



## Welcome to Firelight Meadows and your Unit Owners Association!

Congratulations on the purchase of your new condominium/chalet.

### ➤ *What do I Own*

Generally speaking, when purchasing a unit, you own the interior of the structure. Items such as exterior elements, roads and driveways, green space and playground equipment are owned corporately by the members of the association and are maintained by the association. Patios and decks are a limited common area, meaning you can use them exclusively within association rules. Although they may be attached or adjacent to your condominium/chalet, it is not permissible to make alterations/additions to these structures.

### ➤ *Insuring Your Investment*

○ You will need to provide condominium insurance coverage for your unit. Home Owner Associations generally provide coverage for the exterior spaces-decks, driveways, green space, & common areas. The full current insurance package detail is posted on the association web site. Please provide this information to your insurance carrier for use in their design of a condominium insurance plan for your ownership interests at Firelight Meadows. This coordination can prevent both inadequate coverage and redundant coverage.

### ➤ *Property Management Company*

Hammond Property Management has been contracted to be the property manager of the common elements of Firelight Meadows. As such, they are responsible for enforcement of rules and regulations, coordination of maintenance services and being responsive to the property management questions of unit owners. They also will know vendors of choice should you need a repair person or locksmith. You can reach them by phone at 406-995-7220 .

### ➤ *Association Website*

Hammond Property Management hosts a website for your Homeowner's Association.

Simply go to: [www.hpmmontana.com](http://www.hpmmontana.com) and on the top menu bar, click on "HOA", and then click the Firelight Meadows link. Your password is FL1234. On the website, you can review your HOA's rules and regulations, utility information, the current President & Board of Directors, upcoming meetings, past meeting minutes, surveys and current ballot issues. You may e-mail your board of directors direct at [firelightmeadows@hotmail.com](mailto:firelightmeadows@hotmail.com).

➤ ***Making your home “turns key”***

The following utility companies can assist you with connection services and billing questions;

- Electricity; Northwestern Energy, (888-467-2669)
- Water and Sewer; West fork Utilities, wfutilities@gmail.com, (406-922-5048)
- TV Service; See satellite TV Rules on Firelight Website
- Phone; Land Line, 3 Rivers Communication, (406-995-2600)
- DSL; Wireless Internet through Big Sky Wifi 3 Rivers Communication as above
- Propane for Condos; see current information at [www.hpmmontana.com](http://www.hpmmontana.com)
- Trash Removal for Chalets; Allied Waste (406-586-0606)

➤ ***Rules and Regulations***

As with all home owners associations Firelight is governed by declarations, bylaws, rules and regulations. Declarations, bylaws and rules are posted on the website (directions to access above)

➤ ***Parking***

Parking is regulated by permits. You will receive 2 permits for your use. Please complete the Unit Information form (at the end of this document) and return to Hammond Property Management. Upon receipt of your survey, Hammond Property Management will mail you 2 parking permits.

➤ ***Meetings***

There are regular board meetings, some special meetings and an annual meeting. All meetings are open and members are encouraged to attend. You will be mailed or emailed agendas and minutes as they occur.

➤ ***Association Assessments***

The board of Directors sets the annual budget which is approved at the annual meeting. You will be billed quarterly for dues. If you have any billing questions please contact the association accountant Doug Shanley at 406-585-8430 or email [dshanley@imt.net](mailto:dshanley@imt.net). (To save money on your quarterly assessments, “OPT IN” to receiving all invoices, newsletters, minutes and agendas electronically. Give Doug Shanley your email address and you will be sent all the information by email. At the time of this writing, each owner that opts in will save \$96 per year.”

➤ ***Maintenance and inspections***

○ The Unit Owners Association performs annual chimney inspections and crawlspace inspections, and other maintenance as scheduled or needed. We will post all dates on the website; you will also be notified via e-mail and postings on doors.

➤ ***Get Involved***

The board of directors is looking for feedback and volunteers. Attend meetings; anytime the website gets updated you will receive an e-mail notification.



# Firelight Unit Contact Information

Please take a moment to fill out the below information for the Homeowners Association Records. Please email the completed form to [Angie@hpmmontana.com](mailto:Angie@hpmmontana.com) or fax it to 406-995-3030. Please note that anyone that chooses email as the primary form of communication will save \$96 per year on their assessments.

## About You and Your Unit (please enter contact information for both owners if applicable)

Condo/Chalet Unit Number \_\_\_\_\_

Name \_\_\_\_\_ E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP Code \_\_\_\_\_

Which is the best way to contact you

- Phone
- Email
- Postal Mail
- Fax

How many people live in your unit?

- 1 person
- 2 people
- 3-4 people
- 5-6 people (chalet only)

Please place an "X" on one of the following:

- Owner lives in unit and is full time resident
  - Owner uses for private use part time
  - Owner rents short term (30 days or less)
  - Owner rents long term (31 days or more)
- If this box is checked please fill out exhibit A*

Do you have a property management company?

- No
- Yes (*If this box is checked please fill out page exhibit A*)

## Owner Vehicle Description and License Plate (State and Number)

Note: Each unit receives 2 vehicle permits per the HOA rules & regulations.

	Color	Make/Model	License Plate# and State
Vehicle 1			
Vehicle 2			

## Pets

Note: each owner may request permission from the Board of Directors to keep a maximum of two pets (dogs or cats only) in their unit. Renters are not allowed to have pets.

Do you plan to have pets in your unit?

- No
- Yes (*If this box is checked please fill out page exhibit B*)

***Thank you for your participation!***



Firelight Meadows  
Rental Property Form  
Exhibit A

This page is to be completely filled out by the owner of any property that is being rented long term (31 days or more). A copy of this page should be submitted each time new tenants are in the unit. The form should be emailed to [angie@hpmmontana.com](mailto:angie@hpmmontana.com) or faxed to 406-995-3030

Owners of the unit are responsible for making sure any tenant receives a copy of the Firelight Meadows Rules and that they abide by them.

Condo/Chalet Unit Number \_\_\_\_\_

Owner's Name \_\_\_\_\_

Do you have a Property Management Company?

No, I rent it myself  
Yes (Please fill out PM info below)

Property Manager (PM) \_\_\_\_\_ PM email \_\_\_\_\_

PM Emergency Phone \_\_\_\_\_ PM Fax \_\_\_\_\_

**Tenant Information**

Please fill in the contact information for your tenants in the event that we need to communicate with them.

	Full Name of Tenant	Contact Phone #
Tenant 1		
Tenant 2		
Tenant 3		
Tenant 4		

**Tenant Vehicles**

Note: Limit 2 vehicle permits per unit per the HOA rules and Regulations please fill in vehicle information for the renters in your unit.

	Color	Make/Model	License Plate# and State
Vehicle 1			
Vehicle 2			



Firelight Meadows, LLC

Pet Affidavit

Exhibit B

Date: \_\_\_\_\_

We, the undersigned, as buyers of a Firelight Meadows Condominium and future members of the Association of Unit Owners of Firelight Meadows Condominiums, herein attest to the fact that we :

Own one or two (2 maximum) pets (cats or dogs) as described below:

	Dog or Cat	Age	Weight	Name	Description
Pet 1					
Pet 2					

We, the undersigned, have received all the Firelight Meadows Governing Documents including but not limited to a copy of the current Rules and Regulations policy stating the pet policy. We confirm that we have read and will follow the pet policy.

Photographs of each pet listed above are attached to this affidavit.

\_\_\_\_\_  
Owner signature

\_\_\_\_\_  
Owner signature