

**Minutes of Board of Directors Meeting  
For the Association of Unit Owners of  
Firelight Meadows  
June 19, 2012**

**Call to Order**

Garrett Baldensperger calls the meeting to order at 6:00 pm.

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

Directors Sam Geppert of unit C1/120 and Pride Fisher of unit V014/140 are absent.

Unit owner Travis Wangsgard of unit V069/354 is present.

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. Gras seconds the motion. All are in favor. None oppose. The Minutes of the May 22, 2012 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*). Both the Condos and the Chalet's are under budget. The Chalets have \$25,046.16 written off as bad debt uncollectable.

Angie Guinn looked into the reason the Cleaning and Common Area line item is over budget in the Condo Units. The entrances and stairs are vacuumed six days a week and this was not in the original contract. Stone makes a motion to vacuum the entrances and stairs of the Condo buildings only Mondays, Thursdays and Saturdays during the month of July. Gras and Eakman second the motion. Condo owners are encouraged to observe the cleanliness of the Condo stairs and entrances and to report their findings to the board at [firelightmeadows@hotmail.com](mailto:firelightmeadows@hotmail.com). Mike Harter will also observe the cleanliness of the carpets.

Baldensperger notes the line item for Maintenance and Repair is under budget and asks if there are any projects that should be worked on. Loose boards on Chalet buildings need to be nailed down, Eakman replies. Harter will look into how many boards need to be nailed. Harter is currently working on some minor repairs as well as repainting garage doors and staining Condo decks. The Chalet dryer vents are scheduled to be cleaned and inspected in the fall, this will cost \$6,120.

Accountant Shanley's contract is due to expire soon. Eakman really appreciates Doug Shanley's service; he makes a motion to keep Doug Shanley as the Association Accountant for one more year. O'Connor seconds the motion. All are in favor. None oppose. The motion carries. Doug Shanley will remain Firelight Meadows' Accountant for another year.

Accountant Shaley reports \$56,600 have been collected from Chalet owners for the Roof and Chimney Special Assessment out of \$62,600 that have been invoiced.

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

Scott Hammond, Angie Guinn and Mike Harter 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*). Radon mitigation has become a concern for some owners. Hammond Property Management will set up a written protocol with owners for how to perform when mitigating radon. They will also set up a written protocol for contractors regarding construction material dumpsters, no pets, explaining rules and allowable hours of operation.

Mike Harter will work with Andy Driesbach to open up a few chimney chases to devise a plan for less intrusive inspections in the future.

Clear reflective paint has been ordered, Hammond will apply it to some Chalet numbers to see how well the numbers can be seen at night.

### **Chalet Chimneys**

Baldensperger spoke with the Fire Place Center; they explained that in the past they have run the smaller pipe up inside the 8 inch pipe, sealed and insulated it. The existing seven owners that have chimney caps in question can leave their pipe as is, but must use a wind directional cap. Protocol for chimney cap installation in the future will be running the 4 inch or 6 inch pipe (if they need a smaller diameter pipe for their insert) up inside the existing 8 inch pipe, seal it, insulate it and use the existing wind directional cap. They must maintain the same size and the same color as the existing pipe and wind directional chimney cap.

### **Neighborhood Portfolio**

Gras will pass out fliers for the First Annual Neighborhood Party at Saturday July 7<sup>th</sup>, 2012 from 3 PM to 6 PM at the park in between the Condos and the Chalets.

### **Snow Removal & Landscaping Report**

Dick Hovde of Hovde Property Maintenance provides the Snow Removal & Landscaping Report. The first application of fertilizer is complete. He continues to spray broadleaf weeds. The gophers have been a problem that he is controlling. He has been reseeded grass and has a list of trees that need to be replaced. When Shelly Engel of Cashmans Nursery does a walk through next week, they will verify that list or make any changes. Trees will be planted the following week.

There will be six to eight Canadian Red Cherry trees blocking the Administration building and tall ornamental grasses will be placed at the rock area near the condos and around corners of entrances, Baldensperger explains. Gras will bring in a couple of large logs, stripped of their bark, to protect grass from drivers.

### **Utilities Portfolio Report**

There is no new information to report at this time.

### **Image Study**

O'Connor provides the Image Study; he is waiting for pricing.

### **Legal Report**

There is no new information to report at this time.

### **Proposed 14<sup>th</sup> Amendment**

The ballots with self-addressed stamped envelopes will go out shortly.

**Communications from Unit Owners**

Travis Wangsgard discusses a garbage fine. The trash can fine was forgiven since the can was not left out past the allotted time but was in the process of being moved from one garage to the other with a momentary period of being unattended. Scott Hammond adds, "I think that's what's great about this complex, you meet every month, you have a process where Travis, or the owner, can come and say 'Hey, look this is what's happened' and you have some rational people on the board that can look and this and say 'hey this is the story and what an amazing set of circumstances in five minutes'," he continues that they meet once a month and owners are encouraged to come and state their case.

**Old Business**

There is no Old Business.

**New Business**

There is no New Business.

**Next Board Meeting**

The next board meeting is scheduled for Tuesday, July 24<sup>th</sup>, 2012 at 6:00 PM in the Hammond Property Management Conference Room.

**Adjournment**

The meeting adjourns at 7:32 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  
phone 406-585-8430 fax 406-582-9796

6/15/2012

TO: BOARD OF DIRECTORS

FIRELIGHT MEADOWS HOME OWNERS ASSOCIATION

CHECKING ACCOUNT BALANCE	\$122,384
CD AT BIG SKY WESTERN BANK	\$129,875
CD AT 1ST SECURITY BANK	\$75,000
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TOTAL CASH AVAILABLE	\$327,259

ACCOUNTS RECEIVABLE	\$7,106
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THE FOLLOWING ACCOUNTS ARE OWNED BY BANKS  
WE WILL GET THIS MONEY AS SOON AS THE UNIT SELLS

V07	ONE WEST BANK	\$1,850.00
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TOTAL OF ABOVE UNITS	\$1,850.00
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BAD DEBT PREVIOUSLY WRITTEN OFF COLLECTED IN 2012 BY CBO, OUR COLLECTION AGENCY	\$6,397.92
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PARKING INCOME TOTAL THIS YEAR	\$1,210.00
FINES ASSESSED IN 2012	\$3,050.00
FINES RECEIVED IN 2012	\$450.00

NEW MEMBERSHIP DUES FOR 2012	\$6,500.00
MCINTOSH V100	
HOPE V76	
MARTIN V132	

BAD DEBT WRITTEN OFF IN 2012 SEE ATTACHED	\$50,549.46
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OWNERS TAKING ADVANTAGE OF THE \$24 PER QUARTER POSTAGE SAVINGS	\$9,192.00
383 INVOICES - 192 OWNERS PER QUARTER	

TO JOIN BY CONFERENCE CALL 1-888-325-3989  
PASSCODE IS 693 796



CONDOS						
Firelight Meadows Owners Association						
Condo's Budget Overview						
		CONDO	BUDGET	ACTUAL	OVER	
		2012	THROUGH	THROUGH	(UNDER)	
		BUDGET	JUNE	JUNE	BUDGET	
Ordinary Income/Expense						
Income						
Assessment		250,880.00	125,440.00	125,440.00	0.00	0.00
Total Income		250,880.00	125,440.00	125,440.00	0.00	0.00
Expenses						
Insurance		10,940.00	5,470.00	5,945.31	475.31	475.31
Building Utilities		28,560.00	14,280.00	15,265.81	985.81	985.81
Common Area Lawn Care		9,200.00	3,680.00	2,664.00	(1,016.00)	(1,016.00)
Landscape Upgrade - new plants flowers trees		1,600.00	640.00		(640.00)	(640.00)
Trash Removal		32,320.00	16,160.00	17,190.48	1,030.48	1,030.48
Fireplace Maintenance		1,040.00			0.00	0.00
Snow Removal & Shoveling Roads & Entry Ways		23,520.00	15,680.00	15,666.64	(13.36)	(13.36)
Snow and Ice Removal on Rooftops		3,700.00	2,466.67		(2,466.67)	(2,466.67)
Cleaning and Common Area		13,200.00	6,600.00	13,095.00	6,495.00	6,495.00
Administrative and Secretary		2,080.00	1,040.00	1,153.82	113.82	113.82
Maintenance & Repair		29,440.00	14,720.00	5,662.66	(9,057.34)	(9,057.34)
Property Manager		37,920.00	18,960.00	18,129.96	(830.04)	(830.04)
Accounting		5,520.00	2,760.00	2,757.24	(2.76)	(2.76)
Legal		18,480.00	9,240.00	5,753.26	(3,486.74)	(3,486.74)
Postage & Delivery		7,680.00	3,840.00	64.61	(3,775.39)	(3,775.39)
Office Expense		960.00	480.00	864.45	384.45	384.45
Taxes		160.00	80.00	5.55	(74.45)	(74.45)
Bad Debt Uncollectible		8,000.00	4,000.00	18,703.30	14,703.30	14,703.30
Meeting Expense		400.00	200.00	72.98	(127.02)	(127.02)
PSC - Consultant for Case		not budgeted		1,467.97	1,467.97	1,467.97
Subtotal Expense		234,720.00	120,296.67	124,463.04	2,698.40	2,698.40

<b>CHALETS</b>						
Firelight Meadows Owners Association						
Chalet's Budget Overview						
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
Assessment	405,280.00	202,640.00	202,640.00	19,353.86	1,418.86	0.00
						0.00
<b>Total Income</b>	<b>405,280.00</b>	<b>202,640.00</b>	<b>202,640.00</b>			<b>0.00</b>
<b>Expenses</b>						
Insurance	35,870.00	17,935.00	17,935.00	19,353.86	1,418.86	0.00
Common Area Lawn Care	36,822.00	14,728.80	14,728.80	10,656.00	(4,072.80)	0.00
Landscape Upgrade - new plants flowers trees	6,494.00	2,597.60	2,597.60		(2,597.60)	
Snow Removal & Shoveling Roads & Entry Ways	70,584.00	47,056.00	47,056.00	47,000.00	(56.00)	
Snow and Ice Removal on Rooftops	6,290.00	4,193.33	4,193.33		(4,193.33)	
Fireplace Maintenance	5,712.00				0.00	
Administrative and Secretary	3,536.00	1,768.00	1,768.00	1,964.63	196.63	
Maintenance & Repair	53,720.00	26,860.00	26,860.00	1,829.28	(25,030.72)	
Property Manager	64,464.00	32,232.00	32,232.00	30,870.00	(1,362.00)	
Accounting	9,384.00	4,692.00	4,692.00	4,694.76	2.76	
Legal	31,416.00	15,708.00	15,708.00	9,796.10	(5,911.90)	
Postage & Delivery	13,056.00	6,528.00	6,528.00	109.99	(6,418.01)	
Office Expense	1,632.00	816.00	816.00	1,481.95	665.95	
Taxes	272.00	136.00	136.00	9.45	(126.55)	
Bad Debt Uncollectible	13,600.00	6,800.00	6,800.00	31,846.16	25,046.16	
Meeting Expense	680.00	340.00	340.00	146.27	(193.73)	
PSC - Consultant for Case		not budgeted		2,499.53	2,499.53	
Chimney & Siding Repairs		special assessment		7,755.35	7,755.35	
<b>Subtotal Expense</b>	<b>353,532.00</b>	<b>182,390.73</b>	<b>182,390.73</b>	<b>170,013.33</b>	<b>(22,632.28)</b>	



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Firelight Meadows Manager's Report  
BOD Meeting 6/19/2012

Management discussion items for the meeting:

- Radon update

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

- Facilitated dryer vent cleaning at all four condo buildings with Millwork 58 (5/15 - 5/16).
- Hung "bear/trash notices" on all portable trash cans throughout the campus.
- Measured "back-set" for dead bolt install at 11-C per the request of Bozeman Safe and Lock.
- Assisted owner of 381 Firelight with entry into her unit after she locked herself out by mistake.
- Unlocked 473 Firelight per owner's request, to allow entry for the radon inspector.
- Unlocked 14-C for the housekeeper per the request of unit's management company.
- Deliver parking passes to 473 Firelight.
- Assisted Direct TV with dish install at 116 Candlelight per owner's request.
- Assisted the owner of 381 Firelight with trash service.
- Picked up trash in driveway at 325 Firelight (trash had been removed from can by ravens in the area).
- Completed turning on all the outside hose faucets at the condo buildings.
- Repaired hose faucet at 360 Firelight.
- Inspected low spot in driveway at 74 Candlelight. Will start exploring possibilities to correct the problem and obtaining bids.
- Per owner's request, shut windows and rear patio doors left open by outgoing tenants at 15-B.
- Replace missing HVAC vent cover above kitchen per owner's request at 517 Firelight.
- Picked up trash along Ousel Falls road.
- Photographed dead shrubs and tree in the front yard of 354 Firelight per the BOD request.
- Repaired small sewer line under 1-D. A union (connection) in the line appeared to not to have glues at the time of original construction.
- Picked up trash and broken glass in front of trash enclosure at building D.
- Replaced missing patio light fixture at back of 5-A.
- Replaced two ballasts in lower hallway of building A.
- Assisted the owner of 19-D with delivering letter to her tenants.
- Finished removing foundation vents covers at the chalets.
- Researched reflective paint for chalet numbers.
- Inspected window at 3-A for any possible warranty replacement.
- Delivered passes to 472 Firelight and 3-D.
- Met with owner of 495 Firelight to look over water leak around the rear patio door.

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**Shipping:** 46838 Gallatin Road, Gallatin Gateway, MT 59730





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- Assisted owner's of 15-B and 456 Firelight with arranging to have Bozeman Safe and Lock rekey the front door lock set.
- Inventoried fire hydrants on FLM campus and measured the distance between the nearest fire hydrant in relation to 86 Candlelight, per mortgage company's request.
- Sealed up a hole in the siding at building A. Hornets were starting to build a nest behind the siding and were using the hole as access.
- Replace all burnt out light bulbs in exterior fixtures at the condo building entrances.
- Double checked all landscaping light fixture throughout the campus.
- Replace the landscaping light fixture at the FLM "condo" sign.
- Ordered reflective paint for the condo unit numbers.
- Measure the front upstairs bedroom window at 354 Firelight and added it to the window warranty list.
- Met with CSM to obtain "ball park" estimated for the FLM exterior improvement project.
- Scheduled Burning Stoves and Stuff and CSM for chimney inspections for 6/28/2012.
- Called Big Sky Paving regarding repaving (or repairing) the low spot in the driveway at 74 Candlelight.
- Forwarded painting and staining bid from Beehive Builders to Jack Eakman for review.
- Picked up trash outside the trash enclosure at building D.
- Remove spare trash cans store outside the utility building to the following back owned units: 360 Candlelight, 132 Candlelight. Cans were moved into the garages of these units to avoid any possible bear issues.
- Secured the siding around the missing board on 82 Candlelight. Boards were loose and extremely noisy during high wind events.
- Assisted the owner of 353 Firelight with reinstalling insulation removed during a previous plumbing repair.
- Repaired the gate on the trash enclosure at building D.
- Emailed Jason Thommen with Hardie Products a list of possible warranty issues, and possible issues not resolved during previous warranty work.
- Had a white VW van towed from the parking lot of building B, vehicle had been abandoned by the former tenant of 15-B

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

- **(406 Firelight) "Failure to keep common elements clear from debris"** Lumber on ground to the left of the driveway.
- **297 Firelight: (unauthorized items visible exterior common elements):** Two large tractor tires located on rear patio.
- **325 Firelight:** Boat (recreational) vehicle stored in driveway.
- **70 Candlelight: (trash visible on common elements):** Large sheet of plastic visible out on the front lawn.
- **15-B: (failure to comply with FL pet policy):** Tenant has been observed with a dog on the FL campus, off leash, and inside the unit.

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- **(365 Firelight)** **"Failure to keep common elements clear from debris"** Bikes, a lawnmower, and hoses strewn about observed on the rear patio area.
- **(496 Firelight)** **"Failure to keep common elements clear from debris"** Portable basket ball hoop on the rear patio.
- **(434 Firelight)** **"Failure to keep common elements clear from debris"** BBQ, a bag of charcoal, and lighter fluid observed in front yard with "free" sign displayed. Pieces of scrap carpeted in gravel just off the driveway.
- **(296 Firelight)** **"Failure to comply with the FLM pet policy"** Observed their dog off-leash, and unattended on the FLM campus.
- **(87 Starlight)** **"Failure to comply with the FLM pet policy"** Their dog was reported off-leash, and unattended on the FLM campus.

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

- **(414 Firelight)** **"Failure to comply with the FL trash policy"** Failed to return trash can back to garage within the allotted amount of time.
- **(346 Firelight)** **"Failure to comply with the FL trash policy"** Failed to return trash can back to garage within the allotted amount of time.
- **(352 Firelight)** **"Failure to comply with the FL trash policy"** Failed to return trash can back to garage within the allotted amount of time.