

Minutes of Board of Directors Meeting

For the Association of Unit Owners of Firelight Meadows

February 19, 2013

Call to Order

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

Directors in attendance are Garrett Baldensperger of unit V95/433, Kari Gras of units V019/184, A1/85 & B1/155, Sam Geppert of unit C1/120, Scott O'Connor of unit V60/251(via conference call), and Annette Stone of unit B12/155 (via conference call).

Curt Wilson and Jack Eakman are absent.

Unit owners in attendance are owners Susan Van Eyll of unit V090/389, Travis Wangsgard of unit V069/354, Bruce Das of unit V066/103, and Todd Clark representing Scott Maybee of V129/434.

Also in attendance: Pete Richardson of Big Sky Chimney, Dick Hovde of Hovde Property Maintenance, Scott Hammond, Angie Guinn, Mike Harter, Bethany Davies of Hammond Property Management, Accountant Doug Shanley (via conference call).

(All Directors will be identified by their last names from hereafter in the minutes.)

Minutes of the last Meeting

Geppert approves the Minutes of the January 15, 2013 meeting. Gras seconds the motion. All are in favor. None oppose. The motion carries. The minutes of the January 15, 2013 meeting are approved as written.

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*). There is only one account that is late more than two quarters and will be turned over to CBO Collections at the end of the quarter if payment is not received. Shanley suggests opening another bank account. Geppert makes a motion to open a new bank account at American Bank. Gras seconds the motion. All are in favor. None oppose. The motion carries.

The Budget to Actual pages report the Chalet's over budget mainly due to the completion of the nailing and siding costing \$18,764 listed in the line item Maintenance and Repair. The Condo units are currently under budget for the year.

Schedule Next BOD Meeting

The next BOD meeting is scheduled for Tuesday, March 26th, 2013 at 6:00 PM in the Conference Room of Hammond Property Management.

Property Management Report

Mike Harter and Angie Guinn provide 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*). Angie Guinn begins by discussing the chimney inspections that are a direct result of the findings specified in the letter sent to owners by Attorney Farve. Owners are not to use their fireplace until the inspections are complete. The inspections will be coordinated through the HOA because a hole needs to be cut into a common element in order to enter, but individual owners will be billed because the problems lie within their individual units. She is currently researching three options with pricing for owners:

- 1) Permanently plug the flu and replace it with a fake fireplace.
- 2) Make the repairs.
- 3) Upgrade and make the repairs at the same time.

The Fireplace Center and Big Sky Chimney looked through three units earlier today and are getting pricing. The three units that were looked at today will be the test units that will be repaired first. Pete Richardson of Big Sky Chimney explains what he found during the inspections of the three test units. He will provide a written report and an estimate for repairs shortly. His certification comes through the Chimney Safety Institute of America (CSIA). The state of Montana does not require a chimney contractor or fireplace installer to have any certification; he is one of three certified chimney inspectors in the state.

The board decides to continue with the repair of the three test units.

Baldensperger provides a spreadsheet with a comparison of the violations and fines. About 16% of the people that are sent violation notices actually get a fine. This shows that educating people helps and generally prevents them from being fined.

Scott Hammond introduces Bethany Davies as the new HOA Accounts Manager for Hammond Property Management. Her position as Communications Coordinator with Firelight Meadows HOA will remain and Angie Guinn will continue to be the office representative for Firelight Meadows, but she has been hired to work with Hammond Property Management.

The Satellite Rule has been passed via email (see attachments or view them on the website: www.hpmmontana.com under the Firelight Meadows HOA tab, *password is FL1234*).

Snow Removal Report

Dick Hovde provides the Snow Removal Report (see attachments or view them on the website: www.hpmmontana.com under the Firelight Meadows HOA tab, *password is FL1234*).

Propane Portfolio Report

Geppert provides the Propane Portfolio Report. Northern Propane will no longer provide propane service. As of May 1st, they will fill the propane tanks for the last time. FLM has worked with three propane companies in the past and none of the three want to read meters and individually bill the owners. Geppert will contact Madison River Propane next.

Utilities Portfolio Report

Baldensperger provides the Utilities Portfolio Report. West Fork Utilities billed FLM the old amount during January when the court ordered rebate amount was to be charged. Therefore, the rebate of the lesser utility charges will begin February 1, 2013 and run until January 31, 2016.

Legal Report

Eakman provided a Legal Report to the BOD prior to the meeting. Attorney Jennifer Farve worked on the following items since the last meeting:

1. Recording of the 14th Amendment to the Declarations with Gallatin County.
2. Working with Accountant Doug Shanley to clarify outstanding West Fork Utilities invoices.
3. Working with Garrett on PSC final order HLH, LLC and Firelight Meadows HOA.

Communications from Owners

Bethany Davies provides the Communications from Owners.

Adjournment

Geppert makes a motion to adjourn the meeting. Baldensperger seconds the motion. All are in favor. The meeting adjourns at 7:20 PM.

Douglas N. Shanley, CPA PC

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2/19/2013

TO: BOARD OF DIRECTORS

FIRELIGHT MEADOWS HOME OWNERS ASSOCIATION

	2/19/2013	1/15/2013
CHECKING ACCOUNT BALANCE	\$262,884	\$191,977
CD AT BIG SKY WESTERN BANK	\$130,942	\$130,942
CD AT 1ST SECURITY BANK	\$75,414	\$75,414
	<hr/>	<hr/>
TOTAL CASH AVAILABLE	\$469,240	\$398,333
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ACCOUNTS RECEIVABLE	\$23,484	\$140,408
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		
V108 STUART KOCH	\$2,899.81	\$2,359.12
TOTAL OF ABOVE UNITS	\$2,899.81	\$2,359.12
BAD DEBT PREVIOUSLY WRITTEN OFF COLLECTED IN 2013 BY CBO, OUR COLLECTION AGENCY	\$6,486.61	\$0.00
PARKING INCOME TOTAL THIS YEAR	\$0.00	\$0.00
FINES ASSESSED IN 2013	\$200.00	\$0.00
FINES RECEIVED IN 2013	\$62.00	\$0.00
NEW MEMBERSHIP DUES FOR 2013 CHARLES THUESON V65 SCOTT JOHNSON V23 KRIS TINNIN V83 BANK OF AMERICA B7	\$2,500.00	\$500.00
BAD DEBT WRITTEN OFF IN 2013	\$67.19	\$0.00
OWNERS TAKING ADVANTAGE OF THE \$24 PER QUARTER POSTAGE SAVINGS 202 INVOICES THIS QUARTER	\$4,848.00	\$4,848.00

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Firelight Meadows Manager's Report
BOD Meeting 2/19/2013

Management discussion items for the meeting:

- Chimney inspections

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

- Plugged ice-melt systems back in at 319 and 327 FLD.
- Assisted Direct TV with service call at 425 FLD.
- Assisted Direct TV with dish install at 229 CLD.
- Assisted stranded vehicle at the entrance to the condo buildings. Vehicle had run out of fuel, towed it out of the entrance to a parking spot so it would not impede traffic.
- Installed 3 new ballasts on the 2nd floor of building D.
- Hung notices throughout chalets regarding the Hardie Plank re-nailing project.
- Met with Hardie Plank crew for update on re-nailing progress.
- Assisted Hardie Plank crew with repairing their air compressor.
- Assisted Scenic City Septic with delivery/placement of porta-potty in storage yard for the Hardie Plank crew.
- Picked up trash left outside the dumpster enclosures at buildings B and D.
- Inspected exterior paint on front door of 434 FLD.
- Assisted Bling Wireless with dish install at 509 FLD.
- Opened cabinet doors under sinks at 277 CLD per homeowner's request.
- Replaced three ballasts in light fixtures on 1st floor of building C.
- Replace battery in one emergency light fixture on first floor of building C.
- Met with Hardie Plank crew for update on re-nailing progress.
- Inspected rain gutter above front door of 115 SLD per homeowner's request.
- Put trash can back in garage at 367 CLD per homeowner's request.
- Met with new homeowners of 221 CLD to go over FLM rules.
- Delivered guest passes to 73 SLD and 367 CLD
- Delivered guest parking passes to 473 FLD.
- Replace two batteries in emergency light fixtures on 2nd floor of building D.
- Put trash can back in garage at 441 FLD per homeowner's request.
- Replace damaged GFI outlet at 441FLD.

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- Assisted Direct TV with dish install at 7-A.
- Tested all emergency lighting in the condo buildings.
- Replaced five ballasts in first floor light fixtures in building B.
- Attempted to trouble shoot the ice-melt system at 259 CLD. Determined that the system is no longer operational. Information was relayed to Hovede Property Management to have unit added to the roof shoveling list.
- Checked ice-melt system at 13-A, reset GFI outlet.
- Replaced two ballasts in light fixtures at building A, one on first floor and one on the second floor.
- Hung notices on SLD regarding the arrival of a moving van and temporary road blockage scheduled for 1/31/13.
- Replaced all burnt out light bulbs at the entrances of the condo buildings.
- Repaired exterior trim piece on the west front entrance of building C.
- Shut garage door at 73 SLD, door was left open but departing guests staying at unit.
- Delivered packages to 5-C per homeowner's request.
- Delivered parking passes to 303 CLD per homeowner's request.
- Unlocked 5-C for a furniture delivery per homeowner's request.
- Delivered packages to 5-C per homeowner's request.
- Assisted homeowner of 156 CLD with loading a washer and dryer for disposal.
- Removed a mattress and box spring left outside of the trash enclosure at building C.
- Assisted Bling Wireless with a dish install at 192 CLD.
- Hovde Property Management successfully repaired ice-melt system at 259 CLD.
- Completed dry-wall repair in hallway of building A... A hole in the wall/drywall (approx 4" in diameter) was discovered in late fall, I suspect that the damage was sustained from occupants of the building moving furniture.

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

- **319 CLD**, Occupants have repeatedly been unplugging the ice-melt system at their chalet.
- **327 CLD**, Occupants have repeatedly been unplugging the ice-melt system at their chalet.
- **132 CLD, (Visible signs posted inside)**. Realtor had posted real estate signs visible from the outside of the building.
- **58 CLD, (Unauthorized items stored on common elements)**. Unit was observed with a bucket of used motor oil stored on front walk between the front door and garage.
- **367 CLD, (Failure to comply with the FLM trash policy)**. Trash can was left out in driveway after day of scheduled service.
- **352 CLD, (Improper window coverings)**. Unit was observed with improper window coverings at the 2nd floor rear bedroom.

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- **58 CLD, (Failure to comply with FLM pet policy).** Dog belonging to this unit was observed off-leash, unattended, and defecating on the common elements.
- **13-C, (Unauthorized items stored on common elements).** Unit was observed with a Xmas tree on their back deck.
- **337 FLD, (Failure to comply with the FLM trash policy).** Trash can was left out in driveway after day of scheduled service.
- **9-D, (Unauthorized items stored on common elements).** Unit was observed with a mattress and box spring stored outside on the back patio.
- **50 CLD, (Failure to comply with the FLM trash policy).** Trash can was left out in driveway after day of scheduled service.
- **373 CLD, (Failure to comply with the FLM trash policy).** Trash can was left out in driveway after day of scheduled service.
- **496 FLD, (Failure to comply with the FLM trash policy).** Unit was observed with and old Xmas tree store on the back patio.
- **148 CLD, (Failure to comply with the FLM trash policy).** Unit was observed with and old Xmas tree store on the back patio.
- **116 CLD, (Failure to comply with the FLM trash policy).** Unit was observed with and old Xmas tree store on the back patio.
- **472 FLD, (Unauthorized window coverings).** Unit was observed with card board over the transom window above the rear patio slider.
- **464 FLD, (Unauthorized window coverings).** Unit was observed with red/maroon window coverings over the upper rear bedroom window.
- **16-B, (Failure to comply with the FLM parking policy).** Homeowner/vehicle owner was reported parking in driveway of 313 FLD.
- **325 FLD, (Failure to comply with the FLM parking policy).** Occupants of this unit have been observed parking in the driveways at 313 and 329 FLD.

Fines issued to the following units:

- **327 CLD, (Unauthorized use of common elements).** Occupants of the unit had been operating their snowmobile on FLD.
- **325 FLD, (Failure to comply with FLM pet policy).** Dog belonging to this unit was observed off-leash, unattended, and defecating on the common elements.
- **15-B, (Failure to comply with the FLM pet policy).** Tenants at this unit were reported with two dogs visible on their back deck.

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The following vehicles were towed

- **Purple Jeep Cherokee**, Vehicle was parked 268 without the proper FLM pass displayed. Upon arrival of the tow truck the vehicle owner produced a valid parking pass (pass was in vehicle, but not visible). Vehicle was not towed from campus but the owner did have to pay a "Dispatch Fee" to the tow company.
- **White S-10 Blazer**, Vehicle was parked across from 425 FLD and did not have a valid FLM parking permit.
- **White Dodge Van**, Vehicle was parked in the overflow spot south of 148 CLD without a valid parking pass.
- **Red Subaru Wagon**, Vehicle was parked in the lot at building C without a valid parking pass.
- **Silver Subaru Sedan**, Vehicle had sat in the parking spot for 13-C for more than 72hrs without being moved.
- **Green Pontiac Grand Prix**, Vehicle was parked in the overflow parking at building A without a valid parking pass.
- **Black Subaru Outback**. Towed from the driveway of 115 SLD, no valid parking pass displayed.
- **White and Gold Ford Explorer**. Towed from the parking lot of building D, vehicle had not moved in approx one week and was interfering with snow removal. (NOTE: This is the third time this vehicle has been towed from property, twice before for no valid parking pass)

***353 FLD.** Spoke to occupants of this unit about FLM parking policies and provided them with a written copy of all the HOA rules.

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RULE 2012.2 Satellite TV Acquisition and Installation
Firelight Meadows Unit Owners Association
Revised 1/30/13

Satellite Dish Installation Rules

1. Installation of satellite dishes or antennas on the general common areas at Firelight Meadows (FLM) is strictly prohibited except as provided in these Rules and Regulations of Firelight Meadows Unit Owners Association.

2. INSTALLATION: The Board has approved owners to select the installer of their choice as long as the installer will comply with the dish consolidation program set up by the HOA and the install is coordinated with Hammond Property Management (HPM).

Each Chalet building is allowed to have one Dish Network dish and one Direct TV dish. If a dish is already installed on the building, the installer must connect to the existing dish. The central location maximizes signal reception and maintains the discrete presence of the dish(s) on the FLM campus. Therefore, except as specifically set forth below and subject to the Board's right to change installers in the future, all satellite dish installations must be coordinated with HPM.

A Hammond Property Management Representative must be on site prior to the install to direct the installer on the approved installation. Unit Owners desiring to install a satellite dish on the common elements shall schedule an appointment with their chosen installer, and then notify HPM of the install time. The installation should be scheduled M-F between 8 am and 5pm, and HPM must be given 48 hours notice prior to the install.

Any fees charged for satellite dish installation shall be the sole responsibility and expense of the Unit Owner.
PLEASE NOTE: HPM will not stay in the unit for the set up of the TVs or sign for the installation or contract.

3. SERVICE CALLS: If you schedule a service call for your satellite service you must notify HPM of the scheduled time in advance so they can be available to allow access to the wiring if needed. The wiring and power for the satellite dishes runs through the unit crawlspaces from the dish to the unit it serves so the wires may go through multiple unit crawlspaces. In the event of an outage the HOA, HPM and/or the satellite provider's representative may enter any unit necessary to access the crawlspace with less than 24 hours notice to service the lines in the crawl space.

4. FAILURE TO COMPLY: The HOA Board shall have the right to immediately remove any satellite dish installed on the general common elements in violation of these Rules and repair any resulting damages to the common elements at the offending unit owner's expense. The cost of the removal and all repairs shall be paid by the unit owner within thirty (30) days after receipt of invoice. Delinquent payments shall be subject to an interest at a rate of 25% of the payment due. Alternatively, the Board may request the Unit Owner remove the dish by a specified date, the cost of which shall be paid directly by the offending unit owner, along with any repair costs to the common elements resulting from the installation. If the dish is not removed by the specified date the HOA Board may arrange to have the dish removed, repairs made, and all costs incurred charged to the unit owner as provided above.

5. RENTERS: Although renters may subscribe to and be financially responsible for satellite TV service, the unit owner must provide Hammond Property Management his or her written approval for the installation, before installation of a satellite dish is permitted under these Rules.

HOVDE PROPERTY MAINTENANCE

SNOW REMOVAL REPORT

ROOF SNOW REMOVAL (Chalets)

Firelight Dr. #77-106, #76-69 38 Units

#125-136 8 Units

Shoveled 2nd time North facing 19 Units

Candlelight Meadow Dr. #1-14, 47-52 20 Units

Rear of Units #107-116, 40-41, 44-45 14 Units

#259 (Heat tape inoperative) shoveled roof/ repaired

Heat tape

As of: 2/19/13 Chalets 51 hours

ROOF SNOW REMOVAL (Condos)

Entry Roof and Valley over A12, B12, C19, D19

Entry Roofs North/East A11, A19, B11, B19, C12, C20, D12, D20

Roof between Patios B13-15 (Heat Tape inoperative) Icicle
Removal 6+ times

As of: 2/19/13 Condos 23.5 hrs

There have been no reported Roof leaks as of this date, this season.