

**Minutes of Board of Directors Meeting
For the Association of Unit Owners of
Firelight Meadows
September 25, 2012
*Revised October 30, 2012***

Call to Order

Presiding Officer Jack Eakman calls the meeting to order at 6:02 pm.

Directors in attendance are Chair Jack Eakman of unit V096/441, Garrett Baldensperger of unit V095/433, Sam Geppert of unit C1/120, Kari Gras of units V019/184, A1/85 & B1/155, 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, Angie Guinn, Mike Harter, and Kurt Strange 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

Gras moves to approve the Minutes of the last meeting. Baldensperger seconds the motion. All are in favor. None oppose. The motion carries. The Minutes of the August 28, 2012 meeting are approved.

Motions Made and Carried Via Email Between BOD Meetings

Permission to install satellite television:

On September 7, 2012, O'Connor asked the board for permission to install satellite television at his Chalet 251. "It is my intention to go directly to the satellite provider as they are offering much better pricing than Bling Wireless. I have not determined if I will use Dish Network or Direct TV. I will ensure that the installer follow our rules for installation and is in touch with Mike Harter prior to installation. If at any time I feel that this cannot be accomplished, I will not proceed with installation." Eakman responded, "Scott, your request is in compliance with Common Element Rule 2012.2. You are requesting a variance from the usual policy of using Bling as the exclusive provider based on your promise to assure proper installation." Geppert makes a motion to approve that Scott O'Connor has permission to install satellite television at his Chalet 215 based on his promise to assure proper installation on September 7, 2012. Stone seconded the motion. All are in favor. None oppose. The motion carries.

Baldensperger requests permission to install satellite television in his Chalet 95 and Fisher requests permission to install satellite television in her Chalet 14, based on their promise to insure proper installation. Geppert makes a motion to approve both Baldensperger and Fisher have permission to install satellite television in Chalet 95 and Chalet 14 on September 7, 2012. O'Connor seconds the motion. All are in favor. None oppose. The motion carries.

Parking Pass Policy:

At 5:01 PM on September 18, 2012, Baldensperger made a motion to approve the Parking Pass Policy titled Common Elements Rule 2012.1: Firelight Parking Passes. It is understood that the rules apply to all parking on common elements, in general and limited. Fisher seconded the motion on September 18, 2012 at 5:55 PM. All are in favor. The motion carries.

Financial Report

Accountant Doug Shanley provides the Financial Report (see attachments or view them on the website: www.hpmmontana.com under the Firelight Meadows HOA tab, *password is FL1234*). Five units will be turned over to CBO Collections by the end of the quarter if they have not paid by that time. Some owners that were delinquent on their association dues paid them when contacted by CBO Collections. Both the Chalet and the Condo are currently under budget, but this will change shortly when some projects are complete.

Accountant Shanley reports that the paperwork that WFU supplied for past-due bills was not clear and he is waiting for more accurate paperwork before he can determine how much is owed by the Association.

Property Managers Report

Angie Guinn of Hammond Property Management provides the Property Manager's Report (see attachments or view them on the website: www.hpmmontana.com under the Firelight Meadows HOA tab, *password is FL1234*). She proposes changes to Common Elements Rule 2010.1 to update the rules to include the new parking pass policy (Common Elements Rule 2012.1) and the new contractor rules (Common Elements Rule 2012.3). Baldensperger makes a motion to pass the amended Common Elements Rule 2010.1. Gras seconds the motion. All are in favor. None oppose. The motion carries, Common Elements Rule 2010.1 has been amended (also attached and on the website).

Mike Harter introduces Kurt Strange of Hammond Property Management. Kurt Strange has been assisting Mike Harter with window warranties, walkthroughs, maintaining dog waste stations and wherever help is needed.

Dryer Vent and Chimney Cleaning will begin next week and Crawl Space Inspections are scheduled for September 28, 29, and 30, 2012. The alarm panel of Condo A will be replaced on Thursday, September 27, 2012. A new panel is being purchased and installed and the old alarm panel will be refurbished and saved in storage for later use. Mike Harter has been making sure that all the heat was turned on in the crawl spaces when they inspected the crawl spaces.

Landscaping Report

Dick Hovde of Hovde Property Maintenance provides the Landscaping Report. Water has been turned off and the hoses have all been cleared of water for all irrigation on FLM campus. He continues to trim shrubs and bushes. They have begun to cut down the tall grasses in the open spaces to promote growth for next spring. He has also continued to water trees. Please make sure all garden hoses are disconnected from spigots by October 15, 2012.

Neighborhood Portfolio Report

Gras provides the Neighborhood Portfolio Report. She has no new information to add. She will look into Halloween ideas for FLM.

Several street lights went out within the last couple of weeks and Mike Harter with Dick Hovde's help, found the reason and turned the lights back on. Mike Harter will ensure the street lights all work, especially during Halloween. Any resident that notices a street light out is to contact Hammond Property Management (406-995-7220) or Mike Harter (406-995-5218 or mike@hpmmontana.com) so they can remedy the situation. Geppert thanks Mike Harter for working so diligently to get the lights working around the flags and for lowering the flags to half-staff when necessary.

Utilities Portfolio Report

Baldensperger provides the Utilities Portfolio Report. WFU would like to get out of their Cable Television contract. The contract is until 2022. Baldensperger would like them to stick to the contract or pay the HOA a buyout as some owners accept the TV for what it is, poor but better than nothing.

There have been no new updates with the PSC.

Image Study Report

O'Connor provides the Image Study Report. He met with Andy Dreisbach to find some ways to cut costs from the draft drawn up earlier in the spring. He sent the new ideas to the draftsman to be drawn again. O'Connor would like everyone to know that this is a "long range project" and that they are only in the planning stages. This is not happening overnight, it is just an exploratory project at this time.

Geppert has volunteered to explore the opportunity for garages/storage units rather than exterior improvements for the Condo units. This too, is a long range plan and they are only coming up with ideas.

Landscaping the entrance ways is another exploratory long range project that is not currently in the budget, but would increase the value of the property.

Solid Waste Disposal System Report

Stone provides the Solid Waste Disposal System Report. She has been researching the cost of a centralized garbage facility available for both Chalet and Condo residents. She has found that a trash compactor is surprisingly inexpensive. It will require a certain type of location, odor control, electricity, a cement pad and fencing/enclosure. Geppert makes a motion to support Stone in her effort to install a centralized trash compactor system for the FLM campus. O'Connor and Baldensperger both second the motion. There is discussion: O'Connor asks if there are leasing options and how it compares to purchasing the trash compactor. Stone explains, it appears to be less expensive to purchase the trash compactor than to lease it. Geppert feels this is a much better method for waste management than what is currently available for both the Chalet units and the Condo units. Gras reiterates, this will be moving from four dumpsters to one trash compactor. Stone emphasizes that the numbers are only based on operational costs, not the startup costs, nor the cost of the electrical bill to run the trash compactor. All are in favor of the motion. None oppose. The motion carries. Stone now has the support of the board to pursue a centralized trash compactor for campus. Stone will have more information on this project at the Annual Owners' Meeting.

Legal Report

Eakman provides the Legal Report. Attorney Farve has been working on the Chimney issues; she provides advice for the 14th Amendment and advice for potential next steps the lawsuit against WFU. The association is way behind on votes for the 14th Amendment. Board members will continue to contact owners that have not voted.

Annual Meeting Preparation

The Annual Owners' Meeting is at 5:30 pm on October 30, 2012 at the Whitewater Inn. Stone and Fisher are up for election if they choose to run. Both are three year positions. Stone would like to run for election. Fisher has enjoyed her time on the board, but does not feel that she can be much help; she will only run for election if no one else would like the position.

New Business

Baldensperger will get the Association an As Built of the Firelight Meadows complex from the County.

Schedule the Next Meeting

The next board meeting is scheduled directly following the Annual Owners' Meeting on October 30, 2012.

Adjournment

The meeting adjourned at 7:42 PM.

Minutes submitted by Bethany Davies, Communications Coordinator.

Douglas N. Shanley, CPA PC

2055 North 22nd Ave Suite 2B, Bozeman, Montana 59718
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9/24/2012

TO: BOARD OF DIRECTORS

	9/24/2012	8/27/2012
FIRELIGHT MEADOWS HOME OWNERS ASSOCIATION		
CHECKING ACCOUNT BALANCE	\$200,525	\$234,020
CD AT BIG SKY WESTERN BANK .51% RATE	\$130,941	\$130,942
CD AT 1ST SECURITY BANK	\$75,000	\$75,000
TOTAL CASH AVAILABLE	<u>\$406,466</u>	<u>\$439,962</u>

ACCOUNTS RECEIVABLE	\$17,412	\$25,209
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THE FOLLOWING ACCOUNTS ARE OWNED BY BANKS
WE WILL GET THIS MONEY AS SOON AS THE UNIT SELLS

V125	BANK OF AMERICA	\$2,098.34	\$0.00
TOTAL OF ABOVE UNITS		<u>\$2,098.34</u>	<u>\$0.00</u>

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

V47	CHRIST BOYD	\$1,844.95	\$1,816.32
V41	SIDNEY HOLLADAY	\$1,801.72	\$1,770.56
V56	MARY MEYER	\$1,904.74	\$1,871.55
V119	SUSAN OCONNOR	\$1,647.18	\$1,619.08
C05	NATHAN SMITH	\$1,868.81	\$1,836.04
TOTAL OF ABOVE UNITS		<u>\$9,067.40</u>	<u>\$8,913.55</u>

BAD DEBT PREVIOUSLY WRITTEN OFF COLLECTED IN 2012 BY CBO, OUR COLLECTION AGENCY	\$12,651.07	\$10,481.46
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PARKING INCOME TOTAL THIS YEAR	\$2,250.00	\$2,100.00
FINES ASSESSED IN 2012	\$4,390.00	\$4,390.00
FINES RECEIVED IN 2012	\$2,490.00	\$2,490.00

NEW MEMBERSHIP DUES FOR 2012	\$7,000.00	\$6,500.00
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BAD DEBT WRITTEN OFF IN 2012	\$36,789.15	\$42,228.14
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OWNERS TAKING ADVANTAGE OF THE \$24 PER QUARTER POSTAGE SAVINGS 581 INVOICES - 193 OWNERS PER QUARTER OVER 3 QUARTERS THIS YEAR	\$13,944.00	\$13,944.00
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TO JOIN BY CONFERENCE CALL 1-888-325-3989
PASSCODE IS 693 796

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

	CONDO 2012 BUDGET	BUDGET THROUGH SEPTEMBER	ACTUAL THROUGH SEPTEMBER	OVER (UNDER) BUDGET
Ordinary Income/Expense				
Income				
Assessment	250,880.00	188,160.00	188,160.00	0.00
Total Income	250,880.00	188,160.00	188,160.00	0.00
Expenses				
Insurance	10,940.00	8,205.00	9,171.72	966.72
Building Utilities	28,560.00	21,420.00	17,808.73	(3,611.27)
Common Area Lawn Care	9,200.00	7,666.67	6,660.00	(1,006.67)
Landscape Upgrade - new plants flowers trees	1,600.00	1,333.33	3,537.63	2,204.30
Trash Removal	32,320.00	24,240.00	25,764.52	1,524.52
Fireplace Maintenance	1,040.00			0.00
Snow Removal & Shoveling Roads & Entry Ways	23,520.00	15,680.00	15,666.64	(13.36)
Snow and Ice Removal on Rooftops	3,700.00			0.00
Cleaning and Common Area	13,200.00	9,900.00	16,665.00	6,765.00
Administrative and Secretary	2,080.00	1,560.00	1,732.26	172.26
Maintenance & Repair	29,440.00	22,080.00	13,071.88	(9,008.12)
Property Manager	37,920.00	28,440.00	27,194.94	(1,245.06)
Accounting	5,520.00	4,140.00	4,135.86	(4.14)
Legal	18,480.00	13,860.00	6,219.83	(7,640.17)
Postage & Delivery	7,680.00	5,760.00	196.42	(5,563.58)
Office Expense	960.00	720.00	1,345.42	625.42
Taxes	160.00	120.00	5.55	(114.45)
Bad Debt Uncollectible	8,000.00	6,000.00	13,611.99	7,611.99
Meeting Expense	400.00	300.00	275.74	(24.26)
PSC - Consultant for Case		not budgeted	1,467.97	1,467.97
Subtotal Expense	234,720.00	171,425.00	164,532.10	(8,360.87)

CHALETS
Firelight Meadows Owners Association
Chalet's Budget Overview

	CHALET 2012 BUDGET	BUDGET THROUGH SEPTEMBER	ACTUAL THROUGH SEPTEMBER	OVER (UNDER) BUDGET
Ordinary Income/Expense				
Income				
Assessment	405,280.00	303,960.00	303,960.00	0.00
Total Income	405,280.00	303,960.00	303,960.00	0.00
Expenses				
Insurance	35,870.00	26,902.50	29,856.80	2,954.30
Common Area Lawn Care	36,822.00	30,685.00	26,640.00	(4,045.00)
Landscape Upgrade - new plants flowers trees	6,494.00	5,411.67	6,952.68	1,541.01
Snow Removal & Shoveling Roads & Entry Ways	70,584.00	47,056.00	47,000.00	(56.00)
Snow and Ice Removal on Rooftops	6,290.00			0.00
Fireplace Maintenance	5,712.00			0.00
Administrative and Secretary	3,536.00	2,652.00	2,949.57	297.57
Maintenance & Repair	53,720.00	40,290.00	10,658.91	(29,631.09)
Property Manager	64,464.00	48,348.00	46,305.00	(2,043.00)
Accounting	9,384.00	7,038.00	7,042.14	4.14
Legal	31,416.00	23,562.00	10,590.53	(12,971.47)
Postage & Delivery	13,056.00	9,792.00	334.43	(9,457.57)
Office Expense	1,632.00	1,224.00	2,295.25	1,071.25
Taxes	272.00	204.00	9.45	(194.55)
Bad Debt Uncollectible	13,600.00	10,200.00	23,177.16	12,977.16
Meeting Expense	680.00	510.00	491.51	(18.49)
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	253,875.17	224,558.31	(39,571.74)



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Firelight Meadows Manager's Report
BOD Meeting 9/25/2012

Management discussion items for the meeting:

- Fall projects update
- New parking program
- Safe Fire sign

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 Fire Light Meadows campus.
- Checked all the "dog waste Stations".
- Checked all exterior lights at condo buildings, signs, street lights, and flag poles.
- Put trash out on day of service at 86 CLD per request of owner.
- Obtained bid for chalet chimney cleaning from Millwork 58.
- Assisted Fire Suppression Systems with the annual inspection at the Condo Building and changed out all fire extinguishers in hallways.
- Contacted Elevated Property Management to schedule interior water damage repairs at 221 CLD.
- Replaced broken hose faucet handle off rear patio at 95 SLD.
- Emailed Hardie Plank signed copy of the warranty service agreement.
- Inspected crack in drywall at 208 CLD per owner's request. Owner was concerned that it might be a result of possible water damage. After close inspection by Beehive Builders and myself it was determined that the crack was not the result of water intrusion.
- Found an outside hoses faucet turn on and unattended at building A. Turned faucet off in an effort to keep water from penetrating the crawlspace.
- Secured front door at 447 FLD that was left ajar, contacted homeowner regarding the matter.
- Met with CSM to schedule meeting with FLHOA board members and HPM.
- Assisted Kenco with clearing alarm at building C.
- Assisted Beehive Builders with access to storage locker in building C.
- Cleaned all Adhesive and tape from entrance doors at all four condo buildings.
- Assisted owner of 107 SLD with the installation of a new wind directional chimney cap.
- Assisted Bling Wireless with dish installs at 103 SLD and 314 FLD.
- Assisted Guy's Glass with window warranty replacement at the following FLD units: 297, 313, 337, 330, 338, 346, 433, and 354.

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- Posted notices regarding deck staining at building B.
- Posted warnings for “no valid parking permit” on vehicles throughout FLM campus.
- Scheduled fall crawlspace inspections with ERA Inspections.
- Assisted Bozeman Safe and Lock with deadbolt install at 447 FLD.
- Reinstalled window screen in living room window at 50 CLD.
- Assisted Big Sky Hot Tub with removal of spa from 448 FLD.
- 9/6/12 @ 2am: Received alarm fall from Kenco at building C, “communication failure”. Reset alarm panel and performed test and communication were restored.
- Checked alarm panels in Condo buildings.
- Updated inventory in FLM storage yard.
- Spoke with 3 Rivers Communications about parking their vehicle on the grass at FLM.
- Spoke with homeowner at 387 CLD about dish install protocols at FLM.
- Spoke with homeowner at 456 FLD about rekeying their front lock set and the FLM master key policy.
- Assisted Guy’s Glass with window warranty replacement at the following FLD units: 361, 345, 365, 390, 398, 406, and 414.
- Posted notices regarding deck staining at building A.
- Met Kenco at building A to trouble shoot alarm panel issues, appears that the panel is bad.
- Assisted Beehive Builders with moving items off deck at 18-B to allow for staining.
- Compiled list of all windows in need of warranty work on Starlight drive.
- Lowered and raised flags in observance of Patriots Day.
- Lowered flags per presidential order in 9/12/12.
- Cleaned up trash and spilled cat litter box inside trash enclosure at building B.
- Reset GFI breaker in garage at 330 FLD per request of 3 Rivers Communications. Outlet is used to power up the wireless transmitter at the building.
- Contacted Williams Civil Engineering to get update for scheduling for sewer line repairs at 200 CLD.
- Contacted The Flooring Place for update on scheduling for on site visit at buildings C and D to look over carpet for future replacement.
- Contacted Lone Mountain Flatwork to schedule start date for concrete (rear patio) repairs at the chalets.

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.

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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

- **(414 FLD)** Vehicle was towed for repeatedly parking off pavement, on grass directly in front of their chalet.
- **(86 FLD)** Vehicle was towed for not displaying a valid FLM parking permit.