

**Mission Bay Homeowners Association**  
**Mission Bay Preserve Homeowners Association**  
**Community Center Annual Budget Meeting**  
**Mission Bay and Mission Bay Preserve**  
**December 11<sup>th</sup>, 2021**  
**UNOFFICIAL/Meeting Minutes**

The meeting was called to order at 9:02 a.m.  
Those in attendance included:

Ralph Brownell, Community Center Committee – Vice President, Mission Bay Board of Directors President	Melanie Brooks, Mission Bay & Preserve HOA Manager	Rhea Ashmore, Mission Bay Design Review
Gary Goodman, Mission Bay Board of Directors – Vice President, Community Center Committee	Karen Swan, Mission Bay & Preserve Staff Accountant	Claudette Beckendorf
Allen Bone, Mission Bay Board of Directors – Secretary, Community Center Committee - Secretary	Judiee Goodman, Mission Bay Design Review Chairman	Roger Norgaard
Jamie Seguino, Mission Bay Preserve Board of Directors, Design Review Representative	Mary Williams, Mission Bay Preserve Design Review	Pattie Ekness
David Koerner, Mission Bay Board of Directors	Sue McCormick	Sandie Hammer
Tim Delaney, Mission Bay Board of Directors	Greg McCormick, Mission Bay Preserve Design Review	Jim Reisteter
Mary Martin, Mission Bay Board of Directors, Social Committee Co-Chairman	Jock Schwank	Dave Rittenhouse
Lynn McNamer, Mission Bay Preserve Board of Directors, Community Center Committee	Bruce Bowman	Doug Schmitt
Don Wallace, Mission Bay Preserve Board of Directors - Treasurer	Don Carberry	Linda Bone
Pete Ridgeway, Mission Bay Board of Directors		

Melanie Brooks, Mission Bay HOA Director, opened the virtual meeting and thanked everyone for attending. She gave a special welcome to new Mission Bay and Mission Bay Preserve owners, and snowbirds participating via Zoom as well as local residents. She shared the goal of the annual budget meeting: to present the proposed operating and reserve budgets for 2022, as well as a re-cap of projected year-end 2021 financials..

The meeting opened at 9:02 am. Melanie shared the agenda for today's meeting. Call of roll and attendance were recorded via email log in to this Zoom meeting. Proof of due notice was provided and posted on November 23<sup>rd</sup>, as per the HOA by-laws.

She asked for approval of the annual summer meeting minutes from June 12, 2021. A motion was made by Ralph Brownell to approve the minutes from the June 12<sup>th</sup> 2021 Community Center summer meeting and seconded by Gary Goodman . All were in favor and the minutes were approved as written.

Melanie introduced the new Community Center Committee, the Mission Bay and Preserve Boards of Directors, and HOA staff. The Community Center Committee has taken the place of the former Steering committees from each community in developing the Community Center Budget. The Committee is made up of five Board members – 2 from the Preserve and 3 from Mission Bay.

Community Center Committee

Meg Fair – President, Preserve Board  
Ralph Brownell – Vice President, Mission Bay board  
Allen Bone – Secretary, Mission Bay Board  
Gary Goodman, Mission Bay Board  
Lynn McNamer, Mission Bay Preserve Board

Board of Directors – Mission Bay

Ralph Brownell - President  
Gary Goodman – Vice President  
Allen Bone - Secretary  
Tim Delaney  
David Koerner  
Mary Martin  
Pete Ridgeway

Board of Directors – Preserve

Meg Fair – President  
Rod McCrae - Secretary  
Don Wallace - Treasurer  
Lynn McNamer  
Jamie Seguino  
Mark Gelernter – Vice President, retired

Mission Bay & Preserve HOA Administration

Melanie Brooks – Mission Bay & Preserve HOA General Manager

[melanie@missionbayhome.com](mailto:melanie@missionbayhome.com) 406-883-5139

Karen Swan – Mission Bay & Preserve Accountant

[karen@missionbayhome.com](mailto:karen@missionbayhome.com)

She reported on the budget process, and that the approved budgets will be posted on line after the meetings. She then shared that committees in both communities are always interested in new participation from community residents. Homeowners interested in serving may contact the HOA office or current committee members directly. She gave special thanks to committee

members that have gone above and beyond the call of duty through their participation in special projects, planning and advising.

## FINANCIAL REPORTS – 2021 BUDGET RE-CAP

Ralph Brownell, Mission Bay Board of Directors President and Community Center Vice-President, shared both the 2021 Year to Date Community Center Budget progress, and the 2022 proposed Community Center Operating Budget and Reserve expenses anticipated.

### 2021 Projected YE Totals (as of 11/10/2021)

	<b>BUDGET</b>	<b>ACTUAL</b>
Total Revenues	\$274,432	\$ 301,098
Total Expenses		
General & Admin	\$ 104,590	\$ 105,617 *to YE 12/31
Equip/Building Costs	\$ 75,780	\$ 72,388
Janitorial	\$ 12,010	\$ 11,826
Landscaping/Grounds	\$ 7,315	\$ 7,759
Pool, Courts	\$ 20,585	\$ 21,500
Utilities	\$ 10,532	\$ 12,605
Snow Removal	\$ 2,000	\$ 2,000
Contribution CC Reserve	\$ 32,760	\$ 32,760
<hr/> Total Expenses	<hr/> \$ 265,572	<hr/> \$ 266,455

Ralph reported that there was a windfall in Actual 2021 revenues due to the dues, interest and late fee payoff of two lots in arrears, and the selling of the last declarant lots.

### Reserve Fund

<b>Planned Expenditures 2021</b>	<b>BUDGET</b>	<b>ACTUAL</b>
Pool Fence and Gate Repair	\$ 3,500	\$ 0
Log Post Refinishing (entry, patio)	\$ 2,500	\$ 3,500
Pool Patio Tables	\$ 1,000	\$ 477
Replace Pool Winter Cover	\$ 5,000	\$ 0
Parking Lot Crack Repair/Seal Coat	\$ 5,000	\$ 4,050
Parking Lot Cement Repair	\$ 0	\$ 5,150
Flagpole	\$ 0	\$ 4,386
Office Equipment (phone)	\$ 2,500	\$ 502
<b>TOTAL</b>	<b>\$19,500</b>	<b>\$ 18,065</b>

### Reserve Allocated Expenditures / Only If Necessary

- Replace Refrigerator, Oven, Dishwasher \$ 3,000
- Repaint Clubhouse Interior \$ 7,500
- Replace Hot Water Heaters (2) \$ 1,800
- Replace Pre-Cor Elliptical Trainer \$ 7,500

▪ Replace Recumbent Bike	<u>\$ 4,200</u>
▪ <b>Actual Spent</b>	<b>\$ 0</b>

**Reserve Allocated Expenditures / Only If Necessary (continued)**

▪ Replace Rowing Machine	\$ 2,100
▪ Replace Exercise Room Carpet	\$ 5,000
▪ Fence, Wooden & Gate	\$ 3,500
▪ <u>Pool deck and CC Front Surface</u>	<u>\$60,000</u>

**Subtotal (only if necessary projects) \$94,600 total \$ 0 spent**

**Subtotal Reserve (necessary projects) \$19,500 total \$18,065 spent**

**TOTAL all projects \$122,100 total \$18,065 spent**

## 2022 Proposed Community Center Budget

**Total Revenues \$ 284,138**

**Total Expenses**

General & Admin	\$ 110,191
Equip/Building Costs	\$ 75,780
Janitorial	\$ 11,420
Landscaping/Grounds	\$ 9,755
Pool, Courts	\$ 24,580
Utilities	\$ 10,532
Snow Removal	\$ 2,000
<u>Contribution to CC Reserve</u>	<u>\$ 33,480</u>

Total Expenses \$ 277,738

Revenue in excess (short) of Expenses \$ 6,400

Ralph then shared the good news for the Community Center dues structure for 2022.

## INCOME/COMMUNITY CENTER DUES STRUCTURE

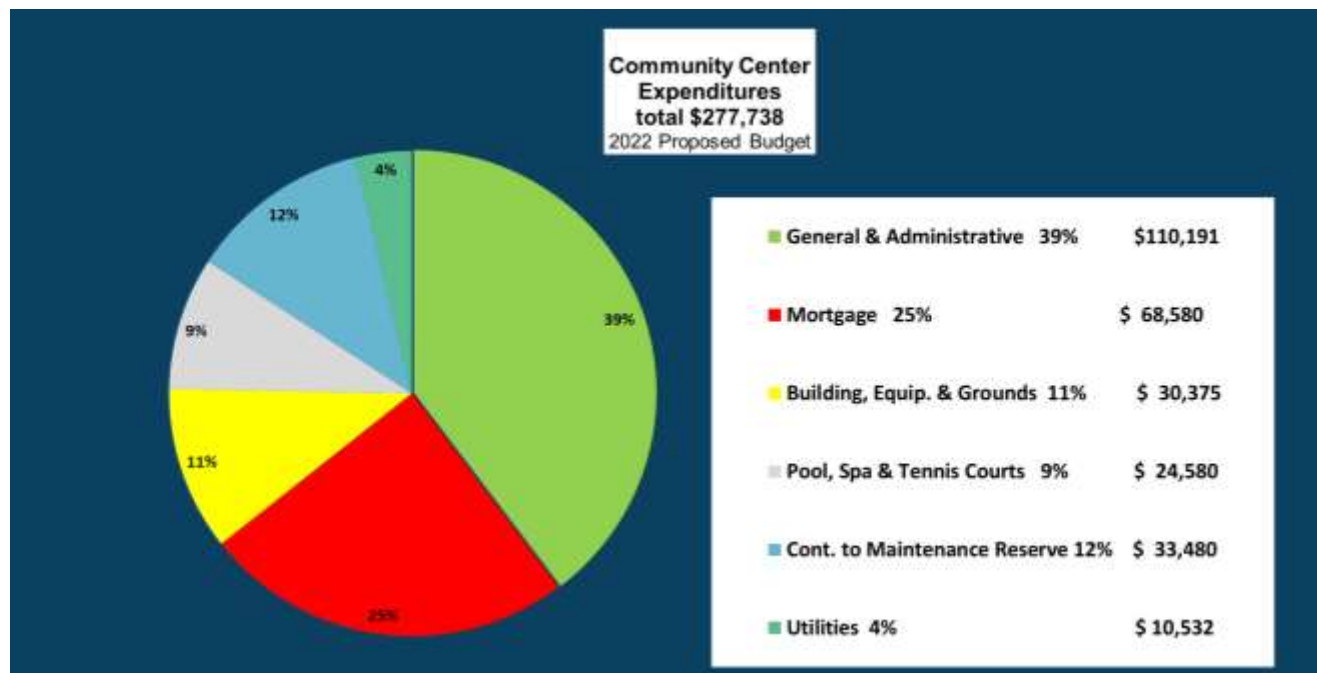
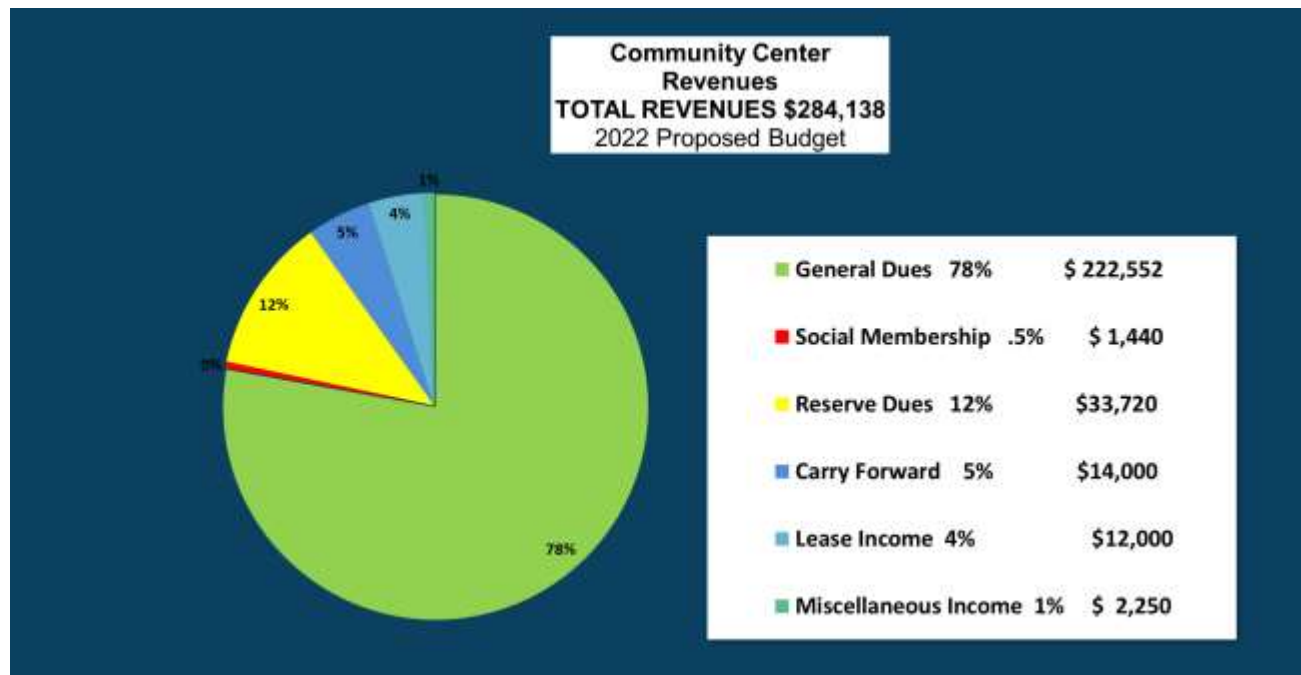
\$0/month increase in dues for 2022

\$76 per lot per month total

\$66 for operating expenses,

\$10 for maintenance reserve

- No anticipated special assessment for 2022
- Lease income
  - \$12,000 Lease
  - \$ 2,250 Rental Fees, Interest



Ralph reported that the current mortgage balance is \$352,989 as of November 11, 2021; the original mortgage was \$492,202. Glacier Bank has funded our mortgage and loan at a 10-year fixed rate of 5.04%. There are 7.5 years left on the loan until maturity on July 5, 2029.

Additional amounts continue to be paid on the principal each month, so the loan may be paid off sooner.

## **COMMUNITY CENTER RESERVE FUND PROJECTS 2022**

### **Planned Expenditures**

▪ Pool Fence and Gate Repair	\$ 3,500
▪ Fence, Posts, Rope	\$ 1,240
▪ Patio Area Wood Columns	\$ 2,500
▪ Gutters on CC	\$ 1,125
▪ Replace Pool Winter Cover	\$ 5,000
▪ Parking Lot Crack Repair	\$ 1,000
▪ Office Equipment, fixtures	\$ 1,998

**TOTAL** **\$16,363**

### **Reserve Allocated Expenditures / Only If Necessary**

▪ Replace Refrigerator, Oven, Dishwash.	\$ 3,000
▪ Repair Central Vacuum System	\$ 700
▪ Replace Hot Water Heaters (2)	\$ 1,800

**Subtotal (only if necessary projects)** **\$ 5,500**

**TOTAL all projects** **\$21,863**

## **PROJECTED BALANCES**

### **COMMUNITY CENTER RESERVE FUND**

- \$2235,904 projected Reserve balance December 31, 2021
- \$259,733 projected Reserve balance at December 31, 2022

Ralph shared that the website will post all new financial information as it is available, including the meeting presentations, minutes of the meetings, actual 2021 year-end financials (posted in February 2022) and the 2022 Community Budgets. The password for the financial and homeowner pages is mbhoa.

[www.missionbayhoa.com](http://www.missionbayhoa.com)

**Social Committee Report** – Mary Martin, Social Committee Co-Chairman, gave a re-cap of the year's social events, sharing that many events had been planned and scheduled, and then needed to be canceled, due to continuing COVID concerns. They are anticipating 2022 event planning and will keep all members posted. She shared that the clubhouse had been decorated for the Holidays by the committee, and invited everyone to take a look. She introduced the Social Committee members:

Ginny DuBrucq & Mary Martin, Co-Chairs  
Allen & Linda Bone, Janice Donovan,  
Mark Gelernter & Ginny DuBrucq, Dale & Linda Stoverud

## **New Business**

Ralph Brownell shared thoughts for new strategic planning for the Community Center, including a survey of homeowners and analysis of use, to aid in recommending plans for the use of the Community Center in the future. He said Mission Bay HOA has a lease with Mission Bay Real Estate through the end of December, 2022, which gives the community a chance to plan for the future, and the use of the space while receiving lease payments for this year. Ideas are needed for a master plan, and a committee will be formed of interested community individuals to explore options. They will share recommendations to the Boards and then shared with the full communities for their comments and feedback. A new committee of architects, space planners, engineers, designers will then be formed to put the plan on paper.

## **Questions and Comments from the Audience**

Rhea Ashmore shared a thank you to the committees for their work, mentioning the community looked great. She confirmed with Ralph that the Community Center dues would not be raised for 2022.

Don Carberry asked for status on the flag at the Center and Melanie said that as soon as the new flag light was received, the flag would be re-installed.

No other business was brought forth on the agenda.

## **ADJOURNMENT**

The meeting was adjourned at 9:44 am.