

Minutes of Board of Directors Meeting

For the Association of Unit Owners of Firelight Meadows

December 10, 2013

Call to Order

Presiding Officer Garrett Baldensperger called the meeting to order at 6:03 pm.

Directors in attendance were Garrett Baldensperger of unit V95/433, Kari Gras of units V19/184, A1/85 & B1/155, Curt Wilson of unit B2/155, and Annette Stone of unit B12/155 (via conference call). Invited guests were Accountant Doug Shanley (via conference call) as well as Scott Hammond, Angie Guinn, Tom Davis, Mike Harter, and Bethany Davies of Hammond Property Management (HPM).

(Hereafter all will be identified in the minutes by their last names.)

Minutes of the last Meeting

Gras made a motion to approve the minutes of the October 29, 2013 meeting. Wilson seconded the motion. All were in favor. None opposed. The motion carried.

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 FL1234*). As of December 9, 2013, three units were late two or more quarters and will be turned over to collections at the end of this quarter if payment is not received. Shanley received a check for the entire payment of unit V93; the owner of unit V81 will be sending a check to cover the full payment of his bill; and the owner of V119 has been making payments. Through December the Condos are \$49,602 under budget and the Chalets are \$38,259 under budget. The landscaping upgrade line item will be cleared by the end of the year and Anderson Enterprises has yet to be paid. The Board is waiting to invest \$75,000 into a CD until the trash compactor is purchased.

The Board, the Attorney and the Accountant are working together to finalize the past due assessments owed to West Fork Utilities (HLH,LLC).

Schedule Next BOD Meeting

The next BOD meeting was scheduled for 6:00 pm on January 21st at HPM.

Property Management Report

Guinn and Harter 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*). Harter began by introducing Tom Davis to the Board; he has been assisting Mike Harter on the FLM campus.

Most of the condominium complexes have their windows caulked every time their siding is painted or stained. The siding at FLM does not require painting or staining. EL Painting estimated it would cost \$75,000 to caulk all the windows and doors of the entire complex. Baldensperger would like HPM to look at the west facing and south facing windows and doors that are most in need of caulking.

Wilson will monitor the snow removal weekly and after each big snowfall in an effort to help HPM. Harter will make sure the entrances have sand. The fourth entrance will not be plowed as it is not an official entrance.

Harter will look for inconsistencies in front door handles; they need to have the approved gold colored handles. He will also look for damaged garage doors and notify owners that it is their responsibility to make repairs. In the spring, owners will be given 30 days of notice to repair their garage doors before the HOA steps in to make the repairs and charges the owner (see Declarations Sec. 4.3.B.).

Neighborhood Portfolio

Gras provided the Neighborhood Portfolio Report. She has been researching size and pricing options for a Firelight Meadows flag. She also called owners with past due assessments and overall, found that most owners were happy to have a personal call. A few owners requested automatic withdrawal from their bank account. The Board will research automatic withdrawal options.

Landscaping Portfolio

Gras provided the Landscaping Portfolio Report. All Landscaping companies that were contacted for the landscaping project will guarantee bushes and trees for one year after planting. 46°North and Mountain Scapes are the only two landscaping companies to provide a quote for the landscaping project. Gras will send the Board an updated comparison of all of the final estimates.

Utilities Portfolio/Legal Report

Baldensperger discussed the Utilities Portfolio and the Legal Report. The 15th Amendment passed removing the responsibility of the HOA to pay for the past due utility bills of individual owners. Therefore, the last utility bill that the HOA is required to pay West Fork Utilities will be for December 31st. The 15th Amendment is ready for Attorney Farve's signature and then will be filed with the county.

Old Business

RID – Jack Schunke of Morrison-Maierle and Attorney Farve are checking with Gallatin County to see what is needed to complete the RID. Schunke informed Baldensperger that maintenance of the driveways and snow removal (with the contractor of FLM's choosing) may also be included as a part of the RID. They will continue to keep the Board updated.

Beehive Builders has provided a bid to replace one deck support on the A building that will eventually need to be replaced. The board approves of hiring Beehive Builders to make the repairs.

Wilson has been investigating E-signature and Video conferencing options. E-signature service costs range between \$14 per month and \$49 per month. Video conferencing could be an option for annual meetings; the costs vary depending on the number of participants and the kind of equipment purchased.

New Business

Chalet owners who wish to cut and split their personal firewood in the lawn or driveway outside of their unit may, as long as they are within daylight hours to be respectful of neighbors and do not leave any wood debris outside of their unit. All wood, woodchip, and sawdust debris must be cleared from around the unit and the area is to appear as though wood cutting never took place. Wood is to be stored in the garage. If wood cutting operations are not maintained properly, HPM will post a notice on the unit.

Wilson requested HPM check all the hallway heaters in the condo units to make sure that they are working properly.

Adjournment

Baldensperger made a motion to adjourn at 7:50 pm. Wilson seconded the motion. All were in favor. None opposed. The motion carried.

Douglas N. Shanley, CPA PC

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12/9/2013

TO: BOARD OF DIRECTORS

FIRELIGHT MEADOWS HOME OWNERS ASSOCIATION

	12/9/2013	10/25/2013
CHECKING ACCOUNT BALANCE	\$182,899	\$193,291
MONEY MARKET AMERICAN BANK	\$220,225	\$220,151
CD AT BIG SKY WESTERN BANK	\$130,941	\$130,941
CD AT 1ST SECURITY BANK	\$75,414	\$75,414
TOTAL CASH AVAILABLE	\$609,479	\$619,797
ACCOUNTS RECEIVABLE	\$34,160	\$105,107
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		
V93 BROKOW INVESTMENTS	\$2,714	\$2,666
V81 JEFF MORGAN	\$2,547	\$2,502
V119 SUSAN O'CONNOR	\$2,298	\$2,708
TOTAL OF ABOVE UNITS	\$7,559	\$7,876
BAD DEBT PREVIOUSLY WRITTEN OFF COLLECTED IN 2013 BY CBO, OUR COLLECTION AGENCY	\$8,642	\$7,643
PARKING INCOME TOTAL THIS YEAR	\$3,600	\$1,990
FINES ASSESSED IN 2013	\$2,100	\$2,400
FINES RECEIVED IN 2013	\$2,162	\$2,162
NEW MEMBERSHIP DUES FOR 2013	\$13,000	\$11,200
V114 PAUL NEDVED		
V96 CLARA WERMERS		
V13 TODD WILLIAMSON		
BAD DEBT WRITTEN OFF IN 2013	\$6,450	\$6,450
OWNERS TAKING ADVANTAGE OF THE \$24 PER QUARTER POSTAGE SAVINGS 827 INVOICES OVER THREE QUARTERS	\$19,848	\$19,848

TO JOIN BY CONFERENCE CALL 1-888-325-3989

Firelight Meadows Board Meeting
PASSCODE IS 693 796

December 10, 2013

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CHALETs								
Firelight Meadows Owners Association								
2013 BUDGET TO ACTUAL DECEMBER								
						BUDGET	ACTUAL	OVER
				2013	THROUGH	THROUGH		(UNDER)
				BUDGET	DECEMBER			BUDGET
Ordinary Income/Expense								
Income								
	Assessment				370,736	370,736	370,736	0
								0
	Total Income				370,736	370,736	370,736	0
Expenses								
	Insurance 76.5%				38,531	38,531	37,416	(1,115)
	Common Area Lawn Care 80%				31,243	31,243	31,243	0
	Landscape Upgrade				5,168	5,168	3,468	(1,700)
	Snow Removal & Shoveling Roads & Entry Ways 75%				66,550	66,550	67,207	657
	Snow and Ice Removal on Rooftops 63%				6,290	6,290	2,745	(3,545)
	Fireplace Maintenance & Cleaning				6,000	6,000		(6,000)
	Administrative and Secretary				3,717	3,717	1,106	(2,611)
	Maintenance & Repair				26,102	26,102	45,918	19,816
	Property Manager				61,740	61,740	63,252	1,512
	Accounting				9,384	9,384	9,384	0
	Legal				25,200	25,200	6,112	(19,088)
	Postage & Delivery				13,056	13,056	122	(12,934)
	Office Expense				1,890	1,890	638	(1,252)
	Taxes				272	272		(272)
	Bad Debt Uncollectible				13,600	13,600	4,063	(9,537)
	Meeting Expense				680	680	1,010	330
	PSC - Consultant for Case				2,520	2,520		(2,520)
	Subtotal Expense				311,943	311,943	273,684	(38,259)

CONDOS								
Firelight Meadows Owners Association								
2013 BUDGET TO ACTUAL DECEMBER								
						BUDGET	ACTUAL	OVER
					2013	THROUGH	THROUGH	(UNDER)
					BUDGET	DECEMBER		BUDGET
Ordinary Income/Expense								
Income								
	Assessment				258,000	258,000	258,000	0
	Total Income				258,000	258,000	258,000	0
Expenses								
	Insurance 23.5%				11,836	11,836	11,494	(342)
	Building Utilities				30,000	30,000	21,077	(8,923)
	Common Area Lawn Care 20%				7,811	7,811	7,811	(0)
	Landscape Upgrade				3,040	3,040	1,599	(1,441)
	Trash Removal				35,000	35,000	33,774	(1,226)
	Snow Removal & Shoveling Roads & Entry Ways 25%				22,480	22,480	22,402	(78)
	Snow and Ice Removal on Rooftops 37%				3,700	3,700	1,170	(2,530)
	Cleaning and Common Area				20,000	20,000	16,785	(3,215)
	Administrative and Secretary				2,183	2,183	650	(1,533)
	Maintenance & Repair				21,280	21,280	16,456	(4,824)
	Property Manager				36,260	36,260	37,384	1,124
	Accounting				5,520	5,520	5,520	0
	Legal				14,800	14,800	3,590	(11,211)
	Postage & Delivery				7,680	7,680	72	(7,608)
	Office Expense				1,110	1,110	375	(735)
	Taxes				160	160		(160)
	Bad Debt Uncollectible				8,000	8,000	2,386	(5,614)
	Meeting Expense				400	400	593	193
	PSC - Consultant for Case				1,480	1,480		(1,480)
	Subtotal Expense				232,740	232,740	183,138	(49,602)



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Firelight Meadows Manager's Report
BOD Meeting 12/10/2013

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

- Crawlspace update
- Snow Removal
- Window Caulking

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

- Assisted WFU with access to irrigation well controls for water testing purposes.
- Inspected window with suspected seal failure at 433 CLD and added to list for warranty replacement per homeowners request.
- Picked up bags of trash left at the NE entrance of building C and place in dumpster.
- Assisted Direct TV with a dish install at 6-A.
- Delivered chalet door paint to 328 CLD.
- Contacted ERA inspections with updated list for up and coming crawlspace inspections.
- Contacted Anderson Enterprises regarding mold mitigation in crawlspaces noted from past annual inspections.
- Completed sealing all the foundation vents at the condo buildings.
- Assisted homeowner with unlocking her front door at 5-B.
- Unlocked front door for homeowner of 215 CLD.
- KM Construction filled pot holes on FLD.
- Worked on sealing up foundation vents at the NW end of CLD.
- Fabricated custom vent covers for the following units: 288, 296, 304, and 308 CLD.
- Repaired rain gutter at the back of 116 CLD.
- Assisted Millwork 58 with chimney cleaning at 184 CLD, 259 CLD, 397 FLD, and 495 FLD.
- Met with Sherriff's department to file police report regarding a street sign that was destroyed in CLD between (behind 410 FLD).
- Investigated reported plumbing leak inside 192 CLD. Water was turned off to the unit and the homeowner was notified regarding the matter.
- Assisted Bling Wireless with a dish install at 14-A.
- Assisted Millwork 58 with servicing the wind directional chimney caps at the chalets.
- Picked up two cutting boards from the yard of 311 CLD and placed in the garage. Items had been laying in the yard for several days.
- Assisted 94 CLD with securing a parking spot in the FLM storage yard.



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- Assisted Williams Plumbing and Heating with diagnosing plumbing leak in 192 CLD.
- Picked up trash left outside dumpster at building B.
- Picked up trash on FLD pulled out of trash can by ravens at 325 FLD.
- Shut off water and checked crawlspace and building heat at 156 CLD per homeowner's request.
- Unlocked 306 CLD for 3 River Communication per the homeowner's request.
- Restocked condo buildings with light bulbs and ballasts for interior and exterior lighting.
- Mapped all storm drains throughout FLM campus to help with locating them during the spring thaw.
- Continued to put up snow removal delineators throughout campus where needed.
- Assisted homeowner of with moving a new toilet into her chalet.
- Contacted Anderson Enterprises for update on the mold mitigation at 215 CLD.
- Picked up new emergency back-up batteries for the alarm panels and emergency lighting at the condo buildings.
- Changed out four ballasts in the interior hallway light fixtures at building B.
- Replaced burnt out light bulbs in interior hallway light fixtures in buildings A and D.
- Remounted sections of the ice-melt system at 200 CLD, 229 CLD, 114 SLD and building B.
- Contacted WFU regarding curb-stop that was ran over by a vehicle in the front yard at 115 SLD during a recent hot tub delivery. (After evaluation of the device by WFU staff, it was determined that no damage had occurred)
- Inspected reported leaky pipe in the crawlspace at 336 CLD. Leak was determined to be the main supply line to the building rather than an isolated pipe for the exclusive use of 336 CLD. Williams Plumbing and Heating was contacted and scheduled for the required repairs.
- Spoke to the tenant at 336 CLD responsible for destroying the speed limit sign behind 410 CLD. I provided him with my contact information to pass on to his auto insurance company.
- Unlocked 433 FLD for Big Sky Chimney per the homeowners request.
- Anderson Enterprises cleaned all the carpets in the condo buildings.
- Turned on all the heaters in the crawlspaces at the chalets.
- Replaced all the back-up batteries in the alarm panels at the condo buildings.
- Checked all the back-up batteries and light bulbs in the emergency lighting in the condo buildings and replaced as needed.
- Unlocked 192 for Beehive builders per the homeowner's request.
- Williams Plumbing and Heating repaired water leak in the crawlspace of 336 CLD.
- Placed floor fan in crawlspace of 336 CLD in an effort to dry out area after water leak.
- Unhooked garden hose at the front of 224 CLD.
- Picked up trash left outside the trash enclosure at building D.
- Turned off the water to the all the hose faucets at the condo buildings.



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- Installed led light bulbs in the exterior light fixtures at the front entrances of the condo buildings.
- Hooked up extension cords for chalet ice-melt systems in phases 1-3.
- Removed and disposed of an old couch that was left outside the trash enclosure at building C.
- Removed and disposed of old TV left that was left outside the trash enclosure at building D.
- Spoke to a no resident pedestrian who was walking her dog off-leash while on the FLM campus.
- Replaced three light fixture ballast at building C.
- Walked campus and double checked that all garden hoses were disconnected from exterior faucets.
- Contacted Guy's Glass for update on window warranty replacement.
- Inspected mold clean up in crawlspace at 215 CLD.
- Contacted Anderson Enterprises for scheduling update for mold mitigation at 132 CLD.
- Picked up domestic trash left inside the dumpster enclosure at building B.
- Unlocked 433 CLD for Beehive Builders per the homeowner's request.
- Re-installed extension cord to the ice-melt system at 277 CLD.
- Put up Xmas light at main condo entrance and the FLM flag poles.
- Lowered flags to half-mast in remembrance of John F. Kennedy.

The following units were issues written "notice of violation":

- **1-B (Unauthorized items on the common elements):** A set of four truck tires were observed on the rear patio.
- **9-D (Unauthorized items on the common elements):** This unit was observed with several plastic buckets and pieces of "astro-turf" flooring on the rear patio.
- **10-B (Unauthorized items on the common elements):** This unit was observed with an old fish tank outside on the rear patio.
- **8-D (Unauthorized items on the common elements):** This unit was observed with cans of paint and stain stored on the rear patio.
- **94 CLD (Failure to comply with FLM parking policy):** This unit was observed with a snowmobile trailer (and a snowmobile) parked in the driveway
- **199 FLM (Failure to comply with the FLM parking policy):** This unit was observed parking their red Jeep in the driveway at 200 CLD.
- **8-A (Unauthorized items stored on the common elements):** This unit was observed with two car tires stored on the rear patio.
- **12-A (Unauthorized window coverings):** This unit was observed with a multicolored flag over the NE bedroom window.
- **259 CLD (Failure to comply with the FLM pet policy):** Observed the homeowner's dog off leash, unattended, and defecated on the common elements to the rear of the building.



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Fines were issues to the following units:

- **387 CLD (Failure to comply with the FLM pet policy):** Tenants were observed with a pet on FLM property unattended, off leash, and failing to clean up after the animal defecated in the yard at 379 CLD.

The following units received verbal warning regarding FLM rule violations:

- **338 FLD (Driving on common elements):** During a recent hot tub delivery to this unit, the contractor drove on the common elements (grass) to the rear of the unit.
- **64 SLD (Driving on common elements):** During a recent hot tub removal from this unit, the contractor drove on the common elements (grass) to the rear of the unit.
- **94 SLD (Failure to comply with the FLM parking policy):** Unit was observed with their guests parking in the adjacent driveway and on the street after hours and during the weekends.
- **328 CLD (Failure to comply with the FLM parking policy):** Unit was observed with several vehicles park on the street.
- **19-A (Failure to comply with the FLM pet policy):** Observed the homeowner with his black lab off leash while on the FLM campus.
- **184 CLD (Failure to comply with the FLM parking policy):** Observed the homeowners with their white Subaru parked in the adjacent driveway at 192 CLD.
- **297 FLD (Failure to comply with the FLM trash policy):** Observed the tenants of this unit with their trash can out past the scheduled day of service.
- **2-A (Failure to comply with the FLM parking policy):** The homeowner from this unit was reported parking her vehicle in the assigned space for 4-A.
- **337 FLD (Failure to comply with the FLM parking policy):** The homeowner was observed with his truck parked on the common elements (grass/landscaping) at the front of his chalet.
- **268 CLD (Failure to comply with the FLM parking policy):** Observed a guest of this unit parking in the adjacent driveway at 276 CLD.
- **8-A (Failure to comply with the FLM parking policy):** Observed the tenant from this unit without a valid FLM parking pass.

The following vehicle(s) was towed from the FLM campus:

- **Silver and black ford van:** Vehicle was removed from the overflow parking on FLD across from 288 CLD for failing to display a valid FLM parking pass.