

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

**Quarterly Meeting – May 17, 2012 @ 5:30 p.m.
ERA Office Conference Room**

Minutes

I. Call to Order/Quorum Determination

The meeting was called to order at 5:45 p.m. by President Kirk Dige.

In attendance were the following Board members: Kirk Dige, Al Malinowski, and Kelly Fried. **There was no quorum established due to insufficient Board member representation. For any motions or action items that need an official vote, there will be an email sent to ALL board members following the meeting requesting approval of those motions and/or action items. The email with motions as well as the approvals (via email) will be attached to the Minutes upon approval of the Minutes.**

Also in attendance were Steve DiTullio and Alison Gregory from Hammond Property Management, Inc.

II. Approval of 2/9/2012 Board Meeting Minutes

The Board present reviewed the minutes and made a few revisions in the minutes. The Board recommended the minutes be approved once the revisions are made. Ms. Gregory will update the minutes with the revisions and send out to the Board for official approval via email.

III. Treasurer's Report

a. CBO Collections, Inc. Update

Mr. Malinowski presented the aging report and treasurer's report. The aging report was discussed in detail. Mr. Malinowski and Ms. Gregory are working with CBO Collections Inc. on several accounts. CBO Collections, Inc. has recently provided an update regarding accounts. The process is slow but there has been some progress with accounts submitted. Another foreclosure account was submitted in May. Mr. Malinowski is working independently with another delinquent account. If there is no response in the near future, that particular account will be submitted to CBO Collections, Inc. Mr. Malinowski and Ms. Gregory will continue to follow up with CBO Collections, Inc. and will keep the Board up to date with activity received.

The current budget is on track and operating as expected. At this point, there are no concerns of being materially over budget at year end.

Mr. Malinowski discussed the lawn maintenance line item in detail. The \$20k in lawn maintenance is allocated for the landscaping contract with Dillon Enterprises, Inc., Hammond Property Management, Inc. and for charging and draining the irrigation system. There is roughly \$4k available in the landscaping improvements line item. These funds will go toward improvements that may need to be made to the complex. More discussion will take place later in the meeting regarding landscape improvements.

Mr. Malinowski presented and discussed the check register. The Board recommended the check register approval for the time period February 1, 2012 through April 30, 2012 carry forward to be approved at the next Board meeting. There were no questions on the check register.

IV. Manager's Report (Please Refer to Exhibit A)

Mr. DiTullio presented the manager's report and highlighted services performed at the campus.

There were no questions regarding the manager's report.

Mr. Dige discussed unit #26's hot water heater drain. Mr. Dige contacted HPM regarding unit #26. The hot water heater drain for the pan underneath the water heater was covered up when the new siding was installed. The pipe from the top relief valve did have a hole cut in the siding so draining would occur. However, Mr. Dige requested HPM take a look at unit #26 and ensure it is draining correctly. Mr. DiTullio subcontracted Williams Plumbing, Inc. to repair the piping to ensure the hot water heater was draining correctly. There are nine other buildings that may have a similar issue. The Board requested Mr. DiTullio address all similar buildings to determine if there are other units that are not draining properly. If siding is the cause of those heaters not draining properly, the cost to repair will be covered by the HOA. Mr. DiTullio will investigate applicable buildings/units, report to the Board, and rectify any issues.

V. Old Business

a. Roof Replacement Project

Mr. Dige provided an update on the status of the roof replacement project. The project will begin June 1, 2012. Ridgeline Roofing Cooperative has assured the Board the entire project will be completed summer 2012. Ridgeline Roofing Cooperative will complete the project in order of the building numbers. The building numbers with unit numbers are as follows:

- Building 1: Units 1-4
- Building 2: Units 5-6
- Building 3: Units 7-8
- Building 4: Units 9-11
- Building 5: Units 12-15
- Building 6: Units 16-17
- Building 7: Units 18-20
- Building 8: Units 21-23
- Building 9: Units 24-27
- Building 10: Units 28-29
- Building 11: Units 30-31
- Building 12: Units 32-35
- Building 13: Units 36-38
- Building 14: Units 39-42
- Building 15: Units 43-44
- Building 16: Units 45-48
- Building 17: Units 49-50
- Building 18: Units 51-54
- Building 19: Units 55-56
- Building 20: Units 57-60
- Building 21: Units 61-62
- Building 22: Units 63-66
- Building 23: Units 67-70

b. Silver Bow Signage

The Sign Committee met with Vega Creations, Inc. in early May to discuss sign details and costs. Ms. Gregory presented the updated design and size, as requested by the Sign Committee. Also included with the updated design and size was a rough estimate. The estimate provided is between \$13k and \$20k. After much discussion, the Board present determined the monument sign replacement should be budgeted for 2012/2013 budget and should be proposed to be approved by the owners at the Annual HOA meeting in September.

Ms. Gregory will contact Vega Creations, Inc. to obtain a more specific estimate, a timeline for the creation of the sign, and details on materials used for the sign. Ms. Gregory will also work with the BSOA to determine if the type of sign proposed will be permissible.

c. Fiber Optic Cable Installation Update

There were no updates at this time. More information will be presented at the next Board meeting.

d. Pool Building

1) Hot Tub Area Lighting

Mr. DiTullio presented an estimate from Lone Peak Electric, LLC. to install sensor lighting in place of existing light switches to control lighting in the entry areas, men's/women's restrooms, and laundry room. The estimate also included installation of high-intensity LED strip lighting with dimmer switch for the hot tub area. All lighting used is energy efficient and should assist in cost savings in electricity. This lighting will also help enhance the lighting and aesthetics in the pool building. The cost for this estimate is \$4,375

2) Propane Tank/Hot Water Heater

Mr. DiTullio presented an estimate from Gas Works, Inc. to install a new propane tank and an on demand water heater. Currently, Silver Bow leases their propane tank and therefore has to buy the gas from a particular company. The Association, because they do not own their own propane tank, cannot participate in a lower price per gallon rate. If the Association bought and owned their propane tank, savings are in order with the price of propane. Having an on demand water heater will also save money over time because the water is not constantly being heated and does not burn through the propane as quickly. In summary, this proposal is advantageous to the Association in saving money. The cost for this estimate is \$6,341.92.

After much discussion, the Board recommended to approve both estimates and move forward with these improvements in the pool building. Both estimates will total roughly \$11k. Mr. Malinowski reported the Association currently has a surplus in the budget. These improvements will be included in the pool building maintenance line item. The cost **over** on this line item will be offset by savings in other line items including snow removal and staining. As we get further into the summer we will continue to review the budget to see if there are other line item areas that may allow for additional improvements to ensure the budget to actual results in a small deficit.

VI. New Business

a. 2012 Summer Landscaping Services

The Board performed a walk around at the campus with Mr. DiTullio and discussed landscaping options. Last summer, 46 North Landscape and Design, Inc. planted numerous new trees throughout the complex. This year the Board wants to focus on landscaping the beds around the complex. They would like to redo all of the beds and create uniformity at the complex and bring the beds up to date. They requested Mr. DiTullio work with 46 North Landscape and Design, Inc. to obtain an estimate to redo all the beds at the complex. They would like the estimate to be built building by building. Once the estimate is received, the Board will review and develop a plan of action.

The Board approved Joe Nowakowski, with The Little River Company, Inc., to inject deep root fertilization for all trees (roughly 43 trees) at the complex. The estimate is roughly \$260.

b. Silver Bow #30 Deck Proposal

The owner of unit #30 requested permission to rebuild the deck. The deck would be similar in specifications as the deck at unit #33.

The Board recommended approving the unit owner of #30 to rebuild the deck. Upon official approval from the Board, Mr. Dige and Ms. Gregory will write an approval letter and submit to the appropriate party.

VII. Correspondence

a. Unit #59 Requests

The owner of unit #59 submitted the following requests:

- 1) *"Storage shed outside unit #59. Similar to the many of our neighbors like #66. To be well concealed between our front stairs and the building. It will be attached entirely the exterior of our unit. About 6 feet wide x 7 feet tall, it will only protrude a couple feet, so that we can still get access to our wood storage under the stairs. We will not interfere with access to the meter reading box that is already there. Of course the materials and siding will be painted to match the "sand" color of our building. To be entirely at our expense".*
- 2) *"A deciduous (leaf-bearing) tree to be planted in front of our unit ... Near the center of the grassy knoll between our steps and the parking lot. If the board is not landscaping this year, we will bear the expense for this project as well"*
- 3) *"Installation of 2 tubular skylights on the north side of roof for hallway and kitchen areas"*

After discussion, the Board recommended approving requests #1 and #2. Upon official approval from the Board, the owner will be notified. For request #3, the Board needs more information before approving this request. Therefore, the #3 request is tabled at this time and Mr. Dige will contact the owner and request more information. This will be voted on at a later time.

VIII. Other Business

There was no other business to discuss.

IX. Adjournment

The meeting was adjourned at 7:30 p.m.

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The following items were voted on in absentee after the Board Meeting via Email:

1) Approval of 2/3/2012 Board Meeting Minutes

- Approved by Kirk Dige, Al Malinowski, Kelly Fried, Tom Angstman, and Dick Lauritzen

2) Approval of Two Estimates for Pool Building

- a. The first is for the proposed lighting in the pool building (\$4,375.00)**
- b. The second is for installation of a new propane tank AND an on demand water heater (\$6,341.92)**
 - Approved by Kirk Dige, Al Malinowski, Kelly Fried, Tom Angstman, and Dick Lauritzen

3) Approval of unit #30's deck proposal

- Approved by Kirk Dige, Al Malinowski, Kelly Fried, Tom Angstman, and Dick Lauritzen

4) Approval of Unit 59's requests:

- a. Request #1: Storage shed outside unit #59. Similar to the many of our neighbors like #66. To be well concealed between our front stairs and the building. It will be attached entirely the exterior of our unit. About 6 feet wide x 7 feet tall, it will only protrude a couple feet, so that we can still get access to our wood storage under the stairs. We will not interfere with access to the meter reading box that is already there. Of course the materials and siding will be painted to match the "sand" color of our building. To be entirely at our expense.**
 - Approved by Kirk Dige, Al Malinowski, Kelly Fried, Tom Angstman, and Dick Lauritzen
- b. Request #2: A deciduous (leaf-bearing) tree to be planted in front of our unit ... Near the center of the grassy knoll between our steps and the parking lot. If the board is not landscaping this year, we will bear the expense for this project as well.**
 - Approved by Kirk Dige, Al Malinowski, Kelly Fried, Tom Angstman, and Dick Lauritzen