

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

**Quarterly Meeting – May 19, 2011 @ 5:30 pm
ERA Office Conference Room**

Minutes

I. Call to Order/Quorum Determination

The meeting was called to order at 5:50 pm by Kirk Dige.

Quorum was established with the following Board members present: Kirk Dige, Al Malinowski, Lisa Prugh, and Tom Angstman (via conference call). Also present were Steve DiTullio and Alison Gregory from Hammond Property Management.

II. Approval of 2/10/2011 Board Meeting Minutes and 4/8/2011 “Special” Meeting Minutes

Mr. Malinowski made a motion to approve the 2/10/2011 board meeting minutes and the 4/8/2011 “special” meeting minutes as presented. Ms. Prugh 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. Delinquent accounts were discussed. There has been little improvement with receiving payments from those delinquent accounts. Mr. Malinowski will continue to reach out to those delinquent account owners to attempt to receive payment and/or establish a payment plan.

Mr. Malinowski continued discussion of the financials reviewing the budget to actual report. Mr. Malinowski noted that several lawn maintenance and landscaping improvement line items that should have been received as expenses in the 2010 budget are included in this fiscal year. Mr. Malinowski will work with Knaub and Company PC to ensure a more effective cutoff for fiscal year expenses in the future.

Finally, the check register was discussed. Mr. Malinowski requested that HPM field representative Steve DiTullio work with the Association’s accountant when invoices need reviewed and approved. Scott Hammond has been meeting with the accountant in the past. However, the Board thought it best to have Mr. DiTullio review the invoices since he is the appointed field rep for the Association and handles coordination of most of the billed services. Mr. DiTullio agreed to take over reviewing the invoices.

Ms. Prugh made a motion to accept the check register as presented. Mr. Angstman seconded the motion. All in favor; motion passed.

b. Review/Update of Meeting with CBO Collections, Inc. Representative

The Board of Directors entered into executive session to discuss the meeting with CBO Collections, Inc...

c. Unit #60

The Board of Directors entered into executive session to discuss unit #60.

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

Mr. DiTullio presented the manager's report and discussed highlights.

There were no questions regarding the manager's report.

V. Old Business

a. Roof Life Cycle Assessment and Replacement Bid Update

Prior to the start of the meeting (there was not a quorum until 5:50 to call the meeting to order), Andy Dreisbach with Cornerstone Management Services, Inc. presented a bid package for reroofing the Silver Bow Condominiums. The Board of Directors requested Mr. Dreisbach's expertise in helping establish parameters required for roof contractors to submit bids for the roof work. Mr. Dreisbach explained that the bid package presented explains every detail a contractor needs to know to bid the roof project correctly. One important aspect he wanted to stress to the Board regarded the insurance required. He explained that a "builder's risk policy" be implemented by the HOA's insurance throughout the entire roof project. This is very important and necessary as the HOA's insurance is "null and void" without the "builder risk policy" in place throughout the project. Mr. Dreisbach continued reviewing the items that needed to be accounted for when a contractor is submitting their estimate. Mr. Dreisbach concluded his presentation offering his opinion of the cost of what this roofing project should cost for Silver Bow. He feels that bids should come in between \$450,000-\$600,000.

Mr. Dige thanked Mr. Dreisbach for his time. All board members present agreed the bid package looked great and gave them proper direction to follow when obtaining estimates from contractors.

In moving forward, the Board will review the bid package with Hammond Property Management. After review and finalization of the bid package, the Board/Hammond Property Management will obtain bids from roofing contractors. Once bids are received, the Board and Hammond Property Management will review and choose a contractor. The next step will then be to finalize financing the roof project. The roof project is planned to begin spring of 2012. The Board's goal is to have bids, a financing plan, and a timeline available by the 2011 annual meeting to present to the ownership.

Mr. Malinowski proposed appointing a committee to discuss the roof project details. Mr. Dige and Mr. Angstman agreed having a committee to discuss details and work closely with Hammond Property Management was a great idea. Mr. Malinowski, Mr. Dige, and Mr. Angstman all offered to be on the Roof Project Committee and will work together reviewing the bid package with Hammond Property Management.

b. Governing Documents Update

Mr. Dige explained the process is almost complete with getting the new governing documents recorded. On 5/16/2011, Mr. Dige signed the Revised Declaration before a Notary. Then, they were submitted to American Land Title for recording. The Revised Articles of Incorporation must be sent to the Secretary of State, and Mr. Dige is working on mailing that out shortly. The Bylaws, which do not have to be recorded, can then be finalized.

The Board is very excited these new governing documents have passed and look forward to having the process finalized.

c. Designation of Secretary Position for Current Board Member

Mr. Angstman made a motion to elect Al Malinowski to serve as the treasurer and secretary on the Board of Directors. Ms. Prugh seconded the motion. All in favor; motion approved. Mr. Malinowski will serve a combined position of the treasurer and secretary.

d. Nominating Committee

Mr. Dige proposed, per the Declaration, to form a nominating committee to nominate new board member candidates not less than 90 days prior to a current board member's expiration of term. Mr. Malinowski made a motion to appoint Lisa Prugh, Kelly Fried, and Derek Leonard to serve on the nominating committee. Mr. Dige seconded. All in favor; motion approved.

VI. New Business

a. Tree Planting Plan

Mr. DiTullio met with 46 North Landscape and Design and walked the campus to discuss options and prices for planting trees. The campus had to remove several dead trees last summer and now has several holes that need to be filled. The Board would also like to improve the aesthetics of the campus and not just plant trees where they were removed, but also increase the overall tree population. Therefore, 46 North Landscape and Design gave Mr. DiTullio several options of where to plant trees and provided quotes. Mr. DiTullio presented these estimates to the Board.

Currently, the Association has \$5,000 budgeted for landscaping improvements. To plant trees as proposed by 46 North Landscape and Design could cost up to roughly \$15,000. Mr. Malinowski explained the Association did end 2010 with a surplus and monies from the surplus could go toward the \$5,000 for tree planting. Mr. Dige, along with the other Board members, agreed that for summer 2011, trees needed to be planted where trees were removed last summer.

Mr. Malinowski made a motion to authorize the Board to appoint a landscaping committee with authority to make decisions on number of trees, types of trees, and location of trees not to exceed \$10,000. Mr. Angstman seconded the motion. All in favor; motion approved. Mr. Malinowski and Mr. Dige both offered to serve on this committee.

b. Landscaping Proposal

Dillon Enterprises, Inc. (Pat Dillon) has been awarded the landscape maintenance contract for Silver Bow for summer 2011. Hammond Property Management has been awarded the landscape cleanup project contract for Silver Bow for summer 2011. Both contracts proposed amounts fall within Silver Bow's budget.

c. Master Insurance Policy Review

Per the Board's request, Ms. Gregory obtained bids from other insurance agents as well as reviewed the current insurance policy with Brad Daws State Farm. Brad Daws, after reviewing the current policy, was able to lower the premium significantly while still maintaining proper coverage and not sacrificing anything important. Other estimates provided were not comparable and as cost effective as the updated quote from Brad Daws State Farm.

Ms. Prugh made a motion to accept the revised coverage estimate of \$22,722.00 with Brad Daws State Farm. This estimate is a combination of reducing coverage while adding the guaranteed replacement coverage, and adding the commercial liability umbrella. Mr. Malinowski seconded the motion. All in favor; One opposed; Motion is approved via majority.

d. Revision of Rules and Regulations

Mr. Dige requested the Board of Directors review the current Silver Bow rules and offer suggestions/edits/etc. Per the newly passed governing documents, the Board of Directors has the authority to update the rules when necessary. The rules need to be updated.

Ms. Gregory offered to create a boilerplate template of Silver Bow rules with Mr. Dige and Mr. Angstman. They will work together on adding appropriate rules and removing inappropriate rules. They will use the new governing documents for guidance and comparison. Upon approval, Hammond Property Management will then provide all owners with new Silver Bow rules.

e. Silver Bow Signage

Mr. Malinowski commented on the entrance signs for Silver Bow. The signs are inaccurate and old. They are desperately in need of a remodel. At this time, there is no specific line item set aside for cost of new signs. Once estimates are obtained, the Board can determine how the signs are allocated in the budget. The landscaping improvement line item can be expanded and/or the signs could fall under building maintenance. This can be determined at a later time.

Mr. Malinowski asked for Board authorization to work with Mr. DiTullio and Ms. Gregory to research new sign designs and obtain estimates to present at the next Board meeting. The Board authorized Mr. Malinowski to work with HPM to research sign designs and obtain estimates for new signs.

f. Painting Proposal

Mike McCarthy has been awarded the painting/staining contract for \$19,500. This falls within the budgeted amount. The following will be stained and painted summer 2011: units 16-20; 24-27; 28-29; 30-35; 39-42; 55; 56; 57-60; and dumpster by pool building.

g. Big Sky Wi-Fi

Mr. Malinowski informed the Board that the current owners of Big Sky Wi-Fi intend to sell the business. Mr. Malinowski requested authorization from the Board to sign a new agreement that will be transferrable to the new owner. Mr. Dige made a motion to authorize Mr. Malinowski to sign a new agreement with the owners of Big Sky Wi-Fi that permits the

agreement to be transferred and will provide a 90 day-out clause. Ms. Prugh seconded the motion. All in favor; motion approved.

VII. Correspondence

a. Unit #57

The owners of #57 requested the Board of Directors and Hammond Property Management to put up netting in the eaves of her condo to prevent swallows from nesting in her eaves.

The owners also requested the Board to please consider their area around the condo when discussing tree planting. There were trees removed from behind their condo last summer, and the owners would like to have trees planted again to help shade the area and create some privacy.

The Board discussed the request to put up netting in the eaves and will contact the owner directly regarding this issue.

The Board agreed to include #57's area in the tree planting discussion and will plant replacement trees around the area.

VIII. Other Business

a. Date for next BOD Meeting

The next Board of Directors meeting will be Tuesday, July 26, 2011 @ 5:30 pm @ the ERA office.

There was no other business to discuss.

IX. Adjournment

Mr. Dige made a motion to adjourn the meeting at 8:15 pm. Mr. Malinowski seconded the motion. All in favor; meeting adjourned.



Silver Bow Condominiums HOA
Board of Director's Meeting
May 19, 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

❖ **February**

- Discontinued using ice melt of walkways throughout the complex.
- Monitored plowing and shoveling in front of dumpster buildings.
- Adjusted pressure on men's urinal to stop urinal from constantly running.
- Replaced plastic corner piece on paper towel dispenser in the women's restroom.
- Placed a notice on the vehicle in front of #28 to remove vehicle so that snow plows could clean up area.
- Placed a second notice on the vehicle in front of #28 notifying owner the HOA would not be responsible for any damages done to his vehicle.
- Observed concrete failure on walkway by unit #2; contacted Big Sky Water and Sewer; planned to assess, with Big Sky Water and Sewer, the concrete failure in the spring/summer.

❖ **March**

- Monitored snow and ice on roofs to ensure no leaks.
- Provided access to Big Sky Wi-Fi to the clubhouse; engaged with Big Sky Wi-Fi and Security Solutions to update internet

❖ **April**

- Cleaned areas in and around trash dumpster buildings.
- Performed a light check throughout the campus to ensure all lights were working.
- Re-attached siding at unit #24.
- HPM field rep, Steve DiTullio, met with Andy Dreisbach (Cornerstone Management Services, Inc.) and Kirk Dige to discuss status of roof bid proposals for roof project.
- Re-attached falling trim piece at unit #7.
- Supervised DirecTV combining two satellite dishes into one satellite dish for units #32 and #33.
- Posted notice to the owner of unit #32 requesting owner to pick up after pets and to not leave pets unattended outside.

❖ **May**

- HPM field rep, Steve DiTullio, met with Clay Cook and Will Henslee of 46 North Landscaping, Inc. to discuss placement of trees to be planted around campus and types of trees to be planted.
- Contacted Sean Lucy after discovering hot tub jets were not working; Sean Lucy was handling getting the jets repaired.