

**Minutes of Board of Directors Meeting
For the Association of Unit Owners of
Firelight Meadows
January 17, 2012**

Call to Order

Jack Eakman calls the meeting to order at 6:00 pm.

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

Directors Sam Geppert of unit C1/120 and Amy Free D17/50 are absent.

Also in attendance are guests Steve Cherne of unit V073/308, 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.)

Gras provides cookies and napkins for the board, it is her birthday.

Election of Officers

Baldensperger nominates Eakman as Chair of the board. O'Connor seconds the motion. There is no discussion. All are in favor. None oppose. The motion carries. O'Connor nominates Baldensperger as Secretary of the board. Gras seconds the motion. There is no discussion. All are in favor. None oppose. The motion carries. O'Connor nominates Free as the Treasurer of the board. Gras seconds the motion. There is no discussion. All are in favor. None oppose. The motion carries. All officers of the board remain the same as in 2011.

Welcome New Board Members

Eakman welcomes the new board members Pride Fisher and Kari Gras. Gras will be working on the Neighborhood Portfolio this year.

Minutes of the Last Meeting

Bethany Davies provides the minutes to the last meeting. Baldensperger makes a motion to approve the minutes of the December 13, 2011 meeting. O'Connor seconds the motion. All approve; none oppose. The minutes from the last meeting are approved.

Financial Report

Accountant Doug Shanley provides the Financial Report (see the website: www.hpmmontana.com website under the Firelight Meadows HOA tab, *password is FL1234*, for Accountant Shanley's financial documents). He begins with a Final Financial Report for 2011, dated 12/31/2011. Two units are owned by banks. The total accounts receivable for those two units are \$9,615.52. As soon as the units sell the association should receive that money. Two accounts are now late two or more quarters and will be turned over to CBO Collections. Bad debt previously written off that has been collected through CBO collections is \$11,427.52. Parking income total this year is \$1,940. \$1,200 in fines has been assessed in 2011 and \$1,700 has been received in fines for 2011. A total of \$15,500 has been received in new membership dues for 2011. The total amount of bad debt written off in 2011 is \$47,847.19.

Shanley continues with the Chalet and Condo Budget Overviews through December 2011. The Chalet Budget is over budget by \$298,375.37. Once again, the unexpected legal fees and Bad Debt Uncollectible remain the significant factors for the Chalets being over budget for 2011. Without the Chimney and Siding Repairs, the Chalets would still be over budget by \$27,312.60. The Condo units finish the 2011 year under budget by \$651.66 despite the Legal fees and Bad Debt Uncollectible.

Shanley now discusses the Financial Report through January 15, 2012. Only one unit remains owned by a bank; for a total accounts receivable of \$8,610.52. Once again, as soon as the units sell the association should receive that money. A total of \$22,180.65 for twelve units is to be turned over to CBO collections for being late for two or more quarters if payment is not received by the end of this month; liens have been filed on all of these accounts. Four of these units are under foreclosure and there will be a trustee sale later this spring. No money previously written off has been collected by CBO for 2012. There are also no fines assessed or received and there is no parking income. \$500 in membership dues have been collected from a new unit owner. There have been 196 invoices sent for a total of \$4,704 of savings by unit owners for taking part of the \$24 per quarter postage savings.

The Chalet and Condo Budget Overview show that both are under budget for the month, but this is to be expected since we are only half way through the month.

Accountant Shanley discusses a list of all Chalet unit owners to show who is up to date on paying for the roof and chimney special assessment that he has compiled.

Eakman asks Accountant Shanley to set up a meeting with CBO Collections, Eakman and Shanley so that they can go over the progress of the collections agency.

Eakman explains how lucky the Association is to have Accountant Shanley, "I have worked with other association accountants, none are as good as Doug, with less drama, and the price is really fabulous when compared with some of the others. So we are lucky." Scott Hammond adds, "Jack knows that I can attest to that."

Property Manager's Report

Mike Harter of Hammond Property Management provides the Property Manager's Report (see the website: www.hpmmontana.com website under the Firelight Meadows HOA tab, *password is FL1234*, for Hammond Property Management's full report).

Eakman asks Hammond to start coming up with a tactical plan to prevent violations to the Rules and Regulations during the holidays.

O'Connor commends Hammond Property Management for doing a great job.

Angie Guinn provides the Parking Pass Proposal. Two parking passes per unit will be mailed out to all unit owners in September with the Annual Meeting Packets. The parking passes will be valid from November 1, 2012 to October 31, 2014; then consecutively every two years. Eakman recommends a logo rather than the words Firelight Meadows on each pass.

Gras proposes allowing unit owners to have guest passes on hand for guests that arrive last minute or during the weekend. Eakman suggests this only upon unit owners' request. (see the website: www.hpmmontana.com website under the Firelight Meadows HOA tab, *password is FL1234*, for the new requirements to obtain visitor parking passes.)

The Lead and Copper test results are available on the website, explains Mike Harter. Five more units will be tested next week.

Snow Removal Report

Dick Hovde provides the Snow Removal Report. There should be minimal roof snow removal this year. The heat tape appears to be working well. Baldensperger recommends Dick Hovde keep an eye on the heat tape and make sure that they remain plugged in.

Neighborhood Portfolio

Gras provides the Neighborhood Portfolio. She discusses a list of ideas that the board can work on over the coming years. (See the website: www.hpmmontana.com website under the Firelight Meadows HOA tab, *password is FLI234*, for the full list of ideas for the Neighborhood Portfolio). Eakman would like to see a professional looking bulletin board that lists all the units that are for sale or rent in one location. Mike Harter will look into providing a recycling facility. Scott Hammond will look into providing a cross walk from FLM to the trail that leads to Ousel Falls trail.

Utilities Report

Baldensperger provides the Utilities Report (see the website: www.hpmmontana.com website under the Firelight Meadows HOA tab, *password is FLI234*, for the documents regarding the West Fork Utilities Lawsuit that are now available on public record).

Image Study

Scott O'Connor provides the Image Study. He is currently in the process of finding a drafting person. He is looking to reach out to the Realtors in the late spring.

Communications from Owners

The board discusses the Communications from Unit Owners.

Updates to Rules, Regulations, Bylaws and Declarations

The board as a whole discusses updates to Rules, Regulations, Bylaws and Declarations:

1. How to change/amend the Declarations. Currently it takes 75% of all unit owners to change or amend the Declarations. The board is interested in changing it to 60% of all unit owners. Since this is a part of the Declarations, changing this rule will have to be voted on by all of the unit owners.
2. Eliminating the Back-in Parking Rule. This is a rule it can be changed by the board.
3. Policy refers to how the affairs of the condominium association are run. Policy is being confused with Rules and Regulations in the Declarations. This needs to be fixed and put on the website.
4. Two dogs or two cats are all that are allowed in the units, yet no other type of pet.
5. There are two twelfth amendments. This needs to be changed to Amendments 12 and 13.
6. The rule requiring owners' dogs on leashes is discussed.

O'Connor moves to eliminate the Back-in Parking Rule. Baldensperger seconds the motion. There is discussion: there is a question about the possibility of damaging the garage doors due to back-in parking. Garage doors are the owners' responsibility as they are owned by that particular owner. Only the paint on

the garage doors is the responsibility of the association. All are in favor of eliminating the Back-in Parking Rule. None oppose. There is no longer a rule that you cannot back-in to your driveway to park.

Baldensperger moves to have a special vote to change the Declarations so that they can be amended with a 60% vote of all unit owners as opposed to the current 75%. This will be the 14th Amendment.

O'Connor seconds the motion. All are in favor. None oppose.

Schedule Next Board Meeting

The next board meeting is scheduled for Tuesday, February 21, 2012 at 6:00 pm in the Conference Room of Hammond Property Management.

Meeting Adjourned

The meeting adjourns at 7:56 pm.

Minutes submitted by Bethany Davies, Communications Coordinator.

Douglas N. Shanley, CPA PC

2055 North 22nd Ave Suite 2B, Bozeman, Montana 59718
phone 406-585-8430 fax 406-582-9796

FINAL

12/31/2011

TO: BOARD OF DIRECTORS

FIRELIGHT MEADOWS HOME OWNERS ASSOCIATION

CHECKING ACCOUNT BALANCE	\$92,874
CD AT BIG SKY WESTERN BANK	\$129,875
ACCOUNTS RECEIVABLE	\$38,964

THE FOLLOWING ACCOUNTS ARE OWNED BY BANKS

WE WILL GET THIS MONEY AS SOON AS THE UNIT SELLS

V125	BAC HOME LOANS	\$7,765.52
V34	ONE WEST BANK	\$1,850.00

TOTAL OF ABOVE UNITS \$9,615.52

THE FOLLOWING ARE LATE TWO OR MORE QUARTERS

THESE WILL BE TURNED OVER TO COLLECTIONS

AT THE END OF THIS MONTH IF PAYMENT IS NOT RECEIVED

V24	MARTA BLUTH	\$1,467.87
V37	WALKER/SMITH	\$1,554.30

TOTAL OF ABOVE UNITS \$3,022.17

BAD DEBT PREVIOUSLY WRITTEN OFF COLLECTED \$11,427.52
IN 2011 BY CBO, OUR COLLECTION AGENCY

PARKING INCOME TOTAL THIS YEAR	\$1,940.00
FINES ASSESSED IN 2011	\$1,200.00
FINES RECEIVED IN 2011	\$1,700.00

NEW MEMBERSHIP DUES FOR 2011 \$15,500.00

BAD DEBT WRITTEN OFF IN 2011 \$47,847.19
SEE ATTACHED SHEET

1:08 PM
 01/14/12
 Accrual Basis

Firelight Meadows Owners Association
Transaction Detail By Account
 January through December 2011

Type	Date	Name	Memo	Credit
BAD DEBT INCOME				
Deposit	1/2/2011		KRAMER C 09	1,782.60
Deposit	2/11/2011	CBO COLLECTIONS INC	JOEL TARQUIN	266.68
Deposit	5/12/2011	CBO COLLECTIONS INC	SUSAN OCONNOR	108.27
Deposit	6/13/2011	CBO COLLECTIONS INC	SUSAN O'CONNOR	542.93
Deposit	7/8/2011	CBO COLLECTIONS INC	SUSAN O'CONNOR	383.22
Deposit	8/19/2011	CBO COLLECTIONS INC	paul alderton	326.40
Deposit	8/19/2011	CBO COLLECTIONS INC	jeff morgan	1,727.34
Deposit	8/19/2011	CBO COLLECTIONS INC	susan o'connor	383.22
Deposit	9/2/2011		BECKY FRY GARNISHED WAGES	286.98
Deposit	9/13/2011	CBO COLLECTIONS INC	JEFF MORGAN V81	863.67
Deposit	9/13/2011	CBO COLLECTIONS INC	SUSAN OCONNOR V119	191.61
Deposit	9/13/2011	CBO COLLECTIONS INC	JOEL TARQUIN C03	2,142.54
Deposit	9/13/2011	CBO COLLECTIONS INC	JOEL TARQUIN C03	524.26
Deposit	12/13/2011	CBO COLLECTIONS INC	susan o'connor	171.61
Deposit	12/13/2011	CBO COLLECTIONS INC	zita pongonis	1,150.79
Deposit	12/13/2011	CBO COLLECTIONS INC	zita pongonis	575.40
Total BAD DEBT INCOME				<u>11,427.52</u>
TOTAL				<u><u>11,427.52</u></u>

12:56 PM

01/14/12

Accrual Basis

Firelight Meadows Owners Association
Transaction Detail By Account
 January through December 2011

Type	Date	Num	Name	Debit
Bad Debt	<i>WRITTEN OFF</i>			
Credit Memo	2/25/2011	6212	Reynolds Roy & Lonna - V 10	1,569.62
Credit Memo	2/25/2011	6213	Coleman Randi - 5A	702.25
Credit Memo	2/25/2011	6216	Edwards-Leeper Laura & Todd 19C	117.04
Credit Memo	2/25/2011	6217	Fry Becky & Grant - V76	752.75
Credit Memo	2/25/2011	6218	Goemans John - C16	702.25
Credit Memo	2/25/2011	6219	Goemans John - B 8	702.25
Credit Memo	2/25/2011	6221	McCarthy Sean - V 74	728.75
Credit Memo	2/25/2011	6222	Nellis Eric - V 13	752.75
Credit Memo	2/25/2011	6224	Poulsen Ben & Julie - 6B	678.25
Credit Memo	2/25/2011	6214	Curilla Shawn & Kirk - V40	728.75
Credit Memo	2/25/2011	6466	Rowan Mark & Monique - V106	352.38
Credit Memo	2/25/2011	0522	O'Connor Susan - V119	752.75
Credit Memo	5/2/2011	6704	Goemans John - B 8	234.08
Credit Memo	5/6/2011	6473	Morgan Jeff - V 81	2,590.88
Credit Memo	5/13/2011	0515	Alderton Paul - V34	326.38
Credit Memo	6/7/2011	6479	Poulsen Ben & Julie - 6B	234.08
Credit Memo	6/8/2011	6482	Coleman Randi - 5A	292.60
Credit Memo	7/21/2011	0529	Bassett Mark & Denise - D5	2,414.22
Credit Memo	7/21/2011	0530	Curilla Shawn & Kirk - V40	1,527.09
Credit Memo	7/21/2011	0531	Fry Becky & Grant - V76	1,681.57
Credit Memo	7/21/2011	0532	Klaustermeier Andrew - A 2	2,489.66
Credit Memo	7/21/2011	0533	Nellis Eric - V 13	1,581.57
Credit Memo	7/21/2011	0534	Reynolds Roy & Lonna - V 10	1,581.57
Credit Memo	8/16/2011	0538	Tarquin Joel - C 3	2,330.79
Credit Memo	8/31/2011	0541	Allen John & Susie - B 7	1,726.06
Credit Memo	8/31/2011	0542	Conway Bryan & Laura - V132	1,858.22
Credit Memo	8/31/2011	0543	McCarthy Sean - V 74	1,568.91
Credit Memo	8/31/2011	0544	Morphew Cindy and Larry - V123	1,732.10
Credit Memo	8/31/2011	0545	Pongonis Zita - V114	1,726.10
Credit Memo	12/31/2011	0999	Freis John - V2	2,033.13
Credit Memo	12/31/2011	1001	Freis John - V1	1,929.12
Credit Memo	12/31/2011	1002	Koch Stuart - V108	1,755.47
Credit Memo	12/31/2011	1003	Kulak Peter - V136	1,759.53
Credit Memo	12/31/2011	1004	McClellan Patrick - V 7	1,759.53
Credit Memo	12/31/2011	1005	Morgan Jeff - V 81	1,759.53
Credit Memo	12/31/2011	1006	O'Connor Susan - V119	2,415.21
Total Bad Debt				<u>47,847.19</u>
TOTAL				<u>47,847.19</u>

CONDOS
 Firelight Meadows Owners Association
 Condo's Budget Overview

Ordinary Income/Expense	CONDO 2011 BUDGET	BUDGET THROUGH DECEMBER	ACTUAL THROUGH DECEMBER	OVER (UNDER) BUDGET
Income				
Assessment	224,720.00	224,720.00	224,720.00	0.00
Bad Debt Previously Written off Collected			4,228.18	4,228.18
Finance Charges & Late Fees			6,414.49	6,414.49
Interest Income - Certificate of Deposit			839.40	839.40
Fines			444.00	444.00
Parking Income			717.80	717.80
Membership Dues			5,000.00	5,000.00
Postage Savings (\$24 per quarter)			(6,072.00)	(6,072.00)
Total Income	224,720.00	224,720.00	236,291.87	11,571.87
Expenses				
Insurance	10,080.00	10,080.00	10,383.03	303.03
Common Area Utilities	400.00	400.00		(400.00)
Building Utilities	27,200.00	27,200.00	20,937.87	(6,262.13)
Common Area Lawn Care	8,000.00	8,000.00	7,992.00	(8.00)
Landscape Upgrade - new plants flowers trees	2,800.00	2,800.00	707.48	(2,092.52)
Trash Removal	30,800.00	30,800.00	30,835.65	35.65
Fireplace Maintenance	1,040.00	1,040.00		(1,040.00)
Snow Removal & Shoveling Roads & Entry Ways	23,520.00	23,520.00	23,499.96	(20.04)
Snow and Ice Removal on Rooftops	4,000.00	4,000.00	2,775.00	(1,225.00)
Cleaning and Common Area	10,400.00	10,400.00	12,955.00	2,555.00
Administrative and Secretary	1,920.00	1,920.00	1,881.43	(38.57)
Maintenance & Repair	44,720.00	44,720.00	30,983.71	(13,736.29)
Management	10,560.00	10,560.00	15,959.99	5,399.99
Accounting	5,520.00	5,520.00	5,477.85	(42.15)
Legal	10,400.00	10,400.00	23,122.17	12,722.17
Postage & Delivery	7,680.00	7,680.00	313.36	(7,366.64)
Office Expense	960.00	960.00	589.97	(370.03)
Taxes	160.00	160.00	5.55	(154.45)
Storage Shed	NOT BUDGETED		69.42	69.42
Bad Debt Uncollectible	8,000.00	8,000.00	17,703.46	9,703.46
Meeting Expense	400.00	400.00	43.97	(356.03)
PSC - Expert Testimony	NOT BUDGETED		1,671.47	1,671.47
Subtotal Expense	208,560.00	208,560.00	207,908.34	(651.66)

CHALETs
 Firelight Meadows Owners Association
 Chalet's Budget Overview

	CHALET 2011 BUDGET	BUDGET THROUGH DECEMBER	ACTUAL THROUGH DECEMBER	OVER (UNDER) BUDGET
Ordinary Income/Expense				
Income				
Assessment	355,096.00	355,096.00	355,096.00	0.00
Bad Debt Previously Written off Collected			7,199.34	7,199.34
Finance Charges & Late Fees			10,921.98	10,921.98
Fines			756.00	756.00
Interest Income - Certificate of Deposit			1,429.24	1,429.24
Parking Income			1,222.20	1,222.20
Special Assessment			29,900.00	29,900.00
Membership Dues			10,500.00	10,500.00
Postage Savings (\$24 per quarter)			(10,368.00)	(10,368.00)
Total Income	355,096.00	355,096.00	406,656.76	51,560.76
Expenses				
Insurance	33,048.00	33,048.00	33,800.17	752.17
Common Area Utilities	680.00	680.00		(680.00)
Common Area Lawn Care	31,960.00	31,960.00	31,968.00	8.00
Landscape Upgrade - new plants flowers trees	4,760.00	4,760.00	2,249.52	(2,510.48)
Snow Removal & Shoveling Roads & Entry Ways	70,584.00	70,584.00	70,500.00	(84.00)
Snow and Ice Removal on Rooftops	6,800.00	6,800.00	4,725.00	(2,075.00)
Fireplace Maintenance	5,712.00	5,712.00	4,575.00	(1,137.00)
Administrative and Secretary	3,264.00	3,264.00	3,203.57	(60.43)
Maintenance & Repair	61,608.00	61,608.00	59,095.70	(2,512.30)
Management	31,552.00	31,552.00	40,039.99	8,487.99
Accounting	9,384.00	9,384.00	9,327.15	(56.85)
Legal	17,680.00	17,680.00	39,370.17	21,690.17
Postage & Delivery	13,056.00	13,056.00	533.52	(12,522.48)
Office Expense	1,632.00	1,632.00	1,004.54	(627.46)
Taxes	272.00	272.00	9.45	(262.55)
Storage Shed	NOT BUDGETED		118.19	118.19
Bad Debt Uncollectible	13,600.00	13,600.00	30,143.73	16,543.73
Meeting Expense	680.00	680.00	74.87	(605.13)
Chimney and Siding Repairs	NOT BUDGETED		271,062.77	271,062.77
PSC - Expert Testimony	NOT BUDGETED		2,846.03	2,846.03
Subtotal Expense	306,272.00	306,272.00	604,647.37	298,375.37

WITHOUT THE CHIMNEY AND SIDING REPAIRS WE WOULD BE OVER BUDGET 27,312.60

Douglas N. Shanley, CPA PC

2055 North 22nd Ave Suite 2B, Bozeman, Montana 59718

phone 406-585-8430

fax 406-582-9796

1/15/2012

TO: BOARD OF DIRECTORS

FIRELIGHT MEADOWS HOME OWNERS ASSOCIATION

CHECKING ACCOUNT BALANCE	\$44,865
CD AT BIG SKY WESTERN BANK	\$129,875
CD AT 1ST SECURITY BANK	\$75,000
	<hr/>
TOTAL CASH AVAILABLE	\$249,740

ACCOUNTS RECEIVABLE \$132,391

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

V125 BAC HOME LOANS \$8,610.52

TOTAL OF ABOVE UNITS \$8,610.52

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

B7	JOHN & SUSIE ALLEN	\$1,628.10	
V24	MARTA BLUTH	\$2,288.87	
V132	BRYAN & LAURA CONWAY	\$1,625.75	
V40	KIRK CURILLA	\$1,625.75	TRUSTEE SALE 03/12/2012
C20	KEN HOEKSMAN	\$1,782.60	
A3	NATHAN JOHNSON	\$1,628.10	
A2	ANDREW KLAUSTERMEIER	\$1,682.82	
V74	SEAN MCCARTHY	\$1,625.75	TRUSTEE SALE 04/09/2012
V123	CINDY MORPHEW	\$1,625.75	
V76	CAROL JOY ANDESON - FRY	\$1,680.47	TRUSTEE SALE 01/23/2012
V13	ERIC NELLIS	\$1,680.47	TRUSTEE SALE 03/20/2012
V114	ZITA PONGONIS	\$1,625.75	
V10	ROY REYNOLDS	\$1,680.47	

TOTAL OF ABOVE UNITS \$22,180.65

BAD DEBT PREVIOUSLY WRITTEN OFF COLLECTED
IN 2012 BY CBO, OUR COLLECTION AGENCY \$0.00

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

NEW MEMBERSHIP DUES FOR 2012 \$500.00
GEORGE RAPIER V112

BAD DEBT WRITTEN OFF IN 2012 \$0.00

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

CHALETS
Firelight Meadows Owners Association
Chalet's Budget Overview

	CHALET 2012 BUDGET	BUDGET THROUGH JANUARY	ACTUAL THROUGH JANUARY	OVER (UNDER) BUDGET
Ordinary Income/Expense				
Income				
Assessment	405,280.00	101,320.00	101,320.00	0.00
Special Assessment			13,400.00	13,400.00
Total Income	405,280.00	101,320.00	114,720.00	13,400.00
Expenses				
Insurance	35,870.00	2,989.17	2,890.41	(98.76)
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	11,764.00	11,750.00	(14.00)
Snow and Ice Removal on Rooftops	6,290.00	524.17		(524.17)
Fireplace Maintenance	5,712.00			0.00
Administrative and Secretary	3,536.00	294.67	200.11	(94.56)
Maintenance & Repair	53,720.00	4,476.67	221.90	(4,254.77)
Property Manager	64,464.00	5,372.00	5,145.00	(227.00)
Accounting	9,384.00	782.00	782.46	0.46
Legal	31,416.00	2,618.00	700.56	(1,917.44)
Postage & Delivery	13,056.00	1,088.00	19.68	(1,068.32)
Office Expense	1,632.00	136.00	32.75	(103.25)
Taxes	272.00	22.67		(22.67)
Bad Debt Uncollectible	13,600.00	1,133.33		(1,133.33)
Meeting Expense	680.00	56.67		(56.67)
Subtotal Expense	353,532.00	31,257.33	21,742.87	(9,514.46)

CONDOS
 Firelight Meadows Owners Association
 Condo's Budget Overview

	CONDO 2012 BUDGET	BUDGET THROUGH JANUARY	ACTUAL THROUGH JANUARY	OVER (UNDER) BUDGET
Ordinary Income/Expense				
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
Expenses				
Insurance	10,940.00	911.67	887.90	(23.77)
Building Utilities	28,560.00	2,380.00	2,572.31	192.31
Common Area Lawn Care	9,200.00		0.00	0.00
Landscape Upgrade - new plants flowers trees	1,600.00		0.00	0.00
Trash Removal	32,320.00	2,693.33	2,857.56	164.23
Fireplace Maintenance	1,040.00	86.67		(86.67)
Snow Removal & Shoveling Roads & Entry Ways	23,520.00	3,920.00	3,916.66	(3.34)
Snow and Ice Removal on Rooftops	3,700.00	616.67		(616.67)
Cleaning and Common Area	13,200.00	1,100.00		(1,100.00)
Administrative and Secretary	2,080.00	173.33	117.52	(55.81)
Maintenance & Repair	29,440.00	2,453.33	345.62	(2,107.71)
Property Manager	37,920.00	3,160.00	3,021.66	(138.34)
Accounting	5,520.00	460.00	459.54	(0.46)
Legal	18,480.00	1,540.00	411.44	(1,128.56)
Postage & Delivery	7,680.00	640.00	11.56	(628.44)
Office Expense	960.00	80.00	19.24	(60.76)
Taxes	160.00	13.33		(13.33)
Bad Debt Uncollectible	8,000.00	666.67		(666.67)
Meeting Expense	400.00	33.33		(33.33)
Subtotal Expense	234,720.00	20,928.33	14,621.01	(6,307.32)



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Firelight Meadows Manager's Report
BOD Meeting 1/17/12

Another month has gone by and as we continue to learn it seems we are building more of a routine. We continue to do the daily cleanup and rule enforcement and regularly check the dog waste stations and exterior lights.

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

- As tenants move in for the winter season, I have been finding large amounts of card board outside the dumpster areas. All of which has been broken down and hauled off for recycling.
- Restored power to the outside outlet for ice-melt system at chalet 156.
- Scheduled date and time with West Fork Utilities to conducted "lead and copper "tests on Firelight's domestic water distribution system and assisted them with testing in the following units: 11-C, 433, 411, 200, and 503.
- Replaced ballasts at the condo buildings as they go out and upgraded them to the more energy efficient T-8 bulbs. There are quit a few going out at this time which is common as they are usually all installed at a similar time.
- Put away extra exterior garage door weather stripping (for chalets) in Hovde's shop in an attempt to keep it from getting damaged over the winter.
- Installed a new piece of exterior weather stripping on right hand side of garage door at chalet 107.
- Assist Vann's with entry in to D-5 for appliance package delivery.
- Throughout the week addressed numerous parking issues around the chalets. As the new owners and tenants arrive for the upcoming winter season parking issues have been on the rise. I'm very pleased to say that so far everyone that I have been in contact with has been very receptive and willing to comply.
- Responded to water coming from under the garage door at chalet 288. Water leak was located at the master bath, was successful in shutting off the water to the building in the crawlspace thus keeping the flooding to a minimum.
- Moved inspection notices to the interior of the front door at chalet 140. (building currently in foreclosure)
- Assisted 3 Rivers Communications with entry in to chalet 294.
- Changed out 9 volt battery in smoke detector and 11-C. It was chirping and you could hear it outside the unit.
- Picked up microwave oven out of the snow bank on Firelight Drive and put in dumpster.
- Helped Dick Hovde with shoveling around the chalets.
- Assisted owner of chalet 433 with trouble shooting problems with the electric thermostat in the living room. Per owners request checked wiring repairs to living room thermostat at chalet 433 on 12/22 and 12/23.
- Spoke with tenants of 19-C about a noise complaint that was received at the HPM office. Informed them of the "quite hours" policy and asked them to keep it down in the future. Followed up with the owners of 17-C (source of the noise complaint).

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- Spoke with the tenants of chalet 464 about letting the owner's dogs run around campus off a leash and reminded them of the "pet policy".
- Unlocked chalet 503 per the request of the owners so Bare's Stove and Spa could gain access.
- Picked up BBQ from outside of dumpster area at condo "A" and placed inside dumpster.
- Cleared snow from the condo dumpster areas.
- Tested all emergency light in the condo buildings, found several batteries that need to be replaced. Submitted to Chairman for approval to replace, then ordered batteries.
- Collected the "storage space application" and payment from Ryan Anderson (owner of chalet 367) and assisted him with moving his snowmobiles and trailer to spot #13.
- Per the request of the owner unlocked chalet 381.
- Per the request of the owner of chalet 337 picked up packages from outside the front door and placed inside the garage.
- Plugged in all the ice melt systems at the condo buildings.
- Turned on ice melt systems at back of chalets 336 and 328.
- Reset the GFI breakers (that power up the ice melt systems) at chalets 103 and 95.
- Reset the GFI outlet for the ice melt system at chalet 95.
- Reset GFI outlet on deck of 13-B for the ice melt system.
- Address the "non-working" ice melt system at condo 15-B. Determined that the tenants had unplugged it. Plugged it back in and reminded the tenants to keep it plugged in throughout the winter.
- Turned on ceiling fans at west end of condo B.
- Re installed chimney cap at chalet 411 (may come off again, need to obtain the proper hardware to properly repair)
- Talked to tenants at chalet 311 about moving their vehicle from the driveway of chalet 314. (314 was under foreclosure and has recently been sold, new owners had requested that the vehicle be moved).
- Removed the trash can from the driveway at chalet 417 and placed it in the garage.
- Had Lone Peak Electric repair the electric hot tub service at chalet 308, damaged occurred during the past summer when the warranty work for the siding was taking place.
- Left notes at the following chalets to please make sure their trash cans are stored inside the garage: 124, 50, 276, 319, and 327.
- Unhooked garden hose at back of chalet 352.
- Per the request of the new owner unlocked/locked chalet 314 several times throughout the week to allow contractors access.
- Spoke with the tenants at chalet 276 about their repeated "street parking" and notified the property management company (APM).
- Per owners request unlocked chalet 503 to allow for contractor access.
- Contacted the owner of chalet 503, to reminder her that during the process of upgrading their fire place that need to make sure that a "wind directional" stove cap is reinstalled that matches the rest of the FL chalets. Information was also past on to the contractor (Burning Stoves and Stuff).
- Moved two unclaimed trash cans from chalets to storage by the utility building.
- Fixed door handle at west entrance of building C.

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- Put patio chairs back on rear patio at chalet 62 (were laying in the back yard).
- Spoke with occupants of chalet 387 about parking on the street in front of their building, instructed them to use the overflow parking.
- Updated contact information and physical addresses with Kenco for the condo buildings.
- Helped the owner of chalet 350 trouble shoot and repair his garage door.
- Removed TV from trash enclosure at building B and placed in dumpster.
- Picked up large amount of trash at overflow parking between chalets 88 and 114.
- Removed broken light diffuser from west entrance of building A and placed in dumpster.
- Repaired exterior door handle at west entrance of building D.
- Removed vacuum from trash enclosure at building D.
- Fixed gate on trash enclosure at building D.
- Contacted Elevated Property Management about ongoing parking problem at chalets 50 and 58.
- Removed Xmas tree from condo A's yard.
- Left note at condo 2-B requesting them to remove trash and trash can from their patio.
- Found front door at condo 2-C unsecured (tenants had recently moved out). Made sure the unit was unoccupied and secured from door.
- Per owners request replaced the weather stripping at chalet 259. Arrangements have been made for the owner to cover the cost of materials.
- Put trash cans back in garages at chalet's 73 and 394. Contacted the responsible parties and reminded them that the can need to be placed back in garage after trash service is complete.
- Checked all crawl space heating in the condo buildings.
- Obtained quotes for cleaning the dry vent systems at the condo buildings (with help from Sam).

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