

**Silver Bow Owners' Association  
P.O. Box 160323  
Big Sky, MT 59716  
Phone (406) 995-4124**

**Quarterly Meeting – October 20, 2011 @ 5:30 pm  
ERA Office Conference Room**

**Minutes**

**I. Call to Order/Quorum Determination**

The meeting was called to order at 5:35 pm by Kirk Dige.

Quorum was established with the following Board members present: Kirk Dige, Al Malinowski, Lisa Prugh, Derek Leonard, Kelly Fried, and Tom Angstman. Also present were Steve DiTullio, Alison Gregory, Mike Harter, and Scott Hammond from Hammond Property Management.

**II. Approval of 7/26/2011 Meeting Minutes AND Approval of 2011 Annual Meeting Minutes**

Mr. Fried made a motion to approve the 7/26/2011 Board meeting minutes. Mr. Angstman seconded the motion. All in favor; motion passed.

Mr. Dige discussed the 2011 annual meeting minutes. There were a few changes made to the minutes per review of the Board. After the changes were discussed briefly, Mr. Malinowski made a motion to accept the 2011 annual meeting minutes in DRAFT form and move forward with posting them on the Silver Bow website to be available to all owners. Mr. Fried seconded the motion. All in favor; motion passed. *Please note: The formal approval of the annual meeting minutes will be made at the 2012 annual owner's meeting.*

**III. Treasurer's Report (Please refer to Exhibit A)**

Mr. Malinowski presented the treasurer's report, beginning with the aging reports for 9/30/2011 and 10/20/2011. Mr. Malinowski and Ms. Gregory (HPM) are in the process of working with a collection agency on several delinquent and foreclosed accounts.

Mr. Malinowski then discussed the profit and loss budget vs. actual for the period 10/1/2010 through 9/30/2011. This report is not the final profit and loss budget vs. actual as not all invoices have been processed.

Mr. Malinowski concluded his report discussing the check register for the period 8/1/2011-10/19/2011. Mr. Malinowski explained check number 2352 was voided. It will be reflected on the next check register. Mr. Angstman made a motion to accept the check register for the period 8/1/2011-10/19/2011. Mr. Fried seconded the motion. All in favor; motion passed.

Mr. Malinowski presented a power meter summary report for the complex. He compiled a report for the last two years showing the usage/cost of the 4 meters at the complex. The 4

meters are: 1) common area meter #1; 2) common area meter #2; 3) common area meter #3; and 4) pool building meter. The common element meters service the parking area lights, the plug-ins, and the irrigation system. For common area meters #1, #2, and #3, usage/cost was reasonable at approximately \$2,000 for the year. However, for the pool building meter, the cost for both years exceeded \$6,000.

After much discussion regarding the high electric costs, Mr. Hammond offered to look at other condominium associations HPM manages that also has a pool/clubhouse to determine their electrical costs and determine if what Silver Bow is paying is unusual and/or high. Mr. DiTullio will also walk through the clubhouse and determine what runs on electric and what does not. HPM will then report to the Board with the results of both.

#### **IV. Manager's Report** *(Please refer to Exhibit B)*

Mr. DiTullio presented the manager's report.

There were no questions regarding the manager's report.

Following the manager's report, Mr. DiTullio explained he will be completing the following projects over the next month:

- Performing a light check throughout the complex.
- Checking all photocells and timers on exterior lights and will replace if necessary.
- Checking all electrical outlets for plugging in vehicles.
- Cleaning behind the dumpsters.
- Post signs on dumpsters to place trash in dumpster and not on top.

HPM also suggested posting a sign on the dumpsters regarding the recycling center in the Town Center. This has been done at other associations HPM manages and has helped eliminate the cardboard and plastic in the dumpsters. The Board agreed this was a great idea. HPM will move forward installing recycling center signs on the dumpster.

Mr. Hammond introduced Mike Harter with Hammond Property Management, who was just recently hired. Mr. Harter will be working with Mr. DiTullio on projects at the complex. Mr. Harter also has a lot of experience with enforcement of rules and regulations at condominium complexes and will be assisting Mr. DiTullio with enforcing the rules and regulations at Silver Bow.

#### **V. Old Business**

##### **a. Roof Replacement Project**

The Board discussed the status of the roof replacement project. The Roofing Committee (Kirk Dige and Al Malinowski) will be making recommendations to the rest of the Board in the near future regarding the finalization of a contract.

##### **b. Revision of Rules and Regulations**

Mr. Fried presented a draft of the rules and regulations with revisions. The Rules/Regulations committee (Tom Angstman, Kelly Fried, and Derek Leonard) worked together to revise and update the current rules. Mr. Fried presented those edits to the Board. The Board then discussed and reviewed the edits and made appropriate changes.

Mr. Malinowski made a motion to approve the rules and regulations with changes to replace the current rules and regulations. Mr. Angstman seconded the motion. All in favor; motion passed.

**c. Silver Bow Signage**

Mr. Malinowski and Ms. Gregory are currently working with Vega Creations, Inc. on designs for a monument sign to replace the current monument sign at the entrance to Silver Bow.

Mr. Malinowski explained Gallatin County is currently addressing the Silver Bow complex and may be changing the address for Silver Bow units. The reason behind this possible change is to help define the physical address of the condominium for emergency services (EMS, POLICE, FIRE, etc.). This has occurred at other complexes in the Meadow Village (i.e. Yellowstone Condominiums). Therefore, at this time, the interior signs at the complex that indicate unit numbers are not being addressed until Gallatin County makes its decision.

In the meantime, the monument sign is being discussed and more information will follow at a later time.

**VI. New Business**

**a. Approval of New Deck Plans for Unit #10**

Mr. Fried made a motion to approve unit #10's deck replacement request. Mr. Malinowski seconded the motion. All in favor; motion passed.

**b. Fiber Optic Cable Installation (3 Rivers Communications)**

Mr. Dige discussed the progress with the fiber optic cable installation for the Silver Bow Condominiums. Ron Gay from 3 Rivers Communications provided an update to Mr. Dige explaining that Silver Bow's conversion will be completed spring 2012. Therefore, this matter will be addressed further at the next Board meeting in February, assuming 3 Rivers has provided Silver Bow with additional information.

**VII. Correspondence**

**a. Unit #15 Light Fixture Relocation Request**

The unit owner of #15 requested the Association relocate (at the Association's cost) the light fixture by the front door. The light fixture is considered a limited common element and is the responsibility of the unit owner.

Ms. Prugh made a motion to deny the request for the Association to relocate the light fixture at unit #15. Mr. Fried seconded the motion. All in favor; motion passed.

**b. Unit #30 Bird Nest Removal Request**

The Board discussed unit #30's request to remove the swallow bird nests. The Board agreed the Association does not have the ability to just remove the swallow bird nests as they are a protected migratory bird.

The Board also requested the owner submit plans for the replacement of his deck. The Board needs to approve the deck plans prior to the replacement.

**Reminder to all owners: A unit must be in good standing (dues current) for the Board to consider any owner request (i.e., deck replacement).**

**c. Unit #40 Bedroom Porch**

Mr. Dige asked Mr. DiTullio to please add unit #40's bedroom porch to the list of decks that need to be replaced in the immediate future. Currently, unit #16 and unit #30 are also on the list for decks that need replaced. Mr. DiTullio will add this to the list and continue working with Mr. Dige to notify the respective owners prior to next summer.

**d. Unit #51 Lack of Lighting in Hot Tub**

The Board addressed unit #51's request to repair the existing lights on the perimeter of the hot tub. The Board thanked Ms. Shea for her request. However, the cost to maintain the lights is high, and the Board felt it was not in the Association's best interest to spend money on this request. A better option may be to install a dimmer on existing lights in the room. The Board will research possible options to improve the overall lighting in the hot tub area.

**e. Unit #54 Window Replacement Request**

Unit #54 owner requested his west side master bedroom operating window be replaced by the Association. The owner believes this is the responsibility of SBOA believing the window failure was a result of the sprinkler hitting the side of the building.

The Board discussed the owner's request. The Board does not believe the window failure is a direct result of the negligence in adjusting the sprinklers. They believe the window failure is from the age of the windows. The windows are considered a limited common element, and therefore the responsibility of the individual owner.

Mr. Angstman made a motion to deny Silver Bow unit #54's request for the window replacement. Ms. Prugh seconded the motion. All in favor; motion passed.

**VIII. Other Business**

**a. Set Board Meeting Dates for 2012**

The following are the Board meeting dates for 2012:

- Thursday, February 9, 2012 @ 12:00 p.m. at the ERA building.
- Thursday, May 17, 2012 @ 5:30 p.m. at the ERA building.
  - *A spring walkthrough is scheduled for 4:30 on 5/17/2012 prior to the 5:30 Board meeting.*
- Tuesday, July 24, 2012 @ 5:30 p.m. at the ERA building.

**b. Checklist for Hammond Property Management, Inc.**

The Board will be working with HPM creating a checklist for HPM's field rep duties at the complex.

**IX. Adjournment**

Ms. Prugh made a motion to adjourn the meeting at 8:15 p.m. Mr. Fried seconded the motion. All in favor; motion passed; meeting adjourned.



**Silver Bow Condominiums HOA  
Board Of Directors Meeting  
October 20, 2011@ 5:30 p.m.  
ERA Building**

**Manager's Report**

➤ **August/September/October 2011:**

- Ⓢ Contacted Allied Waste Services, Inc. and requested extra trash pickups during Labor Day Weekend.
- Ⓢ Replaced light bulbs throughout the complex.
- Ⓢ Replaced irrigation head by unit #57.
- Ⓢ Swept and cleaned in and around dumpster buildings.
- Ⓢ Removed debris from the campus with HPM's dump trailer.
- Ⓢ Issued warning to unit #67 concerning abandoned vehicle.
- Ⓢ Engaged with Vega Creations to begin creating sign ideas for Silver Bow entry signs.
- Ⓢ Subcontracted Mike McCarthy, per the request of the Board, to paint the pool building doors bronze.
- Ⓢ Issued warning to #70 for firewood placement and removal of trailer.
- Ⓢ Issued warning to #53 regarding drift boat parked in parking lot.
- Ⓢ Hauled debris away from pool area.
- Ⓢ Replaced fascia on multiple buildings throughout the complex.
- Ⓢ Shut down irrigation system.
- Ⓢ Monitored sidewalk replacement in front of Unit #2 (Big Sky Water and Sewer)
- Ⓢ Picked up trash around complex and dumpster areas due to Bear encounter with the trash in the dumpsters.

4:16 PM  
10/19/11  
Accrual Basis

Silver Bow Condominium Owners Association  
Profit & Loss Budget vs. Actual  
October 2010 through September 2011

	Oct '10 - Sep 11	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
305 · Regular Assessments	200,491.75	200,490.00	1.75
306 · Reserve Assessments	74,510.99	74,510.00	0.99
352 · Addition Assessment	187.28		
355 · Finance charge income	4,541.30		
380 · Investment Interest	5,375.05		
384 · Laundry Revenue	2,177.50		
Total Income	287,283.87	275,000.00	12,283.87
Expense			
400 · Operating Expenditures			
405 · Administrative Expenses			
410 · Accounting	6,000.00	6,000.00	0.00
420 · Legal	253.00	1,000.00	-747.00
425 · Insurance	32,865.39	32,500.00	365.39
435 · Office Expense/Postage	2,897.58	1,000.00	1,897.58
441 · Incorporation Annual Expense	15.00	15.00	0.00
442 · Meeting Costs	0.00	100.00	-100.00
455 · Contract Manager	33,382.05	32,000.00	1,382.05
Total 405 · Administrative Expenses	75,413.02	72,615.00	2,798.02
450 · Maintenance Expense			
461 · Building Maintenance	4,323.27	3,000.00	1,323.27
461.30 · Chimney Maintenance	3,025.00	3,100.00	-75.00
470 · Trim & deck stain	0.00	20,000.00	-20,000.00
475 · Lawn Maintenance	19,175.33	20,000.00	-824.67
480 · Landscaping Improvements	12,092.21	5,000.00	7,092.21
485 · Window washing	2,000.00	2,000.00	0.00
450 · Maintenance Expense - Other	65.00		
Total 450 · Maintenance Expense	40,680.81	53,100.00	-12,419.19
500 · Recreation Area Expense			
440 · Telephone	791.37	1,200.00	-408.63
510 · Pool Contract Maintenance	13,830.06	15,000.00	-1,169.94
513 · Pool building maintenance	5,415.60	5,000.00	415.60
515 · Pool Supplies	1,854.82	3,000.00	-1,145.18
520 · Propane	9,930.30	8,000.00	1,930.30
528 · Health Department License	275.00	275.00	0.00
535 · Security System	487.00	500.00	-13.00
Total 500 · Recreation Area Expense	32,584.15	32,975.00	-390.85
550 · Services			
555 · Electricity	7,931.48	9,000.00	-1,068.52
565 · Garbage	8,958.91	9,000.00	-41.09
580 · Water & Sewer Expense	891.98	1,800.00	-908.02
585 · Snow Shoveling			
585.1 · Snow plowing	4,200.00	7,000.00	-2,800.00
585 · Snow Shoveling - Other	12,000.00	13,000.00	-1,000.00
Total 585 · Snow Shoveling	16,200.00	20,000.00	-3,800.00
Total 550 · Services	33,982.37	39,800.00	-5,817.63
Total 400 · Operating Expenditures	182,660.35	198,490.00	-15,829.65
600 · Reserve Expenditures			
614 · Roof Reserve	0.00	64,510.00	-64,510.00
620 · Pool replacement reserve	0.00	10,000.00	-10,000.00
Total 600 · Reserve Expenditures	0.00	74,510.00	-74,510.00
Total Expense	182,660.35	273,000.00	-90,339.65
Net Ordinary Income	104,623.52	2,000.00	102,623.52
Other Income/Expense			
Other Expense			
700 · Income tax expense	0.00	2,000.00	-2,000.00

4:16 PM  
10/19/11  
Accrual Basis

Silver Bow Condominium Owners Association  
**Profit & Loss Budget vs. Actual**  
October 2010 through September 2011

	Oct '10 - Sep 11	Budget	\$ Over Budget
Total Other Expense	0.00	2,000.00	-2,000.00
Net Other Income	0.00	-2,000.00	2,000.00
Net Income	<u>104,623.52</u>	<u>0.00</u>	<u>104,623.52</u>