

**Fairway Boulevard Townhouses**

**Homeowners Association**

**2019**

**Board of Directors Meetings Minutes**

**&**

**Annual Meeting Minutes**

**MINUTES OF THE MEETING**  
of the  
Fairway Boulevard Townhouse  
Homeowners Association  
Board of Directors

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November 14, 2019

Board of Directors of Fairway Boulevard Homeowners Association met in the conference room of Western Mountains Property Management offices at 7:00 pm. Those present were Wally Walbruch, President and presiding, Jane Gronley, Secretary, and Board members, Ron Trippet, Craig Coburn, Gary Ruppel, Gil Conrad, David Roberts, Property Manager and Virginia and Richard Axenfield (189 & 190). Randy Johnson joined the meeting via teleconference.

It was moved and seconded and carried upon vote the minutes of the September 19, 2019 BOD Meeting minutes be accepted as published.

David prepared a current balance sheet, profit & loss, cash flow, expenses by vendor summary and detail for the fiscal year as per October 31, 2019. A motion to accept the reports was made by Ron and Craig seconded and the motion carried upon vote.

**OLD BUSINESS**

- Wally presented a booklet, "Exterior Finish and Exterior Courtyard Wall and Fence Replacement Units #134-137", prepared by Mark T. Johnson, Architect, Ltd. The booklet gives a comprehensive review to begin the process of letting of bids and financing. Discussion followed of units 121-124 that should be redesigned and installed.
- Status of Boulevard repairs were given by David, Wally and Ron. Most have been finished. Due to weather, some will need to wait until spring.
- Wally and David reported the status of trees and shrubs requiring pruning or removal in homeowner's courtyards after letters were sent. Not all homeowners have complied. Gary will contact a tree cutter to give an estimate for the tree removal in the Axenfield's courtyard. Gary and Jane will compile a list of front entrance landscape concerns.

**NEW BUSINESS**

- Wally submitted a request from Unit #106 to move the FBHOA sprinkler shut off from within the unit and locate to outside the unit. Gil made a motion to remove and relocate the shutoff and Gary seconded the motion. David will find a plumber. Removal of trees at this residence has been done.
- An Architectural Approval Request for Unit #191 was submitted and permission was granted.

- David proposed the operating budget for 2020. Gil moved to accept the budget and Craig seconded the motion. It was carried upon vote.
- Wally addressed concerns about the exposed irrigation pipes around the Boulevard. With the early cold weather, 2 pipes had frozen before they were blown out for winter. Discussion of purchasing “fake rocks” to insulate and camouflage the exposed pipes. Gary made a motion to purchase the rocks, Jane seconded and the motion was carried upon vote.
- David presented the 2020 Homeowners Insurance quote. Discussion followed with recommendations to homeowners of their responsibilities to help keep costs down. Wally will continue to inform homeowners of the insurance deductible and their responsibilities.
- David requested to table the result of roof inspections until spring.
- Craig brought up problems of getting gutters cleaned in the late fall and possibly some options. Adding this expense to the Association was not considered a viable option but the Association could provide contractor recommendations like we do with driveway resealing.

Our next FBHOA-BOD will be January 9, 2020 at 7:00pm at Western Mountains Property Management.

There being no additional business, the meeting was adjourned at 8:45pm.

Respectfully submitted

S/Jane Ann Gronley

Jane Ann Gronley, Secretary

**MINUTES OF THE MEETING**  
of the  
Fairway Boulevard Townhouse  
Homeowners Association  
Board of Directors

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September 19, 2019

Board of Directors of Fairway Boulevard Homeowners Association met in the conference room of Western Mountains Property Management offices at 7:00 pm. Those present were Wally Walbruch, President and presiding, Jane Gronley, Secretary, and Board members, Ron Trippet, Craig Coburn and property manager, David Roberts. Not present was Gary Ruppel, Randy Johnson and Gil Conrad.

It was moved and seconded and carried upon vote the minutes of the July 11, 2019 BOD Meeting be accepted as published.

David prepared a current balance sheet, profit & loss, cash flow, expenses by vendor summary and detail for the fiscal year as per August 31, 2019. A motion to accept the reports was made by Ron and Craig seconded and the motion carried upon vote.

**OLD BUSINESS**

- A review of Units 117~120. Mitigation Project was given by Wally. The work completed by Carlson Construction, Inc. was completed and impressive. Ron made a motion and seconded by Craig to extend money to take Evan Carlson and his crew to Moose's.
- A review of the 2018 Financial Audit was given by David. The audit showed meeting all financial requirements. Jane made a motion and seconded by Ron to accept the audit.
- A status report on Repairs and Painting was given by David. Painting will start next week. The board reviewed and updated the list of work still to be completed and finished work. Gates on Units 121~124 will be rebuilt to replace old gates when we do the residing of Units 134~137. We will have our architect redesign as part of the new project and include it on the new re-siding project. Ron is constructing new steps around a large pine on the bluff replacing the rotted steps. Ron will do further checking on beam replacements on Units 191~194. Ron has checked a roof leak between Units 195 and 196.
- A status report of Landscaping was given by Ron. David and Wally will send letters to owners with trees and shrubs needing pruned or removed in their courtyards.

## NEW BUSINESS

- Wally reported on some street lights in need of painting. Painters Express will be contacted. Wally does the cleaning and repairs of these lights.
- Wally proposed re-siding of Units 134, 135, 136 and 137 for the summer of 2020. Architect Mark Johnson gave a review of needed repairs. Preparation of bidding and construction details for the contractor bidding process will begin this fall.
- Architectural Approval for Don Mann, Unit 121 has been approved for a patio upgrade.
- The Tennis Courts will receive a test of material repair this fall.
- A Memorial for Karen Bergeson, Unit 158 will be presented to Michael Pellegrino, Unit 158.

Our next FBHOA-BOD will be November 14, 2019 at 7:00pm at Western Mountains Property Management.

There being no additional business, the meeting was adjourned at 8:00pm.

Respectfully submitted

S/Jane Ann Gronley

Jane Ann Gronley, Secretary



**MINUTES OF THE MEETING**  
of the  
Fairway Boulevard Townhouse  
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Board of Directors

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July 11, 2019

Board of Directors of Fairway Boulevard Homeowners Association met in the conference room of Western Mountains Property Management offices at 7:00 pm. Those present were Wally Walbruch, President and presiding, Jane Gronley, Secretary, and Board members, Gil Conrad, Ron Trippet, Randy Johnson, Craig Coburn and property manager, David Roberts. Not present was Gary Ruppel.

It was moved and seconded and carried upon vote the minutes of the May 9, 2019 Annual meeting, May 9, 2019 BOD meeting and June 25, 2019 Special Board Meeting minutes be accepted as published. A thank you card from Larry McRae was read.

David prepared a current balance sheet, profit & loss, cash flow, expenses by vendor summary and detail for the fiscal year as per June 30, 2019. A Financial Report and an age summary was provided to the chair. A motion to accept the reports was made by Ron and Craig seconded and the motion carried upon vote.

**OLD BUSINESS**

- Ron reported the Walkabout Repairs and Touch-Ups will be completed during July and August. A reminder was made of new landscaping bark needed between Units #159 and #160 and installation of light sensors on Units #160, #161 and #162.
- There was no update on Unit #196.
- Rainmaker is continuing the work with Irrigation Control Box Replacement & Remotes. This will allow flexibility in watering through out the season.
- Wally and Randy met with homeowners from Unit #117 ~ #120 to summarize mitigation work about to begin on their units. David will confirm with Evan Carlson a start date, porta-potty placement, work trailer parking and using electricity from owners.
- An audit of Fairway Boulevard Financials will be conducted in the near future.

**NEW BUSINESS**

- Ron reported minor repairs to three roofs with continued monitoring of roofs through out.

- Architectural Reviews were received from Craig and Marty Coburn, Unit #152 to install a new rear patio and Amy Peterson, Unit #104 to install an exterior AC unit.
- The board reviewed FBHOA Bylaws
- The Meeting Schedule for BOD 2019 ~ 2020 is as follows:  
September 12, 2019, Randy will preside  
November 14, 2019  
January 9, 2020  
March 12, 2020  
May 7, 2020  
May 14, 2020 Annual  
July 9, 2020

Wally and Randy's terms expire May, 2020.

Our next FBHOA-BOD will be September 12, 2019 at 7:00pm at Western Mountains Property Management.

There being no additional business, the meeting was adjourned at 8:00pm.

Respectfully submitted

S/Jane Ann Gronley

Jane Ann Gronley, Secretary

## MINUTES OF THE SPECIAL MEETING

of the  
Fairway Boulevard Townhouse  
Homeowners Association  
Board of Directors

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June 25, 2019

Board of Directors of Fairway Boulevard Homeowners Association met at the home of Wally Walbruch, #134 Fairway Boulevard at 5:00 pm. Those present were Wally Walbruch, President and presiding, Jane Gronley, Secretary, and Board members, Gil Conrad, Ron Trippet, Gary Ruppel, Randy Johnson, Craig Coburn and property manager, David Roberts.

The Agenda was moved and seconded and carried upon vote to accept the agenda with the Self Help Project, Tennis Courts added.

### Water Damage in #196

The Board reviewed the status of the water and mold damage in #196. David was made aware of the damage and immediately turned the claim into Farmers Insurance. Farmers Insurance viewed the damage along with STAT Restoration. Unfortunately for the owner's, Farmers Insurance replied to the claim by denying it due to the length of time exposed to water. The Board will continue to review the content of our Policy Synopsis and other correspondence. It is critically important the FBHOA owners ensure their property is regularly monitored if they are absent and taking steps like shutting off the water should be made a priority.

### Bids for #117, #118, #119, #120

The Board reviewed 2 bids submitted for the project. Ron moved and Gary seconded and carried upon vote we accept the lower bid submitted by Evan Carlson, Carlson Construction, Inc.

### Self Help Project for the Tennis Courts

Wally has purchased supplies for repair of the tennis courts. The work will be done by the Self Help Project Tennis volunteers. It was moved by Ron, seconded by Randy and carried upon vote we fund the cost of supplies up to \$400.00.

Our next FBHOA-BOD will be July 11, 2019 at 7:00pm

There being no additional business, the meeting was adjourned at 5:45pm.

Respectfully submitted



S/Jane Ann Gronley  
Jane Ann Gronley, Secretary

## **MINUTES OF THE MEETING**

of the  
Fairway Boulevard Townhouse  
Homeowners Association  
Board of Directors

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May 9, 2019

Board of Directors of Fairway Boulevard Homeowners Association met following the Annual Meeting in Edgerton School Multi-Purpose room at 8:30pm for the task of electing BOD officers for 2019~2020. Those present were Board members Leland "Wally" Walbruch, Randy Johnson, Gil Conrad, Ron Trippet and newly elected member. Craig Coburn. Also present was David Roberts, Business Manager.

Wally welcomed everyone, expressed his thanks for our retiring member, returning members and congratulated our new member.

A motion was made that nominations for the positions of President, Vice-President and Secretary come from the members present; it was seconded and approved by the body. Leland "Wally" Walbruch indicated he again would be willing to act as BOD President, Randy Johnson also confirmed his willingness to act as BOD Vice-President and Jane Gronley acknowledged her willingness to hold the position of BOD Secretary. Hearing no further nominations, the process was closed and a vote by acclamation was held on the 2019-2020 BOD officer positions. President Walbruch congratulated the new officers.

FBHOA Walkabout, May 14, 2019 beginning at 3:00pm meeting at the Tennis Courts

Next BOD Meeting is July 11, 2019, 7:00pm at Western Mountains Property Management

There being no additional business, the meeting was adjourned at 8:50pm.

Respectfully submitted

S/Jane Ann Gronley  
Jane Ann Gronley, Secretary

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## **MINUTES OF THE MEETING**

of the  
Fairway Boulevard Townhouse  
Homeowners Association

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May 9, 2019

Fairway Boulevard Homeowners Association met on this date in the cafeteria of Edgerton School. President Wally Walbruch called the meeting to order at 7:00pm. He introduced the members of our Board of Directors and our Property Manager.

It was moved and seconded and carried upon vote the minutes of the May 17, 2018 Annual Meeting be accepted as published.

Don Newton, Flathead Electric Co-op, gave a cost-saving presentation.

It was confirmed by the Business Manager that a quorum of owners was in attendance.

David presented the annual Financial Report. After a brief discussion it was moved, seconded and approved as presented.

President Walbruch welcomed new residents to Fairway; Susie Robley, #159; Gary & Dolly Vallieres, #151; Della Van Aken, #145.

### OLD BUSINESS:

Vote on CC&R Amendment #3: Short Term Rental Policy was taken;

By Proxy, 4 Dissenting, 35 Yes

Those in attendance, Passed

Those in attendance, 2 Dissension

A letter from Dick Makman was read.

President Walbruch then initiated the report of The State of the Boulevard. The presentation included the Vision, Mission, and Values Statements of our Association. Specific items of discussion included:

- FBHOA Website; [www.fairwayblvd.com](http://www.fairwayblvd.com)
- Association Architectural Controls
- Pets on a leash and clean-up

- Siding Mitigation
- Irrigation Upgrades
- Ice dam issues
- Association Insurance Policy
- Fairway Boulevard has been accepted as a City Street
- Bluff management and stabilization plan
- Heartfelt thank you for all volunteer efforts by owners

#### NEW BUSINESS

- Board of Directors will conduct a “Walkabout” May 14, 2019 meeting at the Tennis Courts at 3:00pm This is an excellent opportunity to point out needed maintenance and repair items.

Election of the Board of Directors: President Walbruch presented a thank you card and honorarium to Larry McRae for 12 years of board service. Larry is retiring from Board duties. Nominated for the two open Board positions were Craig Coburn, #152 and Gil Conrad, #146. No other nominations were presented. It was moved and seconded that the two be elected by acclamation. Carried upon vote.

There being no additional business, the meeting was adjourned at 8:30pm.

Respectfully submitted

S/Jane Ann Gronley

Jane Ann Gronley, Secretary



**MINUTES OF THE MEETING**  
of the  
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Board of Directors

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May 2, 2019

Board of Directors of Fairway Boulevard Homeowners Association met in the conference room of Western Mountains Property Management offices at 7:00 pm. Those present were Wally Walbruch, President and presiding, Jane Gronley, Secretary, and Board members, Gil Conrad, Ron Trippet, Gary Ruppel, Randy Johnson, Larry McRae and property manager, David Roberts.

It was moved and seconded and carried upon vote the minutes of the March 14, 2019 Board meeting be accepted as published.

David prepared a current balance sheet, profit & loss, cash flow, expenses by vendor summary and the April Financial Report. A motion to accept the reports was made by Ron and Larry seconded and the motion carried upon vote.

**OLD BUSINESS**

- Wally attended the City of Kalispell Council Meeting and thanked the City for accepting Fairway Boulevard as a City street. He visited with Gene Corne, City Road and Fleet Superintendent, and requested street maintenance for sealing cracks and chip sealing and straightening the Stop sign at our entrance. It was noted the City had swept our street earlier this week.
- A Financial Review/ Audit was discussed by board members. David has someone in mind from another association for this and will contact her.
- We discussed additional Agenda items for the May 9, 2019 Annual Meeting; pets on a leash and clean up after your pet, speed limit and Ron will address during the meeting ways homeowners can assist the Association in preventing Ice Dams and Water Damage.

**NEW BUSINESS**

- David is seeking a minimum of 3 general contractors to submit bids for siding mitigation for Units 117 ~ 120. Wally suggested hiring an architect to advise on

- repairs needed for future mitigation projects. Randy made a motion and Gil seconded and was carried upon vote to fund the architect expense.
- Wally reported on the Washboard Sod rolling that was done last fall. Erin concurred with Wally the lawn is much smother and easier to mow. A motion to continue rolling the lawn along the golf course was made by Randy with Ron second and it carried upon vote.

James Johnson, Unit 102 passed away. Jane will prepare a card and will include our customary Memorial check of \$50.00.

Annual Meeting ~ May 9th, 2019 at 7:00pm, Edgerton School.  
May 14, 2019, 3:00pm Walkabout  
Our next FBHOA-BOD will be July 11, 2019 at 7:00pm

There being no additional business, the meeting was adjourned at 8:00pm.

Respectfully submitted

S/Jane Ann Gronley  
Jane Ann Gronley, Secretary

**MINUTES OF THE MEETING**  
of the  
Fairway Boulevard Townhouse  
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Board of Directors

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March 14, 2019

Board of Directors of Fairway Boulevard Homeowners Association met in the conference room of Western Mountains Property Management offices at 7:00 pm. Those present were Wally Walbruch, President and presiding, Jane Gronley, Secretary, and Board members, Gil Conrad, Ron Trippet, Gary Ruppel, Randy Johnson, Larry McRae joined us via teleconference and property manager David Roberts

It was moved and seconded and carried upon vote the minutes of the January 10, 2019 Board meeting be accepted as published.

David prepared a current balance sheet, profit & loss, cash flow, expenses by vendor summary, contractor details-for our Association financials as of 28 February 2019. It was moved and seconded and carried upon vote both reports be accepted.

**OLD BUSINESS**

- Wally reported the Status of Consent to Dedicate Fairway Blvd to the City of Kalispell. 92% of 87 Boulevard Residents voted to dedicate our street to the City. The process will continue with our attorney presenting to the City Attorney and he will present to the City Council. Additional fees are expected to occur. It was moved by Ron and seconded by Randy and carried upon vote to grant the extra money needed to finish the process. When completed, Wally would like to meet with the City to discuss maintenance of Fairway Boulevard.
- Gil talked to Shane from Farmers Insurance. Shane is open to receiving questions. Please email any questions to Gil and he will forward to Shane.

**NEW BUSINESS**

- Gary reported the difficulty in assessing roofs due to current snow conditions. It was recognized more residents are having the eaves of their roofs shoveled. Roof care will be stressed once again in our newsletter and at the Annual May Meeting.

- Wally reported roof damage to Cliff Kunnary, Unit 132, due to leakage around a chimney. The problem will be checked and all repairs outside and inside the home will be made.
- Wally and David will contact a contractor to assess the Siding Mitigation for Units 117 ~ 120. Wally will schedule a meeting with the homeowners before the Annual May Meeting to advise them of the project.
- Wally reported an estimate given by Rainmaker Sprinklers & Landscaping, Inc for the installation of irrigation remote controls and timer upgrades. Discussion of the benefits provided by the new system, costs, and allowing Erin to adjust the sprinkling as she sees fit, the motion was unanimously approved
- We discussed agenda topics for our Annual May 9, 2019 Meeting;
  - Flathead Electric Guest Speaker explaining current topics such as “demand charge” and Roundup for Safety.
  - Vote on Short Term Rentals. This ballot will be made part of the proxy notice making residents aware of the importance of their vote.
  - The effects of snow and ice jams with our insurance costs
  - Dedication of Fairway Boulevard to the City of Kalispell
  - Landscape & tree removal
  - Larry McRae will be stepping down from the Board and Gil’s term is up.
- Gill suggested sending our financials to residents before the May 9th meeting also including the owner request to repair sheet. Wally & David will make this happen.

#### **OTHER**

- MT House bill HB 300 is important legislation concerning the democratic function of a homeowners association.
- Austin Stevens’ name was given as an additional Handyman
- The yearly Walk-About will be held Tuesday, May 14, 2019 at 3:00pm

Our next FBHOA-BOD will be May 2, 2019, 7:00pm  
Annual Meeting ~ May 9th, 2019 at 7:00pm, Edgerton School.

There being no additional business, the meeting was adjourned at 9:00pm.

Respectfully submitted

S/Jane Ann Gronley  
Jane Ann Gronley, Secretary



**MINUTES OF THE MEETING**  
of the  
Fairway Boulevard Townhouse  
Homeowners Association  
Board of Directors

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January 10, 2019

Board of Directors of Fairway Boulevard Homeowners Association met in the conference room of Western Mountains Property Management offices at 7:00 pm. Those present were Wally Walbruch, President and presiding, Jane Gronley, Secretary, and Board members, Gil Conrad, Ron Trippet, Gary Ruppel, Randy Johnson and David Roberts. Larry McRae joined us via teleconference.

It was moved and seconded and carried upon vote the minutes of the November 8, 2018 Board meeting be accepted as published.

David prepared a current balance sheet, profit & loss, cash flow, expenses by vendor summary, detail for the fiscal year as per December 31, 2018 and the Loan Repayment Schedule. It was moved and seconded and carried upon vote that the Financial Report be accepted.

**OLD BUSINESS**

- Wine and Sign Events held at Wally's house were very successful. Other residents chose to mail or drop their information with Johnson, Berg, & Saxby. Currently 75% of residents have completed the signature page satisfying City requirements. January 31, 2019 is the last day to submit the notarized page. Wally and Jane will complete the process by attesting to the signatures. The proposal will then go before City Council for Dedication to the City. It was advised someone from the Board be present at the Council Meeting in case questions were asked. A motion to reauthorize funds from \$6,000 to \$8,000 to pay the remaining legal fees was made by Larry, seconded by Gary and carried upon vote to reauthorize these funds.
- Billing from Rainbow Restoration/ Flathead Janitorial for Unit 114 was discussed. A letter will be drafted by Wally to Mr. Eble concerning billing practices of Rainbow/ Flathead Janitorial stating "FBHOA will no longer assume responsibility nor be held liable for any future damages / expenses created by signing the contract for this incident / claim." It was moved by Randy, seconded by Ron and carried by vote to reimburse Mr. Eble.
- Future Mitigation Project ~ Units 117-120. Board members will meet at Wally's house, January 14, 9:00am to assess the upcoming project. Wally will discuss repairs with Mark T Johnson, Architect for further advice. David will begin compil-

ing a list of contractors to do this work and eventually submit bids. Wally would like to meet with unit owner about this future project. It is the Board's hope to be ready for bid review and selection by our next meeting in March.

- Homeowner responsibility versus Association responsibility concerning repairs and painting were discussed. A replacement light fixture was purchased and will be installed. We would like to have an inventory of light fixtures for future needs.

#### NEW BUSINESS

- The Lawn Care Committee Report/ Tree Inventory. Wally and neighbors have a birch tree that was approved by the committee to be removed. It was suggested a list of tree and stump removal projects be developed for budgeting purposes. David has spoken to our Lawn Care company and they are willing to sign a 2 year contract with no increase in fees.
- Ron will coordinate ~~meet with David to conduct~~ an audit of our 2018 Financials.
- Gil brought up his concerns with our Association's homeowners policy and its financial status in the future. Shane will be contacted to answer pre-submitted questions.
- Maintenance to the Tennis Courts was discussed.

Our next FBHOA-BOD will be March 14, 2019, 7:00pm.

There being no additional business, the meeting was adjourned at 9:03pm.

Respectfully submitted

S/Jane Ann Gronley

Jane Ann Gronley, Secretary