

**Minutes of Board of Directors Meeting  
For the Association of Unit Owners of  
Firelight Meadows  
December 11, 2012**

**Call to Order**

Acting Chair Garrett Baldensperger calls the meeting to order at 6:01 PM.

Directors in attendance are Garrett Baldensperger of unit V095/433, Sam Geppert of unit C1/120, Kari Gras of units V019/184, A1/85 & B1/155, Jack Eakman of unit V096/441 (via conference call), Annette Stone of unit B12/155 (via conference call), Pride Fisher of unit V014/140 (via conference call) and Scott O'Connor of unit V060/251 (via conference call).

Also in attendance are Dick Hovde of Hovde Property Maintenance, Scott Hammond, Angie Guinn, and Mike Harter all of Hammond Property Management, 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.)

**Minutes of the Last Meeting**

Eakman makes a motion to approve the Minutes as corrected. Gras seconds the motion. All are in favor. None oppose. The Minutes from the October 30, 2012 Board of Directors Meeting are approved.

**Financial Report**

Accountant Doug Shanley provides the Financial Report (see attachments or view them on the website: [www.hpmmontana.com](http://www.hpmmontana.com) under the Firelight Meadows HOA tab, *password is FL1234*).

The Chalet budget is currently under budget through the month of December because the Maintenance & Repair and the Legal expenses are not as high as was expected.

The Condos are over budget due to deck staining and unforeseen problems associated with the carpet installations. Deck staining cost more than was budgeted also. Eakman explains, "If we would have stopped where our budget made us stop, it would have been apparent, driving by, that there was a great disparity between units and it was my decision that the curb appeal at this time means a lot to future buyers and to the people who are selling their units." When the carpet installers removed the old carpet, they found that the sheeting was structurally sound, but there were very large gaps in between the sheeting, Mike Harter explains. It appeared that the sheeting had possibly gotten wet during the construction of the building. This made the sheeting very uneven and if the carpet installers would have glued the carpet down, many flaws and gaps would have been visible. With the approval of Eakman, Mike Harter oversaw the installation of a quarter inch of additional sheeting over top of the old sheeting to smooth out the flooring. Between the deck staining, subfloor sheeting discovery, the actual installation of the carpet, and the necessary purchase of additional carpeting, the Condo budget did not have sufficient funding for the year in the Maintenance & Repair line item expense.

**Property Manager's Report**

Mike Harter and Angie Guinn provide the Property Manager's Report (see attachments or view them on the website: [www.hpmmontana.com](http://www.hpmmontana.com) under the Firelight Meadows HOA tab, *password is FL1234*). **Seventeen owners have come current on their association dues since the new parking policy has been in place.** Ten units remain without passes; three of which are vacant and one is a foreclosure. Harter and Guinn have been busy coordinating satellite installations; 58 installs have taken place since the annual meeting. 3Rivers Communications is currently performing a trial installation of cable through the phone lines of their first paying

customer. They are still unsure if they will be able to provide this service to the Condo buildings. Please contact 3Rivers Communications for more information on fiber optics.

Hammond Property Management has a new website. During the transition from the old website to the new one, some of the files and documents were re-arranged and re-named. Guinn is currently going through the files, fixing any inaccuracies and reorganizing them to make them easier to locate. They apologize for any inconveniences that this may cause and ask for patience while these corrections are made. They assure the board that in the long run, this new website will be easier to navigate and more user-friendly. In the meantime, owners are encouraged to call the Hammond Property Management office for copies of documents.

Hardi Plank will continue to finish warranty work on the Condo A building when they return with more supplies. All Coast Builders, has been approved by Hardi Plank to nail siding.

Scott Hammond emphasizes the significant workload that Angie and Mike have put into the new satellite dish installations. He understands that this was an unforeseen circumstance, but commends them for their hard work.

#### **Snow Removal Report**

Dick Hovde provides the Snow Removal Report. He has been busy with snow removal. He is trying to ensure entry ways that typically accumulate ice, remain sanded. Baldensperger asks Hovde to please keep the speed bumps to a minimum this year. Geppert asks Hovde to keep an eye on the ice buildup on the D building.

#### **Utilities Portfolio Report**

Baldensperger provides the Utilities Portfolio Report (see attachments or view them on the website: [www.hpmmontana.com](http://www.hpmmontana.com) under the Firelight Meadows HOA tab, *password is FL1234*).

Eakman authorized extra outlet installations on the Condo buildings as a common element power supply to be billed out to the HOA. One outlet has been installed on each end of the Condo buildings for the satellite dishes.

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

Bethany Davies provides the Communications from unit owners.

#### **Schedule Next Meeting**

The Board of Directors' meeting is scheduled for Tuesday, January 15th at 6:00 PM in the conference room at Hammond Property Management.

#### **Adjournment**

Meeting adjourns at 7:14 PM

Minutes submitted by Bethany Davies, Communications Coordinator.

# Douglas N. Shanley, CPA PC

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12/9/2012

TO: BOARD OF DIRECTORS

	12/9/2012	10/30/2012
FIRELIGHT MEADOWS HOME OWNERS ASSOCIATION		
CHECKING ACCOUNT BALANCE	\$162,483	\$259,458
CD AT BIG SKY WESTERN BANK	\$130,941	\$130,941
CD AT 1ST SECURITY BANK	\$75,000	\$75,000
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TOTAL CASH AVAILABLE	<u>\$368,424</u>	<u>\$465,399</u>

ACCOUNTS RECEIVABLE	\$33,597	\$62,239
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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

B07	JOHN ALLEN	\$1,400.00	\$784.00
V40	KIRK CURRILLA	\$1,904.47	\$837.46
V41	SIDNEY HOLLADAY	\$2,890.30	\$2,622.72
V108	STUART KOCH	\$2,101.62	\$1,658.46
v74	SEAN MCCARTHY	\$2,101.62	\$1,658.46
V56	MARY MEYER	\$3,846.31	\$2,725.74
V13	ERIC NELLIS	\$2,165.40	\$1,918.20
V119	SUSAN OCONNOR	\$2,865.92	\$2,468.18

TOTAL OF ABOVE UNITS	<u>\$19,275.64</u>	<u>\$14,673.22</u>
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BAD DEBT PREVIOUSLY WRITTEN OFF COLLECTED IN 2012 BY CBO, OUR COLLECTION AGENCY	\$13,129.42	\$12,717.74
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PARKING INCOME TOTAL THIS YEAR	\$2,340.00	\$2,340.00
FINES ASSESSED IN 2012	\$4,590.00	\$4,590.00
FINES RECEIVED IN 2012	\$3,590.00	\$3,590.00
INTEREST INCOME 2012	\$1,066.51	\$1,066.51

NEW MEMBERSHIP DUES FOR 2012 BRIAN BALL V125 SSN ENTERPRISES V36 JOSEPH PETTIT A10 WILLIAM MITCHELL V1 VIRGINIA HUNT V29 JOSEPH PETTIT A4 MARTIN HERRING C5 SHAWNA WINTER V2 ERIC PETERSON V53	\$12,000.00	\$7,500.00
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BAD DEBT WRITTEN OFF IN 2012	\$36,789.15	\$36,789.15
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OWNERS TAKING ADVANTAGE OF THE \$24 PER QUARTER POSTAGE SAVINGS 784 INVOICES - 196 OWNERS PER QUARTER OVER 4 QUARTERS THIS YEAR	\$18,816.00	\$18,816.00
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CHALETS							
Fireflight Meadows Owners Association							
Chalet's Budget Overview							
	CHALET	BUDGET	ACTUAL	OVER			
	2012	THROUGH	THROUGH	(UNDER)			
	BUDGET	DECEMBER	DECEMBER	BUDGET			
Ordinary Income/Expense							
Income							
Assessment	405,280.00	405,280.00	405,280.00	0.00			
Total Income	405,280.00	405,280.00	405,280.00	0.00			
Expenses							
Insurance	35,870.00	35,870.00	40,359.74	4,489.74			
Common Area Lawn Care	36,822.00	36,822.00	31,968.00	(4,854.00)			
Landscape Upgrade - new plants flowers trees	6,494.00	6,494.00	6,952.68	458.68			
Snow Removal & Shoveling Roads & Entry Ways	70,584.00	70,584.00	70,500.00	(84.00)			
Snow and Ice Removal on Rooftops	6,290.00	6,290.00		(6,290.00)			
Fireplace Maintenance	5,712.00	5,712.00	5,525.00	(187.00)			
Administrative and Secretary	3,536.00	3,536.00	4,534.81	998.81			
Maintenance & Repair	53,720.00	53,720.00	42,017.27	(11,702.73)			
Property Manager	64,464.00	64,464.00	61,740.00	(2,724.00)			
Accounting	9,384.00	9,384.00	9,389.52	5.52			
Legal	31,416.00	31,416.00	14,423.22	(16,992.78)			
Postage & Delivery	13,056.00	13,056.00	407.45	(12,648.55)			
Office Expense	1,632.00	1,632.00	2,596.99	964.99			
Taxes	272.00	272.00	9.45	(262.55)			
Bad Debt Uncollectible	13,600.00	13,600.00	23,177.16	9,577.16			
Meeting Expense	680.00	680.00	603.82	(76.18)			
PSC - Consultant for Case	not budgeted		2,499.53	2,499.53			
Chimney & Siding Repairs	special assessment		7,755.35	7,755.35			
Subtotal Expense	353,532.00	353,532.00	324,459.99	(29,072.01)			





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Firelight Meadows Manager's Report  
BOD Meeting 12/11/2012

Management discussion items for the meeting:

- Parking update
- Satellite install update/ 3 Rivers Cable
- West Fork Employees/Dogs
- Storage for Hardie Plank (chalets)

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

- Picked up trash around dumpster areas and Firelight Meadows campus.
- Checked all the "dog waste stations".
- Walked FLM campus and picked up trash.
- Checked all landscape lights throughout FLM campus.
- Conducted crawlspace inspections throughout campus.
- Assisted Williams Plumbing and Heating with hose faucet repairs at 216 CLD.
- Delivered paint for exterior of front door to homeowner of 216 CLD.
- Started carpet install at building D.
- Assisted carpet installers with securing their tools in storage locker at building D.
- Sealed up all speed bump holes throughout campus.
- Unhooked garden hoses at the following units: 107 and 65 SLD.
- Met with Hardie Plank installers for update on progress of warranty work.
- Hand delivered new parking passes to several units throughout campus.
- Worked with Stewart of The Flooring Place with determining the scope of work and additional bid pricing to correct flooring deficiencies on first floor of building D. Bid was passed onto FLM board for approval.
- 11/3/12 Installed wood bracing under 1<sup>st</sup> floor sub floor at building D to add additional strength to weak areas.
- 11/3/12 Picked up trash scattered throughout the parking area at building B. Domestic trash was left on top of the dumpster then deposited throughout the parking lot by ravens.
- Re-inspected seals on speed bump holes throughout campus and resealed as necessary.
- Made custom foundation vent covers and installed them at the following units: 288, 296, 304, and 308 FLD.
- Cleaned up trash around condo dumpster areas.
- Replaced one ballast in hallway light on 2<sup>nd</sup> floor of building C.
- Repaired malfunctioning emergency light on 2<sup>nd</sup> floor of building C.
- Repaired outlet at 20-C's parking spot.

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- Replaced ballast on first floor of building B.
- Delivered new passes to 381 FLD.
- Unlocked front door at 199 CLD per homeowner's request.
- **Assisted with Dish installs at the following units:** 16-C, 398 FLD, 386 FLD, 20-B, 138 SLD, 11-D, 11-D, 10-D, 73 SLD, 2-D, 268 CLD, 277 CLD, 324 FLD, 11-A, 6-B, D-16, 5-D, 18-B, 16-B, 1-D, 504 FLD, 367 CLD, 465 FLD, 288 FLD, 7-C, 18-B, 394 CLD, 311 CLD, 259 CLD, D12, 5-B, 95 SLD, 302 CLD, 517 CLD, 130 SLD, 434 FLD, 387 CLD, 167 CLD, 353 CLD, 159 CLD, 252 CLD, 259 CLD, 70 CLD, 12-D, 6-A, 6-C, 18-D, 346 FLD, 336 FLD, 18-A 73 SLD, 98 CLD, 327 CLD, 456 FLD, 448 FLD, and 433 FLD..
- Installed new hose faucet handle at the front of 390 FLD.
- Re-aligned fireplace damper at 496 FLD.
- Replaced one ballast in hallway light fixture on second floor of building C.
- Replaced batteries in two emergency light fixtures on second floor of Building C.
- Unlocked 19-D for furniture delivery per owner's request.
- Unlocked 390 FLD per owner's request.
- Double checked all foundation vent covers throughout campus.
- Turned off all exterior hose faucets at buildings C and D.
- Put up Xmas lights at entrances of chalets and condo buildings.
- Assisted Guy's Glass with window warranty work at 65 and 88 SLD.
- Started hooking up extension cords for ice-melt systems at the chalets.
- The Flooring center completed new carpet installation at buildings C and D.
- Assisted locksmith with rekeying 2-A per the banks request.
- Cleaned up trash inside the trash enclosure at building B.
- Reattached cable for the ice-melt system on eve at 252 CLD.
- Completed hooking up ice-melt systems at the following units: 148, 156, 162, 159, and 167 CLD.
- Unlocked storage closets at buildings C and D for carpet installer to retrieve their tools.
- Assisted owner of 336 FLD with securing a spot in the FLM storage yard for is tenants.
- Turned off the water to the upstairs back bedroom toilet (fixture had continuous running water) at 359 CLD per homeowner's request.
- Cleaned and sealed connections between ice-melt system and extension cord at chalet 184 FLD. Connection was shorting out and had destroyed the homeowner's personal extension cord.
- Checked all exterior lighting at the condo building and replaced bulbs as needed.
- Picked up construction debris left inside the trash enclosure at building A, debris was placed inside the dumpster.
- Assisted Lone Peak Electric with installing 110 outlets in crawlspaces for dish installs at all four condo buildings.
- Assisted with package delivery at 106 CLD per homeowner's request.
- Assisted homeowner of 106 CLD with obtaining bid to repair broken glass in bed room slider of unit.
- Submitted another list of windows to be covered under warranty to Guy' Glass.

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- Assisted 3 Rivers with access into 473 FLM per homeowner's request.
- Plugged in all ice-melt systems at the chalets and condo buildings.
- Unlocked door at 425 FLD per request of the tenants.
- Assisted with turning on the hot water at 425 FLD per tenant's request.
- Inspected operation of garage door at 353 FLD per homeowner's request.
- Assisted 3 Rivers with looking at possible cable installs at the condo buildings.
- Spoke to Mtn. Maids about not using the handicap parking at the condo buildings and leaving trash and debris outside the dumpster enclosures.
- Repaired ice-melt systems at 216 and 278 CLD.
- Shut cover on hot tub at 320 CLD. Cover had been open for several days.
- (12/7/12) Set flags at half mast in observance of the Pearl Harbor anniversary.

#### **Formal written "Notices of Violations" where issued to the following units:**

- **(414 Firelight) "Unauthorized item parked in driveway and on FLM campus"** Tenants at this chalet had a Boat (on trailer) stored in the driveway.
- **(9-A) "Failure to comply with the FLM pet policy"** Tenants at this unit have been observed with a dog at the unit.
- **(4-B) "Unauthorized items on the common elements"** Trash observed on rear patio and landscaping to the east of the unit.
- **5-D (unauthorized dish installation)**, dish installed on exterior of unit not in compliance with FLMHOA satellite TV policy/protocols
- **2-B (unauthorized items stored on common elements)**, cat scratching post observed on rear patio.
- **14-A (Unauthorized use of parking spot)**. Small utility trailer parked units designated parking spot.
- **8-A (Unauthorized items stored on common elements)**. Tenants had a snowmobile deck and ramps stored on the back patio.
- **268 CLD (Unauthorized items parked in driveway)**. Tenants had a snowmobile parked in the driveway and had been reported riding the machine throughout the FLM campus on the common elements.
- **353 FLD (Failure to comply with the FLM pet policy)**. Tenants were observed with a dog in the building/chalet.
- **325 FLD (Failure to comply with the FLM parking policy)**. Roommate of homeowner was parked in the adjacent driveway at 329 FLD.
- **325 FLD (Failure to comply with the FLM trash policy)**. Trash can still in driveway the day after scheduled service.
- **325 FLD (Failure to comply with the FLM parking policy)**. Guests at unit had snowmobile trailer parked in the overflow parking directly across from the unit.
- **325 FLD (Unauthorized modifications to exterior common elements)**. Homeowner had installed plastic "window film" to the exterior of the north windows on the first floor.
- **5-A (Failure to comply with the FLM master key policy)**. Locks at the unit had been changed and the FLM master key doesn't work.

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- **5-D (Failure to comply with the FLM pet policy).** Tenants were observed with a dog in the building/chalet.
- **115 CLD (Damage to common elements).** Weather stripping on lower left hand side of the garage appears to have been hit by a vehicle and shows signs of significant damage.
- **170 CLD (Trash and debris on outside of common elements).** Pipe of cigarette butts observed on sidewalks between front door and garage door.
- **7-A (Improper window coverings).** Improper window coverings observed on kitchen window of unit.
- **456 FLD (Failure to comply with FLMHOA key policy).** Master key does not work in lockset of unit.

#### **Fines issued to the following units:**

- **(17-C) "Failure to comply with FLM parking policy"** Short-term renter at this unit had a motorcycle trailer parked on campus and off the pavement and on the common elements.
- **(124 CLD) "Unauthorized items on the common elements"** Tenants at this unit have been throwing beer bottles off the rear patio in to bushes and on the back lawn.
- **(6-B) "Failure to comply with the FLM pet policy"** Occupants at this unit were observed with a dog, unattended and leaving waste in yard in front of building B. Waste was not cleaned up by pet owner.

#### **The following vehicles were towed**

- **Green Ford Taurus and a Silver Honda Element.** Both vehicles belonged to the tenants of 387 CLD;
- **White Chevy truck** in parking lot of building D, vehicle had been parked in lot for several days without any pass (valid or invalid).
- **Silver Ford Ranger** in overflow parking south of 116 CLD, vehicle had invalid (old) pass displayed for 124 CLD.
- **Navy Blue Jeep:** Towed from parking lot at building B, no FLM valid pass displayed.
- **Black Nissan Coupe:** Towed from parking lot at building B, no FLM valid pass displayed.

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## Utilities Portfolio Report December 2012

### Water/Sewer

On November 29<sup>th</sup>, 2012 the PSC issued a proposed order, No. 6972e, in the rate application by HLH, LLC. This order maintains the annual revenue for HLH, LLC at the current annual interim rate of \$337,360. Excluded from the rate base was an acquisition premium of \$205,012 and reduced the rent expense from HLH, LLC's proposed \$34,500 annually to \$12,000 annually. In this order, as with the interim rate currently in effect there is not line item fee for hot tubs, and unlike the current interim rate the water and wastewater monthly fees have been combined into one fee. The authorized monthly water/wastewater fees are: \$137.06 for chalets, \$116.97 for condos, and \$115.60 for the administration building.

While the annual revenue allowed by the PSC is the same as the current interim rate, there is a discrepancy in the actually rates stated in the Interim Order 6972b of December 22, 2009 and the rates stated in the current proposed order. From the December billing of 2009 through this December's bill chalet owners have been billed \$138.33/month, condo owners have been billed \$118.06/month, and the administration building \$116.67, which totals \$340,492.20, not the allowed \$337,360. Over the past thirty-seven months chalet owners have over paid their water/wastewater fees by a total of \$46.99, condo owners have over paid a total of \$40.33. Through the HOA attorney the PSC has been informed of this discrepancy and the request that HLH, LLC be ordered to apply a refund a subsequent invoice to each owner ASAP.

### TV

There seems to be some issues with Dish Network's installers complying with the HOA's policy of not allowing Dish Network and DirecTV more than one dish per building. Our policy for the Condo buildings may need to be modified based on the following information obtained from DirecTV.

According to the DirecTV installer I spoke with, each dish is capable of supplying eight receivers. With DirecTV's Genie capable of recording five programs at once, and Dish Network's Hopper capable of recording six programs at once each unit with one DirecTV Genie and each unit with one Dish Network Hopper are in effect utilizing five and six receivers EACH respectively. Those who order directly through DirecTV will have their installation handled by DirecTV employees who live in Bozeman and are based out of DirecTV's Butte office. These employees know our rules and will use splitters located at the satellite dish to accommodate our limit of one DirecTV dish per chalet complex. While there is no degradation in reception quality with the splitting of the signal at the dish there a limit to the number of splits that each dish can handle; which is to say that there is a limit to the number of units that a single dish is able to supply. The number of units that each dish can supply is based on the number of "receivers" being supplied to each unit. While this is not an issue with the chalets it will, in all likelihood, be an issue with the condo buildings and we will need to be flexible and seek a solution that will allow multiple dishes per provider, with the proviso that the splitting of the signal be maximized at each dish before an additional dish is installed.

While we strive to keep the campus look as clean as possible the issue we are facing, in this instance, is not one due to the lack of compliance by a given installer, but one of technology dictating a reassessment and modification to the HOA's policy.

Opposed the dishes being installed directly on the side of the buildings I would recommend the evaluation of installing a pole for each condo building for dishes to be attached to. This pole could run from the ground to the roof line and thus provide a clean central location. A triangular "pole"/tower may be an option that would even allow the technicians to climb it for installation, maintenance, etc.