

Mission Bay Homeowners Association

Mission Bay Master Association HOA Annual Budget Meeting

Mission Bay HOA Members

December 11th, 2021

UNOFFICIAL/Meeting Minutes

The meeting was called to order via Zoom at 10:32 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
Pete Ridgeway, Mission Bay Board of Directors	Steven Tassaro	Pattie Ekness
David Koerner, Mission Bay Board of Directors	Jock Schwank	Sandie Hammer
Tim Delaney, Mission Bay Board of Directors	Bruce Bowman	Linda Bone
Mary Martin, Mission Bay Board of Directors	Doug Schmitt	Don Carberry

Melanie Brooks, Mission Bay HOA Director, opened the virtual meeting and thanked everyone for attending. She gave a special welcome to new Mission Bay owners, and snowbirds participating via Zoom, as well as local residents. She shared the goal of the annual budget meeting: to present proposed operating and reserve fund budgets for 2022, as well as a re-cap of projected year-end 2021 financials, as well as upcoming 2022 community projects. The Mission Bay Master association includes community common areas, plant beds, common private roads, beach and dock areas.

The meeting opened at 10:32 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 23rd, as per the HOA by-laws.

She asked for approval of the Master Association annual summer meeting minutes from June 12, 2021. A motion was made by Rhea Ashmore to approve the minutes from the June 12th 2021 Master Association summer meeting and seconded by Gary Goodman . All (20) were in favor, (0) opposed, and the minutes were approved as written.

Melanie introduced the Mission Bay Board of Directors, now at 7 members, the new Community Center Committee, and the 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.

Board of Directors – Mission Bay

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

Community Center Committee

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

Mission Bay & Preserve HOA Administration

Melanie Brooks – Mission Bay & Preserve HOA General Manager

melanie@missionbayhome.com 406-883-5139

Karen Swan – Mission Bay & Preserve HOA Accountant

karen@missionbayhome.com

She reported on the process of developing the budget, and noted that the Board of Directors signs the final budget after the winter annual meeting: approved budgets are then posted on line.

FINANCIAL REPORTS – 2021 MASTER ASSOCIATION BUDGET RE-CAP

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

2021 Master Association Projected YE Totals (11/10/2021)

	<u>BUDGET</u>	<u>ACTUAL</u>
Total Revenues	\$ 120,446	\$154,758
Total Expenses		
General & Admin	\$ 9,085	\$ 8,618
Maintenance-Landscape/Grounds	\$ 38,474	\$ 37,684
Maintenance-Streets	\$ 3,000	\$ 3,000
Maintenance -Snow	\$ 12,300	\$ 11,150
Utilities	\$ 800	\$ 610
Contribution Maintenance Reserve	\$ 26,268	\$ 6,235
Contribution Roads Reserve	\$ 19,104	\$ 19,080
Contribution Snow Reserve	\$ 7,164	\$ 7,164
Total Expenses	\$ 116,195	\$113,541
Carry Forward		\$ 3,000
Revenue in Excess (short) of Expense	\$ 4,251	\$ 38,217

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.

**2021 Mission Bay Master Association Maintenance Reserve Fund Re-Cap
Planned Expenditures**

	<u>BUDGET</u>	<u>ACTUAL</u>
■ Dock Area Erosion Abatement	\$ 1,000	
■ Dock at Mission Bay various maintenance	\$ 1,500	
■ Dock Area Landscaping	\$ 5,000	
■ Gazebo – repair & maintenance	\$ 1,500	
■ Landscaping repairs, various	\$ 3,700	
■ Village Sidewalks –minor repairs	\$ 3,900	\$ 4,950
■ Master Association documents - legal	\$ 5,000	\$ 1,041
■ Roads Repair	\$ 7,696	\$ 5,500
■ Snow	\$ 3,000	
TOTAL	\$ 30,296	\$11,491

Dock, beach area expenditures were put on hold pending future projects.

Planned Expenditures – only if necessary

		<u>ACTUAL</u>
■ Buried Water Lines	\$ 3,000	\$ 0
■ Mission Bay Sign	\$ 3,000	\$ 0
1. Only if necessary - expenditure sub-total	\$ 6,100	\$ 0
2. Planned Expenditure sub-total	\$ 30,296	\$11,491
Total Reserve Expenditures	\$ 36,396	\$11,491

Ralph reported on the past 10-year snow expenses and discussed various funds allocated for snow removal.

SNOW REMOVAL ACTUAL EXPENSE 2021 FROM OPERATING BUDGET & RESERVE

2021	BUDGET	ACTUAL (through 11/10/2021)
MAILBOXES	\$ 2,000	\$ 720
STREETS	\$ 10,000	\$ 6,746
DE-ICING	\$ 300	\$ 240
RESERVE	\$ 3,000	\$ 0
TOTAL	\$ 15,300	\$ 5,880

MISSION BAY – 2011-2021 10 YEAR/YEARLY SNOW EXPENSES

YEAR	Operating	Reserve	total	% of 10 Year Total
2011	\$ 4,600	none	\$ 4,600	3.9%
2012	\$ 5,400	none	\$ 5,400	4.6%
2013	\$ 5,400	none	\$ 5,400	4.6%
2014	\$ 5,630	\$ 1,196	\$ 6,826	5.9%
2015	\$ 5,650	\$ 1,015	\$ 6,665	5.9%
2016	\$ 5,650	none	\$ 5,650	4.8%
2017	\$ 5,650	\$23,681	\$29,331	25.2%
2018	\$ 8,500	\$ 6,235	\$14,735	12.6%
2019	\$10,000	\$15,280	\$25,280	21.7% (60 % 2017-2019)
2020	\$ 5,880	none	\$ 5,880	5.0%
2021	\$ 6,746	none	\$ 6,746	5.9%

10 YEAR

TOTALS	\$69,106	\$ 47,407	\$116,513	100%
\$41,339 total in current snow reserve				

Ralph Brownell then shared the proposed 2022 Operating Budget and reserve expenditures anticipated for the Mission Bay Master Association.

2022 Proposed Mission Bay Master Association Budget

2022	BUDGET
Total Revenues	\$125,297 (includes \$3K carry-forward 2021)
Total Expenses	
General & Admin	\$ 9,085
Maint.-Landscape/Grounds	\$ 39,666
Maintenance-Streets	\$ 3,000
Maintenance - Snow	\$ 12,300
Utilities	\$ 800

Master Assn 2022 Budget continued...

Contribution Maint. Reserve	\$ 27,192
Contribution Roads Reserve	\$ 9,776
Contribution Snow Reserve	\$ 7,416
Total Expenses	\$119,235
Carry Forward	\$ 3,000

Revenue in Excess (short) of Expense \$ 6,062

INCOME

There is no increase in dues for 2022 per lot, per month.

Dues Breakout: \$ 49 total, per lot per month

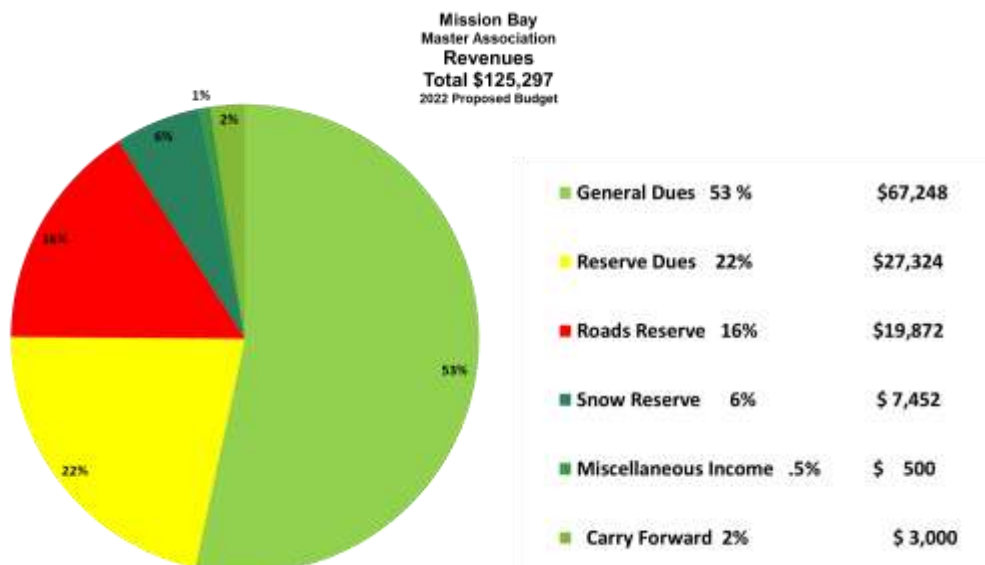
- \$ 27 for operating expenses
- \$ 22 for maintenance, road and snow reserves

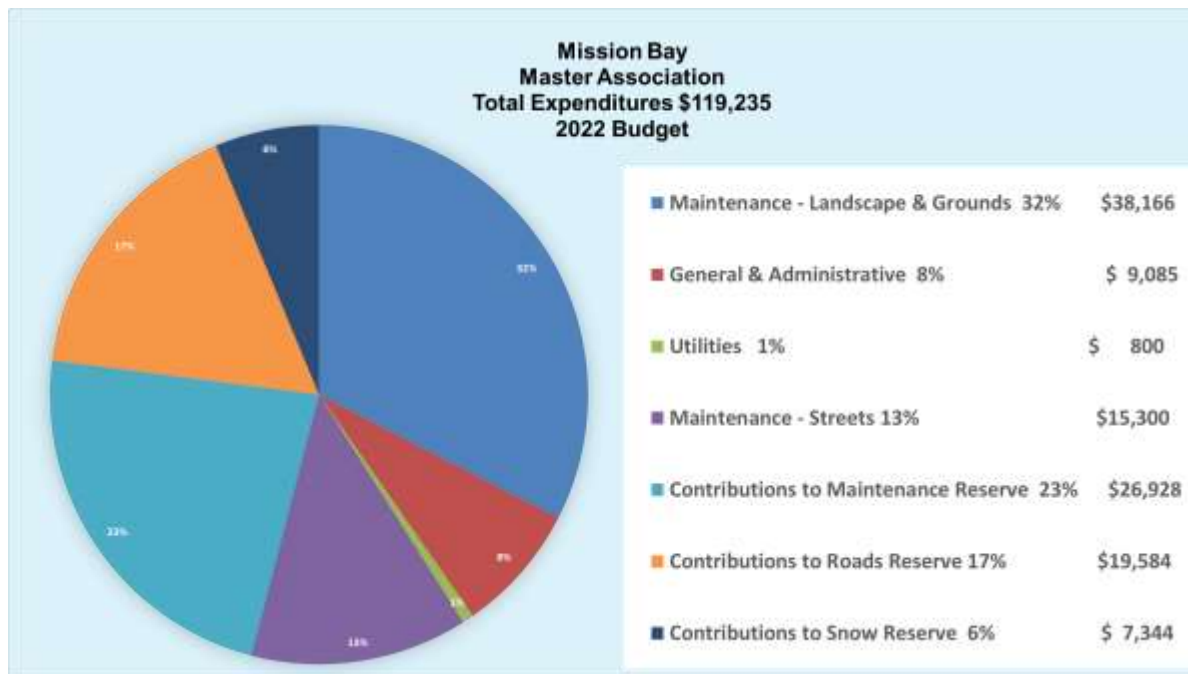
Total Master Association Dues Breakout (no increase over 2021)

General Dues Community Center	\$ 66
Reserve Dues Community Center	\$ 10
Subtotal	

\$ 76

Mission Bay Master Association Dues	\$ 27
Mission Bay Master Association Reserve	\$ 11
Mission Bay Master Association Roads Reserve	\$ 8
Mission Bay Master Association Snow Reserve	\$ 3
Subtotal	\$ 49
<u>Total dues/month Mission Bay Homeowners</u>	<u>\$125</u>
Dues per quarter for 2022	\$375





Ralph presented the Master Association projects for 2022, both prior to and after the addition of the new beach area projects.

Original Reserve funds - projects for 2022

- Dock Area Erosion Abatement \$ 1,000
- Dock at Mission Bay various maintenance \$ 1,500
- Gazebo – repair & maintenance \$ 1,500
- Fence Post/Rope – Beach area \$ 2,000

(Subtotal dock/beach \$ 6,000)

- Landscaping Lights \$ 1,500
- Landscaping repairs, various \$ 4,305
- Tree Maintenance and Replacement \$ 3,000
- Roads Repair \$ 1,206
- Miscellaneous Sign \$ 1,200

TOTAL RESERVE PROJECTS \$ 17,211

Beach Restoration 2022 (new proposed project)

- Construct new drainage culvert \$ 9,350
- Rebuild and replace existing 96'
- Seawall with Rock Rip Rap Barrier \$ 24,700
- subtotal \$ 34,050

- Remove originally scheduled beach projects
- replace with Beach Restoration **(-\$ 6,000)**

▪ Landscaping Lights	\$ 1,500
▪ Landscaping repairs, various	\$ 4,305
▪ Tree Maintenance and Replacement	\$ 3,000
▪ Roads Repair	\$ 1,206
▪ Miscellaneous Signs	\$ 1,200
TOTAL	\$45,261

PROJECTED SNOW REMOVAL EXPENSE 2022 FROM OPERATING BUDGET & RESERVE

2022	BUDGET
MAILBOXES	\$ 2,000
STREETS	\$ 10,000
DE-ICING	\$ 300
TOTAL	\$ 12,300

***Snow reserve funds at \$ 41,339, when needed

MISSION BAY RESERVE FUND BALANCES

- Total Mission Bay Reserves \$ 256,197 projected balance 11/10/2021
- Total Mission Bay Reserve \$ 274,987 projected balance 12/31/2022
- Includes Reserve expenses \$ 45,261
 - Includes 2022 Roads Reserve contribution of \$ 19,776
 - Includes 2022 General Reserve contribution of \$ 27,192
 - Includes 2022 Snow Reserve contribution of \$ 7,416

Total added to reserves in 2022 \$ 54,384

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

CCR Committee Update – Ralph introduced Pete Ridgeway, CCR Chairman. CCR's are Codes, Covenants, and Regulations. Pete reported that the committee had a quiet year; with minimal violations within the community. He shared that there will be an update/revision to the Mission Bay CCRs in 2022 and he invited any member interested in participating on this committee to contact him.

Design Review Committee Update – Melanie introduced the Design Review Committee members: they include Gary Goodman-Board representative, Judiee Goodman-Committee Chair, Barbara Coffman, Rhea Ashmore, and Rick LaPiana.

Gary Goodman, Board representative to the Mission Bay Design Review Committee, gave an update on activities in 2021. He asked everyone to remember to turn in (to the Design Review Committee) any changes in exterior home colors, designs or landscape plans to the committee for approval prior to starting the project. Color changes need to be submitted on a large enough sample to be seen and actual paint colors need to be used on the sample.

The following are new home plan reviews done in 2021:

DATE	LOT	OWNER	ADDRESS	
6/1/2021	57	Walter & Amber Mabie	92 Eagle Drive	under review
4/27/2021	A-28	Mark Robinson	101 Marias	approved/under construction
4/7/2021	7-S	Don & Debra Bergeson	536 Hawk Drive	approved/under construction
6/26/2020	Lot 40	David Eggebrecht	113 Mission Bay Drive	approved/under construction
6/18/2021	10-S	Dan & Sheri Muller	608 Hawk Drive	complete

RENOVATION REVIEWS

DATE	LOT	OWNER		
4/25/2021	43	Steve Bauer	109 Mission Bay Drive	Patio extension/approved
4/1/2021	C-09	Dick & Marianne Winn	104 Jefferson Court	front door color/approved
5/20/2021	32	Jeff Kuntz	104 Mission Bay Drive	home color/ approved
8/11/2021	34/35	Nancy Luiso	108 Mission Bay Drive	Paint colors/approved
5/1/2021	49	Teggeman	91 Eagle	home color/approved
5/1/2021	6	Lloyd & Kelly Maier	111 Crescent Landing	deck extension/approved
3/30/2021	81	Barry Flamm	295 Montana Landing	roof replacement/approved
6/10/2021	21	Paul Beard	116 Eagle	deck, landscape/approved
10/27/2021	31	Ratzburg	102 Mission Bay Drive	patio/approved
5/1/2021	6	Maier	111 Crescent Landing	paint color/ approved
7/15/2021	11	Taylor	214 Eagle	propane tank/approved
7/15/2021	C-9	Winn	104 Jefferson Court	door color/approved

Mission Bay Beach Proposed Renovations

Ralph Brownell shared community concerns for the current state of the dock/beach area, due to heavy storms, wind and community use. There is current work underway to preserve this real estate asset:

He introduced Mission Bay resident Doug Schmitt, who has been working as the consultant/facilitator, task force head, on this project and has extensive architect/site planning expertise. He and Rick LaPiana have already met with tribal officials and city officials, engineers. Doug introduced plans to the Mission Bay Board for a new beach remediation project at the Mission Bay Beach, that would include the following items: constructing a new drainage culvert - \$ 9,350, rebuilding and replacing the existing 96-foot seawall with rip rap rock barrier - \$24,700, for a total cost of \$34,050. There is also potential to add parking lot

expansion for golf carts, projected at \$6,090. Doug said after initial study of the parking, the funds will come down for this portion of the project to \$2600, as less area is necessary than anticipated. His proposal is to extend the parking for golf carts and with culvert added, remove the concern for mosquitoes. He anticipates starting in May of 2022, submitting an application for the permit in the next week.

New Business

Ralph shared information on the upcoming Board elections that will take place at the 2022 June annual meeting. There are now 7 members of the Mission Bay Board: 5 of the seats will be open and voted on at this time. The four current appointed Board seats and one open because of term expiration will be open at this time. He encouraged any community members interested to complete an application and run in this election.

Questions and Comments from the Audience

Allen Bone shared his thanks for the new Holiday decorations donated by Roger Norgard. Ralph asked the members present to respond to a straw poll, to give indication of the interest/support in the addition of the golf cart parking at the beach (10 thumbs up).

No other business was brought forth on the agenda.

ADJOURNMENT

The meeting was adjourned at 11:17 am.