

Crail Creek Club Condominiums

PO Box 160099 Big Sky, MT 59716

Annual Association Meeting

September 2, 2011 @ 9:00 a.m. @ Buck's T-4 Lodge

MINUTES

Attending:

Carol and Bo McClerkin
Marjorie and Clyde DeShields
Lance Krieg
James Bell
Kathy Rude
Michael and Kem Pollard
Jerry Fishel
Dustan and Becki McCoy
Ian Cartwright
Tom O'Connor
Bill Pinna (via conference call)

Proxy

Charles and Margaret Buker
Kaye and Bruce Pallante
Linda and David Graves
Gary Walton
Norma and Olin Atkins
Carolyn Flad Santee
Daniel and Paula McQuillen
William and Patricia Derrer
Alan and Pat Wanderer
Anne Larsen Simonson
Dennis Lockhart
John and Linda Squitero
Ken Wilson
Ray and Mary Ann Genellie

Absent

John Wescott
Michael Hickey
Howard Schutte
Anglin/Levieux
Dorothea Williams
Larry and Gail Glenn
Patrick and Marilyn Muller Aberle
Anglin/Levieux

I. Call to Order:

The meeting was called to order at 9:05 a.m. by Jerry Fishel.

a) Introductions were made around the table. Attending the meeting were the following Crail Creek Club owners: Carol and Bo McClerkin, Marjorie and Clyde DeShields, Lance Krieg, James Bell, Kathy Rude, Michael and Kem Pollard, Jerry Fishel, Dustan and Becki McCoy, Ian Cartwright, Tom O'Connor, and Bill Pinna (via conference call).

Also attending the meeting were the following: Rich Lindell (accountant); Scott Hammond (HPM) and Alison Gregory (HPM).

b) A quorum was established.

II. Approval of September 3, 2010 Annual Meeting Minutes:

There were no questions or discussions regarding the 2010 annual meeting minutes. Mr. McCoy made a motion to accept the 2010 minutes as presented. Mr. Fishel seconded the motion. All in favor; motion passed.

III. 2011 Financial Report and Proposed Budget for Fiscal 2012 (Addendum I):

Rich Lindell presented the financial report for the Association. The year ends for Crail Creek Club on December 31, 2011. The financial report is as of July 31, 2011. For next year's annual meeting, it was requested that Mr. Lindell bring the year end results of 2011 to the 2012 annual meeting. Mr. Lindell discussed the balance sheet. The Association has a cash balance of \$215,476. He explained the assets are strong and there are very few payables. The cash balance is primarily kept for the reserves. Total accounts receivables are \$15,697. There are a total of 4 owners that have not sent in their assessments. Only one is over 90 days past due. Mr. Lindell does send out letters monthly to owners with past due assessments.

Mr. Lindell continued his discussion to the statement of revenues on page two. Total revenues in the operating fund are \$142,905. Total revenues in the capital reserves are \$37,271. To date, total operating expenses are \$96,761. As of 7/31/2011, the Association has a total fund balance of \$211,946. At year end in 2010, the Association had \$45,215 in revenues to begin the 2011 fiscal year.

Mr. Lindell moved to the final page of the financials, the budget to actual and proposed 2012 budget. Mr. Lindell explained the budget is performing well. The administrative expenses have remained on budget as well as the professional fees. The Association is operating very efficiently in the property maintenance expenses. The Association has gone over budget in the snow shoveling expenses. The 2011 winter was extremely harsh and long. Due to the type of winter with a lot of snow and cold temperatures, there was quite a bit of snow shoveling. The \$1,500 allocated for snow shoveling is a bit unrealistic and was increased for the 2012 proposed budget to \$5,500. The grounds line item, the maintenance line item, and the tree/bush replacement line item all decreased slightly for the 2012 proposed budget. For the 2012 proposed budget, the property maintenance expenses were increased by \$1,000. The utilities expenses had a few changes as well. The electric for Bylin Ice Melt System was decreased by \$1,000 as well as the Big Sky Water and Sewer expense. The contingency line item was also decreased. Finally, the capital reserve line item was increased to follow the 30 year capital reserve plan. This will be discussed in detail later in the meeting. The 2012 proposed budget will remain consistent at \$240,000 with owner's assessments at approximately \$6,100 for the smaller units and \$8,889 for the larger units.

Discussion took place regarding the annual meeting date. Several questions were asked about the financials and how up to date the financials were in relation to several ongoing maintenance projects. True figures may not be represented on the financial report presented because it is half way through the year and all invoices have not been received and/or paid. Therefore, it was suggested the annual meeting date be moved to the winter to coincide with the December 31 year end. This has been discussed several times in the past. It would be easier to change the annual meeting date rather than change the actual fiscal year for the Association. If the meeting date was moved, it would be best to have the meeting in February. Even though the year end is December 31, it does take a few weeks to complete all the invoicing for the year. The problem with having the meeting in February is the Association has already begun the new year and the financials would not have been discussed amongst the ownership. The Board would have to meet in December and determine the forthcoming year's budget. After much discussion among the owners present, it was determined to table this discussion and not address changing the annual meeting date at this time.

Mr. Fishel made a motion to accept the financials as presented as well as the 2012 proposed budget. Mr. Pollard and Mr. McCoy seconded the motion. All in favor; motion passed.

Please note the change in accounting firm's name from Henning, Schwarzkopf & Co., PC to Lindell & Associates, PC. Rich Lindell bought the CPA firm from Henning, Schwarzkopf & Co., in the fall 2010 and serves as the Association's accountant. As the new accountant, Mr. Lindell is to be authorized as the check signer and Mike Schwarzkopf should be removed.

IV. Review of 30 Year Reserve Plan AND Review of Replacement of Roofs (Addendum II):

Mr. Krieg presented the 30 year capital reserve plan. There have been questions and/or comments regarding the amount of money reserved each year for the Association and the 30 year plan. Mr. Krieg explained the Association budgets so much money because of the deferred maintenance that will need to take place in the upcoming years. The biggest project will be the roof replacement. Roof replacement is imminent and will take place in the next 5 to 7 years. Mr. Krieg explained he does not want to have a big special assessment to take care of replacing the roofs. Once the roof replacement is completed, the Board can make a decision to decrease the capital reserve line item. Mr. Krieg explained he will be updating the spreadsheet every year and is happy to discuss it in detail with any owner.

The Board has worked with HPM and obtained some rough estimates to replace the roofs. It will cost roughly \$41,000 per building to replace the roof. Therefore, it would cost \$82,000 per year for 4 years if the Association were to complete 2 buildings a year. These are "today's prices". Another thought is to replace the roofs with a Cold Roof System. This would then eliminate the need to have the Bylin Ice Melt System. However, the cost for this type of roof would be much higher. This direction may be appropriate as the Association has spent money addressing leaks and shoveling snow off of roofs as well as maintaining a Bylin Ice Melt System. It may be best to spend a higher amount on a Cold Roof System and not spend the money on the Bylin Ice Melt System year after year.

In summary, Mr. Krieg explained this is an ongoing process, and the Board and HPM are addressing the next steps toward roof replacement. The Association will do what they can and when it comes time for the roof replacement, whatever kind of roof is determined; decisions will be made as to whether or not there is a special assessment and/or loan obtained. For now, the capital reserve plan is sophisticated, and the Association is taking aggressive steps to saving as much money as possible for the roof replacement project.

V. Manager's Report (Addendum III):

Mr. Hammond presented the manager's report. The following highlights were discussed in detail:

- Replaced nine crab apple trees at the complex that were "attacked" by bears. This cost roughly \$3,900 and took up most of the landscaping budget.
- Successfully implemented a trash resolution. The Association has seen very little to no bear problems with trash this summer. All owners have been great to work with and have provided us codes to their garage and/or allowed HPM to create codes. HPM pulls out the trash cans every Monday morning for those units who have hung the green bear/trash sign out. It has been a great program and has worked very well.
- Performed replacement of tile steps at units 630-631. HPM obtained a fantastic price to replace the tile steps from Bridger View Contracting, Inc. Next summer, the tile replacement will take place at units 602-603.
- HPM analyzed each deck hand rail throughout the complex to determine which railings, posts, bench seats, and/or privacy walls needed to be replaced summer 2011. The safety of each deck was in question and those decks in need were addressed.

- Lance Krieg worked with Ms. Gregory (HPM) soliciting bids for the Association's insurance. The Board is looking to save money and possibly reduce the premium while maintaining the appropriate coverage. Mr. Krieg has received a few bids. The Board will be discussing these bids in the Board meeting following the annual meeting.
- Mr. Hammond discussed the minor vandalism that took place at the complex late winter 2010 and early spring 2011. Allegedly, children of families renting at Crail Creek Club traveled around the complex with BB guns and shot street lights and windows. These children/families are moving out of the complex within the next month. Expenses were incurred.

The Board and HPM discussed in an earlier Board meeting to begin requiring a security deposit of \$2,000 of any owner that long term rents their unit. The \$2,000 security deposit would go to the HOA for any potential damage caused by a long term renter. A separate account would be set up for the HOA through the accountant to house the \$2,000 security deposit. In the event HPM and the Association had to deal with vandalism in the future, monies would be set aside for it. If an owner does not submit the \$2,000 security deposit, the owner will be responsible for any damage caused by the long term renter.

Mr. Fishel made a motion for the Board and HPM to move forward with creating a letter to be sent to all long term rental owners requiring a \$2,000 security deposit to go to the HOA for any potential damage caused by his/her long term renter. Mr. Pollard seconded the motion. All in favor; motion passed. The Board and HPM will continue discussion on this motion, including creating an appropriate resolution in compliance with the governing documents, at the Board meeting following the annual meeting.

VI. Election of Board of Directors:

Current Board (As of 2011 Annual Meeting):

- Jerry Fishel: President
- Lance Krieg: Treasurer
- Bill Pinna: Secretary
- Ray Genellie: Director
- Tom O'Connor: Director

Mr. Genellie is resigning from the Board of Directors. Thank you Ray Genellie for your time and commitment! Mr. Bo McClerkin, who was present at this meeting, contacted the Board several weeks prior to the annual meeting offering his interest in being on the Board of Directors if a position were to come open. Mr. Dennis Lockhart, who was not able to attend the meeting, also recently offered his interest in being on the Board of Directors. As Mr. McClerkin's request came first, and he was present, Ms. Deshields made a motion to elect Bo McClerkin to take Mr. Genellie's place on the Board of Directors. Mr. Pinna seconded the motion. All in favor; motion passed.

Mr. Fishel announced that he and Mr. Krieg were going to switch positions on the Board of Directors. Mr. Fishel has enjoyed being President for the last 10 years but it is time to hand the seat over to someone else! This change will be effective immediately. Ms. McClerkin

made a motion to elect Mr. Krieg as the President and Mr. Fishel as the treasurer. Mr. Pinna seconded the motion. All in favor; motion passed.

Owners present thanked Mr. Fishel for his years of service as the President.

Therefore, the Board of Directors is as follows:

- Lance Krieg: President
- Jerry Fishel: Treasurer
- Bill Pinna: Secretary
- Bo McClerkin: Director
- Tom O'Connor: Director

VII: New Business:

Mr. Hammond received an email from Bruce Pallante regarding the contingency reserve. Mr. Pallante requested in his email a clear explanation to be provided to all owners as to what will happen to an owner's portion of the contingency reserve if the owner were to sell his/her unit.

Mr. Fishel thanked Mr. Pallante for his email and opinion. The Board will address it at the Board meeting following the annual meeting. Ms. McClerkin made a motion for this matter to be referred to the Board for discussion. Ms. Rude seconded the motion. All in favor; motion passed.

VIII: Adjournment:

Mr. Fishel made a motion to adjourn the meeting at 10:15 a.m. Mr. Pinna seconded the motion. All in favor; meeting adjourned.

Addendum I

**ASSOCIATION OF THE UNIT OWNERS OF
THE CRAIL CREEK CLUB CONDOMINIUM**

**FINANCIAL STATEMENTS
and
SUPPLEMENTARY INFORMATION**

July 31, 2011

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Accountant's Compilation Report

To the Board of Directors of Crail Creek Club Condominium Association:

We have compiled the accompanying balance sheet of Crail Creek Club Condominium Association as of July 31, 2011, and the related statements of revenues, expenses, and changes in fund balance for the period then ended and the accompanying supplementary information contained in Schedule 1 for the period then ended which is presented only for supplementary analysis purposes, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements and supplementary schedules information that is the representation of management. We have not audited or reviewed the accompanying financial statements and supplementary schedules and, accordingly, do not express an opinion or any other form of assurance on them.

Management (the board of directors) has elected to omit substantially all of the disclosures, the statement of cash flows, and the statement of comprehensive income required by generally accepted accounting principles. If the omitted disclosures and statements were included in the financial statements, they might influence the user's conclusions about the Crail Creek Club Condominium Association's financial position and results of operations. Accordingly, these financial statements are intended solely for the information and use by Crail Creek Club Condominium Association members and their Board of Directors, and should not be used by third parties or others who are not informed about such matters.

The American Institute of Certified Public Accountants has determined that supplementary information about the future major repairs and replacements of common property is required to supplement, but not required to be a part of, the basic financial statements. The Crail Creek Club Condominium Association has not presented this supplementary information.

We are not independent with respect to Crail Creek Club Condominium Association.

Lindell & Associates P.C.
August 27, 2011

Crail Creek Club Condominium Association
Balance Sheet
 As of July 31, 2011

	Jul 31, 11
ASSETS	
Current Assets	
Checking/Savings	
Big Sky Western	46,207
CD 11938	100,000
Reserve Account	53,571
Total Checking/Savings	199,779
Accounts Receivable	
Accounts Receivable	15,697
Total Accounts Receivable	15,697
Total Current Assets	215,476
TOTAL ASSETS	<u>215,476</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	3,530
Total Accounts Payable	3,530
Total Current Liabilities	3,530
Total Liabilities	3,530
Equity	
Retained Assessments	166,731
Net Income	45,214
Total Equity	211,946
TOTAL LIABILITIES & EQUITY	<u>215,476</u>

Crail Creek Club Condominium Association
Statement of Revenues, Expenses, and Changes in Fund Balances
January 1, 2011 through July 31, 2011

	<u>Operating Fund</u>	<u>Capital Reserves</u>	<u>Total</u>
REVENUES			
Operating Assessments	142,905		142,905
Capital Assessments		37,095	37,095
Reserve Interest		176	176
Total Revenues	<u>142,905</u>	<u>37,271</u>	<u>180,176</u>
EXPENSES			
Administrative:			
BSOA Dues	8,880		8,880
Insurance	18,620		18,620
Incorporation Fee	15		15
Office Expenses	366		366
Accounting/Bookkeeping	1,907		1,907
Legal	0		0
Management	21,076		21,076
Maintenance:			
Chimney Cleaning	1,225		1,225
Fire Sprinkler Inspection/Repairs	0		0
Grounds	9,593		9,593
Maintenance	844		844
Snow Plowing	4,100		4,100
Snow Shoveling	6,559		6,559
Snow/Ice Damage	406		406
Supplies	158		158
Tree/Bush Replacement	0		0
Window Replacement	0		0
Window Washing	0		0
Utilities:			
Electric - Bylin	13,969		13,969
Electric - Lights	965		965
Trash	7,780		7,780
Water/Sewer	298		298
Contingency	0		0
Total Operating Expenses:	<u>96,761</u>		<u>96,761</u>
RESERVE EXPENSES			
Capital Expenses		38,200	38,200
TOTAL EXPENSES	<u>96,761</u>	<u>38,200</u>	<u>134,961</u>
REVENUES OVER EXPENSES	46,144	(929)	45,215
Fund Balances at January 1, 2011	58,388	108,343	166,731
Fund Transfers			0
Fund Balances at July 31, 2011	<u>104,532</u>	<u>107,414</u>	<u>211,946</u>

Crail Creek Club Condominium Association
Budget to Actual
July 31, 2011

	Approved 2011	Actual 7/31/11	(Over) Under	Proposed 2012	
EXPENSES					
Administrative:					
BSOA Dues	11,520	8,880	2,640	11,520	1
Insurance	27,420	18,620	8,800	27,420	2
Incorporation Fee	10	15	(5)	15	
Miscellaneous (Uncollectible Dues)	500	0	500	500	
Office Expenses (Supl/Postage)	1,000	366	634	1,000	
Subtotal	40,450	27,881	12,569	40,455	
Professional Fees:					
Accounting	4,050	1,907	2,143	4,050	
Legal	500	0	500	500	
Management	36,130	21,076	15,054	36,130	
Subtotal	40,680	22,983	17,697	40,680	
Property Maintenance:					
Chimney Cleaning	1,200	1,225	(25)	1,200	
Fire Sprinkler Inspection/Repairs	1,000	0	1,000	1,000	
Grounds	14,000	9,593	4,407	13,500	
Maintenance	30,000	844	29,156	28,000	3
Snow Plowing	9,000	4,100	4,900	9,000	
Snow Shoveling	1,500	6,559	(5,059)	5,500	
Snow/Ice Damage	1,000	406	594	1,000	
Supplies	750	158	592	750	
Tree/Bush Replacement (annual)	3,000	0	3,000	2,500	
Window Replacement	2,000	0	2,000	2,000	
Window Washing	4,200	0	4,200	4,200	
Subtotal	67,650	22,885	44,765	68,650	
Utilities:					
Electricity-Lights	1,560	965	595	1,560	
Electric-Dylin	15,500	13,969	1,531	14,500	
Trash	12,700	7,780	4,920	12,700	4
Water/Sewer	7,000	298	6,702	6,000	
Subtotal	36,760	23,012	13,748	34,760	
Contingency	5,000	0	5,000	4,511	
TOTAL OPERATING EXPENSES	190,540	96,761	93,779	189,056	
RESERVE EXPENSES					
Capital	49,460	38,200	11,260	50,944	5
Subtotal	49,460	38,200	11,260	50,944	
0					
TOTAL EXPENSES	240,000	134,961	105,039	240,000	

Notes:

2011 dues: \$6,105.60/year (\$1,526.40/quarter) small unit, and \$8,894.40/year (\$2,223.60/quarter) large unit

2012 dues \$6,102.01/year (\$1,525.50/quarter) small unit, and \$8,889.17/year (\$2,222.29/quarter) large unit

* 2012 dues based on proposed budget*

1. \$360 per owner per year.

2. Current common policy for 8/15/10-8/15/11 is \$22,151.

Earthquake policy 10/17/10-10/17/11 is \$5,269.

3. For deck supports, masonry, and privacy walls.

4. Currently \$1,050/month

5. Per 30 Reserve Plan

Crail Creek Club Contingency Reserve (Disappearing Annual Funding Increase)

Revised August 2011

Addendum II

Current Year	2010	Paint/Stain	27,700	(5-year cycle - 2 buildings/year - 1 none)
Fund Balance	134,000	Deck Stain	5,000	(each building deck stained every other year)
2 Bed Room/Yr.	1,221	Roofing	82,000	(30 year cycle beginning in 2014 - 2 buildings/year) NOTE: Current estimate is 164,000
3 Bed Room/Yr.	1,780	Asphalt	5,500	(Every 5 years beginning in 2012)
# Units	16	Misc	5,000	(trees, shrubs, etc.) NOTE: To be handled in operating budget
3 BR Multiplier	146%			
Earnings Rate	1.00%			
Inflation Rate	3.00%			

NOTE: Can be increased with CDs

Year	Beginning Balance	New Deposits	Fund Earnings	Paint/ Stain	Deck Stain	Roofing	Asphalt	Misc.	Ending Balance	Inflation Factor
2010	134,000	48,014	1,580 N	0 Y	5,000 N	0 N	0 N	0	178,594	1.000000
2011	173,701	49,455	1,984 Y	28,531 Y	5,150 N	0 Y	5,500 N	0	185,959	1.030000
2012	185,959	50,938	2,114 Y	29,387 Y	5,305 N	0 N	0 N	0	204,320	1.060900
2013	204,320	52,466	2,306 Y	30,269 Y	5,464 N	0 N	0 N	0	223,360	1.092727
2014	223,360	54,040	2,504 Y	31,177 Y	5,628 N	0 N	0 N	0	243,100	1.125509
2015	243,100	55,662	2,709 N	0 Y	5,796 N	0 N	0 N	0	295,674	1.159274
2016	295,674	57,331	3,243 Y	33,075 Y	5,970 N	0 Y	6,567 N	0	310,636	1.194052
2017	310,636	59,051	3,402 Y	34,068 Y	6,149 Y	100,850 N	0 N	0	323,022	1.229874
2018	232,022	60,823	2,624 Y	35,090 Y	6,334 Y	103,875 N	0 N	0	150,171	1.266770
2019	150,171	60,823	1,806 Y	36,142 Y	6,524 Y	106,991 N	0 N	0	63,142	1.304773
2020	63,142	60,823	936 N	0 Y	6,720 Y	110,201 N	0 N	0	7,980	1.343916
2021	7,980	60,823	384 Y	38,343 Y	6,921 N	0 Y	7,613 N	0	16,310	1.384234
2022	16,310	60,823	467 Y	39,494 Y	7,129 N	0 N	0 N	0	30,977	1.425761
2023	30,977	60,823	614 Y	40,678 Y	7,343 N	0 N	0 N	0	44,393	1.468534
2024	44,393	60,823	748 Y	41,899 Y	7,563 N	0 N	0 N	0	56,503	1.512590
2025	56,503	60,823	869 N	0 Y	7,790 N	0 N	0 N	0	110,405	1.557967
2026	110,405	60,823	1,408 Y	44,450 Y	8,024 N	0 Y	8,826 N	0	111,336	1.604706
2027	111,336	60,823	1,417 Y	45,784 Y	8,264 N	0 N	0 N	0	119,529	1.652848
2028	119,529	60,823	1,499 Y	47,157 Y	8,512 N	0 N	0 N	0	126,181	1.702433
2029	126,181	60,823	1,566 Y	48,572 Y	8,768 N	0 N	0 N	0	131,231	1.753506
2030	131,231	60,823	1,616 N	0 Y	9,031 N	0 N	0 N	0	184,640	1.806111
2031	184,640	60,823	2,151 Y	51,530 Y	9,301 N	0 Y	10,232 N	0	176,550	1.860295
2032	176,550	60,823	2,070 Y	53,076 Y	9,581 N	0 N	0 N	0	176,786	1.916103
2033	176,786	60,823	2,072 Y	54,668 Y	9,868 N	0 N	0 N	0	175,145	1.973587
2034	175,145	60,823	2,056 Y	56,308 Y	10,164 N	0 N	0 N	0	171,551	2.032794
2035	171,551	60,823	2,020 N	0 Y	10,469 N	0 N	0 N	0	223,924	2.093778
2036	223,924	60,823	2,543 Y	59,738 Y	10,783 N	0 Y	11,861 N	0	204,909	2.156591
2037	204,909	60,823	2,353 Y	61,530 Y	11,106 N	0 N	0 N	0	195,449	2.221289
2038	195,449	60,823	2,259 Y	63,376 Y	11,440 N	0 N	0 N	0	183,715	2.287928
2039	183,715	60,823	2,141 Y	65,277 Y	11,783 N	0 N	0 N	0	169,620	2.356566
2040	169,620	60,823	2,000 N	0 Y	12,136 N	0 Y	13,350 N	0	206,957	2.427262
2041	206,957	60,823	2,374 Y	69,252 Y	12,500 N	0 N	0 N	0	188,401	2.500080



**Crail Creek Club Condominiums
Annual Owners Meeting
September 2, 2011 @ 9:00 AM**

Manager's Report

Thank you so much for allowing Hammond Property Management the opportunity to service the Crail Creek Club Condominiums this year. We have enjoyed the services we have performed at Crail Creek and hope they exceed your expectations. Below is a list of projects completed in 2010/2011 outside of routine maintenance. Please review the following:

➤ **Fall/Winter 2010:**

- Ⓢ Pruned choke cherry trees.
- Ⓢ Performed acid wash on all middle unit entry steps.
- Ⓢ Cleaned and closed all foundation vents.
- Ⓢ Changed light bulbs throughout the campus.
- Ⓢ Supervised Fire Suppression Systems, Inc. to replace all fire extinguishers at annual inspection.
- Ⓢ Subcontracted IT & M, Inc. to perform annual fire suppression system inspection on units 601-608.
- Ⓢ Turned on Bylin Ice Melt System; performed evaluation to ensure ice melt system was working properly throughout the complex.
- Ⓢ Winterized Irrigation System.
- Ⓢ Performed dryvit repairs on chimneys due to golf ball damage.
- Ⓢ Performed continuous ice control throughout the complex in the fall/winter 2010/2011.
- Ⓢ Subcontracted Tyler Electric, Inc. to perform Bylin repair on the backside of unit #603.
- Ⓢ Subcontracted Montana Steamworks to remove snow and ice in areas where Bylin is nonexistent and in other troubled areas throughout the complex.

➤ **Winter 2011:**

- Ⓢ Replaced photo eye at unit #632.
- Ⓢ Subcontracted Tyler Electric, Inc. to install new Bylin controller on the backside of unit #603.
- Ⓢ Shoveled ice/snow on walkways throughout complex.
- Ⓢ Replaced street light bulbs throughout complex.

- Ⓢ Continued to clear snow/ice above the Bylin panels throughout the winter season at the complex to help reduce roof shoveling needs.
- Ⓢ Monitored parking lot for ice buildup and kept it presentable.
- Ⓢ Repaired gutter above unit #632 due to leaking.

➤ **Spring 2011:**

- Ⓢ Removed snow delineators throughout complex.
- Ⓢ Shut off Bylin Ice Melt System.
- Ⓢ Contacted Northwestern Energy (NWE) to replace street lights after vandalism took place; cleaned up glass from broken street lights.
- Ⓢ Performed spring walkthrough of grounds.
- Ⓢ Opened all foundation vents.
- Ⓢ Realigned downspout at unit #617.
- Ⓢ Installed receptacle cover plate in soffit at unit #624.
- Ⓢ Fired up irrigation system; performed repairs on sprinkler heads throughout the complex.
- Ⓢ Subcontracted Precision Lawn, Inc. to perform spring cleanup and thatch throughout the complex.
- Ⓢ Initiated HPM Landscape Crew to begin bed maintenance throughout the complex.
- Ⓢ Obtained estimates to replace nine crab apple trees at the entrance.
- Ⓢ Pruned and replaced damaged trees from bears.
- Ⓢ Picked up trash throughout the complex.

➤ **Summer 2011:**

- Ⓢ Supervised exterior window washing with Millworks 58.
- Ⓢ Supervised chimney inspections and cleans with Canyon Chimney Sweeps, Inc.
- Ⓢ Supervised Dependable Paint, Inc.'s painting on units #617-620, #621-624, and also the re-staining of decks as called out by the 30 year capital reserve plan.
- Ⓢ Subcontracted Forever Green Landscaping and Sprinklers, Inc. to plant new crab apple trees at the entrance.
- Ⓢ Subcontracted American Seal Coating, Inc. to reseal asphalt throughout the complex.
- Ⓢ Successfully implemented a resolution to bear/trash issues at little to no cost to the HOA.
- Ⓢ Subcontracted All City Glass, Inc. to replace broken windows from golf balls.
- Ⓢ Obtained estimate for replacement of tile steps (units 602-603; units #630-631) from Bridger View Contracting, Inc.; Hired Bridger View Contracting, Inc. to perform work on units #630-631 this year; Work on units #602-603 will be performed next summer.
- Ⓢ Performed tile step maintenance throughout the complex.
- Ⓢ Installed new photo cell eye at unit #603.
- Ⓢ Pruned bushes throughout complex.

- Ⓢ Replaced light bulbs throughout complex.
- Ⓢ Adjusted irrigation heads and made repairs on irrigation heads.
- Ⓢ Replaced sprinkler clock at unit #621.
- Ⓢ Implemented Board requests to systematically analyze each deck hand rail throughout the complex to determine replacement needs to maintain a safe usage of each unit's deck. This effort addresses both log deck railings on the three bedroom units as well as the bench seats and privacy walls on the two bedroom units.
- Ⓢ Worked (Ali) with Board member Lance Kreig soliciting bids for Association's insurance; the Board is looking towards raising the liability limits as well as maximize savings.

As always, it has been our pleasure serving the Crail Creek Club Condominiums. Thank you for allowing us to be your management company.

Sincerely,

Hammond Property Management