

# MEETING MINUTES

## Mission Bay Preserve Board of Directors

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*Date July 11, 2022*

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### In Attendance

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**Preserve Board of Directors:** Meg Fair, President, Jamie Seguino, Vice President, Rod McRae, Secretary, and Lynn McNamer

**Preserve Residents:** Jim Reisteter via Zoom

**Staff:** Karen Swan, Nori Pearce

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### July 11<sup>th</sup>, 2022 Meeting

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The meeting was called to order by Mission Bay Preserve Board of Directors President Meg Fair.

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### Approval of Minutes

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Rod McRae moved that the minutes be approved. Lynn McNamer seconded the motion as long as Rod's name is spelled correctly in the final minutes. Motion passed.

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### Treasurer's Report - Preserve

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**Treasurer's Report** – Don Wallace was not in attendance so Karen presented the current Profit & Loss Statement and the Balance Sheet as of June 30, 2022. Carryovers have presented difficulty tracking the past few years. In 2017 there was a carryover of \$1,597, in 2019 carryover was \$8,000, in 2020 it was \$10,000 and in 2021 we have \$8,303 in carryover, but the busiest quarter for expenditures is just beginning in July. After discussion with Ryan Gage of Gage Accounting, it was decided to create a line item in Equity under Liabilities and Equity called Carryover Reserve Account. The current balance in this line item is \$27,900. The dollars are actually in the checking account in First Interstate (current balance \$42,796.56. After discussion, the Board would like this line item called **Carryover Operating Account**, feeling it is a better descriptor of what the funds actually are. Meg asked Karen to check with Whitefish Credit Union to make sure the Preserve funds in the bank are insured to \$250,000. Karen reported that all hoa fees/payments are current as of the end of July.

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### Manager's Report

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Nori gave an update on the website. Michael has completed designing the web page and has transferred all the materials from the old web page to the new one. Nori is now working on organizing the page and getting all of the information available in an easy to access manner. After showing a bit about how to navigate the page and the private Preserve

information, she asked all to take notes about what they wanted to access so we can figure out the easiest way to make things accessible.

Nori shared some photos of the Boathouse area since the Boat House Task Force began meeting. She showed photos sharing the identification system for the area with sections labeled A through H crosswise, and 1 through 3 up and down, to help the office and individuals know where the boats are. Ron Simon did a wonderful job of visiting with anyone who had a boat there and finding out what they had and where it was. The committee has pulled together some guidelines and asked the Board to review them and let them know what they thought. There are tags in the office for owners to put on their boats so people know what slots the boats should be in, should they get moved around. Another email blast will be sent soon sharing the labeling system and asking people to come in and get tags to id their watercraft.

There have been some issues this summer with contractors and subcontractors doing remodeling and maintenance work throughout Mission Bay. Using the Preserve Guidelines for Contractors, Nori developed a form that she would like both Boards to consider editing and adopting for homeowners to give to people working on projects for their homes and for the sub-associations. A copy of the "Proposed Guidelines for Contractors" draft will be attached to these minutes.

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## Committees and Task Forces Reports

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**Design Review Committee** – Jamie Seguno updated the Board on some of the challenges facing the committee this summer in regards to Plans needed before construction can begin. He thanked the Board for their prompt support when the city granted a building permit before receiving the letter of approval from the Preserve. Building is continuing at a high level and the committee is staying extremely busy.

**Farm Report** – Rod reported the Mike Lien will start cutting hay today. It will be interesting to see how it bales up and looks after he gets it cut.

There was discussion regarding mowing compliance throughout the Preserve. The unusually wet June has led to extremely tall grass. Nori reported she thinks they have enough contractors now to catch up and keep the lots mowed and maintainable the rest of the summer.

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## Old Business -

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Meg reported that the survey for the Entrance area to complete the ownership has been completed. She returned the forms and paperwork necessary to Mark Karst with the filing fee of \$150. Nori said that she had received a call from the City of Polson following the filing and that more fees were due. She will find out what is still due and make sure the fees are paid in full. She believed there was still \$150 to \$200 due in fees since changes had been made in the system.

Meg reported that an adjusted bill explaining the additional charges of \$2,000 had been received from Howell Construction and that the bill had been paid. She said the resubmitted bill still did not explain exactly where the increased expenses had been

sustained. This led to a discussion about what should be required in invoices for work and how detailed these invoices should be.

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## New Business --

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Meg led a discussion about the Reserve Studies that need to be completed before we begin the 2023 budget process. We are in need of a Roads Reserves study and a General Reserves Study. In the past these have been completed in-house. After discussion it was felt that we probably want to do some type of a hybrid study using both in-house expertise and professional resources. Discussion led to talk about tar sealing the roads as has been done. It is felt that this process has reached its maximum capacity and in the future routing of the cracks probably needs to happen as well so that a ridge isn't formed that results in pulling the seal up when snow plowing. Nori was instructed to contact Treasure State and see if they could help with this portion of the study and give some options with expected expenses to begin the process.

Letters have been sent regarding parking violations within the Preserve, however, under the current CC&Rs there is no process for fines with violations. Lengthy discussion followed regarding this, especially about whether or not to wait until the new CC&Rs become the guiding force. It was decided to continue sending letters asking people to comply with the CCR's. There was also discussion about setting a fine schedule for mowing violations. Rod moved that we institute the upcoming CC&R recommendations regarding this for this summer. Jamie seconded. A copy of this fine system will be sent to Nori for implementation this year.

The Preserve just concluded Board elections for another year. Meg asked for discussion about officers for the upcoming year. Rod moved that the officers remain the same. Lynn seconded the motion. Motion passed. Meg reiterated she will be President for one more year ONLY.

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## Next meeting

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The next meeting will be held on Monday, August 8<sup>th</sup>, at 10:00 am in the Meeting Room in the Community Center.

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## Adjournment

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Seeing no further business, the meeting was adjourned at 11:55 am.

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## Steps for Follow-Up

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CC&R Fine System to Nori

Contact Treasure State for Assistance with Reserve Study - Nori