

# AGENDA

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*Board of Directors Meeting for  
Firelight Meadows Unit Owners Association  
6:00pm, May 13, 2014 at Hammond Property Management*

<u>Call to Order</u>	<u>Garrett Baldensperger</u>
<u>Minutes of Last Meeting</u>	<u>Michelle Everett</u>
<u>Financial Report</u>	<u>Doug Shanley</u>
♦ <i>Collections Update</i>	<i>Scott O'Connor</i>
<u>Schedule Next BOD Meeting</u>	<u>All</u>
<u>Property Management Report</u>	<u>Hammond Property Management</u>
♦ <i>Condo Lighting</i>	<i>Lone Peak Electric – Ryan Lacey</i>
<u>Neighborhood Portfolio</u>	<u>Kari Gras</u>
<u>Landscaping Portfolio</u>	<u>Kari Gras</u>
<u>Snow Removal Portfolio</u>	<u>Curt Wilson</u>
<u>Utilities Portfolio Report</u>	<u>Sam Geppert</u>
<u>Legal Report</u>	<u>Garrett Baldensperger</u>
<u>Aesthetic Improvement</u>	<u>Scott O'Connor/Garrett Baldensperger</u>
<u>Old Business</u>	<u>All</u>
♦ <i>Trash Compactor Update</i>	<i>Annette Stone</i>
<u>New Business</u>	<u>All</u>
<u>Communications from Owners</u>	<u>Garrett Baldensperger</u>
<u>Newsletter Items</u>	<u>Michelle Everett</u>
<u>Adjournment</u>	<u>All</u>

# Minutes of Board of Directors Meeting

## For the Association of Unit Owners of Firelight Meadows

March 11, 2014

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### **Call to Order**

Presiding Officer Garrett Baldensperger called the meeting to order at 6:07 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, Sam Geppert of unit C1/120, Karen Roberts of unit V54/319, Scott O'Connor of unit V60/251, and Annette Stone of unit B12/155 (via conference call). Owners in attendance were Ruby Delzer of unit V058-269 and Rosalie Roeder of unit B19/155. Invited guests were Accountant Doug Shanley (via conference call) as well as Scott Hammond, Angie Guinn, Mike Harter, Herb Davis 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 January 21, 2014 meeting. Roberts 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](http://www.hpmmontana.com) under the *Firelight Meadows HOA* tab, *password is FL1234*). Attorney Jennifer Farve sent Accountant Shanley all of the West Fork Utility (HLH, LLC) invoices through the end of December 2013, with interest, the total came to \$10,489.95. By paying this \$10,489.95, the HOA ends its obligation to HLH, LLC for the past due water and sewer bills as per the 15<sup>th</sup> Amendment to the Declarations that was passed by the owners at the 2013 Annual meeting. Of the total remaining \$10,489.95, an amount of \$2,600 has accumulated from owners in or going into foreclosure. So the association likely only has the chance to recover roughly \$7,890 from the current owners that have not paid. The total shared expense to pay the non-recoupable \$2,600 will be \$12.05 per unit. The Board decided to pay the \$2,600 out of a surplus in the budget rather than to special assess the owners \$12.05. The remaining units that owe the total \$7,890 will be invoiced for the portion that the HOA has paid. If these owners do not pay the HOA within 30 days, they will be turned over to collections and a lien will be placed on their unit.

Every five years, Baldensperger would like Accountant Shanley to review the way inflation and the increased costs of materials and labor has changed to adjust the Reserves accordingly.

### **Schedule Next BOD Meeting**

The next BOD meeting was scheduled for 6:00 pm on Tuesday, May 13<sup>th</sup> at HPM.

### **Property Management Report**

Harter and Guinn 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 FL1234*). Scott Hammond introduced Herb Davis as the new General Manager of HPM.

### Bed Bugs:

A tenant of condominium unit A-8 reported bed bugs in her unit. Homeowners are required by the Declarations to maintain and keep in good repair the interior of their units. Since an infestation could impact the common areas and other units, the HOA is requiring the owner to hire a pest control company to mitigate the infestation, and to confirm completion with the HOA. The HOA will contact the owner through phone, email, first class and certified mail to express the urgency of the situation and to require 30 days to mitigate the problem before they hire pest control and then assess the owner for payment. Attorney Farve will also be contacted to determine if further legal recourse is necessary.

### Annual Meeting Date Change Survey:

Guinn presented the results of the Annual Meeting Date Change survey from Survey Monkey. Ninety owners responded to the survey with 76 owners requesting a change in the meeting date, 13 owners did not want the date changed, and there



were 7 comments of various sorts. Thirty-two owners requested the date change to sometime in September, 19 owners requested both October and December, 7 owners preferred November, and 24 owners wanted the annual meeting to take place sometime other than the four listed options.

Snow Removal:

Hammond presented an update to the Snow Removal Report. On Thursday, Big Sky experienced an extremely rare March weather event: rain after a large snow fall followed by overnight freezing temperatures. The rain and warmer temperatures created thick chunks of softening ice and slush that made transportation around the entire community nearly impossible. HPM snow removal employees worked tirelessly throughout the weekend clearing snow and pulling vehicles out of the Firelight Meadows complex. The one advantage that FLM owners have over other members of the community is a snow removal crew designated exclusively to Firelight Meadows; they do not remove snow from any other HOA.

The HOA has experienced three leaking roofs during the 2014 winter season; one Condominium unit and two Chalet units. These three units were not units that experienced leaking last year. Montana Steamworks cleared the ice dams from the two Chalets within hours of the report.

Several comments were made for the Snow Removal Crew. Rosalie Roeder thanked the snow removal crew, Mike Harter and Herb Davis for clearing the snow from around her Condo unit, the streets, and the parking areas as it makes a big difference; they deserve a lot of credit. Wilson relayed a message from a Condo owner requesting the snow removal crew remove snow from the assigned parking areas before they remove snow from the overflow parking areas in the Condo parking lots. Rosalie Roeder responded that people need to move their vehicles to allow for proper snow removal to take place. Harter explained that secondary parking spots are always a second priority. Ruby Delzer would like the entrance from Ousel Falls cleared more to prevent vehicles from sliding.

Parents are warned against allowing children to play in the large snow piles left by the snow plows. These snow piles can be dangerous when children create tunnels and forts within the piles, from both collapsing snow and from snow plow drivers unable to see the burrowing children.

Sewer Backup Repairs:

Two sewer backups occurred in January which leads to the question of the responsibility for sewage backup repairs. HPM would like the Board to define this responsibility as they are not clearly defined in the governing documents. The question becomes one of ownership.

Baldensperger made note of several sections in the Declarations to explain that the unit owners are responsible for paying the fees for these services. Please refer to the following sections of the Declarations for further detail (you can view them on the website: [www.hpmmontana.com](http://www.hpmmontana.com) under the *Firelight Meadows HOA* tab, *password is FL1234*):

The Declarations for Firelight Meadows Condominiums:

- Section I - *Definitions*; Line 7 - *Central Improvement Facilities*
- Section II - *Real Property*; Line 5 - *Real Property, Unit Boundaries*
- Section III - *Use of Common Elements*; Line 1 - *Use of Common Elements*
- Section III - *Use of Common Elements*; Line 2 - *Interior and Exterior Maintenance and Repair*
- Section IV - *Ownership and Voting*; Line 3 - *Use*
- Section VIII – *Management Services, Maintenance and Central Improvement Facilities*; Line B - *Central Improvement Facilities*

When asked, HLH, LLC explained that the ownership and responsibilities are unclear in the FLM Declarations, so they follow the convention for utility companies which are: on the water side HLH, LLC owns from the curb stop out and on the sewer side they own the main line in the street.

Baldensperger explained that all the pipe running in the unit, through the floor, into the crawl space, out the crawl space and up until it is attached to the main line is owned by the unit owner. The responsibility and ownership of the common pipes that are used by multiple units, is shared by those multiple units. The HOA as a whole does not own and is not responsible for any of these sewer pipes. The Board agreed with Baldensperger's interpretation of the Declarations regarding this matter.

Because of the seriousness of the conditions, the HOA paid for the repairs of the previous two sewage back-ups. The HOA does have the right to assess the owners of these four units affected in January, but they will not this time. Going forward, if an owner has a sewer back-up problem, they are to first contact HPM to facilitate and get the process moving. HPM will contact HLH, LLC to coordinate the repair, but the owner must understand that the owners affected by the backup are responsible for payment (this can be several units jointly, or just one unit). The HOA will pay for the sewer repairs then assess the individual owners affected as they are responsible for any repairs.

Given that these sewer lines are the responsibility of the owners, owners are asked to treat them with respect and to use caution when flushing items down the toilet; just because a product claims to be flushable does not mean that it should be flushed. Generally only items that pass through the human body and toilet paper should pass through the sewer system.

An owner requested reimbursement of funds for towels damaged during the cleanup and for reimbursement of the power bill for heaters that were used to dry the unit. The HOA will not reimburse these tenants for their heating bills and towels used during the cleanup of the HOA as it is an individual owner responsibility.

### **Neighborhood Portfolio**

Gras presented the Neighborhood Portfolio. She began with a flag price list. The Board chose an affordable yellow and brown flag from a local company called Hands On for \$90 per flag. The three flags flying at the FLM campus will be the United States flag, the State of Montana flag, and now the Firelight Meadows flag.

### **Landscaping Portfolio**

Gras Presented the Landscaping Portfolio. Four Landscaping companies have submitted estimates for the entrance landscaping to the Board. Out of full disclosure, Hammond clarified that one of the owners of 46°North was been hired by HPM for snow removal during the winter season and he did not want this to influence the decision in any way. The Board did not feel this would make a difference and were impressed with the company for other reasons. Wilson made a motion to hire 46°North to provide the entrance landscaping for the association to begin in the spring of 2014. Roberts seconded the motion. All were in favor; none opposed. The motion carried.

### **Legal Report**

Baldensperger discussed the Legal Report. Attorney Farve has been researching unit CB in the Declarations also known as the site of the originally proposed "day care" property owned by Paul Pariser. It was listed in the Declarations as commercial only, but is currently advertised in the real estate listing as residential. Pariser and his real estate agent Ron Seher were contacted and Pariser instructed Seher to immediately change the sign. However, it has not been removed and the online listings continue to state that the property is residential which is in conflict with the Declaration.

### **Aesthetic Improvement Portfolio**

O'Connor presented the Aesthetic Improvements Portfolio. He is currently looking into steel garage doors that are made to look like wood. This is a much more affordable option than wood doors and the maintenance and upkeep would be much less than the current garage door situation. He contacted three local garage door companies, Door Tech of Bozeman, Bridger Garage Doors, and Overhead Doors of Bozeman. Two of the three companies responded with information. The Board requested O'Connor continue researching the steel garage door options with windows from local companies. He will work with Baldensperger to obtain estimates for matching garage doors and front doors to include the installation, mechanics appropriate for the unusual fit of the garages and all the materials necessary.

### **Old Business**

#### Trash Compactor

Annette Stone reported that she will continue to work with HPM to ensure a mid-summer/early fall installation of the trash compactor. She will continue to research the security options.

#### Carpet Installation

Rosalie Roeder asked when the carpets will be replaced in the Condo B building. The money has been budgeted for carpet installation of the A and B buildings in 2014. HPM will obtain new carpet quotes and ensure the carpet is installed in the spring of 2014.

### **New Business**

#### Condo Lighting

Rosalie Roeder requested the Board consider motion censored lights in the Condo hallways. HPM will request Lone Peak Electric assess the current lighting situation and research new lighting options with new light fixtures.

Smoking within Units

An owner requested the Board consider eliminating the option for smoking within the units. Currently, no smoking is allowed in the common areas. There is nothing the Board can do to prohibit smoking within a unit. An owner can prohibit a tenant from smoking within his or her unit, but it is the decision of the individual unit owner. The Board has no control over the smoke in an individual unit. If an occupant of a unit can smell cigarette smoke emanating in from a neighboring unit, they can personally request the neighbor discontinue smoking or make an effort to diffuse the air. Roberts recommended the owner research and purchase a Lampe Berger to help remove the cigarette smoke odor out of the air.

Parking

Ruby Delzer was troubled by a warning she received for allowing her daughter to park in neighbor's driveway. Her daughter parks in the neighbor's parking space while she assists Mrs. Delzer. The neighbor had previously given Mrs. Delzer permission to use this spot to park for family members attending her needs. Baldensperger and Wilson explained that Mike Harter is doing his job. One of the many reasons the Board has asked Harter to issue parking warnings is because it is often the case that an owner who does not use their unit much, returns to their driveway late at night and they find their driveway occupied. Or they come home and park in their garage after dark and someone else parks in their driveway behind them thinking that the owner of that unit is not home, and then in the morning, when the owner tries to leave, he or she cannot because a vehicle is parked behind theirs. However, the Board is open to helping accommodate Mrs. Delzer's unique circumstances. They will issue a special visitor pass for Mrs. Delzer's daughter to use while she is caring for her mother once HPM receives authorization from the owner of her neighboring unit. In the future, if an owner of one unit provides authorization to HPM for their neighbor to park in his or her driveway while they are away, a special visitor parking pass can be issued.

Special Thanks

Rosalie Roeder thanked the Board for always allowing owners to attend the Board meetings.

**Adjournment**

Baldensperger made a motion to adjourn at 8:08 pm. Wilson seconded the motion. All were in favor. None opposed. The motion carried.



*Douglas N. Shanley, CPA PC*

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5/10/2014

TO: BOARD OF DIRECTORS

FIRELIGHT MEADOWS HOME OWNERS ASSOCIATION

	5/10/2014	3/10/2014
CHECKING ACCOUNT BALANCE	\$312,353	\$246,929
MONEY MARKET AMERICAN BANK	\$220,371	\$220,334
CD AT BIG SKY WESTERN BANK	\$131,609	\$131,609
CD AT 1ST SECURITY BANK	\$75,685	\$75,685
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TOTAL CASH AVAILABLE	\$740,018	\$674,557

ACCOUNTS RECEIVABLE	\$51,466	\$24,097
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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

V34	BRANDON BERG	\$1,715	\$755
D09	JAMES MCMAHON	\$2,161	\$0
V04	CRAIG SWICK	\$1,942	\$855
V15	CRAIG SWICK	\$1,942	\$855
V28	DAVID & TANYA JENSEN	\$0	\$0
V118	STEVE MERLINO	\$0	\$0
V81	JEFF MORGAN	\$0	\$0

TOTAL OF ABOVE UNITS	\$7,760	\$2,465
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BAD DEBT PREVIOUSLY WRITTEN OFF COLLECTED IN 2014 BY CBO, OUR COLLECTION AGENCY	\$1,404	\$829
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PARKING INCOME TOTAL THIS YEAR	\$900	\$560
FINES ASSESSED IN 2014	\$600	\$600
FINES RECEIVED IN 2014	\$400	\$100

NEW MEMBERSHIP DUES FOR 2014 V098 BARNHILL	\$1,600	\$1,000
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BAD DEBT WRITTEN OFF IN 2014	\$0	\$0
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OWNERS GETTING ASSESSED THE \$50 PER QUARTER POSTAGE SURCHARGE	\$400	\$150
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TO JOIN BY CONFERENCE CALL 1-888-325-3989  
PASSCODE IS 693 796

CONDOS									
Firelight Meadows Owners Association									
2014 BUDGET TO ACTUAL MAY									
		2014 BUDGET	BUDGET THROUGH MAY	ACTUAL THROUGH MAY	OVER (UNDER) BUDGET				
Ordinary Income/Expense									
Income									
Dues Assessed		247,920	123,960	123,960	0				
Dues Collected				116,535					
Total Income		247,920	123,960	123,960	0				
Expenses									
Insurance 23.5%		13,578	5,658	5,175	(483)				
Building Utilities		24,000	10,000	10,235	235				
Common Area Utility		320	133		(133)				
Common Area Lawn Care 20%		8,600	1,433	1,435	2				
Landscape Upgrade		2,980	497	3,420	2,924				
Trash Removal		36,000	15,000	14,731	(269)				
Snow Removal & Shoveling Roads & Entry Ways 25%		20,206	13,471	15,264	1,793				
Snow and Ice Removal on Rooftops 37%		3,700	2,467		(2,467)				
Cleaning and Common Area		17,000	7,083	5,595	(1,488)				
Maintenance & Repair		25,703	10,710	4,654	(6,056)				
Property Manager		37,635	15,681	15,773	92				
Accounting		5,658	2,358	2,355	(2)				
Legal		6,670	2,779	936	(1,843)				
Postage & Delivery		741	309	37	(272)				
Office Expense		741	309	105	(204)				
Taxes		160	160	138	(22)				
Bad Debt Uncollectible		8,000	3,333		(3,333)				
Meeting Expense		400	167		(167)				
PSC - Consultant for Case		0	0		0				
Subtotal Expense		212,092	91,547	79,854	(11,693)				

CHALETs					
Firelight Meadows Owners Association					
2014 BUDGET TO ACTUAL MAY					
		2014	BUDGET	ACTUAL	OVER
		BUDGET	MAY	THROUGH	(UNDER)
					BUDGET
Ordinary Income/Expense					
Income					
Dues Assessed		411,180	205,590	205,590	0
Dues Collected				186,797	
Total Income		411,180	205,590	205,590	0
Expenses					
Insurance 76.5%		44,205	18,419	16,845	(1,574)
Common Area Utility		544	227		(227)
Common Area Lawn Care 80%		34,400	5,733	5,741	7
Landscape Upgrade		5,070	845	5,824	4,979
Snow Removal & Shoveling Roads & Entry Ways 75%		60,620	40,413	45,422	5,009
Snow and Ice Removal on Rooftops 63%		6,300	4,200		(4,200)
Fireplace Maintenance & Cleaning		6,000			0
Maintenance & Repair		21,697	9,040	5,323	(3,717)
Property Manager		63,978	26,658	26,670	13
Accounting		9,619	4,008	4,010	2
Legal		11,339	4,725	1,594	(3,130)
Postage & Delivery		1,260	525	63	(462)
Office Expense		1,260	525	182	(343)
Taxes		272	113	235	122
Bad Debt Uncollectible		13,600	5,667		(5,667)
Meeting Expense		680	283		(283)
PSC - Consultant for Case		0	0		0
Subtotal Expense		280,844	121,381	111,910	(9,471)





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**FLM Managers Report**  
**Talking Points**

- Snow removal and landscaping update.
- Road condition update, RID status (pot holes).
- Compactor update.
- New carpet bid for buildings A and B.
- Light fixture lens/diffuser replacement in the condo buildings.
- Compactor update.
- Summer painting (attic vents, condo fascia, condo decks, chalet doors).
- Dry vent/duct cleaning, proposed plan.
- Lone Peak Electric proposal for condo building lighting improvements.

**Daily Activities 3/13/14 thru 5/4/14**

- Picked up trash throughout campus as needed.
- Checked all the "dog waste Stations".
- Conducted snow removal services as needed (shoveling, blowing, and plowing).
- Checked all exterior lights throughout campus.
- Checked all back up batteries in the emergency lighting at the condo buildings.
- Dugout all fire hydrants throughout campus.
- Assisted homeowner of 16-A with unclogging her garbage disposal.
- Unlocked 352 CLD for the homeowner who was locked out.
- Unlocked 464 FLD for an appliance deliver per the homeowner's request.
- Assisted Roto-Rooter with running a camera through the sewer lines at the following units: 311 and 302 CLD.
- Montana Steam works removed snow and ice from the roofs at the following units after interior water leaks were reported by the occupants: 12-A, 167 CLD, and 122 SLD.
- All loose snow, ice, and slush was removed for roads throughout campus.
- Clean snow out from the dumpster enclosures at the condo buildings.
- Shoveled valleys and removed hazardous ice from the roofs of the condo buildings.
- Investigated possible forcible entry at the rear patio of 376 CLD as reported by the homeowner, no evidence was found to support the claim.
- Unlocked 306 CLD for a sub-contractor per the homeowner's request.
- Replaced a damaged window screen at 8-A, screen was damaged while removing snow and ice- from the roof the week prior.
- Assisted Guy's Glass with window warranty work at the following units: 389, 425, 433, 442, 325 FLD, and 62, 106, 167, 199, 224, 74 CLD.
- Assisted homeowner of 13-C with running water in the mechanical room floor drain in an effort to eliminate the sewer-gas smell in the unit.

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- Replaced one light fixture ballast in the 2<sup>nd</sup> floor hallway of building C.
- Lone Peak Electric replace damaged parking spot outlet at the NW handicap parking spot at building C.
- Checked operation of all Ice-melt systems throughout campus.
- Readjusted gates on dumpster enclosures at buildings A and C.
- Checked interiors of 200, 208, and 215 CLD for signs of possible interior water leaks from the roof (none found).
- Shut garage door at 278 CLD.
- Contacted Elevated Property Management regarding their tenant's vehicle that had apparently slid out of the driveway and was partially blocking the street.
- Dropped off parking pass at 269 CLD per homeowner's request.
- Plugged ice-melt system back in at 167 CLD and 103 SLD.
- Reset GFI outlets for the ice-melt systems at 122 and 115 SLD.
- Lone Peak Electric replaced broken GFI outlet for the ice-melt system at 114 SLD.
- Picked up trash in the driveway and on the front patio of 294 CLD.
- Unlocked 464 FLD for a bed delivery per the homeowner's request.
- Removed all hazardous ice-sickles from the chalets.
- Cornerstone Management cleared snow from front valleys of chalets in phase 4 and 5.
- Put trash can out at 138 SLD per the homeowner's request.
- Unlocked 405 FLD for an insurance adjuster per the homeowner's request.
- Assisted Guy's Glass with double checking the following chalets for windows in need of warranty replacement: 442 and 433 FLD.
- Picked up trash at both bus stops on campus.
- Assisted Lone Peak Electric with repairing two street lights at the south end of campus.
- Posted notice at 5-B regarding the plumbing leak under the unit.
- Turned off all crawlspace heaters at the condo buildings.
- Contacted Carpet Mill Outlet/Pierce to obtain new bid for re-carpeting buildings A and B.
- Met property manager of 4-B to look over plumbing leak in the crawlspace under the unit and determine scope of work for the repair.
- Assisted Guy's Glass with window warranty work at the following units: 352, 376, 386, 387 CLD and 442, 433 FLD.
- Put trash can out at 87 SLD per the homeowner's request.
- Replaced two light fixture ballasts on the 2<sup>nd</sup> floor of building D.
- Met with Pierce/Carpet Mill Outlet at buildings A and B to obtain bid for re-carpeting.
- Removed and disposed of several cardboard boxes left inside the trash enclosure at building A.
- Repaired broken hose faucet at the back of 394 CLD.
- Cleaned up a large amount of cigarette butts and trash at the bus stop on SLD.

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- Assisted Hussy Plumbing with determining the source of the water leak under 5-B. It was determined that the wet area was possibly caused by an old leak in the fire suppression system (currently inactive).
- Removed hazardous ice formation from the deck at 16-D.
- Assisted WFU with determining the source of the audible alarm at north end of campus. Alarm was caused by a stuck "float valve" in the sewer system north of buildings C and B.
- Removed and disposed of old TV left in the trash enclosure at building A.
- Picked up and disposed of several bags of domestic trash left outside the dumpster at building A. Consolidated trash in dumpster in an effort to make more room.
- Picked up broken glass on rear patio of 138 SLD. Glass was from a broken upstairs window broke by the tenants earlier in the winter.
- Assisted WFU with removing snow for vehicle access for sewer system repairs at the north end of campus.
- Replace burnt out light bulbs inside the front SE entrance of building A.
- Repaired broken door handle at the SW front entrance of building A.
- Replace two back up batteries in emergency lighting in building C.
- Responded to reported power outage at the condo buildings and contacted Northwestern Energy.
- Double checked 208 and 215 CLD for signs of interior water damage resulting from possible winter roof leaks (no damage found).
- Removed snow and ice from front roof valley of 327 CLD.
- Replaced burnt out light bulb at the "condo" entrance sign.
- Replaced several light fixture ballasts on first floor of building C.
- Replaced damaged sewer "clean-out" cap at 215 SLD.
- Put trash cans back in the garage at 448 FLD.
- Assisted Direct TV with a dish install at 6-A.
- Removed snow from proposed trash compactor site west of the FLM storage yard.
- Met with Lone Peak Electric to go over electrical requirements for the proposed trash compactor and provided them with source documentation and technical data sheets.
- Picked up a large amount of domestic trash left inside the trash enclosure at building B.
- Turned on exterior hose faucet at 4-D per the request of the homeowner.
- Turned off all ice-melt systems throughout campus, gathered extension cords and placed in storage.
- Removed all delineators throughout campus.
- Unlocked 114 SLD for the listing agent (x3).
- Assisted Starwest with a dish service call at 130 SLD.
- Assisted the homeowner of 122 CLD with trouble shooting the dish/cable system.
- Assisted the homeowner of 368 CLD with information regarding the FLM master key policy.

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- Repaired loose rain gutter downspout at the SW entrance building B.
- Picked up a large amount of domestic trash and electrical appliances inside the trash enclosure at building A.
- Cataloged all windows with seal failure for warranty replacement at the condo buildings.
- Turned off all common area heaters in the condo buildings.
- Repaired damaged parking spot outlet at the SW handicap parking spot at building D.
- Finished sight plan for the proposed FLM compactor sight.
- Organized and inventoried the FLM storage yard.
- Replace two light fixture ballasts (one on 1<sup>st</sup> floor and one on the 2<sup>nd</sup> floor) at building A.
- Beehive Builders completed interior water damage repairs at 12-A.
- Picked up broken glass off lawn at rear of 138 SLD.
- Assisted homeowner of 14-D disposal of an old flat screen TV.
- Double checked the heat in 379 CLD per the homeowner's request.
- Met with Bridger Door and Door Tech to measure/inspect test subject garage doors at all five chalet construction phases.
- Met with Ed Ramirez to look over the trash compactor at hidden Village.
- Delivered passes to 170 CLD per the homeowner's request.
- Picked up domestic trash left inside the trash enclosure at building C.
- Returned lost violin to the homeowner at 319 CLD, violin was found at the bus stop on SLD earlier in the winter.
- Assisted 379 CLD with reprogramming his garage door key pad.
- Provide Solid Waste Systems with a "site-plan" for the proposed FLM trash compactor.
- Removed and disposed of old TV left inside the trash enclosure at building A.
- Removed all the Xmas light throughout campus and placed in storage.
- Cleaned up large amounts of domestic trash outside the dumpsters at all four of the condo buildings.
- Removed and disposed of old diesel heater left inside the trash enclosure at building D.
- Removed old Xmas tree from yard at 58 CLD.
- Removed old Xmas tree from behind the trash enclosure at building D.
- Picked up trash (plastic milk jugs) outside the front door of 252 CLD.
- Inspected reported water leak in front of the fire place at 368 CLD, no leak was found. Liquid stain on hearth was a result of a spilt beverage from the prior tenants.
- Submitted a list of windows with seal failure to the manufacture/installer for warranty replacement.
- Beehive Builders replaced rotten log under the deck at 11-A.
- Picked up and disposed of cardboard boxes left outside the trash enclosure of building B

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- HPM landscaping crew started spring clean up at the condo buildings.
- Removed and disposed of "junk" pile in the FLM storage yard.
- Moved stockpile of Hardie Plank siding to new location in the FLM storage yard in an effort to free up another parking spot.
- Removed all foundation vent covers from the condo buildings and placed in storage.
- Assisted Guy's Glass with window warranty replacement at the following units: 344, 306, 303, 302 CLD and 304, 308 FLD.

**Verbal warnings were issued to the following unit(s):**

**6-C (Failure to comply with the FLM pet policy):** Observed the homeowner with her two dogs off leash while on the FLM campus.

**8-D (Failure to comply with the FLM pet policy):** Observed the homeowner's roommate with his dog off leash in the parking lot of building D.

**116 CLD (Failure to comply with the FLM parking policy):** Observed the tenant's guests parking on the street in front of the unit.

**297 FLD (Failure to comply with the FLM parking policy):** Observed the tenant from this unit parking his vehicle in the adjacent driveway at 305 CLD.

**(Failure to comply with the FLM pet policy):** Spoke to a gentleman riding his bike through campus with his black lab off-leash.

**130 SLD (Failure to comply with the FLM parking policy):** Observed the tenant from 130 CLD parking his black GMC truck in the driveway of 138 SLD.

**337 FLD (Failure to comply with the FLM parking policy):** Observed the homeowner of this with a large camper trailer and truck parked on the street in front of his unit. Truck/trailer was blocking the majority of the road and interfering with the flow of traffic.

**338 FLD (Failure to comply with the posted FLM speed limit):** Observed a guest of the unit driving at a high rate of speed on SLD.

**414 FLD (Failure to comply with the FLM parking policy):** Observed a guest of the unit parking on the street, obstructing traffic, and interfering with snow removal.

**138 SLD (Failure to comply with the FLM parking policy):** Observed a contractor working at the unit with his vehicle parked on the street and obstructing vehicle traffic.

**441 FLD (Failure to comply with the FLM parking policy):** Observed the tenants at this unit parking their black Jeep SUV in the driveway of 433 FLD.

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**252 CLD (Failure to comply with the FLM pet policy):** Observed the homeowner with his dog unattended and off leash in front of his chalet.

**Building A (Failure to comply with the FLM pet policy):** Observed a pedestrian passing through building A's parking lot with his dog off leash.

**(Failure to comply with the FLM speed limit):** Observed Skyline Express exceeding the posted speed limit and failing to yield to oncoming traffic. Skyline Dispatch was contacted and made aware issue.

**441 FLD (Failure to comply with the FLM parking policy):** Observed the tenant with his vehicle park partially on the lawn at the front of the unit.

**311 FLD (Failure to comply with the FLM trash policy):** Observed the tenant from 311 CLD dumping trash in the dumpster at building B.

**82 CLD (Failure to comply with the FLM pet policy):** Observed a guest of the tenant with his dog off leash and unattended while on the FLM campus.

**221 CLD (Failure to comply with the FLM parking policy):** Observed the tenants parking their vehicle in the adjacent driveway at 229 CLD.

**Written warnings were issued to the following unit(s):**

**199 CLD (Failure to comply with the FLM trash policy):** Unit was observed with their trash can out past the day of scheduled service.

**425 FLD (Failure to comply with the FLM parking policy):** Was reported that this unit was parking their vehicle in the driveway of 417 FLD.

**73 SLD (Failure to comply with the FLM trash policy):** Unit was observed with their trash can out past the day of scheduled service.

**294 CLD (Failure to comply with the FLM trash policy):** Unit was observed with a bag of domestic trash on the patio outside the front door.

**124 CLD (Failure to comply with the FLM parking policy):** Tenants from this unit were observed not properly displaying their FLM parking pass and failing to move their vehicle(s) every 72 hours to allow for snow removal.

**116 CLD (Unauthorized items stored on the common elements):** This unit was observed with two five gallon buckets outside the front of the building, one full of trash, empty liquor bottles, and cigarette butts.

**170 CLD (Failure to comply with the FLM trash policy):** Unit was observed with their trash can out the night before the day of scheduled service.

**208 CLD (Failure to comply with the FLM trash policy):** Unit was observed with their trash can out the night before the day of scheduled service.

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**116 CLD (Failure to comply with the FLM parking policy):** Guests of the tenants were observed parking their vehicle on the street in front of the unit and blocking the flow of traffic.

**448 FLD (Failure to comply with the FLM trash):** Observed this unit with their trash cans out past the day of scheduled service.

**8-A (Unauthorized items stored on the common elements):** Observed this unit with a couch stored on the rear patio.

**199 CLD (Failure to comply with the FLM pet policy):** Observed an excessive amount of dog waste in the front yard of the unit.

**The following vehicle(s) was towed from campus:**

**Navy Blue Audi:** Vehicle belonging to the tenants at 98 CLD (parked in the driveway) was towed from campus for the following parking violations: 1. Not displaying a valid parking pass. 2. Inoperable vehicle on campus. 3. Failing to remove every 72 hours to allow for snow removal.