

**Minutes of Board of Directors Meeting  
For the Association of Unit Owners of  
Firelight Meadows  
February 21, 2012**

**Call to Order**

Jack Eakman calls the meeting to order at 5:59 pm.

Directors in attendance are Garrett Baldensperger of unit V95/433, Chair Jack Eakman of unit V96/441, Sam Geppert of unit C1/120, Kari Gras of units V019/184, A1/85 & B1/155, Pride Fisher of unit V014/140 (via conference call) and Scott O'Connor of unit V60/251(via conference call).

Director Amy Free D17/50 is absent.

Unit owners in attendance are Eric Hormann of unit 19A/085, Bruce Das of unit V066/103, Kathleen Kilm V032/302, Ruby Delzer of unit V058/269, Bob Donner of unit C14/120, and Steve Cherne of unit V073/308.

Also in attendance are guests Seth Wilduny and Roger Daniel of Farmers Insurance Group, Jason Luchini of 3Rivers Communications, Scott Hammond, Angie Guinn and Mike Harter all of Hammond Property Management, Dick Hovde of Hovde Property Maintenance, Accountant Doug Shanley (via conference call) and Communications Coordinator Bethany Davies.

(All Directors will be identified by their last names from hereafter in the minutes.)

*Two brief presentations that are purely informational will begin the meeting. These presentations are by request of the board.*

***Farmers Insurance Group***

Roger Daniel of Farmers Insurance Group provides a brief presentation regarding the insurance coverage currently in place with Firelight Meadows HOA. There is an upcoming renewal due in April of 2012. The current coverage is well suited for the needs of the association, with one recommendation. Roger Daniel would recommend adjusting the backup of sewer and drain coverage, since the current coverage does not appear to be enough. This would mean a very minimal increase of \$20 to \$30 per year. Baldensperger makes a motion to adjust the insurance policy to cover the backup of sewage and a drain liability. Geppert seconds the motion. All are in favor. None oppose. The motion carries.

***3Rivers Communications***

Jason Luchini of 3Rivers Communications asks the boards permission to install wireless (not DSL) internet access points around the Chalets to provide more internet options for Firelight residents. Fisher makes a motion to approve the program of installing wireless internet access points throughout the Firelight Chalets. Baldensperger seconds the motion. All are in favor. None oppose. The motion carries.

**Minutes of the Last Meeting**

Gras makes a motion to approve the Minutes of the January 17, 2012 board meeting. Baldensperger seconds the motion. All are in favor. None oppose. The motion carries.

**Financial Report**

Accountant Shanley provides the Financial Report (see attachments). Since the association has started using CBO Collections in mid-2010, \$17,898 has been collected.

A final bill has been received from Andy Driesbach, the association was expecting a bill of up to \$10,000. The actual bill came out to be \$7,200. The \$1,350 assessed to each Chalet will end up being just the right amount to cover the total cost of the siding and chimney repairs.

### **Property Manager's Report**

Mike Harter provides the Property Managers Report for Hammond Property Management (see attachments). He installed a kilowatt meter on one of the Condo building that had an ice-melt system plugged in. The units running a single system are paying an average of \$28.60 per month. Eakman asks the board's approval to reimburse Condo owners who have been paying extra money in utility charges for the ice-melt system. Geppert makes a motion to approve the reimbursement of Condo owners who have the ice-melt system plugged into their unit. Baldensperger seconds the motion. All are in favor. None oppose. Eakman asks Hammond to locate all the Condo units that have the ice-melt system plugged in and to work with Accountant Shanley to get money back to those unit owners. Hammond will continue to do research on the heat tape energy usage plugged into Chalet units.

Eakman thanks Mike Harter and Hammond Property Management for the hard work and for enforcing rules. He is receiving lots of compliments by unit owners for staying on top of violations and would like to pass those compliments onto Hammond for doing a great job. The board is also trying to prevent bear problems in the future. Angie Guinn is currently working on a preventative program to keep bears out of the garbage and will present it at the next meeting. She would like to post a sticker on the garbage cans that explain that violations will carry an \$800 fine per bear incident.

Angie Guinn provides the new rules for Firelight parking passes (see attachment titled *Common Elements Rule 2012.1*). Gras motions to approve the Common Element Rule 2012.1. Baldensperger seconds the motion. All are in favor. None oppose. The motion carries.

Angie Guinn provides an updated pet and vehicle information sheet to submit to all unit owners. All unit owners are requested to fill out this form and submit it back to Hammond Property Management through either email or mail with photographs.

### **Snow Removal Report**

Dick Hovde provides the Snow Removal Report. Snow removal has been going well and roof shoveling has begun. One roof leak was reported with minimal damage. Eakman emphasizes that it is imperative to prevent these leaks in the future. Baldensperger asks Dick Hovde to clean up the ice on the road near the exit to Starlight.

### **Utilities Portfolio**

The PSC Hearing is scheduled for Monday, February 27, 2012 beginning at 10:00 AM in the Conference Room of the Big Sky Water and Sewer Building. Unit owners can ask questions beginning at 5:00 PM. Anyone can be a witness and unit owners are encouraged to attend. (Information available on the website: [www.hpmmontana.com](http://www.hpmmontana.com) website under the Firelight Meadows HOA tab, *password is FL1234*)

### **Image Study**

O'Connor provides the Image Study Report. He is currently in the process of getting better pricing on drawings. He would like to have someone speak to the board about Cold Roof Systems at the next meeting.

### **Legal Report**

Eakman provides the Legal Report. There is no new information. All Legal information is available on the website ([www.hpmmontana.com](http://www.hpmmontana.com) website under the Firelight Meadows HOA tab, *password is FL1234*).

There is a rumor spreading around Firelight campus that the association has lost the Summary Judgment. This is fully a rumor as there is no date set yet on the judgment of the case and the judge has not even hinted on how he will rule.

#### **Communications from Unit Owners**

Eric Hormann requests to add an exhaust fan to his master bathroom. None of the master bathrooms of corner Condo units A and B have these exhaust fans. Condo units C and D have these exhaust fans installed into the attic. Moisture is accumulating rapidly and causing mold damage to their unit. The installation will not affect the exterior of the building; it will be installed through the attic. Baldensperger makes a motion to approve the exhaust fan installation into the master bathroom through the attic; all other exact installations to second floor end units will no longer have to come to the board for approval first; however, they must have Hammond Property Management oversee the installation. Gras seconds the motion. All are in favor. None oppose. Eakman thanks Eric Hormann for coming to the board prior to installation. Geppert compliments him for providing an excellent report.

Bruce Das commented on heat loss issues in his chalet and thanks Mike Harter for working with him to locate the source.

#### **Old Business**

During the interim, the board reconfirmed a title fee through email. On January 21, 2012, Baldensperger wrote:

I make the motion that we maintain the 2007 assessment per unit, condos and chalets, of \$500 for all unit sales. In addition, that we pursue a change to the Declarations for the same amount of \$500 per unit for all unit sales, condos and chalets, as this equality of fees is consistent with the equal percentage assessment for common element maintenance that is currently in the Declarations.

Gras seconded the motion. All were in favor. None opposed. The motion carried.

#### **New Business**

Free has announced her pending resignation since she is selling her unit.

#### **Schedule Next Board Meeting**

The next FLM Board Meeting is scheduled for Tuesday, March 13, 2012 at 6:00 PM at the Hammond Property Management Conference Room.

#### **Adjournment**

The meeting adjourns at 7:25 PM.

Minutes submitted by Bethany Davies, Communications Coordinator.

# Douglas N. Shanley, CPA PC

2055 North 22<sup>nd</sup> Ave Suite 2B, Bozeman, Montana 59718

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2/18/2012

TO: BOARD OF DIRECTORS

FIRELIGHT MEADOWS HOME OWNERS ASSOCIATION

CHECKING ACCOUNT BALANCE	\$98,580
CD AT BIG SKY WESTERN BANK	\$129,875
CD AT 1ST SECURITY BANK	\$75,000
	<hr/>
TOTAL CASH AVAILABLE	\$303,455

ACCOUNTS RECEIVABLE \$45,030

THE FOLLOWING ACCOUNTS ARE OWNED BY BANKS  
WE WILL GET THIS MONEY AS SOON AS THE UNIT SELLS

V10	AHMF	\$2,758.20
V125	BAC HOME LOANS	\$8,669.45
V76	GMAC	\$2,408.75

TOTAL OF ABOVE UNITS \$13,836.40

THE FOLLOWING ARE LATE TWO OR MORE QUARTERS  
THESE WILL BE TURNED OVER TO COLLECTIONS  
AT THE END OF THIS QUARTER IF PAYMENT IS NOT RECEIVED  
LIENS HAVE BEEN FILED

B7	JOHN & SUSIE ALLEN	\$1,635.01	
V132	BRYAN & LAURA CONWAY	\$1,632.16	TRUSTEE SALE 02/27/2012
V134	JAMES AND NANCY CONWAY	\$1,040.90	TRUSTEE SALE 05/23/2012
V40	KIRK CURILLA	\$1,632.16	TRUSTEE SALE 03/12/2012
A3	NATHAN JOHNSON	\$1,635.01	
A2	ANDREW KLAUSTERMEIER	\$1,689.98	
V74	SEAN MCCARTHY	\$1,632.16	TRUSTEE SALE 04/09/2012
V13	ERIC NELLIS	\$1,687.12	TRUSTEE SALE 03/20/2012
V114	ZITA PONGONIS	\$1,632.16	

TOTAL OF ABOVE UNITS \$14,216.66

BAD DEBT PREVIOUSLY WRITTEN OFF COLLECTED \$3,180.95  
IN 2012 BY CBO, OUR COLLECTION AGENCY  
SEE ATTACHED

PARKING INCOME TOTAL THIS YEAR	\$360.00
FINES ASSESSED IN 2012	\$0.00
FINES RECEIVED IN 2012	\$0.00

NEW MEMBERSHIP DUES FOR 2012 \$1,000.00

BAD DEBT WRITTEN OFF IN 2012 \$1,021.72

OWNERS TAKING ADVANTAGE OF THE \$24  
PER QUARTER POSTAGE SAVINGS \$4,704.00  
196 INVOICES

3:30 PM

02/18/12

Accrual Basis

**Firelight Meadows Owners Association**  
**Transaction Detail By Account**  
January through February 2012

Type	Date	Name	Memo	Credit
<b>BAD DEBT INCOME</b>				
Deposit	1/23/2012	CBO COLLECTIONS INC	BASSETT MARK D05	2,414.34
Deposit	1/23/2012	CBO COLLECTIONS INC	OCONNOR SUSAN V119	383.22
Deposit	2/13/2012	CBO COLLECTIONS INC	V119 OCONNOR SUSAN	383.39
Total BAD DEBT INCOME				<u>3,180.95</u>
<b>TOTAL</b>				<u><u>3,180.95</u></u>

**CHALETS**  
**Firelight Meadows Owners Association**  
**Chalet's Budget Overview**

	<b>CHALET 2012 BUDGET</b>	<b>BUDGET THROUGH FEBRUARY</b>	<b>ACTUAL THROUGH FEBRUARY</b>	<b>OVER (UNDER) BUDGET</b>
<b>Ordinary Income/Expense</b>				
Income				
Assessment	405,280.00	101,320.00	101,320.00	0.00
Special Assessment			15,900.00	15,900.00
Total Income	405,280.00	101,320.00	117,220.00	15,900.00
<b>Expenses</b>				
Insurance	35,870.00	5,978.33	5,780.82	(197.51)
Common Area Lawn Care	36,822.00			0.00
Landscape Upgrade - new plants flowers trees	6,494.00			0.00
Snow Removal & Shoveling Roads & Entry Ways	70,584.00	23,528.00	23,500.00	(28.00)
Snow and Ice Removal on Rooftops	6,290.00	2,096.67		(2,096.67)
Fireplace Maintenance	5,712.00			0.00
Administrative and Secretary	3,536.00	589.33	605.52	16.19
Maintenance & Repair	53,720.00	8,953.33	682.14	(8,271.19)
Property Manager	64,464.00	10,744.00	10,290.00	(454.00)
Accounting	9,384.00	1,564.00	1,564.92	0.92
Legal	31,416.00	5,236.00	2,894.14	(2,341.86)
Postage & Delivery	13,056.00	2,176.00	31.88	(2,144.12)
Office Expense	1,632.00	272.00	371.97	99.97
Taxes	272.00	45.33		(45.33)
Bad Debt Uncollectible	13,600.00	2,266.67	643.68	(1,622.99)
Meeting Expense	680.00	113.33	20.32	(93.01)
Subtotal Expense	353,532.00	63,563.00	46,385.39	(17,177.61)

**CONDOS**  
**Firelight Meadows Owners Association**  
**Condo's Budget Overview**

	<b>CONDO 2012 BUDGET</b>	<b>BUDGET THROUGH FEBRUARY</b>	<b>ACTUAL THROUGH FEBRUARY</b>	<b>OVER (UNDER) BUDGET</b>
<b>Ordinary Income/Expense</b>				
Income				
Assessment	250,880.00	62,720.00	62,720.00	0.00
Total Income	250,880.00	62,720.00	62,720.00	0.00
<b>Expenses</b>				
Insurance	10,940.00	1,823.33	1,775.80	(47.53)
Building Utilities	28,560.00	4,760.00	4,992.62	232.62
Common Area Lawn Care	9,200.00			0.00
Landscape Upgrade - new plants flowers trees	1,600.00			0.00
Trash Removal	32,320.00	5,386.67	5,715.12	328.45
Fireplace Maintenance	1,040.00	173.33		(173.33)
Snow Removal & Shoveling Roads & Entry Ways	23,520.00	7,840.00	7,833.32	(6.68)
Snow and Ice Removal on Rooftops	3,700.00	1,233.33		(1,233.33)
Cleaning and Common Area	13,200.00	2,200.00	2,190.00	(10.00)
Administrative and Secretary	2,080.00	346.67	355.62	8.95
Maintenance & Repair	29,440.00	4,906.67	901.24	(4,005.43)
Property Manager	37,920.00	6,320.00	6,043.32	(276.68)
Accounting	5,520.00	920.00	919.08	(0.92)
Legal	18,480.00	3,080.00	1,699.74	(1,380.26)
Postage & Delivery	7,680.00	1,280.00	18.72	(1,261.28)
Office Expense	960.00	160.00	218.44	58.44
Taxes	160.00	26.67		(26.67)
Bad Debt Uncollectible	8,000.00	1,333.33	378.04	(955.29)
Meeting Expense	400.00	66.67	11.93	(54.74)
Subtotal Expense	234,720.00	41,856.67	33,052.99	(8,803.68)



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Firelight Meadows Manager's Report  
BOD Meeting 2/21/2012

Management discussion items for the meeting:

- Lock smith services
- Ice melt energy usage
- Approve the parking pass changes submitted after the last meeting
- Discuss Street Sign ideas
- Owner contact information – Pet affidavit
- Trash can service for part time owners
- Millworks quote

Below is the compilation of the weekly reports sharing the specific tasks that have been completed since the last BOD meeting:

- Assisted the owner of condo 7-D with determining the source of a water leak in his unit. Leak was caused the dishwasher draining improperly in 17-D. Note: I have written an additional report to better describes the problem and actions taken in detail.
- Installed "Kill-o-Watt" meter on 18-D in an effort to get the cost of power usage for the condo ice melt systems.
- Cleaned up trash around both "bus-stop" areas.
- Replaced several ballasts in condos A and C.
- Plugged ice-melt system back in at chalet 65
- Checked all exterior entry way lights (front and back) and all four condo buildings, replaced light bulbs as needed.
- Replaced outside exterior entry way fixture at front west entrance of condo A.
- Installed new batteries for emergency lighting throughout condo building (replaced 10 total). As of 1/18/12 all emergency lights are working and will continue to check on a monthly basis.
- Organized "maintenance closet" at condo C.
- Photographed and cataloged all FL street signs throughout campus.
- Removed Xmas trees form chalet 173, and condo buildings A, C, and D.
- Shut garage door at chalet 441 per owner's request.
- Owner of chalet 314 called to report that the outside hose faucet at the rear of the building next to them was running at chalet 320. I turned the water off and inspected the building/crawl space for any additional plumbing issues (none found). Incident was reported to property management Company for that unit (Think Big Sky).
- Inspected damage to front of building at chalet 352. Appeared that someone had backed into the building over the weekend and put a hole in the siding between the two garages with their trailer hitch. Was able to repair the siding with no expense to the HOA or responsible party. (see pictures).

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- Talked to the owners of chalet 259 about complaints regarding their dog, reminded them of the FL pet policies.
- Assisted West Fork Utilities with "Lead and Copper" tests at the following units: 11-C, 2-C, 314, 305, and 503.
- Spoke with the tenants at chalet 414 about the following issues: Keeping the outside of their unit clear of clutter, moving their vehicles after each snow fall, and making sure their trash can is put back in the garage after trash service is completed each week. A copy of the updated FL rules was provided to them for their reference.
- Requests were left at the following units to move vehicles after each snow fall to allow for snow removal: chalet 94, 297, and 115. All three units were provided with copies of the updated FL rules and the responsible property management companies were also notified (Think Big Sky, Go Big Rentals, and Elevated Property Management).
- Two junked vehicles were removed from the chalets at the owner's expense.
- Fixed attic trim in condo C that was damaged by Three Rivers Communication.
- Removed the extension cord from the ice in the driveway left by the tenants at chalet 70.
- Reinstalled (permanently rescued) the chimney cap at chalet 410 and turned off their rear patio light.
- Delivered guest passes to chalet 367.
- Followed up with owner of 7-C regarding water leak in their unit caused by improper plumbing in 17-C. According to the owner of 7-C the water leak appears to be corrected and Anderson Enterprises was able to get everything dried out with no water permanent damage to building.
- Assisted "Get-R-Done" with entry into chalet 288 so they could start prepping the unit for sale. The unit was recently foreclosed on by the lender and should be listed for sale in the near future.
- Assisted realtor (listing agent) with entry at chalet 288 for inspection of water damage that occurred in December 2011.
- Repaired/reinstalled cleat on main flag pole (for American flag).
- Talked to the new owners of 199 about the FL dog policy and reminded them to make sure their dog is on a leash when it's outside their unit.
- Assisted the tenants at chalet 95 with pulling their vehicle from a snow bank.
- Spoke with the owner of chalet 368 about the FL dish install policy. He was attempting to use a contractor other than Bling Wireless.
- Investigated a complaint of a dog at chalet 425 (Unit is currently rented). I did not hear or see any evidence of a dog at the unit or around the exterior of the building. I did make contact with the tenants and they said they do not have a dog at the unit and invited me to search the building (I declined the offer). I reminded them that tenants are not allowed to have pets at FL and provided them with a copy of the FL rules.
- Per realtors (listing agent) met Bozeman Safe & Lock at chalet 288 to re-key front door. (unit has been re-keyed and is in compliance with FL key policy)
- Called Derrick Sterling with Sterling Construction about obtaining bids for siding re-nailing at the chalets and eve trim work on the condo building. He is extremely interested and we will work on setting up a time to meet to look at the scope of the proposed work.
- Assisted the owner of 11-D with entry into his unit after he locked himself out.

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- Determined the home of a black lab that I have witnessed several times running loose on the FL campus. The dog resides at 160 Limber Pine in the South Fork Meadows subdivision.
- Reset GFI outlets for the ice-melt systems at 13-A and 15-A.
- Plugged the ice-melt system back in at chalet 278.
- Assisted the owner of chalet 173 with inspection of the chimney pipe and fire place. He has reported excessive smoke in the building the last time the fire place was used. I suspected that the problem was a result of atmospheric conditions or a malfunctioning directional chimney cap.
- Replaced broken light cover on the 1<sup>st</sup> floor, west end of building A.
- Replaced several ballasts in buildings A, C, and D.
- Reset GFI outlet for the ice-melt system at 15-A.
- Removed and disposed of old BBQ in the dumpster area of Building B.
- Confronted a young woman who was riding her bike through the FL campus with two “unleashed” dogs. Turned out that she is a resident of Southfork Subdivision, I explained the FL pet rules/regulations and reminder that she had gone past several sign while on her ride that clearly stated that ALL pets must be on a leash. She was very compliant and assured me that it wouldn’t happen again.
- Inspected, measured, and photographed faulty windows at the following chalets: 389, 495, 65, 311, and 314. Passed on info to Guy’s Glass for future warranty work.
- Removed the Xmas trees from chalets 130 and 414 for disposal.
- Replaced the damaged extension cord at chalet 278 for the ice-melt system.
- Assisted owner of 19-A with determining the possibility of installing a bathroom exhaust fan in his extra bathroom. I stress to the owner that a plan must be submitted to the board for approval prior to any work being started.
- Per Scott O’Conner, met with Yellowstone Maintenance and Sterling Construction to measure off a roof and inspect the interior of a chalet. They will be working on a proposal to address the roof deficiencies.
- Changed burnt out flood lights at front entrances of building A.
- Per request of owner turned up heat at chalet 277
- Assisted Guy’s glass with warranty window replacement at chalets 162, 200, 389,495, and 503.
- Cleaned up trash around both bus stop areas.
- Assisted Gayle Force Property Management and owner of chalet 368 with satellite cable install.
- Retrieved power usage readings for ice-melt system at 18-D.
- Reset GFI outlet for the ice-melt system at 14-C.
- Assisted Dick Hovde with shoveling the roof above the rear patio door at chalet 229. Photographed water damaged inside building. Will start obtaining bids for repairs.
- Met with the home owner of chalet 103 to help him determine the source of a draft around his fireplace. Continuing to explore options of determining source of drafts around the fire place insert.
- Issued formal written “Notices of Violations” to the owners for the following units”(failure to comply will result in fines being issued):
  - Chalet 259, (Failure to comply with FL pet policy: dog outside unattended and off leash)
  - Chalet 277, (Debris visible around the exterior of the building: unapproved window coverings).

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- Chalet 414, (Failure to comply with FL parking policy: guests of tenants parking on street. Failure to comply with FL pet policy: guests of tenants with pets on FL campus)
- Chalet 473, (Failure to comply with FL parking policy, guests of tenants parking on street)
- C-20 (unapproved window coverings)
- 2-A (unapproved window coverings)
- Chalet 58 (recreational vehicle in driveway)
- Chalet 268 (repeated vehicle parking off black-top)
- Chalet 276 (repeated vehicle parking off black-top)
- Chalet 414 (debris visible around the exterior of the building)
- Chalet 207, (Failure to comply with FL pet policy: dog outside unattended and off leash)
- Chalet 296, (Failure to comply with FL pet policy: dog outside unattended and off leash)
- Chalet 367, (Failure to put trash can back in garage after service)
- Chalet 73, (Failure to put trash can back in garage after service)
- Chalet 327, (Trash around back of building on common elements)

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