

MISSION BAY HOMEOWNERS ASSOCIATION  
P.O. BOX 1775  
POLSON, MT 59860  
(406) 883-1730

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Mission Bay Steering Committee  
Meeting  
May 27<sup>th</sup>, 2009  
**Minutes**

Present: Wayne Finney, Committee Chairperson  
Rick LaPiana, Committee Member  
Ron Hone, Committee Member  
Jill Southerland, Committee Member, Preserve Representative  
Russ Pilcher, Committee Member, Board Member  
Glenn Gordon, Association Manager  
Kari Mausshardt, Accountant

Absent: Dennis Duty, Board Member

The meeting was called to order on May 27<sup>th</sup>, 2009 at 9:00 a.m.

Each topic has a status note below to indicate if it will remain open for the next meeting.

**Old and Recurring Business**

Contract Review (Recurring)

Glenn provided an update regarding contracts that are underway for spring, summer and fall (recurring) landscaping work.

Glenn explained that a contractor is addressing a number of the privately owned vacant lots to treat the dandelions that are growing.

The propane contractor has committed to a maximum rate of \$1.579/gallon through April 2010. The most recent deliveries were billed at \$1.529/gallon. The rate in 2008 was \$1.999/gallon.

Meeting Conduct and Protocol (Closed)

Wayne provided some information regarding the structure of the Steering Committee meetings. He reminded everyone present that the committee serves in an advisory capacity only. Minutes are reviewed and approved by committee members before they are e-mailed out to the general membership. The committee does not have an elected or appointed Treasurer since it is an advisory committee however the committee closely reviews financial information for the association. Wayne, as the current Chairperson for the committee, uses Robert's Rules of Order as a guideline for the committee meetings.

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Financial/Budget (Recurring)

Kari noted that the last financial reports sent to the committee members were through April and commented that there aren't any issues to note other than past due receivables which are reviewed at these monthly meetings. She commented that there is an issue with plant bed maintenance spring-cleanup costs for two sub-associations but noted that Glenn is working with the sub-association representatives and the contractor and expects the calendar year costs to be within budget.

Ron requested that the monthly financial package include a Balance Sheet to which Kari agreed. Kari noted that the current package includes a supplementary schedule that includes excerpted information from the Balance Sheet but she will begin providing both reports and the committee members can decide if the supplementary schedule should be discontinued. She also noted that the Financial Review Committee is provided a Balance Sheet as part of the documentation for their review process.

Kari directed the committee members to the most recent schedule of past due accounts. She noted that there appears to be progress in encouraging members to keep their accounts current, citing the recent delinquency policy that went into effect May 1<sup>st</sup>. She also noted that one property that was pending a lien brought their account current within the past week. Four properties currently have liens in process or pending. There are transition issues related to the use of e-mail for billing statements that is causing some of the short-term delinquencies. Those issues are being addressed.

Website (Recurring)

Rick informed the committee that a Mission Bay owner, Tim McKenna has created a website for the association. The website is under construction but was created for the Steering Committee to review. The web address is [www.missionbayhoa.com](http://www.missionbayhoa.com). The estimated costs for the first year, including the domain name and monthly maintenance, are expected to be a maximum of \$150.00. Tim and Rick have volunteered to get the website up and running so all owners can access the site for useful information regarding the association. Once the volunteers have the information set up, they will pass the responsibility for updates to the Association Manager (the time to make the updates is estimated at two hours per month). Discussion was held regarding possible sensitivity of homeowner information, such as addresses, since the website won't have security such as login information, etc. Information will not be added to the website until it has been authorized by the Steering Committee. A motion was made to proceed with the website. The motion was unanimously approved by all members. The website information will be forwarded to the Board of Directors to be added to the agenda for the upcoming general meeting.

Homeowner Issues (Recurring)

Glenn provided an update regarding the street light issue at Montana Landing (discussed at the last meeting). He noted three alternatives. One option is to change the wattage but he noted this option will be expensive because the ballasts would need to be replaced. Another option is to add shields to block the light in a certain direction. He hasn't obtained prices yet for the shields. A third option is to paint the inside of the lens which would be a low cost option. Glenn also

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noted that he is going to contact the light manufacturer to see what suggestions they may have. Rick requested that Glenn contact Mission Valley Power to find out if they have additional suggestions and/or conservation incentives that may be available.

Committee Reports (Recurring)

Social Committee

Wayne noted that he and Sharon have retired from the Social Committee. Russ noted that the Social Committee has become a vital part of the association and commended Wayne and Sharon for their efforts. Rick provided the names of some members who have expressed interest in serving on the committee. Wayne directed Rick to forward the names to the Board of Directors so new members can be appointed at the upcoming general meeting.

Steering Committee (Nominations Review)

Wayne provided copies of the nomination forms that have been received to date for the Steering Committee positions that will be filled via election at the upcoming general meeting. The deadline for nominations is June 1<sup>st</sup> so additional nominations may be received. The names of nominees will be forwarded to the Board of Directors for the election at the June 13<sup>th</sup> general meeting. Wayne noted that all nominees received to date appear to be qualified candidates and members in good standing. Wayne also noted that there are three positions to be filled. One of the positions is a vacancy that has two (vs. three) years remaining in its term. The committee members agreed that the person with the third most votes should be assigned to the position with the lesser term remaining.

Ron asked if the candidates should be given an opportunity to speak at the meeting prior to the election. The committee members agreed to recommend to the Board of Directors that each candidate be given an opportunity to speak at the general meeting prior to the election, with a two minute time limit in place per candidate to ensure the meeting can proceed in an efficient manner.

Discussion was held regarding terms, etc. for the committee membership. Kari agreed to create a list of all members and their terms, etc. for review by all committee members.

Pool/Tennis Court Issues (Closed)

Glenn provided an update regarding the pool and tennis courts. Glenn estimated the savings to open the pool to be about \$1,300. The savings is a result of changing to a local contractor. Glenn was satisfied with the quality of work provided by the new contractor.

Glenn also noted that the tennis courts are being set up for the season by a local person who was recommended by an association member. One court is complete and Glenn has received positive feedback from some owners who have used the court. Glenn noted there have been some significant challenges posed by trying to re-use some of the supplies, etc. but noted there will be considerable cost savings.

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Wayne reiterated the importance of owners, guests, etc. to sign in when they use the tennis courts and pool. Jill recommended that Glenn consider putting a clip board at the entrance to the tennis courts or a reminder at the entrance. Currently, the sign-up books are outside the entrances to the clubhouse restrooms/locker rooms.

Wayne also noted that the newly formed volunteer flower pot committee completed their work for the season and estimated the savings to the association to be approximately \$500. Wayne thanked the committee for their work.

Clubhouse Usage Fees (Closed)

Wayne noted that the recent Clubhouse Usage fee policy was rescinded at the last Steering Committee meeting and asked Ron to provide an update regarding plans to address the issue at the upcoming general meeting. Ron explained that an alternate policy has been proposed. Ron explained that the alternate policy includes a flat rate charge (vs. per person charge) for use of the clubhouse. However if the event is open to all association members at no cost there would not be a fee assessed by the association. If the function is not open to all association members and/or there is a cost to attend the function then there would be a flat rate charge assessed. A motion was made that the alternate policy be expanded to include gatherings such as lessons with a fee (private or group) using the exercise room, tennis court and/or swimming pool. The motion was approved by all committee members. The alternate policy will be presented to the Board of Directors to be part of the Usage Fee agenda item/vote at the June 13<sup>th</sup> general meeting.

**New Business**

Insurance (Open)

A copy of a proposed policy for Directors and Officers Insurance was provided to committee members. The proposal includes an annual premium of \$1,643.00. This is an expense that is not currently budgeted for 2009. Glenn is awaiting a second quote. Rick noted that he had another owner with insurance expertise review the existing proposal and felt it was adequate. Since a second quote is pending, the committee did not take action on the existing proposal but noted the importance of dealing with this issue in a timely manner. Discussion was held that cost savings from other budgeted line items will most likely offset the cost of a new policy. All committee members expressed their approval to add the additional coverage.

Sub-associations (Closed)

Rick noted that there are a number of sub-associations within the Mission Bay Homeowners Association besides the master association. He asked the Steering Committee to consider consolidating some of the sub-associations for the purpose of reducing costs to account for and coordinate services for each sub-association. Wayne suggested that in view of the fact that three new members will soon be joining the Steering Committee, Rick may consider volunteering to head up a committee including some or all of the new committee members to review the sub-association structure. Jill noted that the review process should include feedback from the designated representative for each sub-association committee. Rick agreed to follow through

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with the recommendations discussed and create a sub-association review committee sometime this summer or early fall.

Orientation (Open)

Wayne proposed that an orientation be provided to new Steering Committee members shortly after the election to give them some information regarding the structure, management, and financial aspects of the association to ease their transition onto the committee. He also recommended that existing members attend the initial orientation. It was agreed that the first Steering Committee meeting after the election begin with 1 ½ hours of “orientation”. Future meetings may also include some time set aside for additional orientation topics.

Bulletin Board(Closed)

Russ noted that the bulletin board is getting cluttered. Glenn explained that he removes items at least once a month. Members discussed that a board enclosed in glass may be considered for the future.

Next Meeting Date & Time

The next meeting has been scheduled for Wednesday July 15<sup>th</sup> at 9:00 a.m. The first portion of the meeting will be designated as time for orientation of new committee members. The regular meeting will begin at 11:30 a.m.

The meeting was adjourned at 10:14 a.m.