

# Minutes of Board of Directors Meeting

## For the Association of Unit Owners of Firelight Meadows

September 10, 2013

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### Call to Order

Presiding Officer Garrett Baldensperger called the meeting to order at 6:00 pm.

Directors in attendance were Garrett Baldensperger of unit V95/433, 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 was owner Steve Cherne of unit V73/308. Invited guests were Accountant Doug Shanley (via conference call) and Scott Hammond, Angie Guinn, Mike Harter and Bethany Davies of Hammond Property Management (HPM).

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

### Minutes of the last Meeting

Wilson 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 August 13<sup>th</sup>, 2013 meeting were approved as written.

### Financial Report

Accountant Doug Shanley provided the Financial Report (see attachments or view them on the website: [www.hpmmontana.com](http://www.hpmmontana.com) under the *Firelight Meadows HOA* tab, password is *FLI234*). The association is very close to reaching the \$250,000 FDIC insurance limit at Big Sky Western Bank, he recommends opening another CD with another bank. Geppert made a motion to open a new CD at First Security Bank for \$75,000. Wilson seconded the motion. All were in favor; none opposed. The motion carried.

### Proposed 2014 Budget

Currently Condo owners pay \$806.25 quarterly; the proposed Condo Budget will decrease this number to \$774.75 quarterly. In 2013 Chalet owners pay \$681.50 each quarter; owners could pay \$755.85 per quarter in 2014.

Past due water and sewer bills have been paid by the HOA and the owners that had originally accrued these past due bills have been turned over to CBO Collections. If there is a refund of water and sewer bills, it will be given back to the owners. However, it is unclear as of this date if there has been any overpayment.

### Schedule Next Meeting

The next BOD meeting will be directly following the Annual Owners Meeting. The Annual Owners Meeting is scheduled for Tuesday, October 29<sup>th</sup>, 2013 at 5pm.

### Property Management Report

Guinn and Harter provided the Property Management Report (see attachments or view them on the website: [www.hpmmontana.com](http://www.hpmmontana.com) under the *Firelight Meadows HOA* tab, password is *FLI234*). The irrigation system has been shut down for the season and the irrigation lines have been blown out to clear out any water and debris. HPM will put together an estimate to clean up the rock bed areas by tearing out the landscape matting to eliminate the weeds and to re-mulch the walking path; they will incorporate these into the landscape plan.

Baldensperger complimented HPM on the landscaping work over the past year and Cherne is pleased that HPM was able to get the irrigation near his unit working again.

### Neighborhood Portfolio

Baldensperger reported the Neighborhood Party was a success with delicious food and entertaining stories.

### Trash Compactor Update

Harter discussed some findings on the trash compactor system. Stone will present the Trash Compactor Update at the Annual Owners Meeting. The lifespan of one of the compactors is about 12 – 15 years. Solid Waste Systems, the company out of Missoula that the Board has been in contact with is the number one company for these compactors in the

northwest. The cost of two trash compactors is around \$55,000 and the annual maintenance is \$700 per visit. Another management company that manages an association with a trash compactor is very pleased with the trash compactor, they pay for two maintenance checks per year and they would recommend it to anyone. Owners will vote by ballot on the trash compactor as it will affect everyone. If accepted by the owners, the money for the trash compactor will be paid for by borrowing money from reserves, and then reserves would be repaid for over the next 15 years equally by all 116 unit owners. The proposed location for the trash compactor is in the parking lot of the administration building to the right of the walking path leading to Morning Star.

### **Legal Report**

Cherne asked the Board why the owners should vote to for the 15<sup>th</sup> Amendment if it could result in legal fees. The Board was asked by the owners to make a change to the Declarations to keep the utility companies from requiring the rest of the HOA to pay the debts of specific owners; the 15<sup>th</sup> Amendment is the Board's response to this request.

### **Communications from Owners**

An owner reported a hot tub cover damaged by deck stain; it was verbally reported to Alpine Property Management (APM) over two years ago. The Board cannot find any record of this damage report, but they will contact APM for more information.

### **Annual Meeting**

Two Board members are up for re-election at the Annual Owners Meeting on October 29<sup>th</sup>: Sam Geppert and Jack Eakman. Geppert expressed an interest in running for re-election to the Board in 2014.

In the event that a Board member resigns halfway through the year, Baldensperger would like to have the option for there to be between 5 and 7 Board members so that the Board will not be in a hurry to elect a new officer.

### **Adjournment**

The meeting adjourned at 7:10 pm.

# Douglas N. Shanley, CPA PC

2055 North 22<sup>nd</sup> Ave Suite 2B, Bozeman, Montana 59718

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9/8/2013

TO: BOARD OF DIRECTORS

FIRELIGHT MEADOWS HOME OWNERS ASSOCIATION

	9/8/2013	8/9/2013
CHECKING ACCOUNT BALANCE	\$124,376	\$158,699
MONEY MARKET AMERICAN BANK	\$220,115	\$100,032
CD AT BIG SKY WESTERN BANK	\$130,941	\$130,941
CD AT 1ST SECURITY BANK	\$75,414	\$75,414
	<hr/>	<hr/>
TOTAL CASH AVAILABLE	\$550,846	\$465,086
	<hr/>	<hr/>
ACCOUNTS RECEIVABLE	\$50,894	\$38,866
BAD DEBT PREVIOUSLY WRITTEN OFF COLLECTED IN 2013 BY CBO, OUR COLLECTION AGENCY	\$7,536.00	\$6,703.29
PARKING INCOME TOTAL THIS YEAR	\$1,720.00	\$810.50
FINES ASSESSED IN 2013	\$2,500.00	\$800.00
FINES RECEIVED IN 2013	\$1,265.00	\$362.00
NEW MEMBERSHIP DUES FOR 2013 B04 KATHY SCOTT	\$8,400.00	\$6,000.00
BAD DEBT WRITTEN OFF IN 2013	\$6,449.52	\$597.25
OWNERS TAKING ADVANTAGE OF THE \$24 PER QUARTER POSTAGE SAVINGS 617 INVOICES OVER THREE QUARTERS	\$14,808.00	\$9,768.00

TO JOIN BY CONFERENCE CALL 1-888-325-3989  
PASSCODE IS 693 796

<b>CHALETs</b>								
<b>Firelight Meadows Owners Association</b>								
<b>2013 BUDGET TO ACTUAL SEPTEMBER AND 2014 PROPOSED BUDGET</b>								
					<b>BUDGET</b>	<b>ACTUAL</b>	<b>OVER</b>	<b>PROPOSED</b>
				<b>2013</b>	<b>THROUGH</b>	<b>THROUGH</b>	<b>(UNDER)</b>	<b>2014</b>
				<b>BUDGET</b>	<b>SEPTEMBER</b>		<b>BUDGET</b>	<b>BUDGET</b>
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
	<b>Assessment</b>			370,736.00	278,052.00	278,052.00	0.00	411,180.00
							0.00	0.00
	<b>Total Income</b>			370,736.00	278,052.00	278,052.00	0.00	411,180.00
<b>Expenses</b>								
	<b>Insurance 76.5%</b>			38,531.00	28,898.25	29,870.81	972.56	44,205.00
	<b>Common Area Utility</b>							544.00
	<b>Common Area Lawn Care 80%</b>			31,243.00	26,035.83	26,036.00	0.17	34,400.00
	<b>Landscape Upgrade</b>			5,168.00	4,306.67	2,446.98	(1,859.69)	5,070.00
	<b>Snow Removal &amp; Shoveling Roads &amp; Entry Ways 75%</b>			66,550.00	44,366.67	47,000.00	2,633.33	60,620.00
	<b>Snow and Ice Removal on Rooftops 63%</b>			6,290.00	4,193.33	2,745.00	(1,448.33)	6,300.00
	<b>Fireplace Maintenance &amp; Cleaning</b>			6,000.00	4,500.00		(4,500.00)	6,000.00
	<b>Administrative and Secretary</b>			3,717.00	2,787.75	1,106.29	(1,681.46)	0.00
	<b>Maintenance &amp; Repair</b>			26,102.00	19,576.50	27,305.20	7,728.70	21,697.00
	<b>Property Manager</b>			61,740.00	46,305.00	47,250.00	945.00	63,978.00
	<b>Accounting</b>			9,384.00	7,038.00	7,042.14	4.14	9,619.00
	<b>Legal</b>			25,200.00	18,900.00	5,119.80	(13,780.20)	11,339.00
	<b>Postage &amp; Delivery</b>			13,056.00	9,792.00	95.22	(9,696.78)	1,260.00
	<b>Office Expense</b>			1,890.00	1,417.50	555.26	(862.24)	1,260.00
	<b>Taxes</b>			272.00	204.00		(204.00)	272.00
	<b>Bad Debt Uncollectible</b>			13,600.00	10,200.00	4,063.20	(6,136.80)	13,600.00
	<b>Meeting Expense</b>			680.00	510.00	59.22	(450.78)	680.00
	<b>PSC - Consultant for Case</b>			2,520.00	1,890.00		(1,890.00)	0.00
	<b>Subtotal Expense</b>			311,943.00	230,921.50	200,695.12	(30,226.38)	280,844.00
	<b>Subtotal Reserves</b>			58,793.00				130,336.00
	<b>Total Expenses &amp; Reserves</b>			370,736.00				411,180.00
							INCREASE	10.91%
			YEARLY 2013	2,726.00			YEARLY 2014	3,023.38
			QUARTERLY 2013	681.50			QUARTERLY 2014	755.85

CONDOS						
Firelight Meadows Owners Association						
2013 BUDGET TO ACTUAL SEPTEMBER AND 2014 PROPOSED BUDGET						
				BUDGET	ACTUAL	OVER
				THROUGH	THROUGH	(UNDER)
				SEPTEMBER	BUDGET	BUDGET
				2013		2014
				BUDGET		BUDGET
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
	Assessment			258,000.00	193,500.00	193,500.00
						0.00
						247,920.00
	<b>Total Income</b>			<b>258,000.00</b>	<b>193,500.00</b>	<b>193,500.00</b>
						<b>0.00</b>
						<b>247,920.00</b>
<b>Expenses</b>						
	Insurance 23.5%			11,836.00	8,877.00	9,175.99
						298.99
						13,578.00
	Building Utilities			30,000.00	22,500.00	16,926.93
						(5,573.07)
						24,000.00
	Common Area Utility					
						320.00
	Common Area Lawn Care 20%			7,811.00	6,509.17	6,509.00
						(0.17)
						8,600.00
	Landscape Upgrade			3,040.00	2,533.33	999.98
						(1,533.35)
						2,980.00
	Trash Removal			35,000.00	26,250.00	24,954.48
						(1,295.52)
						36,000.00
	Snow Removal & Shoveling Roads & Entry Ways 25%			22,480.00	14,986.67	15,666.64
						679.97
						20,206.00
	Snow and Ice Removal on Rooftops 37%			3,700.00	2,466.67	1,170.00
						(1,296.67)
						3,700.00
	Cleaning and Common Area			20,000.00	15,000.00	8,370.00
						(6,630.00)
						17,000.00
	Administrative and Secretary			2,183.00	1,637.25	649.72
						(987.53)
						0.00
	Maintenance & Repair			21,280.00	15,960.00	7,358.93
						(8,601.07)
						25,703.00
	Property Manager			36,260.00	27,195.00	27,749.94
						554.94
						37,635.00
	Accounting			5,520.00	4,140.00	4,135.86
						(4.14)
						5,658.00
	Legal			14,800.00	11,100.00	3,006.86
						(8,093.14)
						6,670.00
	Postage & Delivery			7,680.00	5,760.00	55.93
						(5,704.07)
						741.00
	Office Expense			1,110.00	832.50	326.13
						(506.37)
						741.00
	Taxes			160.00	120.00	
						(120.00)
						160.00
	Bad Debt Uncollectible			8,000.00	6,000.00	2,386.32
						(3,613.68)
						8,000.00
	Meeting Expense			400.00	300.00	34.78
						(265.22)
						400.00
	PSC - Consultant for Case			1,480.00	1,110.00	
						(1,110.00)
						0.00
	<b>Subtotal Expense</b>			<b>232,740.00</b>	<b>173,277.58</b>	<b>129,477.49</b>
						<b>(43,800.09)</b>
						<b>212,092.00</b>
	<b>Subtotal Reserves</b>			<b>25,260.00</b>		
						<b>35,828.00</b>
	<b>Total Expenses &amp; Reserves</b>			<b>258,000.00</b>		
						<b>247,920.00</b>
						<b>DECREASE</b>
						<b>3.91%</b>
				YEARLY 2013	3,225.00	YEARLY 2014
				QUARTERLY 2013	806.25	QUARTERLY 2014
						3,099.00
						774.75



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Firelight Meadows Manager's Report  
BOD Meeting 9/10/2013

Management discussion items for the meeting:

- Project update
- Compactor information
- Landscaping update

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

- HPM Landscaping mowed and trimmed lawns throughout FLM campus.
- Checked all exterior lights throughout campus.
- Assisted homeowner of 305 FLD with obtaining a guest pass for his unit.
- Address weeds in rock beds around the condo buildings and WFU utility building.
- Replaced burn out light bulbs at FLM signs at main entrances and FLM flag poles.
- Walked campus and compiled list of open areas in need of brush mowing.
- Started mowing brush in all open areas.
- Assisted homeowner of 12-A with turning off the gas to her unit.
- Assisted Bozeman Safe and Lock with rekeying 305 FLD and 456 FLD.
- BHB completed exterior window weather proofing and mold clean up at 221 CLD.
- BHB started investigation roof leak issues at 215 CLD.
- Cleaned out rain gutter at the rear of 278 CLD.
- Continued to catalog window glass in need of warranty replacement on NW side of CLD.
- Delivered parking passes to B4 per the homeowner's request.
- Assisted homeowner of 58 CLD with obtaining paint codes for her new garage door.
- Assisted homeowner of 14-D with securing a parking spot in the FLM storage yard.
- Met with CSM on site to finalize list of chalets in need of "bird box" initialization.
- Removed stickers from stop sign at the NW, FLD and CLD intersection.
- Located sample shingle for roofing repairs at 208 and 215 CLD and provided it to BHB.
- Assisted new homeowner of 4-B with lighting her gas fire place and restoring power to the kitchen outlets.
- Completed brush/open space mowing throughout FLM campus.
- Returned the trash can back to the garage of 277 CLD per the homeowner's request.
- Unlocked 306 CLD for the flooring install per the homeowner's request.
- Cleaned up a large amount of trash left inside the trash enclosure at building D.
- Remounted the rain gutter at 221 CLD above the rear patio.
- Met with Direct TV at 365 CLD for a dish install. They were told that they must reschedule due to lack of sufficient notice.

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- Assisted Direct TV with a dish install at 517 FLD.
- Placed above ground “soaker” lines around the bases of all trees on the south side of the FLM storage yard for additional watering.
- Repaired and started irrigation system for trees at the north side of the FLM storage yard.
- Continued to work on the list of windows in need of warranty replacement.
- Started open space irrigation system behind 308 FLM to better watering of back yards in the area.
- Inspected reported damage to patio fixtures on patio of 1-D. Homeowner reported that several years ago the painter (while refinishing the deck above) splattered stain on the BBQ and hot tub.
- Reserved a “Porta-Toilet” and hand washing station for the Labor Day weekend FLM BBQ.
- Inspected 215 crawl space for moisture/water as reported by the homeowner’s realtor.
- Assisted Direct TV with a dish install at 365 FLD.
- Responded to an after-hours pager call regarding a pungent/fowl odor coming from 20-C. The tenants (who recently moved out) had left several perishable food items in the unit when they left. Items were removed, windows opened, and homeowner contacted regarding the issue.
- Unlocked 7-C for the property management company after she locked herself out by mistake.
- Picked up trash left inside the trash enclosure at building A.
- Replaced all burnt out light bulbs on condo building exterior light fixtures.
- Replaced one interior light fixture ballast at the SW front entrance of building B.
- Repaired broken handrail bracket at SE front entrance of building B
- Unlocked 14-D per homeowner’s request after they locked themselves out by mistake.
- Delivered guest passes to 260 CLD per homeowner’s request.
- Delivered guest passes to 2-D per homeowner’s request.
- Inspected insulation in crawlspace of 74 CLD after the homeowner reported it to be falling down from the floor joists. Some of the insulation was put back in place, pictures taken, and the issue was reported HOA president for his review.
- Picked up trash around the WFU building and the FLM storage yard.
- Chased two dogs off FLM campus, both dogs appeared to belong to homes in the West Fork Subdivision.
- Weeded, mowed, and trimmed grounds around the FLM playground and flagpoles.
- Staged the porta-toilet and hand washing station near the FLM playground in preparation for the up and coming FLM BBQ.
- Turned off Kitchen light in 170 CLD, light was reported on for several days by a neighbor.
- Unlocked hot tub at 433 FLD for the service company per the homeowner’s request.
- Cleaned up debris and trash from ashtray that was knocked over at the SE entrance of building A.
- Beehive Builders completed interior water damage repairs at 221 CLD.
- Cornerstone Management completed insulation of bird-boxes on FLD.

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

- **8-D “Failure to comply with the FLM quiet hours”** Residents from building D reported that the occupants of this unit were playing loud music late in the evening on 8/1/2013.
- **365 FLD (Improper window coverings)** Unit was observed with a printed sheet over the window at the 2<sup>nd</sup> floor front bedroom.
- **353 CLD (Failure to comply with the FLM parking policy)** Tenants from this unit were observed parking their vehicles in the adjacent driveway at 360 CLD.
- **199 CLD (Failure to comply with the FLM pet policy)** Unit was observed with a large amount of dog waste at both the front and rear of the building.
- **387 FLD (Failure to comply with the FLM parking policy)** Tenants from this unit were observed parking their vehicles in the adjacent driveway at 379 FLD.
- **387 FLD (Failure to comply with the FLM parking policy)** A guest from this unit was observed his silver Dodge truck parked on the front lawn. Vehicle was parked 100% on the grass (all four tires)
- **387 FLD (Improper window coverings)** Unit was observed with a printed sheet/blanket over the window at the 2<sup>nd</sup> floor front bedroom.
- **10-C (Improper window coverings)** Unit was observed with a printed sheet over the windows at the NE bedroom
- **346 FLD (Failure to comply with the FLM parking policy)** Tenants from this unit were observed with a medium sized brown and white dog inside their unit.
- **70 CLD (Improper window coverings)** Unit was observed with a printed sheet/blanket over the rear patio sliding door.
- **10-A (Failure to comply with the FLM trash policy)** Unit was observed with a bag of domestic trash on the back patio.

**Fines were issues to the following units:**

- **173 CLD (Failure to comply with the FLM trash policy)** Unit was observed with their trash can out past the day of scheduled service.
- **328 CLD (Failure to comply with the FLM pet policy)** The service dog from this unit was observed off leash and unattended while on the FLM campus.
- **387 CLD (Failure to comply with the FLM pet policy)** The tenants from this unit were observed with a black and white border collie off leash and unattended while on the FLM campus.
- **365 FLD (Improper window coverings)** Unit was observed with a printed sheet over the window at the 2<sup>nd</sup> floor front bedroom.

**The following units received verbal warning regarding FLM rule violations:**

- **86 CLD (Failure to comply with the FLM pet policy)** The homeowner was observed with her golden retriever off leash while on the FLM campus.
- **148 CLD (Failure to comply with the FLM parking policy)** Observed the tenant from this unit with her vehicle partially parked on the grass/common elements.

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