers. Would like to enroll and start this process.

The Board approved the continuing education class for the HOA Manager. Missy motioned; Jen seconded. All were in favor.

Road Petition Committee (RPC) Update

- The City of Whitefish scheduled work to begin 11/2. With new snow the project is being delayed further.
- The RPC will meet on November 10th at 11am to discuss what further action will need to be taken if the road repairs are not completed in 2022.

Dog Signs – The signs are on order to be replaced. Tom will plan on cementing the sign in place to prevent future vandalism and theft.

The Board would like to see the signage prior to installation.

Additional dog bag station on order to be installed in front of Canoe Club Lawncare Services – No feedback yet from the multiple companies I have called and emailed regarding the 2023 lawncare contract. Gary has called multiple times inquiring about contract.

- Looking to begin early recruitment of 2023 summer maintenance associate.
 - i. Aaron Besser (Physics Engineer) – Local and interested in signing on for position each summer season. Possible long term summer employee.
- Advertise on www.coolworks.com “Jobs in amazing locations”

The Board would like to move forward with a job description and expectations of seasonal summer employee to start the process for upcoming summer season. The Board would like to wait to advertise on the “coolworks” site until the manager has completed the job description and evaluated local hiring options.

Ongoing Action Items (WIP):

- 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.
- Sidewalk Notices – Follow-up notices will be sent out to property owners with adjacent sidewalks that still need to be repaired.
- River Lakes Parkway Crosswalk @ Voyager – Will follow-up with the city in the spring.
- 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.
- Frequently Asked Questions & Community Survey – This is still a work in progress.
- Association Vendor Communication
 - i. 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.
The Board would like to meet with each at the upcoming meetings starting with our Attorney on 12/1/2022
- Irrigation Leak Under Sidewalk Apron @ SE Corner of Voyager & Tumblehome
 - i. No update on any progress. Will plan on spring repair.

VI. Financial Report (Ted)

The Board reviewed the financials and found them to be in good standing.

- VII. Old Business
 - a) Bank Signers
 - i. Add Signer: Maggie Penner has been added as a bank signer on all accounts at Glacier Bank and Whitefish Credit Union.
 - ii. New debit card issued under Maggie Penner
 - iii. Remove Signer: Karley Connolly has been removed as a bank signer from all accounts at Glacier Bank and Whitefish Credit Union.
 - b) Lawn Maintenance Contract 2023
- VIII. New Business
 - a) Letter to Kallner Lane Residents – Review
The Board has feedback for our attorney and will review prior to sending out to residents on Kallner Lane.
 - b) Wandering Dog on River Lakes Drive
The Board would like to include city ordinance in upcoming newsletter and have the HOA manager monitor neighborhood as time allows.
 - c) Security in Neighborhood – Review Alert Security and Talos Security
The Board would like to hear back from Alert Security before deciding on additional services. The Board would also like the manager to draft a security focused note to be sent to the community that alerts residents to recent security issues and reminds residents of basic security procedures to help keep the community safe.
Bank Accounts –
 - i. Whitefish Credit Union Reserve Account– Dual signer restrictions review.
 - ii. Glacier Bank Checking – Glacier Bank Assistant Manager recommended an internal policy. They will not manage our choice of dual verification/signatures.
The Board would like to look at other financial institutions practices on ensuring dual verification can be set up. For now, any large expense will be emailed to BOD to review.
- IX. Open Forum – None
- X. Adjournment – 11:54pm
- XI. *Executive Discussion – None*

Upcoming Meeting Schedule: December 1st @ 10am