



Meeting Minutes

April 6th, 2023, at 9am

Location: Canoe Club Media Room

Meeting of The Lakes Master Homeowners Association, Inc.

Meeting Facilitator: Missy Jonson

Board Members: Jennifer Harrell (Not Present), Missy Jonson (President), Ted Muhler (Secretary/Treasurer) and Lela Newey, Gretchen Mason (Monterra Representative)

Attendees: Maggie Penner (HOA Manager)

- I. Call to Order (Missy) – 9:02am
- II. Review and approval of meeting minutes: 03/09/2023
Missy motioned to approve the minutes. Ted seconded the motion. All were in favor.
- III. ARC Report – (Bill)
Current Builds (17)
 1. Lakes Lot #43 - Under Construction. Next step is the Framing & Window Review.
 2. Lakes Lot #57 - Original plans were conditionally approved. Notified by the Owner on 4/2/23 that he no longer plans to build the approved home. He asked for the minimum square footage requirements in The Lakes.
 3. Lakes Lot #6 - Under Construction. Next step Trim Siding and Masonry review.
 4. Lakes Lot #14 - Under Construction. Next step is the Trim Siding and Masonry review.
 5. Lakes Lot #20 - Final Review completed. Waiting for 3 items to be finished to close out. (Rock landscape bed, vent painting, and boulevard repair)
 6. Lakes Lot #24 - Final Review completed. Waiting for 3 items to be finished to close out. (Driveway Apron, Sidewalk, and painting utility cover)
 7. Lakes Lot #42 - Final Review completed. Waiting for 1 item to be finished to close out. (Lighting)
 8. Lakes Lot #56 - (Remodel) – Phase 1 completed. Phase 2 to be completed in 2024.
 9. Red Eagle Lot #2 – First review completed. Plans need to be revised. Waiting for re-submission.
 10. Red Eagle Lot #15 - Under Construction. Next step Final Review.
 11. Red Eagle #7 - Final Review completed. Waiting for 1 item to be finished to close out. (Rock on patio posts)
 12. Village Lot #34 - Under Construction. Next step is the Framing and Windows Review.
 13. Village Lot #37 - Under Construction. Next step is the Final Review.
 14. Village Lot #50 - Final Review completed. Waiting for 2 items to be completed to close out. (Fence staining and landscaping)
 15. Village Lot #61 - Final Review completed. Waiting for sidewalk repair to close out.

16. Village Lot #72 - (Remodel) – ARC approved submission. Not started. Next step Pre-Construction meeting. Need status update.

17. Village Lot #81 - Under Construction. Next step is the Final Review.

Completed Builds (1)

1. Lakes Lot #16 - Final Review completed and Builder's Deposit returned.

Pre-Design Reviews (3)

1. Lakes Lot #9 - First concept review completed. Needs adjustment before submission.

2. Lakes Lot #15 - First concept review completed. Needs adjustment before submission.

3. Lakes Lot # 53 - Second concept review completed. Ok to be submitted for ARC review.

Exterior Modifications (19)

1. Lakes Lot #5 - Fence. Ready for Final Review.

2. Lakes Lot #13 - Electrical box cover on hold.

3. Lakes Lot #46 - Color updates for windows, doors, and garage doors to be completed in July.

4. Lakes Lot #56 - (Remodel) Phase 1 completed. Phase 2 to be completed in 2024.

5. Red Eagle Lot #17 - Firepit. Needs status update.

6. Red Eagle Lot #18 - Landscaping. Needs status update.

7. Red Eagle Lot #27 - Landscaping ... Needs status update.

8. Cottage Lot #59 - Revised Landscaping. To be completed in the Spring of 2023.

9. Cottage Lot #61 - Patio & Landscaping. Needs status update.

10. Village Lot #4 Landscaping. Needs status update.

11. Village Lot #32 - Fence. Needs Final review.

12. Village Lot 41 - Color change on windows and doors. Needs status update.

13. Village Lot #43 - Landscaping modified from original approved plan. Needs Final review.

14. Village Lot #47 - Addition. Approved concept. Waiting for plans.

15. Village Lot #51 - Fence, Landscape, and Patio. Under construction. Complete Summer 2023.

16. Village Lot #54 - Generator – Needs status update.

17. Village Lot#55 - Fence approved. Will be completed in the Spring of 2023.

18. Village Lot #73 - Hot Tub. Conditionally approved. Needs status update.

19. Village Lot #78 - Color change. Not started. Needs status update.

IV. Maintenance Report – None

V. Manager Report (Maggie)

1. CPR Class –

a. Registration is now open for CPR class. – 3 currently registered including staff.

b. Seasonal employee requirement?

[The Board would like our seasonal employees to join the upcoming CPR class for certification.](#)

2. Utility Box Repair – Open ticket with Century Link. Continuing to follow up.

3. Music School Q&A – Scheduled for Friday April 7th from 5:00-6:00pm. Email blast reminder to go out Thursday after meeting.

4. March Irrigation Repair - Pooling water appeared on River Lakes Dr. Lot #50 & #51. Tom came in to assist the city with the water. Greg's Pump & Irrigation repaired the pump without having to replace the panel. Cost is TBD.

5. Maintenance Call in Policy

[The Board would like the manager to create a call in policy plan that will be added to the employee handbook.](#)

6. Road Petition Committee

a. City letter added to the meeting agenda for the 04/03/2023 City Council Meeting. Michelle Howke will follow up this week with minutes.

b. Intersection repair on River Lakes Drive is scheduled for May.

7. Budget Note- Pond chemicals ordered early. Will wash in May on the budget vs actual report.

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
1. 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. Reserve Study Schedule / Review
- b. Aggressive Dog Action Plan – In progress

VIII. New Business

- a. Crosswalk & Stop Sign Update – Jen
Update tabled until next meeting.
- b. Review & Approve Seasonal Employment
The Board reviewed final details for our upcoming seasonal employees and would like to move forward with applicants. The Board requests that the manager verify they are covered under our insurance plan.
- c. Kallner Lane Follow Up – No City Feedback
The Board would like the manager to write a letter to the residents on Kaller Lane to update them on the status of the plat map explanation. The manager will continue to work with our attorney and the city for clarification.

IX. Open Forum – None

X. Adjournment – 10:23am

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

Upcoming Meeting Schedule: May 4th @ 9am