



**WESTSIDE TRAILS HOA BOARD MEETING
BOARD OF DIRECTORS MEETING MINUTES
JANUARY 29, 2026**

1. Call to Order

The meeting was called to order at 6:30 PM

2. Roll Call / Attendance

Board Members Present:

- Doug Simpson, President
- Alan Kunkel, Man at Large
- Alex Houser, Vice President
- Teresa Williams, Secretary

Board Members Absent:

- Kamei Campbell, Treasurer

A quorum was present.

3. Approval of Board Appointment

Motion: Appointment of Teresa Williams as Secretary of the Westside Trails HOA Board of Directors.

Term: Three (3) years

Effective Date: January 2026

Vote

All board members in attendance approved the appointment.

Motion carried unanimously

4. Old Business

A. Livestock Policy

The Board discussed revisions to the Livestock Policy, including updated verbiage and how the policy will be presented to homeowners for approval via proxy vote.

- The new livestock policy will specifically address horses, goats, and cows
- The policy will be reviewed by the HOA attorney and the developer prior to the distribution to homeowners.



B. Late Dues and Delinquencies

At the time of the meeting:

- Around 25 households will be receiving late notices.
- 3 households will be referred to the attorney for liens due to nonpayment of dues for over three (3) years.

The Board reviewed the current delinquency status and next steps.

C. Tax and State Filings

- The Board discussed the filing of IRS Form 1120 for the year-end tax return.
 - Treasurer to get Teresa a copy of the 2025 Year End P&L
- The Board also discussed working with the Secretary of State to ensure Westside Trails HOA Board is properly listed as the managing and responsible party for the HOA.
 - Alex updated with SOC
- The previous property management company has already addressed IRS-related matters.
- The Board also discussed working with the IRS to ensure Westside Trails HOA Board is properly listed as the managing and responsible party for the HOA.
 - Teresa to provide Form 8822-B to change responsible party from Saddle Peak Property Management to Westside Trails HOA Board of Directors
- Board of Directors need to file the Annual Montana Return prior to April. As of date, this is free.
 - Alex to get information for the MT Biz website to Teresa for filing (need UN & Password)

5. New Business

A. Communication Guidelines

The Board reviewed proposed ****Communication Guidelines**** for interactions between homeowners and the Board.

The Board agreed to move forward with this process.

B. Community Improvements

The Board discussed potential community enhancements, including:

- Playground
- Pond
- Trails



The neighborhood developer has agreed to help fund and install the playground, park & trails.

- Homeowner Contribution Options
- One-time fee of \$500, or
- \$250 per year for two (2) years, or
- Manual labor and use of equipment in lieu of monetary contributions

Further details will be communicated to homeowners as plans are finalized.

6. Adjournment

There being no further business, the meeting was adjourned @ 8:30 pm