

# MEETING MINUTES

## Mission Bay Master Association

*Tuesday January 11<sup>th</sup>, 2022, 9:30 am via Zoom | Meeting called to order by Ralph Brownell – Board President*

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### In Attendance

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**MB Board of Directors:** Ralph Brownell – President, Gary Goodman, Allen Bone, Tim Delaney, David Koerner, Mary Martin, Pete Ridgeway

**Staff:** Melanie Brooks, Karen Swan

**Homeowners:** Rick LaPiana, Bruce Bowman, Sandie Hammer, Monty Schmidt, Doug Schmitt

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

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The meeting was called to order virtually, by Mission Bay Board of Directors President Ralph Brownell. This was an open meeting held via Zoom.

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### Approval of Minutes

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Ralph Brownell noted that the December 7<sup>th</sup> Board meeting was a closed executive session for the purpose of planning the annual meeting presentation for Saturday, December 11<sup>th</sup>, so there are no minutes for approval at this time.

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### Mission Bay Master Association

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#### Manager's Report – Mission Bay Master Association

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**Manager's Report** - Melanie reported that 2022 projects are underway. One of the first projects will be the re-design of the HOA website, planned to be completed in Spring 2022, it is expected that the new design will be visually updated and more importantly the functionality and ease of use will be the main goals. A significant amount of information needs to be easily accessible for each community. Each Community will have their own pages to easily access, and one common section with the Community Center. The Mission Bay and Preserve Meeting and Record Books are also being updated. These may be viewed by homeowners upon request and appointment.

She also noted that all contracts are being confirmed with the vendors, so that all services are confirmed, clear and understood. Undeveloped lot owners will be contacted also to confirm their landscaping maintenance plans for their lots. A few snow plowing issues are being addressed regarding parking and snow staking for streets, where the snow is placed when plowed.

There are several lighting electrical issues being addressed by Clearwater Electric, waiting for parts on order, including the flagpole at the Community Center.

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### Master Association Committees

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**CCR Committee** – Pete Ridgeway said there is no news to report for CCR at this meeting.

**Design Review Committee** – Melanie said there were no new projects. Lot 50 is developing initial plans but no submittals as yet.

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## Old Business – Master Association

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**Insurance Policy Revision** – Pete Ridgeway has completed this project and the changes have been made, sent to the insurance company to implement. The future policies will follow the calendar year and run from January 1 through December 31<sup>st</sup>. There were changes made to policy coverages for increased clubhouse valuation, employee defense coverages, and cyber security. He confirmed the policy is auditable. Liquor liability is covered with the current coverage provided if liquor is provided, not sold. The board felt this is adequate under the host liquor law and liability. Additional coverage for liquor liability can be purchased for \$100 per event. Clubhouse ownership changes would require endorsements. He did research on other insurance companies and compared bids. After comparing companies, he is satisfied with the newly revised policy at our current company. Ralph thanked him for his work on this project.

**2022 Board Election Process** - Ralph discussed the parameters and timeline of the election process and the importance of this, especially as there will be five positions open for this particular election. There was discussion as to whether all seven positions should be posted for the upcoming June election, rather than five. Gary shared the concern that all seven should not run at the same time, so that there are always members with experience rotating with new members.

Tim Delaney made a motion that all seven Board positions come up for election at the June 2022 meeting. Dave Koerner seconded the motion. Two were in favor and five were not in favor. The motion did not pass. The announcement for the five positions will go to all homeowners by the first part of April. He asked for recommendations from the group as to how to notify the full HOA community, to allow the most residents to be informed and consider serving on the Board. All Board applicants must have ownership of a lot in Mission Bay. It was agreed to go out with both mail and email notifications. Applications will be sent with the notifications, so homeowners may see the interest and qualifications of each individual. Biographies of the applicants running for the position will be provided to the homeowners. Final elections will be held according to the requirements of the revised Mission Bay Bylaws.

**Mission Bay Beach Project** –Doug Schmitt gave a presentation with updates on the beach restoration plan. This is the plan also submitted to the tribe to obtain the permit. It includes a revised estimate for a rip-rap wall barrier, culvert, and a new lake bed scope. The permit is anticipated by the end of February. Tim Delaney requested that this project have a professional engineer's stamp on the project, prior to proceeding, due to concerns regarding the success of the rock wall/rip-rap barrier.

Doug shared that he had received consulting advice from an engineer in Florida, as an additional outside source, regarding the positive effectiveness of the project. The other option is to restore the beach to the original state and not move forward on this project. The beach restoration project will not come from the operating budget, but from Mission Bay reserve funds. Doug shared that to get an engineer's survey, stamp done for 100% accuracy may run \$1700 and each additional input gets more costly. He said current estimates are between 95% to 98% accurate. The other part of the proposed project is a gravel golf cart parking lot– this was voted on and approved by homeowners at the annual meeting.

Ralph said the Board would like him to proceed, and obtain another consultant's opinion as available. The next step then will be to obtain firm bids from vendors for the work.

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## New Business – Master Association

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**2022 Mission Bay CCR Revision** – Ralph asked for the Board's opinion as to the best way to proceed on the CCR revision. The goal includes one new singular CCR document incorporating all past amendments. David Koerner said the new CCR's will need to include the Community Center language. Pete Ridgeway agreed to chair the committee and Dave Koerner agreed to assist. Melanie will send a notice to community residents asking for additional interested homeowners to participate on this revision committee.

**Mission Bay New Reserve Study** – Ralph shared that it is time for an across-the-board updated Mission Bay reserves study. This includes maintenance reserve, snow reserve, and roads reserves. There was discussion as to whether this reserve needs to be divided in the future, or treated as one singular reserve account. The expected projected total at the end of 2022 will be \$283K across the reserves. Pete suggested Board members with accounting experience participate with the Manager and other community volunteers. Tim, Dave and Ralph volunteered to participate from the Board. Melanie will initiate contact with Treasure State for a more in-depth study, and put a call out for volunteers to the community at large to join the committee.

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### Resident Contributions - Questions or Comments

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There were no additional questions or comments put forth at this meeting.

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### Next Meeting

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The next Steering Committee meeting will be held on Tuesday, February 8th, at 9:00 am. This will be an open meeting.

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### Adjourn

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Pete Ridgeway made a motion to adjourn the meeting and Dave Koerner seconded the motion. The meeting was adjourned at 11:41 am.

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### Steps for Follow-Up

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Melanie

1. Confirm with vendors all received bids for 2022 Budgets.
2. Send out notice for volunteers to CCR revision and reserve study committees.
3. Work with Doug Schmitt to obtain bids from vendors for beach project.
4. Continue with obtaining bids and execution of website revision.
5. Ensure new insurance policy is received, paid and filed.
6. Work on Board member nomination and election process.