

Minutes of Board of Directors Meeting

For the Association of Unit Owners of Firelight Meadows

January 21, 2014

Call to Order

Presiding Officer Garrett Baldensperger called the meeting to order at 6:01 pm.

Directors in attendance were Garrett Baldensperger of unit V95/433, Scott O'Connor of unit V60/251, Curt Wilson of unit B2/155, Sam Geppert of unit C1/120, Karen Roberts of unit V54/319, and Annette Stone of unit B12/155 (via conference call). Owners in attendance were Kinga Wilson of unit B2/155 and Steve Cherne of unit V73/308. 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

Wilson made a motion to approve the minutes of the December 10, 2013 meeting. O'Connor 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 FLI234*). Seven owners are now behind on their assessments by two or more quarters and will be turned over to collections at the end of this quarter if payment is not received.

Mold mitigation is estimated to cost \$18,800 for Condo building A. HPM will have Anderson Enterprises investigate the mold in the remaining three buildings to determine the overall cost for mitigation. The Condo mold mitigation should be paid with the 2013 under budget funds that are not a part of the reserves and hopefully there will be no need for a special assessment. The mold mitigation for the Chalet units will be approached in a similar fashion with the addition of staggering the mitigations; this is also with the hope of no additional assessments being necessary.

Schedule Next BOD Meeting

The next BOD meeting was scheduled for 6:00 pm on March 11th at HPM.

Assign Officers and Portfolios

Wilson nominated Baldensperger to be President. Geppert seconded the motion. All were in favor; none opposed. The motion carried.

Baldensperger nominated Roberts to be Secretary/Treasurer. Geppert seconded the motion. All were in favor; none opposed. The motion carried.

Portfolio positions were designated as follows:

President Garrett Baldensperger – Legal Portfolio, Property Management Portfolio, Communications Portfolio

Secretary & Treasurer Karen Roberts – Financial Portfolio (Invoice Review)

Officer Scott O'Connor – Collections, Aesthetic Improvement Portfolio (Chalets)

Officer Sam Geppert – Utilities Portfolio, Propane Portfolio

Officer Kari Gras – Landscaping Portfolio, Neighborhood Portfolio

Officer Annette Stone – Aesthetic Improvement Portfolio (Condos), Waste Management/Trash Compactor

Officer Curt Wilson – Snow Removal Portfolio

Property Management Report

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 FLI234*). HPM has been adjusting the snow removal schedule and

process. Currently, they begin at 6:30 am and finish as late as 5:30 pm. The contract does not specify how much snow accumulation is required before removal occurs. Because the FLM campus is so large, HPM has been trying to be aggressive about the removal and begin around one inch of accumulation. There could be times when walk ways may be cleared but there is not enough accumulation to justify plowing the roads. The snow removal contract is loosely based on the previous contract with Hovde Property Maintenance. The previous contract included working within daylight hours so as not to compete with the quiet hours. The Board agreed that the snow removal crew can and should begin work earlier rather than later and that the snow removal should not be restricted by the quiet hours. HPM will alternate the buildings where they start removing snow. Also, if accumulation of snow begins in the late afternoon, the roads will be plowed in the afternoon and shoveling and snow blowing will begin the next morning. Wilson thanks the HPM snow removal crew for clearing snow late Christmas Eve and for all the work completed so far this season.

Legal Report

Baldensperger discussed the Legal Report. He asked Attorney Farve to investigate the building owned by Paul Pariser referred to in the Declarations as the potential “day care” facility. This property is listed as residential, but the FLM Declarations list this property as commercial. There has never been an Amendment to the Declarations stating that the property is not a part of Firelight property. Yet there is a Deed Claim to this property. Baldensperger will have Attorney Farve look into this further.

Communications

Several owners have suggested changing the Annual meeting date. Currently the Bylaws state that the Annual meeting must be held on the last Tuesday in October (Bylaws page 2, section 4.A.). Therefore the Bylaws need to be changed in order to officially change the Annual meeting date. It has been widely believed that the developer chose the fourth Tuesday in October because there were the fewest owners available during that time. It has been recommended that the new wording not list an exact date in the event that owners would like try a different date. Owners will receive an email from Angie Guinn requesting they take a quick survey through Survey Monkey regarding the Annual meeting date. The 2014 Annual meeting must be held according to the Bylaws on the last Tuesday in October.

Old Business

If owners are replacing their front door handles, it is requested they contact HPM for information on the Board recommended brass colored handles.

Harter walked the campus noting damage to the garage doors; 32% of all FLM garage doors have been damaged. The HOA is responsible for the finish on the doors and the doors are an owner responsibility. The HOA will complete the painting for any damaged areas and repairs would need to be made at the owner’s expense. However, during the annual meeting, owners requested the Board pursue upgrading garage doors and doors. O’Connor is looking into replacement garage doors and doors. While the initial cost of a wood door is more expensive, they look nicer, tend to last longer, and the maintenance cost would be similar to the cost of repainting the current garage doors. O’Connor will research various garage door options.

Adjournment

Baldensperger made a motion to adjourn at 7:19 pm. Wilson and Geppert seconded the motion. All were in favor. None opposed. The motion carried.

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1/18/2014

TO: BOARD OF DIRECTORS

FIRELIGHT MEADOWS HOME OWNERS ASSOCIATION

	1/18/2014	12/9/2013
CHECKING ACCOUNT BALANCE	\$224,235	\$182,899
MONEY MARKET AMERICAN BANK	\$220,262	\$220,225
CD AT BIG SKY WESTERN BANK	\$130,941	\$130,941
CD AT 1ST SECURITY BANK	\$75,685	\$75,414
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TOTAL CASH AVAILABLE	\$651,123	\$609,479

ACCOUNTS RECEIVABLE	\$119,578	\$34,160
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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

V93	BROKOW INVESTMENTS	paid in full	\$2,714
V47	CHRIS AND PATTY BOYD	\$1,258	\$101
B10	DAVID BRAUN	\$1,776	\$798
C20	KEN & WINNIE HOEKSEMA	\$1,075	\$297
V75	KEN & WINNIE HOEKSEMA	\$1,131	\$272
V28	DAVID & TANYA JENSEN	\$1,567	\$711
V118	STEVE MERLINO	\$1,825	\$772
V81	JEFF MORGAN	\$3,616	\$2,547

TOTAL OF ABOVE UNITS	\$12,248	\$8,212
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BAD DEBT PREVIOUSLY WRITTEN OFF COLLECTED IN 2014 BY CBO, OUR COLLECTION AGENCY	\$400	\$8,642
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PARKING INCOME TOTAL THIS YEAR	\$320	\$3,600
FINES ASSESSED IN 2014	\$300	\$2,100
FINES RECEIVED IN 2014	\$0	\$2,162

NEW MEMBERSHIP DUES FOR 2014 B20 JOHNSEN & JOHNSEN	\$400	\$13,000
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BAD DEBT WRITTEN OFF IN 2014	\$0	\$6,450
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OWNERS GETTING ASSESSED THE \$50 PER QUARTER POSTAGE SURCHARGE	\$200	
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**CHALETS
Firelight Meadows Owners Association
2014 BUDGET TO ACTUAL JANUARY**

	2014 BUDGET	BUDGET THROUGH JANUARY	ACTUAL THROUGH JANUARY	OVER (UNDER) BUDGET
Ordinary Income/Expense				
Income				
Dues Assessed	411,180	102,795	102,795	0
Dues Collected			44,796	0
Total Income	411,180	102,795	147,591	0
Expenses				
Insurance 76.5%	44,205	3,684	1,887	(1,797)
Common Area Utility	544	45		(45)
Common Area Lawn Care 80%	34,400	0		0
Landscape Upgrade	5,070	0		0
Snow Removal & Shoveling Roads & Entry Ways 75%	60,620	10,103	10,103	(0)
Snow and Ice Removal on Rooftops 63%	6,300	1,050		(1,050)
Fireplace Maintenance & Cleaning	6,000	500		(500)
Maintenance & Repair	21,697	1,808	288	(1,520)
Property Manager	63,978	5,332	5,334	3
Accounting	9,619	802	802	0
Legal	11,339	945	500	(445)
Postage & Delivery	1,260	105	13	(92)
Office Expense	1,260	105	16	(89)
Taxes	272	23		(23)
Bad Debt Uncollectible	13,600	1,133		(1,133)
Meeting Expense	680	57		(57)
PSC - Consultant for Case	0	0		0
Subtotal Expense	280,844	25,691	18,943	(6,748)

CONDOS
Firelight Meadows Owners Association
2014 BUDGET TO ACTUAL JANUARY

	2014 BUDGET	BUDGET THROUGH JANUARY	ACTUAL THROUGH	OVER (UNDER) BUDGET
Ordinary Income/Expense				
Income				
Dues Assessed	247,920	61,980	61,980	0
Dues Collected			28,273	
Total Income	247,920	61,980	61,980	0
Expenses				
Insurance 23.5%	13,578	1,132	580	(552)
Building Utilities	24,000	2,000	2,741	741
Common Area Utility	320	27		(27)
Common Area Lawn Care 20%	8,600	0		0
Landscape Upgrade	2,980	0		0
Trash Removal	36,000	3,000	2,940	(60)
Snow Removal & Shoveling Roads & Entry Ways 25%	20,206	3,368	3,368	0
Snow and Ice Removal on Rooftops 37%	3,700	617		(617)
Cleaning and Common Area	17,000	1,417	30	(1,387)
Maintenance & Repair	25,703	2,142	1,005	(1,137)
Property Manager	37,635	3,136	3,133	(4)
Accounting	5,658	472	471	(0)
Legal	6,670	556	293	(262)
Postage & Delivery	741	62	8	(54)
Office Expense	741	62	9	(53)
Taxes	160	13		(13)
Bad Debt Uncollectible	8,000	667		(667)
Meeting Expense	400	33		(33)
PSC - Consultant for Case	0	0		0
Subtotal Expense	212,092	18,702	14,578	(4,124)



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Firelight Meadows Manager's Report
BOD Meeting 1/21/2014

Management discussion items for the meeting:

- Crawl Space Follow up

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

- Assisted with jumpstarting a vehicle on CLD.
- Replaced five light fixture ballasts in building B.
- Inventoried cracked light fixture diffusers/covers throughout the condo buildings.
- Turned on all ice-melt systems throughout campus.
- Unlocked 132 CLD for fireplace upgrade per request of the homeowner.
- Braced up a small pine tree behind 503/509 FLD after it was ran over by a vehicle.
- Assisted the new tenants of 368 CLD with the operation of the fresh air make-up system in his chalet.
- Reset tripped GFI outlets for the ice-melt systems at 138, 95, 87 SLD and 148 CLD.
- Plugged ice-melt systems back in at 336 CLD and 328 CLD.
- Repaired break in the ice-melt cord at 260 CLD.
- Repaired sticky door latch at NW entrance of building C.
- Inspected dryer duct in crawlspace of 286 CLD. Duct was reported to be possibly disconnected during the 2013 crawlspace inspection. Upon further inspection it was determined that the duct was connected properly.
- Assisted Dish Network with dish install at 368 CLD.
- Double checked heat and plumbing inside 389 CLD per the homeowner's request.
- Double checked the heat in 18-C per the homeowner's request.
- Put package inside 11-C per the homeowner's request and turned the heat up in the unit.
- Delivered guest passes to 58 CLD.
- Lowered flags to half-mast in honor of the anniversary of attack on Pearl Harbor.
- Assisted homeowner at 132 CLD with thawing out a frozen pipe in their crawlspace under the kitchen sink.
- Returned flags to full mast.
- Assisted Starwest with a dish install at 368 CLD.
- Assisted homeowner of 12-B with thawing out a frozen pipe under the kitchen sink.
- Assisted homeowner of 2-B with a suspicious leak in their laundry room.
- Inspected dryer vent ducts in attic at east end of building B, resealed several connections on ducts for 1, 2, 3, and 4-B.
- Turned up heat and shut off water supply to 12-B per homeowner's request.



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- Moved a blue jeep (belonging to 207 CLD) from the overflow parking across from 215 CLD to the FLM storage yard per the homeowner/vehicle owner's request.
- Unlocked 132 CLD for the electrician per the homeowner's request.
- Inspected a crack in the living room patio door/window at 417 FLD per the homeowner's request.
- Had Lone Peak Electric evaluate the hallway heaters in building B and replaced one unit.
- Unlocked 11-C for a furniture delivery per the homeowner's request.
- Assisted Guy's Glass with window glass warranty replacement at 379 and 387 CLD.
- Double checked heat and plumbing in 308 FLD per the homeowner's request.
- Double checked the ice-melt systems at the condo buildings.
- Responded to a flood (resulting from burst pipes) at 405 FLD. Water supply to the unit was shut off and the homeowner was contacted.
- Assisted Direct TV with a dish install at 373 FLD.
- Sanded all front entrances at the condo buildings.
- Met with homeowner of 405 FLD to further inspect the interior water damage that resulted from several broken plumbing fixtures.
- Removed and disposed of an old TV left inside the trash enclosure at building C.
- Assisted the homeowner of 2-C with moving his vehicle to the FLM storage yard.
- Removed and disposed of an old mattress left inside the trash enclosure at building A.
- Removed and disposed of several cardboard boxes bags of domestic trash left inside the trash enclosure at building D.
- Assisted homeowner of 208 CLD with diagnosing the source of a small water leak in the kitchen.
- Unlocked 306 CLD for 3 River Communication per the homeowner's request.
- Assisted homeowner with disposal of a bag of trash left on her back patio by an unknown person.
- Issued several warning on vehicles throughout campus for the following infractions: Failing to move the vehicle within 72 hours to allow for snow removal and failing to display a valid FLM parking permit.
- Shoveled out and marked all the propane tanks at the condo buildings.
- Shoveled out all the fire hydrants throughout campus.
- Put notice on snowmobile trailer in over flow parking across from 288 CLD.
- Unlocked 313 FLD for a furniture delivery per the homeowners request.
- Removed all packed snow from the front entrances of buildings B and C.
- Contacted Northwestern Energy regarding the campus wide power outage on Saturday afternoon.
- Contacted WFU regarding the status of their emergency back-up generator at the FLM pump-house.
- Double checked status of all condo building alarm panels after power was restored after the recent campus wide power outage.
- Replaced two light fixture ballasts in building B.
- Checked all the ice-melt systems throughout campus.
- Plugged the ice-melt systems back in at the following units: 162, 184, and 221 CLD.
- Assisted Montana Steam Works with snow and ice removal above 15-B.
- Foley Property Services installed new ice-melt system above 15-B.



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- Accessed sources of water in Building B's crawlspace.
- Put trash can back in the garage of 405 FLD.
- Placed package inside 2-C for homeowner.
- Reset GFI breaker on deck at 15-B for the newly installed ice-melt system.
- Picked up a large amount of trash inside the trash enclosures at all four condo buildings.
- Reset GFI breakers for the ice-melt systems at 87 and 79 SLD.
- Removed all hazardous icicles at all ice-melt protected chalets.
- Assisted homeowner of 215 CLD with the operation of his fire place insert.
- Checked all ice-melt systems throughout campus.
- Assisted homeowner of 379 FLD with removing an unauthorized vehicle parked in his driveway which was blocking his vehicle in the garage.
- Removed and disposed of Xmas trees found on campus.
- Assisted 303 and 311 CLD with a clogged sewer line.
- Spoke to two male youths walking their dog on FLM campus, dog was observed off-leash.

The following units received verbal warning regarding FLM rule violations:

- **365 FLD (Failure to comply with the FLM parking policy):** A tenant from this unit was observed parking in the adjacent driveway of 373 FLD.
- **221 CLD (Failure to comply with the FLM parking policy):** Reminded the property Manager for this chalet that both he and his tenants are not allowed to park on the street anywhere at FLM.
- **207 CLD (Failure to comply with the FLM parking policy):** The homeowners of this unit were observed parking their blue jeep in the driveway across the street at 200 CLD.
- **297 FLD (Failure to comply with the FLM parking policy):** A guest of the tenants at this unit was observed parking in the adjacent driveway at 305 FLD
- **(Failure to comply with the FLM pet policy):** Spoke to two young girls on FLD with their dog off leash and reminded them to have it on a leash while on the FLM campus.
- **62 CLD (Failure to comply with the FLM parking policy):** Unit was observed with one of their vehicles parked on the street overnight.
- **365 FLD (Failure to comply with the FLM parking policy):** Unit was observed with one of their vehicles parked on the street. (This unit was verbally warned twice within the same day.)
- **472 FLD (Failure to comply with the FLM parking policy):** Unit was observed with one of their vehicles parked on the street.
- **16-B (Failure to comply with the FLM speed limit):** The homeowner of this unit was observed driving in excess of the posted speed limit whit on campus.
- **16-B (Failure to comply with the FLM pet policy):** The homeowner of this unit was observed with his dog off leash and unattended while on the FLM campus
- **367 CLD (Failure to comply with the FLM pet policy):** Reminded homeowner's guest that all dogs must be on-leash while on the FLM campus.



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- **406 FLD (Failure to comply with the FLM parking policy):** A complaint was received that the homeowner of 406 FLD was parking his vehicle in the driveway of 397 FLD.

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

- **294 CLD (Failure to comply with the FLM parking policy):** Guests of the homeowner have been observed repeatedly parking on the street for long periods of time in front of the building.
- **286 CLD (Failure to comply with the FLM trash policy):** Unit was observed with their trash can out past the day of scheduled service.
- **207 CLD (Failure to comply with the FLM trash policy):** The homeowner of 207 CLD was observed dumping trash in the dumpster at building A.
- **2-C (Failure to comply with the FLM parking policy):** The homeowner’s was notified that he needed to move his vehicle ever 72 hour during the winter months to allow for snow removal.
- **337 FLD (Failure to comply with the pet trash policy):** The homeowners and their guests were observed with two dogs off leash while on FLM Campus.
- **337 FLD (Failure to comply with the FLM parking policy):** The homeowner’s roommate was observed parking his vehicle in the adjacent driveway at 345 FLD.
- **330 FLD (Failure to comply with the pet policy):** The trash can for this unit was observed with their trash can out past the day of service.
- **162, 184, and 221 CLD:** All were observed with their ice-melt systems unplugged.
- **1-C (Failure to comply with the trash policy):** Unit was observed with a bag of domestic trash on their back patio.
- **425 FLD (Improper window coverings):** Unit was observed with a blue sheet/blanket over their kitchen window.
- **337 FLD (Use of corrosive ice-melt products on the common elements):** Unit was observed using granular ice-melt on the concrete in front of the garage door.
- **278 CLD (Use of corrosive ice-melt products on the common elements):** Unit was observed using granular ice-melt on the concrete in front of the garage door.

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.