



Meeting Minutes

March 9th, 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 (Secretary/Treasurer)
and Lela Newey, Gretchen Mason (Monterra Representative)

Attendees: Maggie Penner (HOA Manager)

- I. Call to Order (Missy) – 9:58 am
- II. Review and approval of meeting minutes: 02/09/2023
Jen motioned to approve the minutes. Missy seconded the motion. All were in favor.
- III. ARC Report – None
- IV. Maintenance Report – None
- V. Manager Report (Maggie)
 1. Monterra CPR Class –
 - a. 2nd Week of April. \$100 dollars per person – Includes CPR / AED Cert for adults and children.
 - b. Dave Baker – Former Fire Chief CPR Class - \$70 per person for 4 hour CPR/AED Certification. 4 person min. – 10 person max.
The Board would like to move forward with a CPR class for the community with Dave Baker. Details regarding age limitations will be published in the upcoming newsletter.
 2. Summer Employment – Maintenance
 - a. Cole Penner – Available part time all season for lawn mowing. Can start/end when we need.
 - b. Posting for additional part time employee will be in upcoming news letter.
Missy motioned to approve hiring Cole Penner for the upcoming summer season. Ted seconded the motion. All were in favor. The manager will work with the attorney on an employment contract and follow up at the next meeting.
 3. 2023 meetings with key vendors – Attorney, Accountant, & Insurance Agent
The Board decided to table meetings with key vendors as the manager has successfully connected with all key vendors.
 4. Continuing Education – M100 Test on 03/17/2023
 5. Utility Box Repair – Investigating what utility company needs to repair the loud white utility box on River Lakes Drive.
 6. River Lakes Parkway Crosswalk @ Voyager
 - a. Called Craig Workman – No feedback yet. Will keep reaching out to the city.

7. Music School Q&A – Scheduled for Friday April 7th from 5:00-6:00pm. Details will go out with the upcoming newsletter.
8. PTO Approval – May 8th & 9th
[The Board approved the time off for the manager.](#)

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 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
 - i. No update on any progress. Will plan on spring repair.

VI. Financial Report (Ted)

[The Board reviewed the financial statements and found them to be in good standing.](#)

VII. Old Business

- a. Kallner Lane Resident Meeting
[The Board would like the manager to reach out to The City again to find further clarification on the use of Kallner Lane.](#)
- b. QuickBooks Update Cost
- c. RPC – New Attorney Hire, Infrastructure Grant, Crosswalks, Stop Sign on Voyager
[The Board approved a letter drafted to the city by the road petition committee. The letter asks for a timeline of future repairs to the roads in The Lakes.](#)
- d. Music School Q&A for Lakes Residents

VIII. New Business

- a. Reserve Study Schedule / Review
[An onsite reserve study will be planned for late May.](#)
- b. Aggressive Dog Action Plan
[The manager will work to draft a community wide action plan regarding aggressive dog behavior. The board will review at the next meeting. The upcoming newsletter will include HOA & City pet policy rules.](#)

IX. Open Forum

X. Adjournment 11:07am

XI. *Executive Discussion*

Upcoming Meeting Schedule: April 6th @ 9am