



Meeting Minutes

May 4th, 2023, at 9am

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) 9:04am
- II. Review and approval of meeting minutes: 04/06/2023
Missy motioned to approve the minutes. Lela seconded the motion. All were in favor.
- III. ARC Report – None
- IV. Maintenance Report – None
- V. Manager Report (Maggie)
 - a) CPR Class –
 - a. Registration now open for CPR class. – 7 currently registered including staff. 3 more spots available for members.
 - b) Music School Q&A –
 - a. The Lakes, Monterra, Project WF Kids & North Valley Music School were all in attendance.
 - b. Notes taken during the meeting will be emailed out in the next newsletter.
 - c) Pond Treatment - Tom plans to treat the pond on Wednesday May 10th. Our treatment for the pond will last 21 days before fully dissolving.
 - d) Road Petition Committee
 - a. 04/28/23 Road Repair Meeting Review
 - b. Intersection repair on River Lakes Drive is scheduled for May.
 - c. Board feedback on future of the committee.
 - e) Pond Update – As of 04/21 the pond was 8” below normal. Began filling on 04/28. Don with PWFK will begin watering Smith Field. The river pump will be on longer than usual because of this.
 - f) Irrigation Leak Under Sidewalk Apron @ SE Corner of Voyager & Tumblehome.
 - a. Tom turned on water after digging under the apron and found no leak. Per Craig Workman he is to backfill until the city repairs the apron. Tom is creating a boardwalk style cover until the work can be completed.

Ongoing Action Items (WIP):

- b. 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.
- c. Sidewalk Notices – Follow-up notices will be sent out to property owners with adjacent sidewalks that still need to be repaired.
- d. River Lakes Parkway Crosswalk @ Voyager – Will follow-up with the city in the spring.
- e. 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.
- f. Frequently Asked Questions & Community Survey – This is still a work in progress.
- g. Utility Box Repair – Open ticket with Century Link. Continuing to follow up.

VI. Financial Report (Ted)

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

VII. Old Business

a. Aggressive Dog Action Plan

The Board recommended amendments to the document. The manager will work with Monterra on the implementation of the action plan.

b. Review & Approve Seasonal Employment

The manager will send all finalized employment contracts to the Board for review.

c. Kallner Lane Follow Up – Letter Review

The Board reviewed the letter to the residents on Kallner Lane and approved the manager to send the communication to the neighboring homeowners.

VIII. New Business

a. Crosswalk & Stop Sign Update – Jen

b. Board Resolution – Policy Enforcement Review & Fine Schedule

The Board reviewed the proposed resolution. Lela motioned to approve the courtesy call policy for violations. Missy seconded the motion. All were in favor.

c. Hourly Call Back Policy

The Board reviewed the call back policy. Missy motioned to approve. Lela seconded the motion. All were in favor and the policy has been added to the employee handbook.

IX. Open Forum – None

X. Adjournment – 10:14am

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

Upcoming Meeting Schedule: June 8th @ 9am