

Minutes of Board of Directors Meeting For the Association of Unit Owners of Firelight Meadows

January 15, 2013

Call to Order

Jack Eakman calls the meeting to order at 6:01 pm.

Directors in attendance are Garrett Baldensperger of unit V95/433, Jack Eakman of unit V96/441, Scott O'Connor of unit V60/251, Kari Gras of units V019/184, A1/85 & B1/155, Curt Wilson of unit B2/155, Sam Geppert of unit C1/120, and Annette Stone of unit B12/155 (via conference call).

Also in attendance are Dick Hovde of Hovde Property Maintenance, Angie Guinn and Mike Harter both of Hammond Property Management, Accountant Doug Shanley (via conference call), Scott Hammond of Hammond Property Management (via conference call) and Communications Coordinator Bethany Davies.

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

14th Amendment Signed

Baldensperger and Eakman signed the 14th Amendment earlier today. It is now part of the Declarations.

Election of Officers

Eakman nominates Baldensperger to be the new Chair of the Board. Wilson and O'Connor second the motion. All are in favor. None oppose. The motion carries. Baldensperger is the new Chair.

Baldensperger nominates Eakman as Secretary/Treasurer of the Board. O'Connor seconds the motion. All are in favor. None oppose. The motion carries. Eakman is the new Secretary/Treasurer of the board.

Board Responsibilities and Portfolios of Firelight Meadows

- Office of the President and Chair of the Board of Directors—**Garrett Baldensperger**
- Office of the Secretary and Treasurer of the Board of Directors—**Jack Eakman**
- Meeting Planning & Management/Agendas/Minutes/Notices—**Garrett Baldensperger**
- Finance/Budget/Collections/Invoice Authorization/Check Signing—**Jack Eakman**
- Coordination and Guidance of Legal Counsel—**Jack Eakman**
- Property Management Contract and Performance/Ongoing Communication/Website Management—**Garrett Baldensperger**
- Snow Removal Contract and Performance/Ongoing Communication—**Curt Wilson**
- Landscaping Contract and Performance/Ongoing Communication—**Kari Gras**
- West Fork Water & Sewer/ Communication and Ongoing Performance—**Garrett Baldensperger**
- Communications with Owners/Email/Postal/Telephones/Updates/Website Coordination—**Jack Eakman**
- Neighborhood Focus; Coordination of events/items that bring owners together—**Kari Gras**
- Image Improvement; Improve Curb Appeal and Increase Property Values—**Scott O'Connor**
- Propane Contract—**Sam Geppert**
- Waste Management Compactor Change out—**Annette Stone**

Eakman makes a motion to allow Portfolio holders the authority to act on behalf of the board of directors and to approve spending within their portfolio budget or up to \$2,000 over their portfolio budget between meetings; to be discussed through email communication with the rest of the board or later at the scheduled meetings. Gras seconds the motion. All are in favor. None oppose. The motion carries.

Minutes of the last Meeting

Eakman approves the Minutes of the December 11, 2012 meeting. O'Connor seconds the motion. All are in favor. None oppose. The motion carries. The Minutes of the December 11, 2012 meeting are approved as written.

Property Management Report

Mike Harter and Angie Guinn provide the Property Manager's Report (see attachments or view them on the website: www.hpmmontana.com under the Firelight Meadows HOA tab, *password is FL1234*). Guinn has written a new Satellite Rule, Rule 2012.2 for the board to review. Wilson makes a motion to approve the Satellite Rules, Rule 2012.2, as written. Eakman seconds the motion. There is discussion. Harter explains there may be incidences that require less than 24 hours of notice to access a unit. Guinn will rewrite the Satellite Rule, Rule 2012.2 to include this notification and the rule will be voted on by the board via email.

Crawlspace Inspections took place. Guinn summarizes the findings: V7/86 had evidence of a water heater leak in the past; V8/94 may have a slow leak from the water heater; V16/156 had a disconnected dryer vent pipe in the northeast corner of the crawlspace—Harter reconnected the pipe with foil tape and corrected the issue; V97/447 had evidence of a sewage spill directly under the “clean out” on the main sewer line leaving the building; V117/56 was missing a knob on the baseboard heater thermostat—the plastic knob was replaced and the baseboard is now functioning correctly; V131/448 is missing a large section of the dryer vent—the owner has been notified and is required to install the missing vent as it is a fire hazard to the building. Several units were found to be using the crawlspaces as storage; this is a violation because it is listed in the Declarations as part of the common elements. Violation notices for storing items in the crawlspaces were sent to the owners of V59/259, V34/314, V55/311, V71/338, V87/365, and V126/398. Eakman thanks Mike Harter for all of his follow-up work in response to the crawlspace inspections.

If all Condo units sign up for satellite dish service there may be up to 5 satellite dishes on each Condo building: two direct TV dishes (one at each end), two Dish Network dishes (one at each end), then possibly a third Dish Network satellite dish.

Hardiplank is onsite and working on nailing siding the Chalet buildings.

Mike Harter had a representative from the Fire Place Center examine the chimney pipe disconnections and provide repair prices. Angie Guinn will provide a list of information regarding these repairs, alternative options, and prices for these Chimney pipe and fireplaces. Eakman makes a motion that he be authorized to have Attorney Farve write a letter to all Chalet owners regarding the fireplaces and to work with Hammond Property Management on this issue until they are inspected and repaired. Kari Gras seconds the motion. All are in favor. None oppose. The motion carries. Please look forward to more information from our Attorney regarding the use of your fireplace.

Harter has been looking into pricing for dedicated plugs for the ice melt. This will be included in the 2014 budget.

Financial Report

Accountant Doug Shanley provides the Financial Report (see attachments or view them on the website: www.hpmmontana.com under the Firelight Meadows HOA tab, *password is FL1234*). One of two units that is late on assessments by two quarters or will be going into short sale later this month and the association should receive money as soon as that short sale takes place.

Accountant Shanley has reviewed the water and sewage bills that have been unpaid that the association is responsible for paying. Eakman makes a motion to have the board approve payment of the \$46,448.18 plus interest to HLH, LLC immediately, before more interest accrues. Gras seconds the motion. All are in favor. None oppose. The motion carries. Doug Shanley will go through Attorney Farve to make this payment. During discussion it is discovered that the association has been given a bad request for payment by HLH, LLC; at least one name on the list is inaccurate. Accountant Shanley will go through Attorney Farve to request an accurate list from HLH, LLC. Eakman makes a contingent motion on collection once Accountant Shanley does due diligence to the list of owners that refused to pay their bill, the association will immediately allow thirty days for those owners to pay back the association for their unpaid water and sewage bills before they are sent to collections. Wilson seconds the motion. All are in favor. None oppose. There is discussion regarding as to where the payment of this money will come from. It is agreed that it will come from the General Budget, evenly split between Condos and Chalets.

[This section of the Declarations pertaining to HLH, LLC's position on past-due accounts and the HOA owing fees 90-days past due is Section VIII, B]

Schedule Next Board Meeting

The next board meeting is scheduled for 6:00 PM on Tuesday, February 19, 2013 at the Hammond Property Management offices.

Snow Removal Report

Dick Hovde provides the Snow Removal Report. They have been keeping up on the snow removal so far this winter. They will start roof snow removal as it warms up. He will check for ice dams, keep an eye on the heat tape, and make sure no one is using ice melt on their patios.

Utilities Portfolio Report

Baldensperger provides the Utilities Portfolio Report. The PSC has come down with a final order. He has not heard anything from Attorney Farve showing that HLH, LLC is contesting the order. Since December of 2009 the Condos units have been paying \$118.06 per month and the Chalets have been paying \$138.33 per month. It has been discovered that HLH, LLC has been over charging Firelight owners by \$3,200. The judge has ruled that HLH, LLC has overcharged the residents of Firelight, so they will pay back the residents of Firelight with interest. The water/sewer rates will be refunded with interest by charging a lesser rate of \$115.60 per month to Condo owners and \$135.69 per month to Chalet owners from January 1, 2013 until December 31, 2015. Beginning with services rendered on and after January 1, 2016 the rates will be \$116.97 to the Condos per month and \$137.06 to the Chalets per month.

Image Study

Scott O'Connor provides the Image Study. He is currently looking into pricing for construction drawings. He would like to see a site plan to decide how much room they have to work with for Condo garages.

Legal Report

Eakman provides the Legal Report. The only expenses last month were for utilities, HLH, LLC—both the PSC and the Judge.

Communications from Owners

Bethany Davies provides the Communications from owners. Eakman acknowledges the complaints about the HOA dues. The board agrees that other associations charge much higher rates and some units elsewhere in Big Sky are double billed.

New Business

Baldensperger would like a ballpark figure of what it would cost to replace the roofs, replace all the siding, and to resurface the roads. He would like to know what type of money needs to be in reserves so that when the time comes to make all these changes, it can be done. He would like this information prior to the next budget meeting. Hammond Property Management will look into this.

Wilson would like to look into motion sensors for the lights on the Condo buildings to cut electricity costs.

Baldensperger asks the board to keep their Portfolio Reports to ten minutes or less and to have it ready prior to the meetings.

Eakman asks that he be allowed to join the February meeting through Skype since he will be out of the country. Angie Guinn will set up a computer with Skype for the next meeting.

Adjournment

The meeting adjourns at 8:20 PM.

Minutes submitted by Bethany Davies, Communications Coordinator.



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Firelight Meadows Manager's Report BOD Meeting 1/15/2013

Management discussion items for the meeting:

- Satellite update
- Crawl space inspection report
- Hardi Plank work update
- Chimney pipe bids

Below is the compilation of the weekly reports sharing the specific tasks that have been completed since the last BOD meeting:

- **Assisted with Dish installs at the following units:** 17-C, 305 FLD, 397 FLD, 379 CLD, 389 FLD, 425 FLD, 330 FLD, 313 FLD, 329 FLD, 376 CLD, 481 FLD, 504 CLD, 191 CLD, 122 SLD, 56 SLD, 12-B, and 87 SLD.
- Assisted 3 Rivers with cable install at 373 FLD.
- Assisted homeowner of 3-A with inspection of newly installed shower drain.
- Contacted Skyline Express and filed complaint about the excessive speed their drivers repeatedly display while driving on FLM property.
- Delivered guest passes to 87 SLD per homeowner's request.
- Replaced burnt out light bulb at flag pole light fixture.
- Lowered flags to half mast in observance of Connecticut school shooting.
- Replace three light fixture ballasts on first floor of building B and three ballasts in hallway light fixtures at building A.
- Delivered new parking passes, copy of FLM rules, and pet registration form to 327 CLD.
- Delivered new passes to 130 SLD.
- Unlocked 390 FLD per homeowner's request.
- Got Xmas lights working at FLM flag pole.
- Consolidated trash in dumpsters at all condo buildings.
- Broke down and hauled off cardboard boxes left in dumpster area at building B.
- Assisted Beehive Builders with entry into 221 and 224 CLD for interior water damage repairs.
- Checked operation of all ice-melt systems throughout campus.
- Contacted Allied Waste regarding dumpster that was not emptied on pick up day at building D.
- Cleaned up all trash left inside trash enclosure at buildings A, B, C, and D.
- Assisted the occupants of 344 CLD with jumpstarting their vehicle.
- Assisted owner of 353 FLD with a CO2 detector that was going off in the building.

o: 406.995.7220
f: 406.995.3030

Mailing: PO Box 161242, Big Sky, MT 59716
Shipping: 36 Center Lane Suite 1, Big Sky, MT 59716



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- Unlocked 336 CLD per homeowner's request, for hot tub service company.
- Removed approx eight Xmas tress from campus, trees were taken to gathering area in town center.
- Delivered passes to 5-C per homeowner's request.
- Completed follow up crawlspace inspections.
- Met with The Fire Place Center at 425 FLD and 465 FLD to inspect chimney pipe issues. Also inspected pipe at 140 SLD per request and expense of homeowner.
- Troubleshoot alarm panel issue at building B.
- Inspected interior water damage repairs at 221 and 224 CLD.
- Removed two Xmas trees from campus.
- Picked up unclaimed trash can from cal-de-sac and moved to storage lot. Unable to determine what chalet the can belonged too.
- Picked up red chalet door paint on loan to homeowner at 216 CLD and returned to storage in building C.
- Unlocked 132 for appraiser.
- Turned on water and hot water heater at 224 CLD per homeowner's request.
- Met with Hardie Plank crew for final walk around of campus, to include remaining warranty work and re-nailing of siding at the chalets.
- Shut garage door at 251 CLD, appeared that the occupants may have left the door open by mistake.
- Plugged the ice-melt systems back in at 319 and 327 CLD.
- Double checked the heat in 5-C per the homeowner's request.

Formal written "Notices of Violations" where issued to the following units:

- **509 FLD (Failure to comply with the FLM trash policy).** Trash can left out past day of scheduled service.
- **7-C (Failure to comply with the FLM pet policy).** Tenants at unit were observed with a cat at the unit.
- **368 CLD (Failure to comply with the FLM trash policy).** Unit was observed with several bags of trash in driveway on non-service day.
- **D-11 (Failure to comply with the FLM trash policy).** Unit left a large volume of holiday trash, cardboard boxes, and a TV in the trash enclosure at building D.
- **17-D (Failure to comply with the FLM pet policy).** Received complaints from residents that the occupants of 17-D have their dog off leash/unattended repeatedly and fail to clean up any waste let behind from the dog.
- **58 CLD (Failure to comply with the FLM trash policy).** Trash can was left out in driveway after day of scheduled service.
- **368 CLD (Failure to comply with the FLM trash policy).** Trash can was left out in driveway after day of scheduled service.



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- **325 FLD (Failure to comply with the FLM pet policy).** Observed the dog belonging to this unit off leash and unattended.
- ***58 CLD.** Spoke to the new homeowner regarding parking rules and what is allowed to be stored on the common elements. Owner was given an update copy of the FLM rules.
- **70 CLD (Improper window coverings).** Improper window coverings witnessed on rear bedroom patio door.
- **50 CLD (Failure to comply with the FLM trash policy).** Trash can was left out in driveway after day of scheduled service.
- **327 CLD (Failure to comply with the FLM trash policy).** Trash can was left out in driveway after day of scheduled service.
- **15-B (Failure to comply with the FLM pet policy).** Observed the tenants of this unit with two dogs out on the rear deck.
- **278 CLD (Failure to comply with the FLM pet policy).** Observed the new tenants associated with this unit with a dog on campus.
- **8-C (Improper window coverings).** Observed this unit with improper window coverings on the east bedroom window and rear patio door.
- ***17-D.** Spoke to occupants of this unit about FLM parking policies and provided them with a written copy of all the HOA rules.

Fines issued to the following units:

- **5-B (Failure to comply with the FLM quiet hours and FLM pet policy).** Received complaints from occupant of building B that the dog at 5-B barks continuously throughout the day and night.

The following vehicles were towed

- **White and gold Ford Explorer:** Towed from parking lot at building D, no FLM valid pass displayed.
- **Blue Ford Explorer:** Vehicle was park in an over flow spot on FLD without a valid pass and hand not moved for several days.
- **Black Chevy Truck:** Vehicle was park in an over flow spot on FLD without a valid pass (vehicle had an old "red and white" pass displayed.

Douglas N. Shanley, CPA PC

2055 North 22nd Ave Suite 2B, Bozeman, Montana 59718

phone 406-585-8430

fax 406-582-9796

1/12/2013

TO: BOARD OF DIRECTORS

FIRELIGHT MEADOWS HOME OWNERS ASSOCIATION

CHECKING ACCOUNT BALANCE	\$191,977
CD AT BIG SKY WESTERN BANK	\$130,942
CD AT 1ST SECURITY BANK	\$75,414
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TOTAL CASH AVAILABLE	\$398,333

ACCOUNTS RECEIVABLE	\$140,408
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THE FOLLOWING ARE LATE TWO OR MORE QUARTERS
THESE WILL BE TURNED OVER TO COLLECTIONS
AT THE END OF THIS QUARTER IF PAYMENT IS NOT RECEIVED
LIENS HAVE BEEN FILED

V108	STUART KOCH	\$2,359.12	
V56	MARY MEYER	\$4,551.81	short sale this month
	TOTAL OF ABOVE UNITS	\$6,910.93	

BAD DEBT PREVIOUSLY WRITTEN OFF COLLECTED IN 2013 BY CBO, OUR COLLECTION AGENCY	\$0.00
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PARKING INCOME TOTAL THIS YEAR	\$0.00
FINES ASSESSED IN 2013	\$0.00
FINES RECEIVED IN 2013	\$0.00

NEW MEMBERSHIP DUES FOR 2013 MAYBEE SCOTT V129	\$500.00
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BAD DEBT WRITTEN OFF IN 2013	\$0.00
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OWNERS TAKING ADVANTAGE OF THE \$24 PER QUARTER POSTAGE SAVINGS 202 INVOICES THIS QUARTER	\$4,848.00
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TO JOIN BY CONFERENCE CALL 1-888-325-3989
PASSCODE IS 693 796

**CHALETS
Firelight Meadows Owners Association
2013 BUDGET**

	2013 BUDGET	BUDGET THROUGH January	ACTUAL THROUGH January	OVER (UNDER) BUDGET
Ordinary Income/Expense				
Income				
Assessment	370,736.00	92,684.00	92,684.00	0.00
				0.00
Total Income	370,736.00	92,684.00	92,684.00	0.00
Expenses				
Insurance	38,531.00	3,210.92	3,500.98	290.06
Common Area Lawn Care	31,243.00			0.00
Landscape Upgrade - new plants flowers trees	5,168.00			0.00
Snow Removal & Shoveling Roads & Entry Ways	66,550.00	11,091.67	11,750.00	658.33
Snow and Ice Removal on Rooftops	6,290.00	1,048.33		(1,048.33)
Fireplace Maintenance & Cleaning	6,000.00	500.00		(500.00)
Administrative and Secretary	3,717.00	309.75	171.52	(138.23)
Maintenance & Repair	26,102.00	2,175.17	579.81	(1,595.36)
Property Manager	61,740.00	5,145.00	5,145.00	0.00
Accounting	9,384.00	782.00	782.46	0.46
Legal	25,200.00	2,100.00	999.87	(1,100.13)
Postage & Delivery	13,056.00	1,088.00	16.67	(1,071.33)
Office Expense	1,890.00	157.50	41.57	(115.93)
Taxes	272.00	22.67		(22.67)
Bad Debt Uncollectible	13,600.00	1,133.33		(1,133.33)
Meeting Expense	680.00	56.67		(56.67)
PSC - Consultant for Case	2,520.00	3,210.92		0.00
Subtotal Expense	311,943.00	28,821.00	22,987.88	(5,833.12)

**CONDOS
Firelight Meadows Owners Association
2013 BUDGET**

	2013 BUDGET	BUDGET THROUGH January	ACTUAL THROUGH January	OVER (UNDER) BUDGET
Ordinary Income/Expense				
Income				
Assessment	258,000.00	64,500.00	64,500.00	0.00
Total Income	258,000.00	64,500.00	64,500.00	0.00
Expenses				
Insurance	11,836.00	986.33	1,075.47	89.14
Building Utilities	30,000.00	2,500.00	2,072.40	(427.60)
Common Area Lawn Care	7,811.00	650.92		(650.92)
Landscape Upgrade - new plants flowers trees	3,040.00	253.33		(253.33)
Trash Removal	35,000.00	2,916.67	2,958.76	42.09
Snow Removal & Shoveling Roads & Entry Ways	22,480.00	3,746.67	3,916.66	169.99
Snow and Ice Removal on Rooftops	3,700.00	616.67		(616.67)
Cleaning and Common Area	20,000.00	1,666.67	1,380.00	(286.67)
Administrative and Secretary	2,183.00	181.92	100.73	(81.19)
Maintenance & Repair	21,280.00	1,773.33	190.06	(1,583.27)
Property Manager	36,260.00	3,021.67	3,021.66	(0.01)
Accounting	5,520.00	460.00	459.54	(0.46)
Legal	14,800.00	1,233.33	587.23	(646.10)
Postage & Delivery	7,680.00	640.00	9.78	(630.22)
Office Expense	1,110.00	92.50	24.42	(68.08)
Taxes	160.00	13.33		(13.33)
Bad Debt Uncollectible	8,000.00	666.67		(666.67)
Meeting Expense	400.00	33.33		(33.33)
PSC - Consultant for Case	1,480.00	986.33		0.00
Subtotal Expense	232,740.00	21,453.33	15,796.71	(5,656.62)