

Minutes of Board of Directors Meeting

For the Association of Unit Owners of Firelight Meadows

June 4, 2013

Call to Order

Garrett Baldensperger called the meeting to order at 6pm.

Directors in attendance were Garrett Baldensperger of unit V95/433, Jack Eakman of unit V96/441, Kari Gras of unit V19/184, A1/85 & B1/155, Sam Geppert of unit C1/120, Scott O'Connor of unit V60/251 (via conference call), Annette Stone of unit B12/155 (via conference call) and Curt Wilson of unit B2/155 (via conference call).

Also in attendance were Scott Hammond, Angie Guinn, Mike Harter, Bethany Davies of Hammond Property Management (HPM), and Accountant Doug Shanley (via conference call).

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

Minutes of the last Meeting

Eakman made a motion to approve the Minutes of the last BOD meeting. Geppert seconded the motion. All were in favor. None opposed. The motion carried. The minutes of the April 23, 2013 meeting were approved as written.

Property Management Report

Angie Guinn provided the Property Management Report (see attachments or view them on the website: www.hpmmontana.com under the *Firelight Meadows HOA* tab, password is *FL1234*).

Guinn introduced the protocol for the ***Firelight Neighborhood Garage Sale***:

- The weekend of July 12th -14th has been designated for the 2013 Firelight Neighborhood garage sales
- Garage sales can be open from 8am – 7pm
- All garage sale items must be stored inside overnight
- Signs may be posted at the unit and at the entrance, this weekend only
- Street parking is permitted for up to 10 minutes on the unit side of the street. There must be one lane open for emergency vehicles at all times – Vehicles are not permitted to park on the grass.
- Any damage to the lawn, sprinkler heads, or other common elements will be repaired at the owners expense
- All owner rules on campus apply

Baldensperger made a motion to allow renters to participate in the Firelight Neighborhood Garage Sale. Wilson seconded the motion. Five Board members were in favor. Eakman opposed. Geppert abstained from voting. There was discussion: the renter needs to submit written permission from the owner of his/her unit as the owner will be fined if the rules are violated. Owners can contact Angie Guinn at Angie@hpmmontana.com to allow their tenants to sell items at the sale.

Harter provided an update on the landscaping. The landscaping crew just completed the second mowing of the season. Harter is happy with the results. HPM hired Ryan Garrity who used to work for an irrigation company in Oregon, to oversee the irrigation system at Firelight Meadows. They are already seeing improvements with the irrigation system. A liquid weed and feed application will take place across the FLM complex tomorrow.

There was a request by a condo owner to install a rain gutter over the satellite dish that is directly outside of his bedroom window. The rain has been pouring off of the roof directly onto the satellite dish causing considerable amounts of banging noise, to the point where the owner thought there was a bear destroying the garbage dumpster. Other board members that are residents of the condo units have not noticed any loud noises in their units coming from the rain splashing on the satellite dishes. Harter contacted Gallatin Valley Gutters and priced the rain gutters over the satellite dishes at \$235.50 each or \$1394 to cover all the buildings. The Board requests HPM install one rain gutter over the satellite dish that is making the noise on the Condo B building.

Harter met with Andy Driesbach about the missing fascia and bird boxes. The missing fascia is from Hardi Plank. Driesbach will complete the missing work/repairs.

The Condo dumpsters will be serviced twice per week.

Hammond presented his ideas for landscaping at the entrances and for curb appeal at the FLM complex. Baldensperger made a motion to allocate \$1000 to \$1500 to hire a landscape architect to lay out a plan for the FLM complex. O'Connor seconded the motion. All were in favor. None opposed. There was discussion. Baldensperger made an amendment to his motion, requesting if more money is necessary, to please return to the Board with the request. Eakman seconded the modification to the motion. All were in favor. None opposed. The motion carried. The Board would like a landscape plan ready to present at the Annual meeting.

Schedule Landscaping Walk Through

Gras, Wilson and Hammond will meet at 3pm in front of the Condo B building on Tuesday, June 11th for a landscaping walk through.

Financial Report

Accountant Doug Shanley provided the Financial Report (see attachments or view them on the website: www.hpmmontana.com under the *Firelight Meadows HOA* tab, *password is FLI234*). One owner is late two or more quarters and will be turned over to collections at the end of the quarter if payment is not received. There have been five new owners at Firelight Meadows since the last meeting. The Chalets are under budget by \$14,579.06 and the Condos are under budget by \$28,492.79. The bad debt uncollectable was over budget for three years and now it is under budget; this is to make up for some of the money that was in a deficit and to recover some of the funds in the future.

A potential owner of a Condo unit is disputing the \$500 new membership dues to new owners. The initial assessment is a new owner's first payment of the association dues, subsequent quarterly assessments will follow. Declarations Article V, Section 8 H explains the new membership fee. The new membership fees have been changed to reflect what is stated in the Declarations.

Schedule Annual Budget Meeting

The Annual Budget meeting is scheduled for August 6th at 5pm at the Accountant Shanley's office.

Schedule Next BOD Meeting

The next BOD meeting is scheduled for Tuesday, August 13th at 6pm in the HPM Conference Room.

Utilities Portfolio Report

Baldensperger presented the Utilities Portfolio Report. Baldensperger made a motion to change the declarations to remove cable from the definition of what is common improvement and to change the declarations to exclude the HOA now being liable to pay any back due water and sewer bills on behalf of the owner. Eakman and Wilson seconded the motion. There was discussion. Eakman explained, now that there are no more developer owned units, the HOA does not need to be the insurance for the utility company. All are in favor. None oppose. The motion carried.

Legal Report

Eakman presented the Legal Report. Currently the Legal line item is under budget by \$14,843.84. Attorney Farve has been working on the settlement with HLH, LLC and recently researching the Declarations for the perspective owner disputing the new membership dues.

Communications from Owners

Eakman presented the Communications from Owners; they were all with regard to the assessments and fees recently issued from the water and sewer special assessment.

New Business

The Board will include the replacement of the carpets in Condo units A and B in 2014 budget. The Board asks Hammond Property Management to come up with a carpet maintenance plan.

Adjournment

Eakman made a motion for meeting adjournment. Gras seconded the motion. All were in favor. None opposed. The meeting adjourned at 7:09pm.



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Firelight Meadows Manager's Report
BOD Meeting 6/4/2013

Management discussion items for the meeting:

- Garage Sale
- Landscaping
- Gallatin Valley Gutters

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

- Checked all the "dog waste Stations".
- Picked up trash throughout the FLM campus recently thawed out from snow pack.
- Checked all street and landscaping lights throughout campus...
- Removed all Xmas lights and cords throughout campus and placed in storage.
- Started removing foundation vent covers at the condo buildings.
- Continued with spring trash and dog waste cleanup throughout campus as weather allowed.
- Assisted homeowner of 106 CLD with the locating and removal of a noisy smoke detector in the upper level of her unit.
- Picked up trash left inside the trash enclosure at building C.
- Responded to leak in hallway at the first floor of building B. Source of leak was determined to be coming from the "ice-maker" service valve at 7-B and the water was turned off to the unit to stop the flow of water. Unit is currently bank owned, the "property preservation" company was notified and they promptly cleaned up the water and dried out the affected areas.
- Lowered flags to half mast per presidential order.
- Assisted homeowner of 2-C with securing a parking spot for a small utility trailer thru the weekend.
- Cleaned up standing water in the crawlspace and attempted to repair tears in the vapor barrier at 464 FLD.
- Unlocked 10-B for the housekeeper per the homeowner's request.
- Picked up discharged fire extinguisher from front lawn at building C and contacted Fire Suppression Systems to obtain a replacement.
- Removed and disposed of old Xmas tree left in the trash enclosure at building C.
- Assisted Big Sky Chimney with fire code repairs at the following units: 447 FLD, 503 FLD, 379 FLD, 159 CLD, and 130 SLD.
- Moved concrete ash tray back to the NW of building A. Ash tray had be moved approx 50 feet out on to the lawn at the rear of the building.
- Assisted Big Sky Chimney with fire code repairs to the following units: 473 CLD, 346 FLD, 73 CLD, 306 CLD, 344 CLD, and 294 CLD.
- Found front door open at 304 FLD (unit is currently bank owned). I did not observe any signs of forcible entry or acts of wrong-doing, door was shut and secured.

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- Cleaned up large amount of domestic trash inside the trash enclosure at building B.
- Removed and disposed of a truck bed cover left inside the trash enclosure at building D.
- Completed putting out speed bumps throughout campus.
- Finished removing foundation vent covers throughout campus.
- Assisted with dish installs at 2-C, 10-C, and 173 CLD.
- Assisted homeowner of 1-C with restoring his Direct T.V. service, cable feeding his unit was disconnected by mistake earlier in the day by an installer working at 10-C.
- Unlocked 7-A for units property management company.
- Contacted Allied Waste and canceled bi-weekly trash service at the condo building s. Trash for the remainder of the off-season will be scheduled on Tuesdays, additional pick-ups will be scheduled as needed.
- Continued with spring clean-up throughout campus.
- Assisted Big Sky Chimney with fire code repairs to the following units: 406 FLD, 221 CLD, 87 SLD, 288 FLD, 88 SLD, 345 FLD, 434 FLD, 410 FLD, 496 FLD, and 389 FLD
- Assisted tenants at 389 FLD with entry into their unit, lockset on front door appeared to not be broke. They were advised on how to go about the repair and reminded that any new hardware must match the existing lockset and comply with the FLM “master” key policy.
- The HPM Landscaping crew started de-thatching the planted grass around the chalets.
- Started cleaning graven and landscaping rocks/gravel from the streets throughout campus.
- Assisted with dish installs at 464 FLD and 10-B.
- Cleaned up domestic trash and broken glass inside trash enclosure at building C and hauled cardboard off property for recycling.
- Met with HOA board president for spring walk through on campus.
- Assisted Big Sky Chimney with fire code repairs to the following units: 405 FLD, 398 FLD, 140 CLD, 338 CLD, 434 FLD, 156 CLD, and 302 CLD.
- Reinstalled missing soffit vent covers on back gables of 328 CLD and 336 CLD.
- Unlocked 306 CLD for flooring installer per homeowner’s request.
- Reinstalled four speed bumps throughout campus that had been removed by an unknown individual.
- Assisted Bling Wireless with a dish install at 2-A.
- Pressured washed all front entrances at the condo buildings.
- Started removing all loose gravel and sand on front sidewalks at the condo buildings.
- Inspected and documented exterior window frame damage (NW bedroom) at 8-C.
- Remounted ice-melt system at NE corner of building C.
- Opened doors to fridge and freezer per homeowner’s request at 376 CLD.
- Hung notice on 472 FLD for upcoming “realtor inspection” per homeowner’s request.
- Removed broken glass and string of old Xmas light embedded in grass behind 278 CLD.
- Confronted an older gentleman (driving a gold late model Chevy Suburban) who was disposing of domestic trash in the dumpster of building A. He stated that he owned a chalet and Dick Hovde gave him permission to use the dumpster. The individual was explained the FLM trash policy and that the dumpsters are for the exclusive use of condo residents only. He was compliant and said it would not happen again.

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- Completed spring clean-up of yards throughout campus.
- Consolidated trash in condo building dumpsters throughout the week to allow for “one day per week” trash collection.
- Assisted Big Sky Chimney with fire code repairs to the following units: 504 FLD, 124 CLD, 200 CLD, 328 CLD, 215 CLD, 365 FLD, and 95 SLD.
- Met with Hovde Property Management for training on FLM irrigation system.
- Started firing up irrigation system and inspecting heads throughout campus.
- Contacted Gallatin Valley Heating and Service regarding repairs on the leaking irrigation valve manifold.
- Met with Gallatin Valley Gutters to obtain quote/bid for additional rain gutters on the condo buildings.
- Assisted homeowner of 58 CLD with locating an overhead door company to repair her damaged garage door.
- Turned on all the hoses faucets at the condo buildings.
- Cleaned up large amount of domestic trash outside of dumpster at building C.
- Walked campus and cataloged chalets with missing “bird boxes”. Info was passed on to CSM.
- Assisted Wapiti Landscaping with locating damaged irrigation lines on SLD. Lines were damaged by Northwestern Energy while electrical utility repairs earlier during the winter season.
- Assisted Guy’ Glass with window warranty repairs at the following units: 216, 229, 221, and 215 CLD.
- Lowered flags to half-mast in observance of Memorial Day.

The following units were issues written “notice of violation”:

- **9-A, (Unauthorized items on the common elements).** Tenants were observed with a “Lazy Boy” reclining chair on their rear patio.
- **7-A, (Unauthorized items on the common elements).** Occupants at this unit were observed with a large “office style” folding table stored on their rear patio and leaning against the outside of the building.
- **173 CLD, (Unauthorized items on the common elements).** Unit was observed with a large amount of cigarette butts on the grass off the back patio.
- **20-C, (Unauthorized items on the common elements).** Guests of the tenants from this unit were observed with an RV parked between buildings C and D. Vehicle was parked in such a way that it took up four parking spots.
- **268 CLD, (Unauthorized window coverings).** Tenants at this unit were observed with a multicolored “Bob Marley” blanket covering the 2nd floor back bedroom window. **361 FLD, (Unauthorized window coverings).** Occupants at this unit were observed with a multicolored printed blanket covering the 1st floor back bedroom slider.
- **10-A, (Unauthorized window coverings).** Occupants at this unit were observed with a printed blanket over the rear patio slider.
- **221 CLD, (failure to comply with the FLM parking policy).** Tenants were observed parking their vehicle in the driveway of 229 CLD.

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Fines were issues to the following units:

- **352 CLD, (Failure to comply with the FLM trash policy).** Occupants at this unit were observed with their trash can out past the scheduled service day.
- **325 CLD, (Failure to comply with the FLM parking policy).** Tenant from this unit was observed parking in the driveway next door at 329 CLD.
- **305 CLD, (Failure to comply with the FLM trash policy).** Trash can was observed out past day of scheduled service.

The following vehicles were towed from FLM property:

- **Maroon Jeep Cherokee.** Vehicle was towed from the large overflow parking area on the north side of SLD for failing to have a valid FLM parking pass.
- **Red Chevy Cruise.** Attempted to tow this vehicle belonging to the tenant from 337 FLD. Tenant paid the \$150.00 “dispatch fee” to Best Rate Towing and removed the vehicle from FLM campus himself.
- **Maroon Jeep Cherokee.** Attempted to tow this vehicle belonging to the tenant from 268 FLD. Tenant paid the \$150.00 “dispatch fee” to Best Rate Towing and removed the vehicle from FLM campus himself.

The following units received verbal warning regarding FLM rule violations:

- **464 FLD, (Failure to comply with the FLM trash policy).** The new homeowner of the unit had their trash can out past the scheduled service day. They were informed of the FLM trash policy and quickly complied by moving the can back to the garage.
- **464 FLD, (Unauthorized items on the common elements).** New homeowners were observed with a bed mattress stored on their back patio.

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6/1/2013

TO: BOARD OF DIRECTORS

FIRELIGHT MEADOWS HOME OWNERS ASSOCIATION

	6/1/2013	4/19/2013
CHECKING ACCOUNT BALANCE	\$158,699	\$113,636
MONEY MARKET AMERICAN BANK	\$100,032	\$100,012
CD AT BIG SKY WESTERN BANK	\$130,941	\$130,941
CD AT 1ST SECURITY BANK	\$75,414	\$75,414
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TOTAL CASH AVAILABLE	\$465,086	\$420,003

ACCOUNTS RECEIVABLE	\$38,866	\$108,577
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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

V41 HOLLADAY	\$2,283.81	\$2,016.94
TOTAL OF ABOVE UNITS	\$2,283.81	\$2,016.94

BAD DEBT PREVIOUSLY WRITTEN OFF COLLECTED IN 2013 BY CBO, OUR COLLECTION AGENCY	\$6,703.29	\$6,619.95
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PARKING INCOME TOTAL THIS YEAR	\$810.50	\$490.00
FINES ASSESSED IN 2013	\$800.00	\$600.00
FINES RECEIVED IN 2013	\$362.00	\$62.00

NEW MEMBERSHIP DUES FOR 2013 A02 DANIEL KELLOGG V013 DICK HOVDE D05 MARGARET HAMBRY V133 MICHAEL MORELLI C06 LINDA WILTON	\$6,000.00	\$3,500.00
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BAD DEBT WRITTEN OFF IN 2013	\$597.25	\$597.25
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OWNERS TAKING ADVANTAGE OF THE \$24 PER QUARTER POSTAGE SAVINGS 407 INVOICES OVER TWO QUARTERS	\$9,768.00	\$9,768.00
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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 JUNE	ACTUAL THROUGH	OVER (UNDER) BUDGET
Ordinary Income/Expense				
Income				
Assessment	370,736.00	185,368.00	185,368.00	0.00
				0.00
Total Income	370,736.00	185,368.00	185,368.00	0.00
Expenses				
Insurance	38,531.00	19,265.50	22,978.92	3,713.42
Common Area Lawn Care	31,243.00	10,414.33	10,414.40	0.07
Landscape Upgrade - new plants flowers trees	5,168.00	861.33	300.48	(560.85)
Snow Removal & Shoveling Roads & Entry Ways	66,550.00	44,366.67	47,000.00	2,633.33
Snow and Ice Removal on Rooftops	6,290.00	4,193.33	2,745.00	(1,448.33)
Fireplace Maintenance & Cleaning	6,000.00	3,000.00		(3,000.00)
Administrative and Secretary	3,717.00	1,858.50	1,106.29	(752.21)
Maintenance & Repair	26,102.00	13,051.00	21,930.60	8,879.60
Property Manager	61,740.00	30,870.00	31,248.00	378.00
Accounting	9,384.00	4,692.00	4,694.76	2.76
Legal	25,200.00	12,600.00	3,248.38	(9,351.62)
Postage & Delivery	13,056.00	6,528.00	66.32	(6,461.68)
Office Expense	1,890.00	945.00	478.07	(466.93)
Taxes	272.00	136.00		(136.00)
Bad Debt Uncollectible	13,600.00	6,800.00	376.27	(6,423.73)
Meeting Expense	680.00	340.00	15.12	(324.88)
PSC - Consultant for Case	2,520.00	1,260.00		(1,260.00)
Subtotal Expense	311,943.00	161,181.67	146,602.61	(14,579.06)

\$18,764.00 OF MAINTENANCE AND REPAIR IS FROM THE COMPLETION OF THE NAILING OF SIDING ON THE CHALETS

**CONDOS
Firelight Meadows Owners Association
2013 BUDGET**

	2013 BUDGET	BUDGET THROUGH JUNE	ACTUAL THROUGH JUNE	OVER (UNDER) BUDGET
Ordinary Income/Expense				
Income				
Assessment	258,000.00	129,000.00	129,000.00	0.00
Total Income	258,000.00	129,000.00	129,000.00	0.00
Expenses				
Insurance	11,836.00	5,918.00	7,058.88	1,140.88
Building Utilities	30,000.00	15,000.00	11,849.07	(3,150.93)
Common Area Lawn Care	7,811.00	2,603.67	2,603.60	(0.07)
Landscape Upgrade - new plants flowers trees	3,040.00	506.67	176.48	(330.19)
Trash Removal	35,000.00	17,500.00	15,300.14	(2,199.86)
Snow Removal & Shoveling Roads & Entry Ways	22,480.00	14,986.67	15,666.64	679.97
Snow and Ice Removal on Rooftops	3,700.00	2,466.67	1,170.00	(1,296.67)
Cleaning and Common Area	20,000.00	10,000.00	8,370.00	(1,630.00)
Administrative and Secretary	2,183.00	1,091.50	649.72	(441.78)
Maintenance & Repair	21,280.00	10,640.00	3,514.27	(7,125.73)
Property Manager	36,260.00	18,130.00	18,351.96	221.96
Accounting	5,520.00	2,760.00	2,757.24	(2.76)
Legal	14,800.00	7,400.00	1,907.78	(5,492.22)
Postage & Delivery	7,680.00	3,840.00	38.95	(3,801.05)
Office Expense	1,110.00	555.00	280.79	(274.21)
Taxes	160.00	80.00		(80.00)
Bad Debt Uncollectible	8,000.00	4,000.00	220.98	(3,779.02)
Meeting Expense	400.00	200.00	8.88	(191.12)
PSC - Consultant for Case	1,480.00	740.00		(740.00)
Subtotal Expense	232,740.00	118,418.17	89,925.38	(28,492.79)