

MISSION BAY HOMEOWNERS ASSOCIATION

P.O. BOX 1775
POLSON, MT 59860
(406) 883-1730

Mission Bay Steering Committee
Meeting
January 15th, 2009
Minutes

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

The meeting was called to order on January 15th, 2009 at 10:40 a.m.

Wayne provided an agenda for the meeting to members. The members agreed to a schedule the Steering Committee meetings for the 3rd Thursday of every month at 10:30 a.m.

Financial

A discussion was held regarding deadlines for financial information for 2009. Glenn agreed to have all vendor bills submitted to the accountant by the 5th of each month. Kari agreed to have monthly financials ready for the committee on or before the 15th of each month. Rick noted that Jack Reikena will serve as the third member of the financial review committee. The financial review is scheduled to begin on January 27th at 9am. Further discussion was held regarding the purpose of the financial review committee including agreement that they will only be performing a review, not an audit.

Discussion was held regarding the proposed policy for late payment fees and/or interest for past due accounts. Rick agreed to work with Kari to make revisions to the policy for the committee to review.

Kari noted that the cost for snow removal for December 2008 was more than double the amount budgeted of \$2,000 for the master association. Dennis noted that the accumulation of snow increased the expense because extra equipment was needed to move snow out of the way of roadways, etc. He also noted that the remaining winter may allow the association to make up some of the excess cost, if snow fall is minimal. Kari added that the snow removal costs for December for the Community Center and sub-associations were all within budgeted amounts.

Discussion was held regarding irrigation water issues that have been discussed in the past. Glenn agreed to ask a contractor who has made some suggestions about possible opportunities for more efficient water practices to provide his suggestions in writing so they can be shared in an

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upcoming newsletter to owners. Ron asked that the consideration be given to changing design guidelines to allow for smaller lawn areas to decrease maintenance costs.

Contractors

Snow contractors were discussed. Glenn explained that there is currently one contractor that provides snow removal from the streets. The City plows Hawk Drive and Eagle. Glenn provided a list to sub-association representatives of contractors available to sub-associations for snow removal from the driveways. Rick asked that areas be designated for next winter to dump snow. Dennis noted that December had much more snow than the association has seen in the past. Glenn agreed to discuss snow dump areas with the contractor in the event of similar snow accumulation.

Mowing contractors were discussed. Glenn stated that he has proposals from two mowers and he's awaiting proposals from three others. Discussion was held regarding the allocation of areas that require mowing, etc. to the contractors. The majority of work is performed by two contractors but Glenn requests competitive bids each year.

Fertilization contractors were discussed. The majority of fertilization is now being provided by the mowing contractors.

Janitorial services were discussed. Glenn agreed to obtain bids from other contractors.

Plant bed maintenance services were discussed. A volunteer committee will be responsible for planting and pruning the pots at the pool and the dock. All other plant beds will continue to be maintained by a contractor.

Accounting services were discussed. Kari is paid as an employee of the association. An outside firm provides payroll and tax services for the association.

Committees

Discussion was held regarding the committees that currently exist. The existing committees are:

- Steering Committee
- Architectural Review Committee: reports to the Board of Directors
- Rules Committee: pertains only to the Community Center (conduct rules); reports to the Board of Directors; currently headed by Tom Ryan
- Financial Review Committee: current members are Wayne Finney, Rick LaPiana and Jack Reikena
- Social Committee: currently headed by Wayne and Sharon Finney
- Committee to research usage/fees for Community Center: this is a temporary committee that currently reports to the Board of Directors; currently headed by Sharon Finney

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Any changes in bylaws, etc. go through the Board of Directors. Discussion was held regarding enforcement of covenants.

Steering Committee Structure

Rick presented the following proposal:

Chair: Elect a committee chair. This position will be responsible for the oversight of the Association Manager position.

Number of Members: discussion was held regarding the number of members. 5 or 6 members were proposed for consideration.

Terms: each member would serve a three year term. The terms will be staggered. The existing members will agree when each existing member's term will expire in the next year, vs. two years from now, vs. three years from now.

Voting: each member will have voting privileges with the exception of the chair who will only vote in case of a tie.

Elections: use a nominating committee who will accept nominations, review applications for each nominee (that includes a description of the reason the nominee is interested in serving on the committee) and recommend nominees. Discussion was held regarding accepting nominations from the floor.

Members agreed to discuss this further outside of the meeting and come to the next meeting prepared to share their recommendations regarding the structure.

Employees

Job descriptions were discussed along with policies for paid time off. This portion of the meeting was private. The recording was stopped and Glenn was excused since his position is the one being discussed at this meeting. No minutes were taken during this portion of the meeting.

The meeting was adjourned at approximately 1:30 p.m.