

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

Quarterly Meeting – July 26, 2011 @ 5:30 pm
ERA Office Conference Room

Minutes

I. Call to Order/Quorum Determination

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

Quorum was established with the following Board members present: Kirk Dige, Al Malinowski, Lisa Prugh, Derek Leonard, and Tom Angstman. Also present were Steve DiTullio, Alison Gregory, and Angie Guinn (HPM representative for annual meeting) from Hammond Property Management.

II. Approval of 5/19/2011 Board Meeting Minutes (including Executive Session Minutes)

Mr. Malinowski made a motion to approve the 5/19/2011 board meeting minutes, including the executive session minutes. Mr. Angstman seconded the motion. All in favor; motion approved.

III. Treasurer's Report

a. Approval of Proposed 2011/2012 Budget/Discussion on Reserve Accounts

Mr. Malinowski discussed the preliminary 2011/2012 budget to be approved by the Board, for presentation to the membership for approval at the annual meeting. Below are some of the highlights discussed:

- The assessments will remain the same for the ownership, with a total budget of \$275,000.
- The insurance line item has decreased by \$7,500 due to a revision of the policy from the current insurance agent who was able to lower the premium while still keeping acceptable coverage.
- For 2010/2011, the operating expense budget was \$200,490. The total operating expense budget proposed for 2011/2012 is \$184,630.
- As of 9/30/2010, the Association had an operating surplus of approximately \$86,000. The 2011/2012 budget includes a proposal to transfer \$50,000 from the surplus into the roof reserve.
- The budget also proposes transferring the balance of \$3,500 in the wireless internet reserve into the roof reserve.
- At the end of fiscal 2011, the roof reserve balance will be approximately \$308,000, with total reserves of approximately \$371,000. If this budget and the proposed transfers are approved, the fiscal 2012 balances will be approximately \$431,000 and \$511,000

respectively. These year end balances would be reduced by any funds spent on the shingle replacement project during the year (this Fall or next Summer).

Mr. Fried made a motion to approve proposed 2011/2012 budget and approve the proposed transfers to the roof reserve from the operating surplus and wireless internet reserve. Mr. Angstman seconded the motion. All in favor; motion passed.

Mr. Malinowski discussed the check register. After discussion, Mr. Fried made a motion to accept the check register from May 1, 2011 through July 31, 2011. Mr. Leonard seconded the motion. All in favor; motion passed.

Finally, Mr. Malinowski discussed progress with delinquent accounts and CBO Collections, Inc. There has been little progress made at this point. Mr. Malinowski requested that the Board give both he and Ms. Gregory authority to hand over accounts to CBO Collections that have not responded to Mr. Malinowski's request of payment. After discussion, Mr. Leonard made a motion to authorize Mr. Malinowski and Ms. Gregory authority to move delinquent accounts to CBO Collections, Inc. unless alternate decisions were made and/or a payment plan was accepted by the owner and accountant. Mr. Angstman seconded the motion. All in favor; motion passed.

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

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

There were no questions regarding the manager's report.

Mr. Fried commented on how well the landscaping and grounds looked at the complex.

V. Old Business

a. Review of Roof Project RFP's

Hammond Property Management received three bids for the roofing project at Silver Bow. The following contractors submitted a bid: 1) Cornerstone Management Services, Inc. 2) Kaighn Towle Construction and 3) Ridgeline Roofing Cooperative.

The Board did not discuss the bid packages in detail at this time. The Roof Project Committee will meet over the next couple of weeks and invite Mr. DiTullio and Mr. Leonard to help discuss each bid in detail. Once a contractor has been chosen, the Board will discuss financing the project.

VI. New Business

a. Revision of Rules and Regulations

Per the request of the Board, Ms. Gregory created a new template for the Silver Bow rules. The rules need to be updated following the recently passed Revised Declaration and Bylaws.

Mr. Dige suggested a committee be formed to review and revise the rules. The following Board members expressed interest to be on the rules committee: Tom Angstman, Kelly Fried, and Derek Leonard. Mr. Angstman then made a motion to form a Rules Committee who will be responsible for reviewing, revising, and finalizing a new set of rules and regulations for the Silver Bow Association. Ms. Prugh seconded the motion. All in favor; motion passed.

The Rules Committee will meet in the next several weeks to discuss the rules. At the annual meeting, the first draft of the new rules will be announced to the ownership. The ownership will have the opportunity to view the draft rules for 30 days on the Silver Bow website and comment. After that time, the Rules Committee will finalize the rules and submit them to the Board for final approval. Then, upon approval, the new rules and regulations will be sent to all owners.

b. Silver Bow Signage

Mr. Malinowski and Ms. Gregory worked together researching contractors interested in remodeling the entrance signs for Silver Bow. Ms. Gregory presented information about Sam Buxton with Vega Creations. Mr. Buxton/Vega Creations has created several designs and signs for local businesses around Big Sky. Ms. Gregory passed around examples of his work.

Ms. Gregory presented Vega Creations' estimate of \$325. With this estimate, Sam Buxton will do the following:

- *“Hone in on a general sign design, sizes, colors, and materials. Basically, we (Vega Creations) will make a sign schematic or plan in order to begin pricing out the project. Usually, we design up what we think would work the best for the space, look great, and last through the years. Once the sign design is approved, we can price a wide spectrum of materials to get the job done within the budget given.”*

Mr. Angstman made a motion to approve the \$325 estimate with Vega Creations to begin work on designing a sign for Silver Bow. Mr. Leonard and Ms. Prugh seconded. All in favor; motion passed. Ms. Gregory will contact Sam Buxton with Vega Creations to begin the work.

c. Deck Maintenance

Mr. Dige mentioned to the Board a discussion which arose during the revision of the Declaration. The Association performs routine maintenance on each deck in a scheduled rotation that takes place each year. Certain owners whose assessment percentages were substantially increased due to additions onto their units are now paying into the deck maintenance line item at the higher percentage even though they may have no deck to maintain.

Mr. Leonard commented that the deck maintenance line item includes other items such as painting of window trim and that there are other units which also require little or no deck maintenance. Due to the nature of a condominium, it would be impractical to further account for specific, routine maintenance work attributable to each unit. The Board agreed not to pursue this subject any further.

Discussion then took place about certain decks around the complex that are not being structurally maintained and are a safety concern. The Board decided that Mr. Dige and Mr. DiTullio (HPM) will walk the complex, assess each deck and determine which decks are in need of structural maintenance to be completed by the unit owner. Upon review of each deck, Mr. Dige and HPM will work together on contacting those owners who need to have structural maintenance work performed on their deck.

VII. Correspondence

There was no correspondence to discuss.

VIII. Other Business

a. Annual Owner's Meeting

The Annual Owner's Meeting will be on Friday, September 2, 2011 @ 9:00 am at the Big Sky Water and Sewer District Building in Big Sky, MT.

b. Date for next BOD Meeting

The next Board of Directors meeting will be Thursday, October 20, at 5:30 pm at the ERA office.

c. Nominating Committee

Mr. Dige presented to the Nominating Committee that Mr. Lauritzen and Mr. Malinowski are up for reelection at the annual meeting on September 2, 2011. Mr. Malinowski is interested to be reelected to serve as the treasurer and secretary on the Board. Ms. Prugh offered to contact Mr. Lauritzen to find out if he is interested in being reelected to serve as an officer on the Board. If Mr. Lauritzen is not interested in being reelected, the Nominating Committee will need to find and appoint another owner to be elected in Mr. Lauritzen's place.

There was no other business to discuss.

IX. Adjournment

Mr. Dige made a motion to adjourn the meeting at 7:15 pm. Mr. Malinowski seconded the motion. All in favor; meeting adjourned.



Silver Bow Condominiums HOA
Board of Director's Meeting
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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

❖ **May**

- Obtained painting/staining quote from Mike McCarthy; presented to the Board for approval
- Obtained lawn mowing quote from Pat Dillon; presented to the Board for approval; quote approved and work initiated.
- Performed repairs on garbage door latch.
- Checked Unit #1's chimney for voids; found two areas that need addressed; filled in voids.
- 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.
- 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.

❖ **June**

- Subcontracted Canyon Chimney Adventures to inspect and sweep chimneys throughout the complex.
- Removed building material behind unit #42.
- Installed swallow deterrent at unit #57.
- Issued warning to unit #67 concerning snowmobile violation.
- Issued warning to unit #40 concerning recreational boats placed in yard.
- Monitored 46 North Landscape and Design's installation of trees.
- Distributed roof bid packages to 4 contractors.

❖ **July**

- Adjusted irrigation system.
- Subcontracted NPK, Inc. to perform annual weed and feed application for noxious weeds.
- Repaired dryer vent at unit #44.
- Cleaned areas in and around trash dumpster buildings.
- Replaced entry light at unit #13.
- Contacted Allied Waste Services and requested extra trash pickups during busy season.