

MEETING MINUTES

Community Center & Mission Bay Master Association

August 10th, 2021 9:00 am | Meeting called to order by Allen Bone- MB Steering Committee Chairman

In Attendance

Steering Committee: Allen Bone – President, , Tim Delaney, David Koerner Mary Martin, Pete Ridgeway

Preserve Representatives: Meg Fair, Dave Rittenhouse

Boards of Directors: Mark Gelernter – Preserve, Ralph Brownell, Gary Goodman – Mission Bay

Staff: Melanie Brooks, Karen Swan

Residents: Claudette Beckendorf, Rick LaPiana, Doug Schmitt

Absent:

August 10th, 2021 Meeting

The meeting was called to order by Mission Bay Steering Committee Chairman Allen Bone. This was an open meeting held at the Mission Bay Community Center.

Approval of Minutes

The July 13, 2021 Steering Committee meeting was an orientation session for new members, so there were no minutes taken at this meeting. A full voice

recording of each Steering Committee meeting is available by appointment at the Homeowners Association office.

Resident Contributions - Questions or Comments

None presented at this time

Manager's Report - Community Center

CC Projects -Melanie shared progress on the balance of 2021 projects. There is a new pump on order for the Pool – It is one of two and regulates the temperature as well as filters. It is anticipated to be installed within a few days. The Community Center Parking lot and side parking spaces will be resurfaced/restriped in next few weeks, and concrete repair, irrigation drain repair work will be done prior to this. This is an approved reserve expense for the Community Center. Fall landscape cleanup and weed spray will begin by the end of the month.

Social Committee Update – Community Center

Social Committee – Mary Martin reported that the Social Committee met and has chosen to go ahead with the Music at the Pool event scheduled for Friday, August 27th, for now. The sign-up sheet is at Mary's home at 690 Hawk Drive. Due to new Covid concerns in Lake County, food will be served outside and there will be recommended social distancing. The Social Committee will follow current covid rates for the County and will consider cancelling up to the last minute if necessary. Details will follow.

Old Business – Community Center

Melanie reported that Clearwater Electric is working on flagpole lighting and replacement of broken light on floor of patio area.

New Business – Community Center

CC Ownership, Joint Use & Shared Services Agreement – David Koerner confirmed that the Community Center is currently owned by Mission Bay and that the Preserve is not on the mortgage documents. Meg Fair said that documents are currently in the works to revise this Community ownership to reflect both communities. Dave recommended this include a joint use and shared services agreement, developed first and voted on by each community and added to the covenants. There was further discussion among the group on this topic and timing of documents. There are also concerns that the Steering Committee and Boards follow the language written in the Mission Bay Covenants that requires a Community Center Committee comprised of two Preserve representatives and three from Mission Bay – that currently the governance of the communities is out of compliance with the CCR documents. Ralph shared that the Mission Bay By-Law task force is currently in place and recommended setting up a joint task force to put together a shared services agreement. It was recommended by Dave and Tim Delaney that future task forces be opened up for more community participation. Dave Rittenhouse and Mark Gelernter suggested the recommendation for setting up the Task forces as discussed be put forth to both Boards. It was agreed that work needs to begin by the Boards on a shared services agreement (to incorporate into revised covenants), and title; both communities' Covenants will need to be revised for this to be formally accepted. Meg suggested the two Boards meet to develop an agreement, with David Koerner's suggestions for language on this agreement outlined. Doug Schmitt, from the audience, was recognized; he recommended a schedule/timeline for the above process be put together to post to the community, so that all members can follow progress.

Social Members – David Koerner related that social member are not allowed per the CCR's. Discussion followed on the parameters of the two current social members and the 3 lots that have opted out. Meg shared that this situation has been addressed in the past – that the lots had opted out initially and they have no ownership in the facilities. Melanie will prepare historical information for the group on both topics to share at the September Steering Committee meeting. Rick LaPiana was recognized from the audience and he shared that both social membership and lots opted out items had been addressed clearly in the past and decisions had been made for the good of the individuals and the communities.

2022 Operating Budgets – Melanie shared that the bidding process for 2022 services throughout all communities will begin on September 15, with a mailed request for bids and request for updated information for approved vendors for 2022. All vendors are required to submit current insurance/liability information. Contractors are required to have at least \$1M Liability policies. Vendors will have until Thursday, October 14th to submit their proposals. She said this had been a difficult year for companies to have full compliments of employees, and there may be labor cost increases in the works for next year.

She requested that any new recommendations for new vendors be submitted prior to this time.

She also asked for recommendations on new reserve projects for the finance committees to consider as the budget process begins. After the bids are submitted, the finance committees will meet to begin working with Karen Swan, accountant, and Melanie to complete final drafts for Steering Committee and Board of Director approval. The proposed budgets are presented at the open Annual meeting on December 11, 2021 for questions and comments from all community residents.

Real Estate Office – The question was raised as to the future of the Mission Bay Real Estate office at the Community Center, now that all declarant lots have been sold and there is no declarant. The building and facilities currently do have a resort overlay. There was further discussion as to concerns for compliance with By-Laws and future options for use of the space.

Mission Bay Master Association

Board of Directors Report - Mission Bay Master Association

Ralph Brownell shared that all points regarding the Board report have already been discussed.

Manager's Report – Mission Bay Master Association

Manager's Report - Melanie reported that scheduled fall landscaping work will begin in September. Weed treatments, including roadside spraying and a second round of weed control will be applied in common areas. There will be some replacement of shrubs in common area plant beds due to removal of dead plants this summer. Crack-fill on community roads and irrigation system repairs will also be done in the next 30 days. There is additional damage from plows that will be addressed with the plowing company.

Standing Committee Updates – Master Association

CCR Committee – Pete Ridgeway, Committee chairman, reported that there were 8 violations throughout the community, reported on August 8th that are being addressed. There is also a question whether the owners along Eagle and Hawk may park on the street, or whether they fall under the CCR's for Mission Bay, as they are City Roads. The HOA has a request in to the City Attorney to find and report on the initial road agreement records.

Design Review Committee – Dan and Sheri Muller on Hawk Drive have almost completed their project, and landscaping is in the works, with the Design Review Committee final walk-through to follow. Bergesons have started their approved home build on Hawk Drive.

Old Business – Master Association

Mission Bay Beach Task Force – Tim Delaney reported that a Task force was developed this summer to take a look at the beach and future planning/projects. Doug Schmitt is the other current member of the committee and shared that the first discussions the task force had was to put in dirt fill, and replace the sea-wall. He recommends new surveys to confirm boundaries prior to any projects are started. He also recommended all outside conversations with the Tribe, City or any other entity be done in a unified/one-voice manner, fully researched prior to the conversations. There was more discussion among the group regarding timing and community involvement.

New Business – Master Association

Mission Bay By-Law Task Force - Pete Ridgeway gave an update on the MB By-Law Task Force work via sharing a first draft of proposed changes to the current MB By-Law document. The documents used for the revision were the Mission Bay HOA 1999 By-Laws, and the Mission Bay Preserve By-Laws 2021. He thanked the members of the Task Force for their contributions to date. He presented a letter from a community resident sharing views on the functionality of the present Steering Committee and Board of Directors, which he said is a concern for many residents. There was discussion among the group regarding governance, document review, community participation and the decision-making process. There is an intent to complete the By-Law revision as soon as possible. To date the agreed-upon review process is to approve the Task Force's suggested recommendations for by-law revision, send this revision for approval to the Steering Committee and Board, and then to the community, so that all members may look at the proposed changes prior to progressing.

David Koerner shared his concern that each entity should have a separate bank account, due to possibilities for co-mingling funds.

Highlights of the By-Law changes would be to increase the Board of Directors from 3 members, to a Board of 5-7, ideally 7 members, and have staggered 3-year terms. Officer positions were discussed; these would be one-year terms. Board meetings would all be announced and held as open meetings, with the exception of those meetings held as executive sessions. He also recommended the calendar be revised to reflect the same January 1 to December 31 calendar year. It was agreed that the document will be prepared with the changes Pete's committee recommended highlighted, then changes approved via the task force, steering committee, Board, then community prior to voting. The target date to present the revisions to the community will be after the next open Steering Committee meeting and their approval; approximately 3-4 weeks.

Board Member Positions- There was discussion throughout the group as to the protocol/legality of appointing versus voting on new Board members, and length of terms. Rules in place need to be followed until any revisions are voted on and replace the current covenants.

Financials – Karen Swan shared that she met with Ryan Gage, CPA regarding accounts receivable questions. In response to reporting questions from David Koerner, she will add a line on the report to reflect pre-paid accounts. Also, interest charges should be defined in covenants. He also recommended taking a look at reserve funds that may be available to pay down debt. It was agreed that the reserve studies are due for an update across the board.

Karen shared year to date financials (first half) through June 30th, 2021.

Pool Bad Behavior – Claudette Beckendorf shared an unsettling incident that happened to her family, with rude and foul language shown by another resident in reaction to not being allowed in the pool gate. Claudette stated that it had been 37 days since the incident to bring it to the steering committee's attention, due to having no meeting in July, and would like to have serious consequences for this type of incident. She is asking for the group to develop penalties and address these serious incidents. Meg agreed that this language needs to be added to the Covenants, it is not currently in place. It was recommended this be part of the new joint-use document.

Discussion was had regarding installation of a lock on the court gate, potentially a keypad. And whether the side lock at the courts should be always locked due to non-residents entering. This discussion should have been discussed at the Community Center portion of the meeting.

Next Meeting

The next Steering Committee meeting will be held on Tuesday, September 14th, at 9:00 am. This will be an open meeting.

Adjourn

The meeting was adjourned at 11:50 am.

Steps for Follow-Up

Melanie

1. Complete 2021 Community Center and Master Association projects outstanding.
2. Prepare history and information regarding Social Memberships
3. Prepare history and information regarding "opt-out" properties
4. Assist the By-Law Task force in preparing revised document.
5. Prepare the call for bids and vendors mailing for 2022 Budgets
6. Note adding abusive language and behavior actions to Joint services agreement