

MISSION BAY HOMEOWNERS ASSOCIATION

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

Mission Bay Steering Committee
Meeting
March 25th, 2009
Minutes

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

Absent: Rick LaPiana, Committee Member
Ron Hone, Committee Member

The meeting was called to order on March 25th, 2009 at 9:00 a.m. The meeting was called as an “Executive Meeting”, closed to members and support staff in order for the committee to discuss some matters that require confidentiality regarding owner names or personnel matters.

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

Old and Recurring Business

Community Center Thermostat (Closed)

Glenn provided a summary of his research regarding the thermostats. The cost to replace the existing thermostats with models that would enable varying programming for temperature control would be approximately \$1,100. The committee members present recommended that the thermostats not be replaced at this time due to the cost of replacement.

The committee was informed by Glenn about a \$300 bill to repair the heating system in February (the expense will be included in the March financial reports).

The committee was also informed that the most recent electric bill for the Community Center was much lower than the previous months.

Irrigation Water (Closed)

Glenn provided an update regarding his efforts to obtain written recommendations for possible ways to reduce the use of irrigation water within the association. The documentation is still pending but is expected to be received soon.

Contract Review (Open)

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

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The janitorial contractor for the Community Center has changed. The new contractor's hourly rate is higher but the hours have been and are expected to continue to be less than those of the previous contractor. Therefore, the cost of this service is expected to remain within budget for the current year. Glenn has received proof of liability insurance for the new contractor and is awaiting final proof of the independent contractor's certification from the State of MT.

Late Payment Policy (Closed)

All members present recommended that the proposed policy be approved by the Board of Directors. The new policy is proposed to be effective 5/1/09. A copy of the policy will be sent to owners in early April.

Steering Committee Structure (Open)

Wayne shared feedback he has received from owners regarding the proposed nomination form for new committee members. All members present recommended that the Board of Directors approve the nomination form with the changes discussed at the meeting, including modification of the requirements to allow any owner to be nominated, regardless of physical address, as long as they are able to attend the monthly meetings in person.

Three committee members will be approved at the June 2009 general owners' meeting with terms to begin in July 2009. Two existing member's terms expire in June. In addition, the committee agreed to add an additional member as part of the new proposed structure. All three positions will have to be filled by members of the Mission Bay Homeowners Association. Jill Southerland currently serves in the position reserved for a Preserve Homeowners Association member. Jill's term expires in 2011.

Wayne provided a brief note that no changes have been recommended regarding the committee's structure since the February meeting. Since two members are absent, this will remain open for the next meeting.

Job Descriptions (Closed)

Committee members reviewed some changes proposed for the job descriptions for the Association Manager and Accountant. All changes were approved by the members present.

Common Wall Insurance (Closed)

Glenn provided an update regarding the status of proof of insurance statements for owners of properties within the association that share common walls. The response from owners has been good and Glenn will continue to follow up with owners who haven't yet provided the required documentation.

Homeowner Issues (specific issue discussed - Closed)

Dennis provided an update regarding an issue regarding a written request to the Board of Directors from an owner discussed at prior meetings. The committee members recommended

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that the owner's request be denied and that the Board of Director's contract with legal counsel to resolve the matter.

Security (Closed)

Glenn provided a summary of a cost proposal to contract with a local security company to provide periodic, on-site surveillance. All committee members present agreed that the cost of the service was not justified at this time.

Roads & Grounds (Open)

Potholes were discussed. Dennis recommended that the holes be addressed after the spring thaw is complete. All members present agreed with Dennis' recommendation. The cost to repair the holes is not known at this time.

Pool/Tennis Court Issues (Open)

Glenn provided a summary of contracts proposed for swimming pool/hot-tub start-up. The committee recommended that Glenn contract with one of the proposed contractors from Columbia Falls. Glenn noted that he has been impressed with the knowledge of the proposed contractor and the cost for the service will be considerably less because of reduced travel costs for the contractor. Previously, this service has been provided by a company from Idaho.

Glenn also provided a summary of proposed contractors for the annual tennis court maintenance. The committee recommended a local individual be considered to assist Glenn and some owners serving as volunteers to perform the necessary repairs for this summer. The individual provides similar services to the tennis courts at a Polson school, as an employee of the school district. However, the individual does not have the necessary paperwork to be treated by the association as an independent contractor. Therefore, if hired, he will have to be treated as an employee.

Committee Reports (Clubhouse usage report - Closed)

The committee members recommended that the proposed Clubhouse Usage Fees/Report be approved by the Board of Directors, with changes discussed at the meeting, intended to simplify the initial policy. The committee that prepared the proposal also provided some recommended rules. Dennis agreed to provide the report to the Rules Committee.

Feedback to Owners (Open)

Further discussion was held regarding a website for the association to assist in improving communication to owners.

New Business

Delinquent Payments (Open)

Kari provided a report showing past due accounts and action taken to date to address them. Glenn provided an update regarding a lien that will be filed against an owner with past due association dues.

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Next Meeting Date & Time

The next meeting has been scheduled for Wednesday May 6th at 9:00am. Wayne noted that one agenda item planned for next month is the Architectural Design and Review Board.

The meeting was adjourned at approximately 11:00 am.