

**Minutes of Board of Directors Meeting  
For the Association of Unit Owners of  
Firelight Meadows  
March 13, 2012**

**Call to Order**

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

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

Unit owners in attendance are Rosalie Roeder of unit B19/155, Susan Van Eyll of unit V090/389, and Bruce Das of unit V066/103.

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.)

**Agenda Changes**

Eakman would like to discuss the Board Vacancy before the Financial Report; then to discuss Sales Information Update directly following the Financial Report.

**Minutes of the Last Meeting**

Geppert makes a motion to approve the Minutes. Baldensperger seconds the motion. All are in favor. None oppose. The Minutes of the February 21, 2012 meeting are approved.

**Board Member Vacancy**

There is currently a vacancy on the Board of Directors. Condo unit owner Amy Free has resigned from the board. The Board of Directors needs to find a replacement. Annette Stone of condo unit B12/155 has expressed an interest in volunteering on the board. Baldensperger nominates Annette Stone to stand in on the board throughout the remainder of the year. Gras seconds the motion. All are in favor. None oppose. The motion carries. Annette Stone has been nominated to stand in on the board throughout the remainder of the year; she will have the opportunity to run for a seat on the board during the Annual Owners Meeting in October.

Amy Free was the Treasurer of the Firelight Meadows HOA and now that she has resigned the board needs to find a new board member to fill this position. Eakman recommends Sam Geppert become the new Treasurer due to his experience working on two budgets with FLM, HOA and because he shows initiative in wanting to know how the financial picture works. O'Connor makes a motion that Geppert serve as Treasurer of Firelight Meadows HOA. Baldensperger seconds the motion. All are in favor. None oppose. The motion carries. Sam Geppert is the now the Treasurer.

**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*).

**FLM Sales Information Update**

Eakman discusses the Real-Estate Sales Update as provided by Winter and Company Real Estate (see attachment or view it on the website: [www.hpmmontana.com](http://www.hpmmontana.com) under the Firelight Meadows HOA tab, *password is FL1234*). There is a lot of interested in Firelight, especially in short-sales and foreclosures. For people who are interested in selling their unit Shawna Winter of Winter and Company Real Estate and Karen Davids of Rivers to Peaks are two realtors who are very invested in understanding Firelight Meadows.

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

Mike Harter of Hammond Property Management provides 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*). Due to the unseasonably warm March, Harter recommends unplugging the Heat-tape, but asks for the Board's approval first. Hovde agrees that the heat-tape is unnecessary at this point. The board agrees if the experts agree. Harter will begin unplugging all heat-tape. There have been two roof leaks as of late and Dick Hovde was very quick to respond to these calls. Hovde suggests putting heat-tape in these spots a couple of times a year to reduce this problem in the future. Jim Anderson will provide Mike Harter with a quote to decide the cost of repairing these two units.

While helping a unit owner install a bathroom air vent through the attic of the Condo A Buildings, Harter discovered that all the dryer vents have 50 plus feet of piping. He found one pipe was disconnected, so he reconnected it. To reduce the risk of fire or other damages, Harter has been gathering quotes to have the dryer vents inspected and cleaned. He provides two quotes for the board to approve and asks what type of action they would like to take. There are regulations for the type of dryer unit owners are able to install; it must be at least a 5.7 cubic foot extra-large capacity dryer. It must be powerful enough to push the air through the long air vents. Baldensperger motions to institute Millworks 58 to clean and inspect all dryer vents for \$45 per unit. This is to be done in two phases, half in April the other half in the fall, to be completed by the end of the year. Millworks 58 will inspect and document all dryers and send all information to Angie Guinn of Hammond Property Management. O'Connor seconds the motion. There is discussion: Geppert asks if the billing will be under Maintenance and Repair. Eakman and Baldensperger reply that it was not in this year's budget. Geppert emphasizes the importance of having these cleaned and inspected every two years. All are in favor. None oppose. The motion carries. Millworks 58 will be hired to clean and inspect all dryer vents. The board will budget for this every two years.

Mike Harter provides an update on the Chimney Repairs. Bruce Das explains that his unit has not had a hint of draft come through it since Hammond Property Management temporarily installed insulation while searching for the root of the problem. Mike Harter would like to have a structural/mechanical engineering analysis or energy audit done on some of the units. Scott Hammond recommends asking Andy Driesbach for his recommendations for an energy audit. O'Connor explains that a Cold Roof System keeps the roof the same temperature as the outside, eliminating water and ice buildup. He recommends considering the installation of a Cold Roof System when obtaining an energy audit. The board will get Andy Driesbach's recommendations for an energy audit.

Geppert thanks Mike Harter for the work that he did on his unit.

Angie Guinn of Hammond Property Maintenance discusses her recommended changes to the Common Element Rules (see attachment or view it on the website: [www.hpmmontana.com](http://www.hpmmontana.com) under the Firelight Meadows HOA tab, *password is FL1234*). She explains that there is a discrepancy between the Declarations and the Rules for the times that trash cans are allowed to be placed outside for pick-up. Eakman emphasizes that the objective of these rules are to prevent confrontation with bears. As an owner that is not in Big Sky year round, Susan Van Eyll finds these time restraints difficult to abide by. There is an option to rent bear-proof garbage containers from Allied Waste, Geppert adds. Geppert makes a

motion to approve the change in the rules of when tenants are to bring in their empty garbage containers from 6:00 pm to the “end of the same day”. Baldensperger seconds the motion. All are in favor. None oppose. The motion carries. Eakman asks that this rule be changed from Policy 2010.1 to Common Element Rule 2010.1.

O’Connor would like to move all the unit numbers to below the lights on the buildings. Gras will notify the fire department of the change after the numbers are moved.

Angie Guinn discusses the storage parking space fees. Rosalie Roder suggests putting up a fence to hide the storage parking area. Baldensperger recommends adding trees and foliage. The board will budget for planting trees and foliage and/or a fence to hide the storage parking area.

Angie Guinn provides the Firelight Meadows logo.

### **Snow Removal Report**

Dick Hovde of Hovde Property Maintenance provides the snow removal report. He has the snow pack under control and can stay on top of it through the rest of the season.

### **Neighborhood Portfolio Report**

Gras provides the Neighborhood Portfolio Report. She has been looking into installing a crosswalk and discovered that Firelight Meadows is a part of the Rural Improvement District which means that they Association would not have to pay for painting, but may have to pay for crosswalk signs. She is also looking into various plow/grooming options for the trail leading to the Ousel Falls trailhead. Gras is waiting to hear back from Dave Leveritt of Full Circle Recycling regarding a recycling bin for the units. Finally, Gras is working on establishing a welcome basket for all new unit owners welcoming them to the Firelight Meadows community.

Gras would like to have a neighborhood party around Fourth of July weekend where Firelight Meadows residents can come meet their neighbors and socialize in the park.

### **Utilities Portfolio Report**

Baldensperger provides the Utilities Portfolio Report. The PSC Hearing was held on February 27, 2012. Information from that hearing will be available on the PSC website under Docket # D2008.10.123, this will be available on the Firelight Meadows website as soon as it is made available to us. Unfortunately, the PSC provided no timeline for a response.

### **Image Study Report**

O’Connor provides the Image Study Report. He has found a draftsman to make conceptual renderings of the buildings for the exterior appearances. O’Connor makes a motion to approve the proposal from Green Roots Design, Inc. to make drawings for the Firelight buildings aesthetic improvements. Baldensperger seconds the motion. All are in favor. None oppose. The motion carries.

### **Legal Report**

Eakman provides the Legal Report. Eakman asks the board to contribute their reasons to change the Amendments, noting that there are rules in the Amendments that make it illegal for a kid to have a goldfish or a parakeet in his own unit. He asks the board for their help explaining to unit owners that there are ridiculous rules in the Amendments that restrict things in the personal space of unit owners, not even in the common elements, and this is why the Amendments need to loosen from 75% of all unit owners voting for an issue to 60%. Baldensperger would like to explain to unit owners that the board would like to be responsive to changing rules and regulations that owners find ridiculous, but they cannot because the board has its hands tied due to the way the Declarations are currently stated; this is really for

the benefit of the unit owners, not the board; because the board is not trying to push any sort of agenda, only to be able to respond to the requests of the unit owners. Scott Hammond adds that the rules were originally put into place because Firelight Meadows was a developer ruled board, changing the requirements for unit owners to vote to change the Amendments would make the process more democratic.

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

Bethany Davies provides the Communications from unit owners.

#### **Newsletter Items**

The board discusses the items that they would like to include in the Newsletter. Eakman thanks Bethany Davies for coming up with an attractive layout for the Newsletter. Bethany thanks Mike Harter for taking the pictures that are included in the Newsletters.

#### **Old Business**

Kari Gras will obtain the program evaluations that Twila Moon was working on prior to her resignation from the board.

#### **New Business**

There is no new business.

#### **Schedule Next Meeting**

The next board meeting is scheduled for April 24<sup>th</sup>, 2012 at the Hammond Property Management's Conference Room at 6:00 pm. Baldendsperger will chair the meeting.

#### **Adjournment**

The meeting adjourns at 8:03 pm

Minutes submitted by Bethany Davies, Communications Coordinator.

*Douglas N. Shanley, CPA PC*

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3/8/2012

TO: BOARD OF DIRECTORS

FIRELIGHT MEADOWS HOME OWNERS ASSOCIATION

|                            |           |
|----------------------------|-----------|
| CHECKING ACCOUNT BALANCE   | \$61,135  |
| CD AT BIG SKY WESTERN BANK | \$129,875 |
| CD AT 1ST SECURITY BANK    | \$75,000  |
|                            | <hr/>     |
| TOTAL CASH AVAILABLE       | \$266,010 |

ACCOUNTS RECEIVABLE \$34,515

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

|      |                |            |
|------|----------------|------------|
| V10  | AHMF           | \$2,817.59 |
| V125 | BAC HOME LOANS | \$8,732.66 |
| V76  | GMAC           | \$2,438.05 |

TOTAL OF ABOVE UNITS \$13,988.30

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     | \$1,648.73 |                         |
| 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           | \$1,645.98 | TRUSTEE SALE 03/12/2012 |
| A3   | NATHAN JOHNSON         | \$1,648.73 |                         |
| A2   | ANDREW KLAUSTERMEIER   | \$1,704.15 |                         |
| V74  | SEAN MCCARTHY          | \$1,645.98 | TRUSTEE SALE 04/09/2012 |
| V13  | ERIC NELLIS            | \$1,701.40 | TRUSTEE SALE 03/20/2012 |
| V114 | ZITA PONGONIS          | \$1,645.98 |                         |

TOTAL OF ABOVE UNITS \$14,314.01

BAD DEBT PREVIOUSLY WRITTEN OFF COLLECTED \$3,564.51  
IN 2012 BY CBO, OUR COLLECTION AGENCY

|                                |          |
|--------------------------------|----------|
| PARKING INCOME TOTAL THIS YEAR | \$410.00 |
| FINES ASSESSED IN 2012         | \$150.00 |
| FINES RECEIVED IN 2012         | \$0.00   |

NEW MEMBERSHIP DUES FOR 2012 \$1,500.00  
ROBERT & REBECCA BROCKIE C02

BAD DEBT WRITTEN OFF IN 2012 \$1,021.72

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

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

|  | CONDO<br>2012<br>BUDGET | BUDGET<br>THROUGH<br>MARCH | ACTUAL<br>THROUGH<br>MARCH | OVER<br>(UNDER)<br>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               | 2,735.00                   | 2,718.90                   | (16.10)                   |
| Building Utilities                           | 28,560.00               | 7,140.00                   | 7,333.94                   | 193.94                    |
| 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               | 8,080.00                   | 8,572.68                   | 492.68                    |
| Fireplace Maintenance                        | 1,040.00                | 260.00                     |                            | (260.00)                  |
| Snow Removal & Shoveling Roads & Entry Ways  | 23,520.00               | 11,760.00                  | 11,749.98                  | (10.02)                   |
| Snow and Ice Removal on Rooftops             | 3,700.00                | 1,850.00                   |                            | (1,850.00)                |
| Cleaning and Common Area                     | 13,200.00               | 3,300.00                   | 2,190.00                   | (1,110.00)                |
| Administrative and Secretary                 | 2,080.00                | 520.00                     | 508.25                     | (11.75)                   |
| Maintenance & Repair                         | 29,440.00               | 7,360.00                   | 1,183.39                   | (6,176.61)                |
| Property Manager                             | 37,920.00               | 9,480.00                   | 9,064.98                   | (415.02)                  |
| Accounting                                   | 5,520.00                | 1,380.00                   | 1,378.62                   | (1.38)                    |
| Legal  | 18,480.00               | 4,620.00                   | 2,300.95                   | (2,319.05)                |
| Postage & Delivery                           | 7,680.00                | 1,920.00                   | 24.55                      | (1,895.45)                |
| Office Expense                               | 960.00                  | 240.00                     | 255.53                     | 15.53                     |
| Taxes  | 160.00                  | 40.00                      |                            | (40.00)                   |
| Bad Debt Uncollectible                       | 8,000.00                | 2,000.00                   | 378.04                     | (1,621.96)                |
| Meeting Expense                              | 400.00                  | 100.00                     | 72.98                      | (27.02)                   |
| PSC - Consultant for Case                    |                         | not budgeted               | 1,467.97                   | 1,467.97                  |
| Subtotal Expense                             | 234,720.00              | 62,785.00                  | 49,200.76                  | (15,052.21)               |

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

|  | CHALET<br>2012<br>BUDGET | BUDGET<br>THROUGH<br>MARCH | ACTUAL<br>THROUGH<br>MARCH | OVER<br>(UNDER)<br>BUDGET |
|--|--------------------------|----------------------------|----------------------------|---------------------------|
| <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                | 8,967.50                   | 8,850.92                   | (116.58)                  |
| 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                | 35,292.00                  | 35,250.00                  | (42.00)                   |
| Snow and Ice Removal on Rooftops             | 6,290.00                 | 3,145.00                   |                            | (3,145.00)                |
| Fireplace Maintenance                        | 5,712.00                 |                            |                            | 0.00                      |
| Administrative and Secretary                 | 3,536.00                 | 884.00                     | 865.40                     | (18.60)                   |
| Maintenance & Repair                         | 53,720.00                | 13,430.00                  | 723.09                     | (12,706.91)               |
| Property Manager                             | 64,464.00                | 16,116.00                  | 15,435.00                  | (681.00)                  |
| Accounting                                   | 9,384.00                 | 2,346.00                   | 2,347.38                   | 1.38                      |
| Legal  | 31,416.00                | 7,854.00                   | 3,917.83                   | (3,936.17)                |
| Postage & Delivery                           | 13,056.00                | 3,264.00                   | 41.80                      | (3,222.20)                |
| Office Expense                               | 1,632.00                 | 408.00                     | 435.15                     | 27.15                     |
| Taxes  | 272.00                   | 68.00                      |                            | (68.00)                   |
| Bad Debt Uncollectible                       | 13,600.00                | 3,400.00                   | 643.68                     | (2,756.32)                |
| Meeting Expense                              | 680.00                   | 170.00                     | 124.27                     | (45.73)                   |
| 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               | 95,344.50                  | 78,889.40                  | (26,709.98)               |



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Firelight Meadows Manager's Report  
BOD Meeting 3/13/2012

Management discussion items for the meeting:

- Trash rules and prevention plan
- Storage parking fees
- Dryer Vent cleaning
- Chimney update

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 campus.
- Checked all the "dog waste Stations".
- Checked all exterior lights throughout FL campus.
- Checked all emergency lighting in the condo buildings.
- Had green Honda Civic towed from over flow parking across from chalet 148. Vehicle has been a repeat offender of the FL parking policy (unauthorized use of a private driveway, no parking permit).
- Delivered Vacation Rental passes to chalet 138.
- Delivered new parking permit to chalet 414.
- Checked the crawlspace heat in the condo buildings.
- Inspected attic at chalet 473 for water damage reported by private building inspector. No signs of damage and/or moisture found in area above kitchen.
- Assisted Guy's glass with warranty window replacement at chalets 132, 138, 269, 288, 304, 352, 442, 481, 1-B, 3-C, 5-C, 17-C, 65, 170, 224, 251, 311, and 314.
- Compiled a list of all condo units with ice-melt systems for FL accountant.
- Inspected water damaged at chalet 170. It was reported by the tenant just above the fridge in the kitchen. Staining was very noticeable but no current moisture was visible, appears that it was from past ice damming during winters past.
- Sealed up chimney cap/flushing with bat insulation at chalet 103. In an effort to stop leak around fire place insert. Photographer cap and stove pipe interface for future reference. Followed up with the owner of 103 regarding the "temp" fix around his chimney cap (in an effort to address the excessive draft around his fire place). The owner stated that it had significantly improved the draft problem. Currently, I'm exploring possibilities of how to correct the problem permanently.
- Verbally warned and reminded the owner of 5-C about the FL pet policy. Her two dogs had been observed several times running around the outside of the condo buildings "off-leash".
- Check on electronic dead bolt at chalet 159 that was reported to be not functioning properly. Because it is not functioning, the Master key doesn't access the unit. It is on the list for repair with Bozeman Safe and Lock.

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- Assisted the owner of C1 with the plugged up drain in their master bed room. Double checked the crawlspace under the unit for any possible sewage spills (none found).
- Met with Anderson Enterprises at chalet 221 to inspect and obtain a bid for the water damage that occurred (as a result of ice-damming) a few weeks prior.
- Spoke with TDH in Great Falls, Mt about obtaining a quote/scope of work for a comprehensive structural/mechanical analysis for the chalets.
- Spoke with the tenants of chalet 311 about the FL trash policy and reminded them to make sure that their trash can is always stored in the garage on non-trash days.
- Attempted to tow a silver Nissan truck that was in violation of the FL parking policies. The owner moved the vehicle off campus before the towing was facilitated.
- Placed the trash can back in the garage of chalet 94. Tenants had recently moved out and failed to put it back in before their departure.
- Plugged ice-melt system back in at chalet 278 (this is now becoming a regular occurrence, see below in "notices of violation").
- Plugged the ice-melt system back in at 17-B.
- Put trash can back in garage at chalet 336 per request of that unit's property management company.
- Met with Cornerstone Management at chalet 354 to attempt to locate source of leak around the chimney.
- Towed/removed vehicle from firelight property that was repeatedly parking on the street in front of chalet 50.
- Unlocked chalet 138 per the owners request to allow access for drywall contractor.
- Confronted an individual who was living in his van in the parking lot of building "B" and explained to him that this act was unacceptable and if he was caught again the local Sherriff would be contacted and he would be charged with trespassing. Individual was compliant and let FL property.
- Delivered guest passes to chalet 379.
- Assisted owner of chalet 517, with scheduling Bozeman Safe and Lock to install a deadbolt lock on his front door.

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

- Chalet 381 "failure to comply with the FL trash policies". They had been observed dumping trash from their chalet in the dumpster at condo "B".
- 5-C: Failure to comply with the FL pet policy (pets of leash).
- 17-B: Failure to comply with the FL pet policy (pets of leash).
- Chalet 394: Failure to comply with FL trash policy (can not returned to garage after service).
- Chalet 496: Failure to comply with FL common area policy (trash/debris on common elements at back of unit).
- 2-A: Failure to comply with FL common area policy (trash/debris on common elements in front of unit).
- Chalet 215, "failure to comply with FL parking policy". Repeatedly parking in someone else's driveway.
- Chalet 328, "failure to comply with FL parking policy". Repeatedly parking in someone else's driveway.

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- Chalets 50, 58, and 62, "failure to comply with FL parking policy". Several vehicles repeatedly parking on the street.
- Chalet 278, continually unplugging their ice-melt system.
- Chalet 276, "failure to comply with the FL pet policy". Had been reported that the tenants in this unit have a dog on the premises.

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

- Chalet 473: Failure to comply with the FL parking policy (Guests of tenants repeatedly parking on street and restricting the flow of traffic).

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