



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

**Quarterly Meeting – February 10, 2011 @ 5:30 pm**  
**ERA Office Conference Room**

**I. Call to Order**

The meeting was called to order at 5:30 pm by Kirk Dige.

In attendance were the following: Kirk Dige, Tom Angstman, Al Malinowski, Kelly Fried, Derek Leonard, Lisa Prugh, Dick Lauritzen (via conference call), Scott Hammond, Steve DiTullio, and Alison Gregory.

**II. Approval of 10/14/2010 Board Meeting Minutes**

Mr. Lauritzen made a motion to approve the 10/14/2010 Board meeting minutes. Mr. Angstman seconded the motion. All in favor; motion approved.

**III. Treasurer's Report**

Al Malinowski discussed the treasurer's report, beginning with the accounts receivable aging report. There has been some progress made with some of the owners that are past due. However, there is still a large balance. Mr. Malinowski is going to personally call those owners that are significantly behind on their dues and discuss options with those owners.

Mr. Malinowski also discussed the unit that was foreclosed in 2010. The balance of the unpaid dues still exists on the books. Mr. Malinowski explained the Association allowed for the unit's unpaid dues on 2010's budget. Therefore, he would like the Board to consider getting rid of this balance from the aging report. After much discussion, the Board decided against removing the balance from the aging report, thus pursuing other options to try and obtain the owed money. Further discussion took place regarding those owners that have high balances of unpaid dues and have not foreclosed. The Board agreed that for both the foreclosed unit and the other units delinquent, a better course of action would be to work with Hammond Property Management and investigate pursuing collections for those accounts.

Mr. Angstman made a motion to authorize Mr. Malinowski to work with Hammond Property Management to investigate a collection agency and research options for obtaining monies from those owners with a significant balance of unpaid dues. Mr. Leonard and Mr. Dige seconded the motion. All in favor; motion passed.

Mr. Malinowski continued discussion of the financials reviewing the budget to actual report and the check register. He also thanked Hammond Property Management for their

thoroughness and communication regarding Silver Bow billing. He mentioned that he is always updated from HPM when Association money is being spent and appreciates this when he is signing checks.

Mr. Fried made a motion to accept the check register as presented. Mr. Lauritzen seconded the motion. All in favor; motion passed.

Finally, Mr. Malinowski wanted to remind all board members and owners that a copy of the year-end financial statements for September 30, 2010 is available online at [www.hpmmontana.com](http://www.hpmmontana.com) via the Silver Bow link.

#### **IV. Manager's Report (*Please see attached Exhibit A*)**

Mr. DiTullio presented the manager's report and read through the highlights.

Snow removal was discussed more in detail. Mr. Dige requested that Mr. DiTullio advise the snow shovel contractor, Mike McCarthy, to not spread the ice melt on the sidewalks. It tracks inside homes and creates quite a mess. Also, the moose are eating the ice melt. Mr. DiTullio agreed to contact Mike McCarthy to cut back on using the ice melt.

Mr. Angstman asked Mr. DiTullio to take a look at his unit #5 for ice damming. Currently, there is no leak but Mr. Angstman is concerned with the ice damming. Mr. DiTullio agreed to take a look at his unit.

The Board asked Mr. DiTullio to hang a sign by the hot tub stating "Please replace the hot tub cover when done with use". Mr. DiTullio agreed to do so.

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

##### **a. Roof Life Cycle Assessment and Replacement Bid**

Mr. Hammond invited Andy Dreisbach with Cornerstone Management Services, Inc. to present his evaluation on the life of the roofs at Silver Bow. Mr. Dreisbach confirmed that Silver Bow roofs did indeed need to be replaced. Mr. Dige commented that the Association would be able to last one to five years before starting the roofing project. Mr. Hammond concurred.

Mr. Dreisbach could not present a bid for the replacement of the roofs at this time. The Association does not have blueprints available and therefore, Cornerstone Management Services, Inc. will need to have his crew get up on the roofs to measure square footage. This cannot be completed until the snow is gone on the roofs. At that time, an appropriate bid can be given to reroof the Association.

Mr. Dige was concerned with how much this bid proposal would cost and would still like to obtain other bids from other roof contractors. Mr. Hammond suggested he have Mr. Dreisbach quote only one building and then compare that one building's bid as a cross section of a bigger project. Then, the bid will be much more affordable and allow the Association to financially obtain bids on the same one building from other contractors. Bidding only one building will give the Board enough of an idea of what to expect from each contractor chosen to bid.

Mr. Leonard made a motion to spend up to \$500 for Cornerstone Management Services, Inc. to present a RFP (request for proposal) to the Board on a singular building and then use bid to compare with other contractor bids. Mr. Fried seconded the motion. All in favor; motion passed.

**b. Governing Documents Update**

The governing documents have been mailed out to all owners. The Board is excited to have these documents out and appreciates the owners' time and response to the governing documents. Mr. Dige asked the Board members to read through the documents and please be knowledgeable of the revisions to answer owners' questions.

The special meeting for the adoption of the governing documents (if 75% approved) will be held April 8, 2011 at 2:00 pm at the Big Sky Water and Sewer building. The Board asked Ms. Gregory to keep a spreadsheet of approved/not approved returned proxies and update the Board periodically. On March 15, 2011, Ms. Gregory will email each Board member a list of ten owners to call. Each Board member will then call their list of owners and discuss the governing documents and ask for a return proxy, unless already returned. It is important to understand 75% of Silver Bow I owners and 75% of Silver Bow II owners need to approve the governing documents to pass them.

**c. Designation of New Director for Two Year Term**

Mr. Dige explained when Derek Leonard and Lisa Prugh were elected to be on the Board at the annual meeting in September, there was no designation at that time which one would serve a two year term and which one would serve a three year term. Therefore, Mr. Malinowski made a motion to designate Lisa Prugh to serve a two year term on the Board and Derek Leonard to serve a three year term on the Board. Mr. Angstman seconded the motion. All in favor; motion passed.

**VI. New Business**

**a. Tree Planting Plan**

The Board asked Hammond Property Management to provide some rough estimates for tree planting for summer 2011. Mr. DiTullio worked with 46 North Landscape and Design and obtained the following estimates:

- 6 to 7 foot spruce trees \$199.50
- 7 to 8 foot spruce trees \$266.00
- 8 to 9 foot spruce trees \$332.50
- Installation with machine assistance (best method for Silver Bow campus) \$170 per tree.

Spruce trees perform the best in Big Sky for weather and animal concerns. Mr. Hammond and Mr. DiTullio requested Board members to form a committee to help Hammond Property Management decide where to plant trees, types of trees, etc. Mr. Leonard and Mr. Angstman both volunteered to be on the committee and work with Hammond Property Management regarding a tree planting plan.

The Board thanked Mr. DiTullio for the estimates he provided and requested the following to be completed prior to the next Board meeting in May:

- Obtain estimates on aspen trees and choke cherry trees from 46 North and Landscape Design
- Request 46 North and Landscape Design to perform walk around at campus with Mr. DiTullio to acquire their thoughts on what needs to be planted, where trees should be planted, etc.

Mr. DiTullio agreed to take care of the above requests prior to the next Board meeting in May.

**b. Pool Clubhouse Surveillance System Update**

**1. New Codes (1/17/2011)**

New codes were implemented on 1/17/2011 for the pool clubhouse. The transition was smooth and the system is working well. If any owner has questions and/or needs their code, please feel free to contact Hammond Property Management at (406) 995-7220.

**2. Recent Vandalism**

Mr. DiTullio discussed the recent vandalism that took place in the pool clubhouse. There were broken beer bottles/growlers and cigarette butts left around the hot tub. Due to the security system, Hammond Property Management and Security Solutions were able to identify the individuals using the hot tub at that time and responsible for the mess in the pool clubhouse. The appropriate individuals were charged and have paid for the costs involved with this situation.

**3. Upcoming Costs**

When Security Solutions worked with Hammond Property Management to identify those responsible for the vandalism, they discovered the software was not working properly. There were problems with the camera and the hard drive. Security Solutions is currently repairing the hard drive and has repaired the camera. They have installed a "loaner" hard drive until repairs are complete. Mr. DiTullio wanted the Board to understand there will be upcoming costs for the work to repair the security system. The Board thanked Mr. DiTullio for his involvement and understood the upcoming costs.

**4. Installation at HPM**

Finally, Mr. DiTullio communicated to the Board that Security Solutions installed the security system software on his computer at Hammond Property Management. This will allow Mr. DiTullio to have the capabilities to monitor the pool clubhouse.

**c. Master Insurance Policy Review**

Silver Bow's insurance agent and provider is Brad Daws with State Farm in Bozeman. The last time the insurance was reviewed was in 2005. The Board asked Hammond Property Management to review the policy with Brad Daws and then also obtain bids from other potential insurance providers to compare quotes/policies. Ms. Gregory agreed to review the current policy with Brad Daws and to obtain bids from other providers and will then present this information at the Board meeting in May.

**d. New Owner Packet**

Mr. Dige expressed interest in having a Silver Bow owner packet for new owners coming into the complex. This packet would include information on Silver Bow, information on Hammond Property Management, and then information about the BSOA

and Big Sky community. Mr. Dige will work with Hammond Property Management on this owner information packet.

## **VII. Correspondence**

### **a. Owner Complaints and Direction for HPM**

A discussion was held regarding past complaints and special requests by various owners. The Board encourages owners to first attempt to resolve concerns/conflicts with other owners in a neighborly way before contacting HPM. Many times, issues can be resolved in this manner. If this approach fails, complaints may be submitted in writing to the Board through HPM. The Board also stressed that HPM should not honor requests for special projects without first consulting with the Board in the event such requests may be outside HPM's service contract with the Homeowners Association.

### **b. Window Project Request**

Mr. Fried, owner of #6, requested permission from the Board to install two windows at this condo. He would like to install a 3x3 window on each side of his front door. The front door is on the north side facing the golf course. He gets very little sun and the installment of these windows would provide him more sunlight.

After discussion amongst the Board, Mr. Malinowski made a motion to approve the installment of two 3x3 windows at his condo. Mr. Angstman seconded the motion. All in favor; motion passed. Mr. Fried did abstain from the vote for the installment of his windows. An approval letter will be submitted to Mr. Fried.

### **c. Unit 41 Deck Approval**

Ms. Prugh made a motion to approve #41's (Doug Obetz) deck as constructed. Mr. Angstman seconded the motion. All in favor; motion passed.

## **VIII. Other Business**

### **a. Abandoned Cars**

The Board requested Hammond Property Management contact the owner of the white car in front of #28 that has been abandoned. Hammond Property Management agreed to contact the owner of the car and ask him/her to move the car to prevent towing. Silver Bow is not a storage lot. Please remember all vehicles need to have a current registration.

### **b. Date for Next Board of Directors Meeting**

The next Board meeting will be held on May 19<sup>th</sup>, 2011 at 5:30 pm at the ERA office.

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

Mr. Dige expressed to the Board the rules and regulations will need to be updated and revised following the approval/non-approval of the governing documents. He would like the rest of the Board to form some thoughts about what modifications need to be made to the rules and regulations to be discussed at the Board meeting in May.

Hammond Property Management will bring to the May Board meeting a rules and regulations document template that has been a successful tool at other associations in writing the rules for that complex.

**d. Other**

There was no other business to discuss.

**IX. Adjournment**

Mr. Dige made a motion to adjourn the meeting at 8:00 pm. Mr. Angstman seconded the motion. All in favor; motion passed.



**Silver Bow Condominiums HOA  
Board of Director's Meeting  
February 10, 2011@ 5:30 pm  
ERA Office Conference Room**

*Hammond Property Management has enjoyed our service at the complex. The following is a list of projects completed at the complex outside of our normal daily tours and maintenance of the complex.*

**Manager's Report**

❖ **October**

- Engaged Grizzly Snow Removal for snow plowing and Mike McCarthy snow shoveling (walkways and steps) for the 2010/2011 winter season.
- Performed walkthrough at campus to ensure all painting was completed.
- Performed repairs to dumpster buildings from damage done by bears visiting the campus.

❖ **November**

- Replaced six receptacles at outside electrical outlets for vehicle plug-ins throughout the campus.
- Repaired photo eye in light bulb by the pool clubhouse.
- Repaired bad wiring in light by D parking lot.
- Completed trim work for sliding glass door in pool room.
- Initiated roof estimate project with Cornerstone Management to create a bid system for the complex.

❖ **December**

- Monitored trash pickup services and increased pickup times over the holiday season.
- Supervised snow shoveling and plowing services.
- Reattached loose tile in the pool room and bathrooms.
- Continued to work with Cornerstone Management on roof estimate project.

❖ **January**

- Performed a light check throughout the campus to ensure all lights were working.
- Shoveled out unit number parking lot signs.
- Managed Security Solutions in updating security system and changing codes for all 70 units.
- Enabled Security Solutions to install security camera software system at HPM office to remote to the clubhouse.
- Worked with Security Solutions on our office's camera difficulties.
- Managed problems with vandalism in the pool room; ordered replacement for paper towel dispenser.
- Continued to work with Cornerstone Management on roof estimate project.