Meeting Minutes

August 19th, 2026, at 2:00 pm
Location: Canoe Club Media Room

Meeting of The Lakes Master Homeowners Association, Inc.

Meeting Facilitator: Maggie Penner

Board Members: Ted Muhlner (President), Carrie Jacobs (Secretary/Treasurer), Janet Leishman, Bert Wheeler, Steve Tufts (Monterra Representative)

Attendees: Maggie Penner (HOA Manager) Dorothy VanGieson (Monterra Manager)

I. Call to Order (Ted) – 2:03pm

II. Review and approval of meeting minutes: 07/09/26

The Board reviewed the meeting minutes, and Ted motioned to approve, Janet seconded the motion, Bert and Carrie were in favor and Steve abstained from the vote.

III. ARC Report – None

IV. Maintenance Report (None)

V. Manager Report (Maggie)

1) AUP Audit
   a) 8/19/26 - The yearly review of our books has been submitted with Greg Peck of JCCS. I will keep the board up to date as the review is published.
2) Reserve Study
   a) 8/19/26- Our 2027 reserve study has been initiated, and our project manager is currently reviewing our financials and project history since our last published study for 2024.
   b) The maintenance team and I are currently working through our component list and will have recommended line items for the board to review in the coming weeks.
3) Water Rights Update
   a) 05/08/26: Taylor is reaching out to City of WF & PWK for first round of comments to work toward signing the agreements. Will reach out if she sees any major pushback.
   b) 08/19/26 – No update at this time.
4) Stop Sign at Portage & Tumblehome
   a) This was communicated to the city and will be installed this coming spring. Will remove from agenda when completed.
   b) 8/19/16 – Project completed and will remove from future reports.
5) Dunn Appeal
   a) Our last discussion regarding the Dunn appeal was to request he contact the City and request a variance.
   b) Waiting for a response from email sent to Dunn.
   c) 04/02/26 – Review response from Dunn.

d) 05/08/26 – Dunn had a meeting with the building department and documentation of the deck has been sent to the head of the building department for review. Dunn will follow up when he hears back from the variance request to the City.

e) 8/19/26 – No update at this time.

6) Lot Mowing & Weed Spray
   a) Vendors were reached out to in March and confirmed their rates for 2026.
   b) The rate for weed spraying will not increase this year.
   c) The lot mowing rates will increase by $5 per lot.
   d) Notices for lot owners will go out with second quarter invoices.
   e) Members are required again this year to opt into the service rather than opt out.
   f) Update 5/8/26 – All but one member opted in for the service in 2026. It was time consuming tracking down signatures for all of the lots.
   g) 8/19/26 – Our vendors have completed 2 lot weed sprays and 2 lot mows. We will schedule one more lot mow as late in the season as weather allows.
7) Pond Treatment
   a) Tom has ordered the SonarQ pond treatment from Spokane, and it will be delivered this week.
   b) We have to wait on treatment until the water reaches warmer temperatures. Treating the pond before weed growth can occur will result in ineffective treatment and weeds will continue to grow.
   c) Once treated, it takes 21 days to breakdown before irrigation can be turned on.
   d) Currently Tom's schedule typically allows for watering at the beginning of June.
   e) Treatment of the pond will take place on Monday 5/11/26. Tom and Aaron were able to pressurize and work through repairs before the system shuts off for 3 weeks. Irrigation in the neighborhood will resume on June 1st.
   f) Update 8/19/26 – The pond has remained healthy this summer and did not require a second treatment for any problem areas.
8) Annual Garage Sale
   a) Garage sale dates for the HOA have been set for Friday July 24th & Saturday July 25th from 9am-3pm.
   b) We are again this year pushing the dates one weekend later in July to avoid Under the Big Sky.
   c) Update – Members expressed their sales were successful on Friday and saw steady business for part of Saturday. A few members have requested we move the garage sale to the end of June to avoid the heat and possibly start at 8am and close the sale at 2pm.
9) Irrigation Review
   a) See Attached Photos
   b) Tom & Aaron have had multiple challenges prepping our irrigation system this year. Both the north and south neighborhood had challenging repairs.
   c) Tom found that some homes have not had proper sleeving done prior to driveways being poured.
   d) We may need to bore under driveways down the road to fix errors that happened years ago.
   e) Update 8/19/26 – The irrigation system continues to have many fail points, notifying residents to report problems has helped the repair timeline this summer. Our soil also struggled a lot in July and after speaking with our lawn vendor he recommends we increase fertilizer treatments to 3 times a year. With the clay soil the grass is struggling to retain nutrients and lacks nitrogen. This summer the maintenance team did an additional treatment with product we had available. A long-term solution to help would be a phased topsoil treatment in the spring as grass is starting to grow. The downside is that this causes some unsightly areas in the community until the grass grows through the topsoil layer.

Ongoing Action Items (WIP):

1) Autopay Signer Update
    a. Bert is currently registered as the secondary person for initiating autopay. We need to update this to Carrie before we get to summer.
    b. I will reach out to the cash management office in Kalispell and have them reach out to get this updated
    c. 8/19/26 Carrie has been added to the account and is just pending account set up.
2) Cattail Treatment
    a) Cattail treatment was applied to problem areas at the end of July.
    b) Maintenance crew will go back out next week and pull cattails from the lake.
    c) No update currently – Waiting on feedback from maintenance.
2) Milling Driveways
    a) Members on the south side of RLD are upset that progress has not been made with the sidewalk milling.
    b) Craig is working to get us updates, and I have informed residents we will let them know as soon as we know more, but this is on the radar for us.
    c) Craig notified us that their vendor will pick this back up Spring 2026.
    d) 8/19/26 – Milling was completed and this will be removed from future reports.
3) Edging – Maintenance purchased an edger and is working through the community as time/weather allows. Currently working through River Lakes Drive.
    a) May be a multi-year project to hit all areas of the neighborhood. The goal is to complete River Lakes Drive and Red Eagle in 2025.
    b) River Lakes Drive has edging completed. Voyager and Flatwater started. Will likely need to purchase another edger in 2026 to complete the project.
    c) Jan 2026 – Tom repaired the edger and it's ready to go for the upcoming year.
    d) 8/19/26 - No update at this time.

VI. Financial Report (Carrie)

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

VII. Old Business
a. Pet Enforcement – Follow Up
b. Elections
c. Water Rights
d. ARC Appeal

VIII. New Business
a. Annual Meeting Prep
The board discussed the plan for the annual meeting as they prepare to give the year in review to the community.

IX. Open Forum – The manager reported that the riverbank project was completed early at the direction of Tom Miller in mid- July. He did not follow proper channels, nor allow Aaron to take on this project as planned. This ended up being completed without proper notification to required parties. The Board has noted this and will speak with Tom.

X. Adjournment – 3:07pm

XI. *Executive Discussion*

Upcoming Proposed Meeting Schedule: Annual Meeting September 17th @ 5pm