

# Minutes of Board of Directors Meeting

## For the Association of Unit Owners of Firelight Meadows

May 13, 2014

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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, 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, and Scott O'Connor of unit V60/251 (via conference call). Owners in attendance were Austin and Liz Pettit of units A04/85 & A10/85, Ryan Lacey of unit D14/50, Travis Wangsgard of unit V69/354, Victoria Lee (Kinga) Wilson of unit B2/155, Ruby Delzer of unit V058-269 and Rosalie Roeder of unit B19/155. Invited guests were Scott Hammond, Mike Harter, Herb Davis and Michelle Everett of Hammond Property Management (HPM).

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

### Minutes of the last Meeting

Roberts made a motion to approve the minutes of the March 11, 2014 meeting. Geppert 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*). Roberts would prefer to see the reports in a month-end format. She will communicate this with Shanley. Roberts is also going to work with Shanley on creating a more standardized accounting system by putting everything into QuickBooks. It was decided that the Budget Meeting should take place on August 6<sup>th</sup>, 2014.

### Schedule Next BOD Meeting

The next BOD meeting was scheduled for 6:00 pm on Tuesday, July 8<sup>th</sup> at HPM.

### Property Management Report

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

### Snow Removal/Landscaping:

Snow removal is done for the season and delineators have been removed. Speed bumps should be put out no later than the third week of May. Spring cleaning around campus is in process, and irrigation work will be finished within a few weeks.

### Road Condition:

9 significant potholes have emerged on campus, largely due to road degradation. Mike will start collecting quotes on crack sealing and seal coating.

### Compactor Update:

Solid Waste did a site visit. They made a recommendation to expand the size of the concrete pad by four feet in width. This change will make the area more user-friendly. Harter is getting an updated quote from the flatwork company. Hammond spoke with the county to inquire whether or not a land use permit is needed. They informed him that it is not, since it is not a permanent structure; however, they recommended fencing the area. Annette is going to work out the details about the compactor itself (color, security, etc). Northwestern Energy

will run power to the site, the concrete will be poured, and Lacey will finish the electrical work when the compactor is delivered. It was agreed that a key card system would be most secure.

#### Carpets for Condo Buildings A and B:

Harter requested a bid from Pierce Carpet Mill Outlet based on a sample from buildings C and D. The Flooring Place quoted \$17,000 per building, and Pierce Carpet Mill quoted \$10,000 per building. The Board decided to go with Pierce Carpet Mill. \$34,000 was initially put into the budget for carpet replacement, so there is an additional \$14,000 available.

#### Condo Lighting:

Harter counted all of the damaged diffusers throughout the condo buildings. There were 30 that were cracked and need to be replaced. The price on these fixtures is \$64 per diffuser, which equates to \$1900. Lacey will attempt to find a better price for these.

#### Summer Painting/Dryer Vent Cleaning:

Painting has already started. It will be based on priority, and then put on a rotation. Dryer vents were last cleaned in 2012. It was previously recommended to put all units on a three year rotation. Concerns were raised about the fire hazard this could create. Harter will get a quote for a yearly dryer vent cleaning.

#### Snow Removal Breakdown:

37% of time was spent at the condos and 63% of time was spent at the Chalets on snow removal.

#### **Presentation by Ryan Lacey:**

Lacey, from Lone Peak Electric, and owner of Condo D-14, presented an option for common area lighting. He proposed putting occupancy sensors in the corridors that would control half of the lights. These lights would turn on only when someone is present in the corridors. The other half of the lights would remain the same as they currently are. This could cut down on the heat in the summer and decrease the power bill. The cost to complete this improvement would be around \$11,000. Lacey believes that the electricity savings would be around \$4,500 each year, not including the savings on ballasts and light bulbs.

#### Towing Signage:

Davis presented a sign that was created by Best Rate Towing. Due to legal reasons, these towing signs are required. The board discussed the appearance of the signs (font size, color, location etc). HPM will get back to the board about proposed locations.

#### **Neighborhood Portfolio**

Gras presented the Neighborhood Portfolio. 46 north has scheduled a start day of June 23<sup>rd</sup>. They will attempt to begin earlier. Gras is working with the Town Center and Morrison Maerle to complete the crosswalk project. The FLM flag is too large to put on the flagpole. Gras is working on a backup plan.

#### **Aesthetic Improvement**

O'Connor had some contractors look at the garage doors to obtain a quote from them. They came to the conclusion that the sizes of garage doors varied from phase to phase. O'Connor has not had a chance to review the bids. One problem he has come across is that no garage door companies make matching front doors. The garage doors will be insulated metal doors with a wood grain pattern. The approximate cost per unit will be \$1200. O'Connor will look over the bids and present the information to the Board.

#### **Old Business**

##### Bed Bugs:

Orkin came out in mid March to fumigate the infested unit. One concern was that a couch from that unit was left outside on the porch. Harter confirmed that the couch was removed.

**New Business**Privacy Fence:

Roberts would like to put a privacy fence up. The cost with shipping is around \$600 (not including installation). It was recommended that this be put into the newsletter. It was suggested to send a communication to any owners that do not have a privacy fence to see if these homeowners would be willing to split the cost with their neighbor.

**Adjournment**

Gras made a motion to adjourn at 7:40 pm. Wilson seconded the motion. All were in favor. None opposed. The motion carried.

*Douglas N. Shanley, CPA PC*

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

phone 406-585-8430 fax 406-582-9796

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

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

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