

# Minutes of the Regularly Scheduled Meeting of the Firelight Meadows Board of Directors

Firelight Meadows

10.16.2017

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## 1. CALL TO ORDER

President Kari Gras called the meeting to order at 6:00 p.m.

## 2. ROLL CALL

### a. Board Members Present

Kari Gras, President  
Curt Wilson, Treasurer  
Steve Cherne (Via WebEx)  
Laura Gregory  
Jeff Alger  
Annette Stone (Via WebEx)  
Matt Walker

### b. Others Present

Scott Hammond, Hammond Property Management  
Jeff Malinowski, Hammond Property Management  
Dustin Long, Hammond Property Management  
Seanna Farrow, Hammond Property Management  
Pat Krause (Firelight Owner Unit D12)  
Rosalie Roeder (Firelight Owner Unit B19)  
James Dolan (Firelight Owner Unit C10 via WebEx)

## 3. APPROVAL OF MINUTES

Alger made a motion to approve the minutes. Gregory seconded. Stone abstained from stating her approval until she has a chance to read them. She will communicate her approval of the August minutes via email. All those in attendance in favor of approving the minutes as written.

## 4. NEXT BOD MEETING DATE

The next BOD meeting was for Wednesday, November 15<sup>th</sup> at 6:00 p.m. in the Hammond conference room.

## 5. FINANCIALS

- a. Shanley gave the Quarter 3 financial report. As of September 30<sup>th</sup>, the total cash on hand was \$1,019,166.00. Accounts receivable was \$20,215.00. Interest receivable was \$1,905.00. Total assets were \$1,041,288.00. Accounts payable was \$4,592.87. Amount Owners prepaid in assessments totaled \$6,731.36. Total equity was \$1,029,963.77.
- b. Shanley pointed out that \$180,000 was budgeted and \$164,000 was spent for Condos. The Condos were \$15,194 under budget on expenses through September, the majority from Limited Common Elements.
- c. Shanley stated that \$259,998.20 was spent for the Chalets, \$261,580 was budgeted. The Chalets were \$1,582.48 under budget with one more quarter to go.

- d. Total expenses for both the Condos and Chalets equaled \$441,726.69. \$424,949.38 was spent so far. Together, the Condos and Chalets are \$16,777.31 under budget.
- e. Shanley stated that for liability purposes the accounts receivable summary will now be left out of the minutes. Board members may still request this information if they need it. As Treasurer, Wilson will address problematic individuals to the board as they come up and any enforcements that need to take place. This completes Shanley's report.
- f. Pat Krause asked how often an independent audit is completed for the Firelight HOA and referred to Article 9AA of the proposed Bylaws. Wilson stated that independent audits are very expensive. As Treasurer, Wilson has access to all bank reports and all approved invoices kept on record. He is willing to answer any owner questions at any time. Cherne noted that an "Account Review" is much less expensive than an audit and may be an affordable, comparable option. Shanley will get a cost estimate for this and present to the Board for consideration.

## **6. REPAIRS AND MAINTENANCE**

Alger did not have a report at this time.

## **7. MANAGERS REPORT**

The managers report was received and accepted. Main points included:

- a. Painted propane tank covers around the condo buildings
- b. Began repairing heat tape on condo buildings. Ongoing project.
- c. Turned on heat in crawlspaces of condos and chalets. There are a few that need to be rescheduled.
- d. Installed foundation vent insulation on condos and chalets.
- e. Pruned shrubbery around Firelight campus
- f. Repaired light on trash compactor area
- g. Replaced bulbs in entry way of Building C.
- h. Began mulch project for walkways. Ongoing project, 2/3 of which is being worked on before winter.
- i. Long took count of the boot brushes that need replacing and will address.
- j. Tree wrapping will begin soon where necessary.
- k. Long reported HPM is making good headway in controlling the noxious weeds.

Carpet cleaning in the Condo Buildings is on the list of things to address. A new cleaner may be contacted to ensure satisfactory cleaning is done in the future (Long will obtain bids for this). A discussion ~~was had~~ about targeting buildings individually regarding carpet cleaning as some generally need it more or less than others.

## **8. COMMUNICATIONS FROM OWNERS**

- a. Mike and Karla Smart of Firelight B-09 submitted a request for vent installation approval via email to the board. The board approved the installation of an additional kitchen vent assuming it is professionally done and meets regulations. She will submit a photo upon completion.
- b. Pat Krause Letter (emailed Kari for letter to reference) Pat Krause thanked the board in an email for tending to the broken light covers and ensuring they are cleaned. She noted various other items she would like to see the board address including vacuuming the carpets on the common areas, including stairways; replacing boot brushes that need replacing; a hanging cord outside her kitchen window (Firelight D-12); and a broken slate

on the upstairs wall, near her unit D-12. The board and HPM made note of these things to address.

- c. Karla Yeager proposed the idea of enclosed parking garages on campus in an email to Gras. Gras asked Matt Walker to head up and create a committee to address this suggestion.
- d. Gras then proposed the idea of a Parking Committee to work with and separate from the board to research this idea and begin looking at the cost and details of the process. Several board members supported the idea and will discuss details of a parking committee.

## **OLD BUSINESS**

### **9. ITEMS ALLOWED ON DECKS/PATIOS**

Alger presented a proposed list of items both allowed and not allowed on decks. The board discussed the list at length. A finalized list will be distributed among the board for approval and sent to all owners when finalized.

### **10. REIMBURSEMENT– LIMITED COMMON ELEMENT**

The majority of Condo owners have paid this assessment. Communication will be sent to owners who have not paid the second quarter lighting assessment.

### **11. BOARD TRAINING**

Gras contacted several non-profits who work with different boards; however, none were interested in pursuing board training with an HOA board specifically. Farrow will email Cummings, who is familiar with board trainings, for an estimate on board training opportunities through her.

## **NEW BUSINESS**

### **12. PARKING COMMITTEE**

- a. Gras has been chatting with both long term renters and full-time residents of Firelight about their ideas on parking. The board discussed temporary parking for the winter season after Gras and Long did a drive through of campus and noted potential areas.
- b. Gras will send a parking map to members interested in joining the Parking Committee.
- c. A “Job Description” will be discussed about details of the parking enforcement and rules moving forward.

### **13. DISTRIBUTION OF RULES AND REGULATIONS**

Hammond recommended coming up with 10-15 main rules for owners and renters to reference separate from the detailed rules and regulations pages. Gras will consider those that should be expressed as the main rules and talk with Cummings. Gras will see about distributing to owners the rules that will do well to reiterate and remind owners.

### **14. ANSWERS FROM LEGAL COUNSEL – ANNUAL MEETING**

Gras consulted with Mindy Cummings, the Firelight Attorney, on legal questions and concerns discussed at the September Annual Meeting:

- a. Regarding the flagpoles and their removal; due to maintenance and expenses of the flagpoles the board considered removing them entirely. To compromise with conflicting opinions on this matter, the board discussed the possibility of removing one vacant

flagpole, while leaving both the Montana and US flag in place. Cummings is still looking into the specifics and will advise.

- b. Minimum number of board members – A minimum of eight board members is *not* mandatory. As stated by Cummings: The Association of Unit Owners of Firelight Meadows Condominiums is a Montanan non-profit corporation (see MT SOS filing) and as such is subject to the Montana Non-Profit Act. Section 35-2-415 of the Montana Code Annotated (2015) requires a minimum of 3 directors on a non-profit board. The maximum number allowed in the Bylaws is 11.
- c. Clarification on voting – Board of Directors are elected by the Owners and their votes can be cast in person, by proxy or by written ballot. Wilson suggested sending nominations and open positions out 1 month prior to voting. The board will discuss this idea.

## 15. RECYLCING

On Friday, October 20<sup>th</sup>, a 5-yard recycling container for card board will be placed to the left of the trash compactor. A three-month trial of the card board receptacle will begin on Friday (staring mid-October and ending mid-January) before becoming permanent. The cost will be \$90 per month and will come out of the trash budget. Long will meet with the installers on Friday to oversee. He will also ensure that snow is displaced in another appropriate spot come winter season.

## 16. OTHER BUSINESS

There was no other business discussed by the board or owners.

## 17. ADJOURN

Gras made a motion to adjourn. Gregory seconded the motion. The meeting adjourned at 8:45 p.m.

## SECRETARY'S CERTIFICATE

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.



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Annette Stone, Secretary

11.16.17

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Date