MEETING MINUTES

 Mission Bay Homeowners’ Association

Tuesday, May 10th, 2022, 9:00 am via Zoom | Meeting called to order by Ralph Brownell – Board President

# In Attendance

**MB Board of Directors:**  Ralph Brownell, Gary Goodman, Allen Bone, Pete Ridgeway, Tim Delaney, Mary Martin, Dave Koerner via Zoom

**Staff**: Nori Pearce, Karen Swan

**Homeowners**: Monty Schmidt, Brenda Dewey via Zoom, Claudette Beckendorf

# February 8th, 2022 Meeting

The meeting was called to order by Mission Bay Board of Directors President Ralph Brownell.

This was an open meeting held at the Community Center and via Zoom. Ralph introduced Ginny Dubruq and Greg McCormick to report on the results of the Clubhouse Use survey and the draft of the proposed plan for the office area that has been developed. This plan showed the transformation of the real estate office space into community clubhouse and HOA office space, the demolition plan, and how the redesigned space could be used. The proposed design has been developed with minimal tear down and build possible, reusing doors and other components within the rebuild for saving costs and materials. The cabinet in the large meeting currently would be moved to the expanded kitchen area for more storage. There will be about 60 square feet added to the exercise room, a new multipurpose office will be made from the current realty offices, HOA offices will be in one area with Karen out of the closet, and a larger, more easily accessible kitchen. The plan gives the community flexibility on using the building. The Board voted unanimously that they supported the plan as currently projected and felt the task force should proceed with the project.

# Approval of Minutes

Pete Ridgeway moved the minutes be approved as written. Seconded. Motion passed.

# Manager’s Report – Mission Bay Homeowners Association

**Manager’s Report** – With proposals currently being reviewed, it looks like we may have at least 3 homes under construction this summer.

The website is currently being transferred to Click Here Designs in Polson. It should be going live by the end of this week. Please note errors you find and mistakes that need correction. It will take awhile to make sure we have everything in the correct place, and the proper links to get you to the information you need. There is still a private portal for Mission Bay files and business and a portal for the Preserve as well. Also there will be email addresses for Board and committee members for Mission Bay business. Comparing use of the website and Constant Contact email dates, there seems to be a direct correlation to the website being used more when an email is sent out regarding something going on in the community.

Nori read Section 4 of the By-laws about ballots. Ballots must be cast before the meeting according to this section. Ballots will be mailed out by Thursday, May 12th , with the notice of the Annual meeting and information about the candidates. They must be mailed 30 days before the annual meeting. Ballots may be returned before the annual meeting to the HOA Office. Ballot boxes will be prepared. Members receive one (1) vote per lot.

**Financial Report –** Ralph Brownell, Allen Bone, and Nori Pearce conducted an internal audit of the bookkeeping system Karen uses. Balances were checked with account balances and doublechecking of systems occurred during this internal audit. It had been before Covid that an internal audit had been completed.

Karen presented the quarterly P & L reports. There was some discussion about reserves and some of the account balances.

Karen reported that she is currently over hours budgeted for to date. She will be available fewer hours the last couple of weeks of the months this summer, if possible due to work load, to compensate.

Mission Bay Homeowners Association Committees

**Social Committee -**  Mary Martin reported on the Cinco de Mayo event. There was a great turnout with around 80 people. People enjoyed themselves and were glad to have a chance to get together.

**CCR Committee –** Pete Ridgeway thanked the CCR committee for the work they have done to get the revisions of the CCR’s to their current place. There was discussion concerning the clause pertaining to joint ownership of the building with the Preserve. There will be a committee made of board members from the Preserve and Mission Bay to fine tune the wording of this clause. Section 11 of the CCR’s should read the same as the Association by-laws. Pete turned the work of the committee on the CCR’s over to the Board for completion and filing. The committee suggests that an outside attorney review the document. An attorney located in Missoula has been recommended by Tim and Dave for review of the document. Ralph thanked the committee for their work on the revisions. Ralph said that when the entire document is completed, including Section 10, then the document will be reviewed by an attorney. Gary brought up the use of outside providers, rentals within the Community and if there needs to be something in the CCRs regarding these definitions. More discussion about specifics of CCRs in different instances was held.

**Design Review Committee** - Gary Goodman on the DRC recent projects. It seems that the home constructed on Lot 40 has a lock-out basement which could be used as a rental. They are also planting trees that were not included in their landscape plan. Homes within Mission Bay can only be used as single-family dwellings. There is an article in the CCR’s that addresses outside(of family) providers working and living in homes within our community. Lot 40 will receive a letter about these items. Closing should be soon on the property. There have also been a lot of violations of the Design Guidelines and CCR rules. The current DRC is willing to enforce the regulations. Support and backing of the Mission Bay Board is necessary. Discussion about methods of monitoring, follow up and enforcement working within the recently rewritten by-laws took place as well as authority, use of fines, and boundaries of committee. Potential buyers of properties not in compliance should be made aware of violations and to develop a plan for frequency and type of site visitations.

# Old Business Mission Bay Homeowners

The Election of the Mission Bay Homeowners Association Board was presented. Information about persons submitting their names for the Mission Bay Homeowners Board was shared. Four candidates have stepped forward: Monty Schmidt, Alexander Mason, Mary Martin and Pete Ridgeway. Ralph Brownell has one more year in his current term. Allen Bone has two more years in his position’s term. By-laws state Section 2: Article (a) – “The affairs of the Association shall be managed by a Board of no less than five (5) and no more than seven (7) Directors. Effective as of the date of these Amended By-laws, the number of Directors shall be seven (7),” was read and discussion ensued. Ralph asked what the Board thought about the size of the Board. Pete shared his thoughts that more members more adequately represented the community, however according to the by-laws since there are 4 members running and 2 current members, the Board will be made up of 6 members. According to the by-laws we cannot ask for interest from the floor or take votes from the floor. Dave asked if there could be write-ins on the ballot. Discussion followed. Decided at the annual meeting it will be pointed out that the by-laws provide for up to 7 board members. Members will get four (4) votes on the ballot because there are four (4) candidates. Terms will be determined at the Board meeting following the election.

Minimum number of ballots needed for a qualified election is 52 for a quorum. Homeowners will be strongly urged to vote in the notice of annual meeting to be sent because a quorum is necessary for a valid election.

The $25.00 fee for outside or non-structural projects put before Design Review Committee has been protested. It was voiced that this fee has not been consistently applied over the years. Allen moved that the fee be removed. Pete seconded. Motion passed.

# New Business Mission Bay Homeowners

Safety concerns about the beach this summer were presented. Brief discussion about the shallowness, rocks and inability to complete project this year ensued. The Board decided to post “Shallow Water No Diving” sign at the dock. There will be an update about the Beach project for Board members on Tuesday May 24th at 9:30 am in the meeting room of the Clubhouse.

The defibrillator that was ordered about a year and a half ago has arrived. There was a brief discussion about the necessity of this item and where it should be located. These decisions will be made by the Community Center Board which meets at 5 pm today.

# Resident Contributions, Questions and Concerns

# Next Meeting

The next Mission Bay Homeowners Association Board meeting will be on Tuesday, June 7th, at 9:00 am. It will be a working meeting to prepare for the annual meeting. The annual meeting will be on Saturday, June 11th, at 10:00 am.

# Adjourn

The meeting was adjourned at 12:11 pm.