



Meeting Minutes

December 1st, 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, Gretchen Mason (Monterra Representative)

Attendees: Maggie Penner (HOA Manager)

- I. Call to Order (Missy) 10:07am
- II. Review and approval of meeting minutes: 11/3/2022
Missy motioned to approve the minutes; Lela seconded. All were in favor.
- III. ARC Report – None
- IV. Maintenance Report – None
- V. HOA Manager Report (Maggie)
 - a) Manager Transition
 - a. Continuing Education - CAI M-100 course for managers. Enrollment will take place early 2023.
 - b) Road Petition Committee (RPC) Update
 - a. A letter and all petitions have been sent to the city in preparation for the upcoming City Council meeting on 12/5/2022.
 - b. The intersection at Portage Way and Tumblehome has been completed. Remaining repairs will take place in the spring.
 - c) Dog Signs
 - a. The sign has been replaced and no vandalism or theft has occurred since installed.
 - d) Multi -Member Events – Canoe Club Reservation Contract & Sign In Review
The Board would like further edits to the sign in sheet and clubhouse reservation contract before utilizing the new forms.
 - e) Holiday Party –
 - a. Our Holiday Party will be Fire & Ice Theme in preparation for Whitefish Winter Carnival.
 1. Talking to bartenders for the event, fire table on during the party, ice skating rink depending on weather, shared apps for party, photobooth etc.
 2. Live Music – Ben Darce Trio -
<https://www.youtube.com/watch?v=zwThrHf0SiA>
Available January 20th. Ranges \$300 (solo) - \$900 (trio)
The Board would like to utilize funds in the budget toward other items for the holiday party.
 3. House Champagne Cocktail with Dry Ice / Fire Display



f) Summer Employment

a. Review Maintenance Job Description

The Board will revisit job description prior to posting in early 2023.

VI. Financial Report (Maggie)

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

VII. Old Business

a) Letter to Kallner Lane Residents

b) Wandering Dog on River Lakes Drive

Further action will be taken on aggressive pets off leash in the community.

c) Security in Neighborhood – Review updated Alert Security and Talos Security

Additional neighborhood security will be tabled until the spring.

d) Bank Accounts –

a. Whitefish Credit Union Reserve Account– Dual signer restrictions review.

b. Glacier Bank Checking – Glacier Bank Assistant Manager recommended an internal policy. They will not manage our choice of dual verification/signatures.

VIII. New Business

a. Vendor Communication – Attorney Meeting

b. Financial Management Policy Review

i. Bank account transfer expense review.

The Board will review and provide edits to the manager for the current financial management policy and will vote on internal policy at the next meeting. The manager will continue with the current financial management plan that is currently in place.

c. Ice Skate / Winter Lake Liability Release

Liability waiver to be sent to residents with the first quarter dues

d. Security and Janitorial Logbook

A logbook will be added to the Canoe Club so that the listed vendors can communicate more effectively with the manager

e. ARC - Tumblehome 5005 Status Update

IX. Open Forum

X. Adjournment 12:02pm

XI. Executive Discussion

a. Discuss Seasonal Compensation

Upcoming Meeting Schedule: January 5th @ 10am