

# Silver Bow Owners' Association

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QUARTERLY MEETING – FEBRUARY 19, 2013 @ 12:00 PM  
HAMMOND PROPERTY MANAGEMENT'S CONFERENCE ROOM

## Minutes

### **Call to Order**

The meeting was called to order at 12:11 PM by Presiding Officer Kirk Dige.

In attendance were the following Board members: Kirk Dige, Al Malinowski, Kelly Fried, Derek Leonard, Dick Lauritzen, and Tom Angstman. Also present are Scott Hammond, Steve DiTullio and Bethany Davies of Hammond Property Management.

(All Directors will be identified by their last names from hereafter in the minutes.)

### **Official Approval of 11/15/2012 Board Meeting Minutes**

Dige presented the Board meeting minutes from the November 15, 2012 BOD meeting. Fried made a motion to approve the minutes as presented. Angstman seconded the motion. All were in favor; the motion carried.

### **Treasurer's Report**

Malinowski presented the financial report, he began with the A/R Aging Summary. He will touch base with CBO Collections regarding delinquent units. The Profit & Loss Budget vs. Actual from October 2012 to January 2013 was discussed. Overall, the financials were positive; payments and expenses have been as planned. The association started making payments towards the roof loan; estimated to be paid off within two years. Lastly, Malinowski discussed the Check Register; it covers six months of check payments. The board discovered the Montana Energy Alliance checks have not been posted to the correct line. Malinowski will make note of these inaccuracies to the accountant. Angstman made a motion to approve the Check Register from August 2012 through January 2013 with the necessary changes to the Check Register. Fried seconded the motion. All were in favor; the motion carried.

### **Manager's Report**

Steve DiTullio of Hammond Property Management provided the Manager's Report (see attached Manager's Report). The board appreciated the recycling signs on the dumpsters. Snow removal has been going well. Inappropriate uses of the dumpsters have been witnessed; HPM will write a letter to the offender.

### **Silver Bow Entry Sign**

DiTullio presented two options for the entry sign to the Silver Bow complex. The first option was to have a temporary sign cover with the same graphics as the old sign, cut to fit over the existing sign. The cost for the sign, fresh paint on the back and edges, and the purchase and installation of two new large posts to hold the sign was estimated to cost between \$1,600 and \$1,800. Or the second option was to have a new sandblasted redwood sign with the new design, a dark blue background, steel mounting and brackets; the sign will cost \$2,150. HPM will look at the pricing for solar lighting that sits above the sign. Leonard made a motion to spend up to \$3100 to acquire and install a new sandblasted blue sign on redwood, with the new logo. Lauritzen seconded the motion. All were in favor. None oppose. The motion carried. HPM will contact BSOA for approval of the sign.

The board discussed owners' personal comments to Board members. Owners expressed their appreciation to the board for getting new roofs without a special assessment. Leonard thanked Malinowski for treating the HOA budget like a household budget.

### **New Business**

*Pool Clubhouse Access Codes*

Steve DiTullio provided information for a card access system to the pool/clubhouse for more security. An estimate with Security Systems is \$2,125 for setup. Maintenance will cost \$70 per month and include a monthly report and any changes that need to take place for that month, 100 cards will cost \$625. A card system would keep track of who is using the facility. Leonard requested a twenty-four hour service be negotiated into the contract as well as a lower fee if the maintenance fee is paid all at once. June 1<sup>st</sup>, 2013 will be the target date for installation. This subject was tabled for now and will be discussed through email prior to the next meeting.

*Landscaping Walk-thru*

A landscaping walk-thru has been scheduled for 4:00 PM on May 15<sup>th</sup> at the Silver Bow campus, prior to the board meeting.

**Adjournment**

Angstman made a motion to adjourn. Kelly seconded the motion. All were in favor. The meeting adjourned at 1:12 PM.



**hpmmontana.com**

***Silver Bow Condominiums HOA  
Board of Directors Meeting  
February 19<sup>th</sup>, 2013 @ 12:00 p.m.  
Hammond Property Management***

**Manager's Report**

**November 2012 – February 2012**

- HPM removed rose bushes near Silver Bow 27
- Posted rule notifications at campus for parking and clutter violations
- Cleaned dumpster areas as needed
- Reset breakers for sidewalk lights by unit 20
- Ordered and put up the new rules sign in the pool area
- Monitored snow plowing and shoveling
- Reworked the latch on the first dumpster building after damage from the garbage truck
- Reset the lighting breakers at the last parking areas
- Put out a dumpster fire near the pool building
- Cleaned the filter in pool room heater
- Gallatin Valley Heating replaced the spa jet pump and installed new check valves
- Changed photo eye for the walkway lighting behind 56 and 57
- Changed light bulbs in the last parking lot

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