



**Townhomes at Crail Ranch
PO Box 160099 Big Sky, MT 59716**

July 20, 2011

**9:00 am (Mountain Time) at Hammond Property Management's Conference
Room & via Conference Call**

Minutes

I. Call to Order

The meeting was called to order at 9:00 am by President Virgil Shutze. The following were in attendance: George Hagar, Vince Meng, Josie Erickson, Craig McCoy (via conference call), Scott Hammond (HPM), Ryan Welch (HPM), and Alison Gregory (HPM).

II. Propane Update/Discussion

Mr. Hammond explained the complex has a total of eleven propane tanks among twenty units. Nine of the propane tanks are filled by Northern Energy. The remaining two tanks are filled by Montana Energy Alliance. The nine tanks filled by Northern Energy are owned by Northern Energy and not the Association. The two tanks filled by Montana Energy Alliance are owned by the Association, but the meters are owned by Montana Energy Alliance.

At the annual meeting in December, the Board requested HPM to investigate the possibility of owning all the tanks to allow owners to have more control when buying propane when the price is cheaper (i.e. summer rate as opposed to winter rate). Currently, propane is filled when tanks are running low. Since propane is largely used in the winter months, owners are paying top dollar for propane. Mr. Hammond explained buying all the tanks is not only very expensive but also complicated. If the Association bought all the propane tanks, the Association would be responsible for reading meters and handling the gas.

The Board was also interested in the possibility of the Association being involved with the Big Sky Propane Consortium. The Big Sky Propane Consortium is made up of a group of Big Sky locals that group together and go to propane companies and ask for a price reduction in propane costs in exchange for an exclusive contract to fill their propane tanks. The propane company gets guaranteed business and the owners get guaranteed consistent pricing.

Mr. Hammond explained that the Townhomes at Crail Ranch **could not** be involved in the consortium because the gas is metered or owned and nine of the eleven tanks are owned by the propane company.

Therefore, Mr. Hammond proposed the Association go to Northern Energy and Montana Energy Alliance with the following request: *(this request will be handled initially by HPM)*

Each company shall give the Townhomes at Crail Ranch owners' prepayment options with summer rates. If the propane companies are not interested in this, "we" (Association) will move forward in obtaining the necessary licenses to own/manage propane tanks.

Mr. Shutze made a motion for HPM to initiate the call to Northern Energy and Montana Energy Alliance and request a prepayment option with a summer rate for all owners. Upon response from each propane company, HPM will contact all owners and request each owner to call the appropriate company and make their pre-payment. Mr. Hagar seconded the motion. All in favor; motion passed.

III. Animal Cruelty Incident

Mr. Shutze explained to the group the most recent incident that took place at the campus regarding animal cruelty. A unit owner placed d-Con (rat poison) in front of and adjacent to his/her unit. This area is also considered a common element area and is not owned by a condo owner. A fellow neighbor's dog ate the d-Con and was then rushed to the vet for treatment. The owner of the dog did incur vet expenses and the dog is currently being treated. The Gallatin County Sheriff was contacted regarding this incident and is taking appropriate action independent of the Homeowners Association.

This is a repeated incident/situation and is not going away. The Board discussed what action should take place regarding the unit owner responsible for placing d-Con in front of and adjacent to his/her unit. After much discussion, the Board agreed a letter should be written to the owner responsible for placing d-Con in front and adjacent to his/her unit. Mr. Hagar made a motion for a letter to be written with the following information: (1) fines to be posted to owner's account (2) Gallatin County Sherriff's involvement and (3) Association's rules and regulations. Mrs. Erickson seconded the motion. All in favor; motion passed.

IV. Placement of Grills (*while in Use and Not in Use*)

Mr. Shutze reported a unit owner's use of his/her grill in front of the garage. The rules and regulations state that grills must remain on the concrete patio pad on the lower level of the creek side units. Grills are not allowed on the upper decks. Whether in use or not in use, grills must remain on the concrete patio pad.

The Board requested HPM notify all owners regarding placement of grills. Mr. Hagar made a motion for HPM to send out a letter to all owners reminding owners to place grills only on the concrete patio pad when in use and when not in use. Mrs. Erickson seconded the motion. All in favor; motion passed. HPM will send a letter to all owners.

V. Tile Entry Staircases/Deck Railings

A) Tile Entry Staircases

Mr. Hammond discussed the failing/settling of entry staircases at units 10/20/30/40/50/60. In summary, all creekside units' entry staircases are settling. The

band aid approach to fixing this problem is to chink the edges to mitigate the settling. However, the band aid approach only lasts about three years. Two homeowners (#30 and #40) have contacted HPM regarding the failing of the entry staircases. Mr. Hammond brought in a reputable contractor to assess the damage. The contractor cannot just replace certain areas of the tile that have filed because matching the tile is not possible. Mr. Hammond explained the best solution to this was to have the contractor build a perimeter with a different trim color, therefore causing the different “trim” color to be “by design” and not looked mismatched. It will cost roughly \$2,100 to perform this particular work on each entry staircase. Mr. Hammond suggested treating each entry staircase on a case by case basis.

After much discussion, the Board decided treating it on a case by case basis is best and agreed having the contractor build a perimeter to avoid a mismatch look was the best solution. Therefore, the Board requested HPM to meet with a Board member and the contractor and choose an accent trim and then move forward with addressing units #30 and #40.

B) Deck Railings

Mr. Hammond discussed a recent request from unit owner #30 regarding his/her deck railing. The deck railing at unit #30 has become loose and the structural integrity of the deck railing is weak. Mr. Shutze has had the same problems/concerns with his deck railing. The Board agreed fixing the deck railings is in order and agreed this is a HOA expense. The Board asked Mr. Hammond to obtain quotes to fix the deck railings in question and report to the Board with estimates. Mr. Hammond agreed to do so.

Mr. Welch then brought up a concern with unit #60’s privacy wall. The privacy wall is a wreck and falling apart. The Board agreed this also needed to be repaired. This is also a HOA expense. HPM will obtain an estimate to repair unit #60’s privacy wall and will report to the Board for approval of estimate received. ***Please note with regard to #60’s privacy wall, the previously approved gutters for this unit are to prevent deterioration of the privacy wall in addition to the safety issues from ice buildup.***

VI. Landscaping Request

Mr. Hammond explained to the Board a request he received from #78 unit owners regarding landscaping around their unit. Unit #78 is a corner unit and the areas around the unit are very barren. The owners would like to see the following combination planted outside of his unit: (1) deciduous trees (2) river rock (3) pansies and (4) potentillas. Mr. Meng agreed this area needed to be “dressed up”. The rest of the Board agreed.

Mr. Hammond will contact a couple of contractors to put together a design plan and estimates for landscaping around unit #78. This work will take place spring 2012.

V. Other Business

- Mr. Shutze requested HPM assess and repair shingles at unit #125. HPM agreed to take care of this.

- Mr. Hammond discussed the big year it was for the complex with roof leaks. The complex has a significant ice damming problem. This was a record snow fall year. However, the roofs need to be addressed. In particular, Mr. Meng's roof had constant leaking this past winter. Because of the roof leaks, his hardwood floors were damaged. HPM obtained an estimate from Cornerstone Management Services to repair (re-flash and re-shingle) the roof. The estimate is \$3,508. HPM also obtained an estimate from Harbour Hardwood Floors to repair the hardwood floors. The estimate is \$645. After discussion, the Board approved HPM move forward with fixing Mr. Meng's roof and replacing the hardwood floors with the above given estimates/contractors.

More discussion will take place among the Board/HPM at a later time addressing roof leak concerns.

- Mr. Shutze explained to the group his recent contact with Brad Daws of State Farm Insurance. Mr. Daws is the Association's insurance agent. After some recent "shopping" insurance quotes for the Association competitor insurance agents, Mr. Shutze obtained a lower premium from current insurance agent (Daws). Currently, the Association was paying a \$22,280 premium. Due to a new software system, Mr. Daws was able to lower the premium to \$14,700. The Board discussed this great news and all agreed to continue to stay with Brad Daws State Farm. Mr. Shutze will proceed with informing Mr. Daws the approval of the new premium and to make it effective immediately.
- Mr. Hammond announced Hammond Property Management has a new office coming soon. The current office that is located on highway 191 will remain a HPM site. However, it will become more of a work site for the field reps, landscaping crew, steamworks crew, etc. The new office is located next to the 3 Rivers office location on Skywood Drive. The new office will house the administrative staff of HPM. The staff will be moving to the new office sometime in September.

VI. Adjournment

Mr. Hagar made a motion to adjourn the meeting at 10:30 am. Mrs. Erickson seconded the motion. All in favor; motion passed; meeting adjourned.