

# Minutes of Board of Directors Meeting

## For the Association of Unit Owners of Firelight Meadows

July 8, 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, Curt Wilson of unit B2/155, Sam Geppert of unit C1/120, and Karen Roberts of unit V54/319. Scott O'Connor of unit V60/251 and Annette Stone of unit B12/155 joined via conference call. Owners in attendance were Eric Peterson of V53/327, Phil Barnhill of units V30/286 and V98/455 and Steve Cherne of V73/308. Invited guests were Doug Shanley, CPA, Mike Harter, Herb Davis, Mike Palmer, 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

Geppert made a motion to approve the minutes of the May 13, 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*). Both the condos and chalets are under budget, but additional maintenance and repairs will occur throughout the rest of the year. The budget meeting will be moved to Wednesday, July 30<sup>th</sup> at 5:30 PM at Shanley's office.

Roberts would like to see the accounting basis changed from cash basis to accrual basis. This change would allow year-end expenses to be recorded in the year in which they occur, matching the expenses with the annual budget. Roberts would like to see this change effective for the 2014 year-end accounting process.

Baldensperger moved to change the accounting policy from the current cash basis to accrual basis. Wilson seconded the motion. All in favor, none opposed. The motion carried.

Roberts would like a Hammond representative to sign and date invoices relating to work that they oversee verifying that the work was done and done according to expectations before sending the invoices to Shanley for Board approval and payment.

### Schedule Next BOD Meeting

The next BOD meeting was scheduled for 6:00 pm on Tuesday, August 19<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*). Harter introduced Palmer, who oversees the landscaping team and assists with snow removal.

### Road Condition:

K and M construction was scheduled to begin road repairs in June, but was delayed due to bad weather. They should begin work mid to late July.

### Dryer Vents:

Harter contacted Millworks 58, who serviced dryer vents in 2012. The price for the condos is \$3,400 and for the chalets it is \$6,075.

Log at Unit A-8:

A large crack in a vertical support log was reported at condo A-8. When Harter surveyed the other support logs at the condo buildings, he found eight additional logs with substantial cracks. The cost to replace each log is around \$750. Harter brought this to the attention of Travis with Beehive Builders. Harter will attempt to get an answer from Travis about whether or not this needs to be addressed and budgeted for. Roberts asked whether it is worth hiring a structural engineer to assess the situation. Harter believes it is more cost effective to just replace the logs.

Condo Carpet Update:

Harter gave Pierce Carpet Mill Outlet the ok to start the carpet replacement project. Due to the high volume of new construction in the area, the soonest they will be able to complete the project is early August.

Condo Lighting:

Ryan Lacey from Lone Peak Electric was unable to find discounted replacements for light fixture covers. 30 covers need to be replaced. Each cover will cost \$65, totaling \$1,944. Stone asked whether or not there is a different type of cover/diffuser that could be an option. The light fixtures themselves will not accommodate that.

Baldensperger requested that the updates presented by Harter be included in the Manager's Report in the meeting packet.

Landscaping Update:

Palmer reported that 46 North is doing well with the landscaping around campus. The irrigation system is performing pretty well, and no serious repairs have been needed this year.

Compactor Update:

Stone presented the contractor update. The compactor has been ordered and will take about 6 weeks to be delivered. Northwestern Energy estimated that it would cost \$5,000 to \$6,000 to run power to the compactor. This quote has been reduced to \$500. Once the power line is in place, the work can be completed quickly. It was agreed that fencing around the compactor is a better, more cost effective option than fully enclosing it. Harter is hoping that the compactor will be ready to use by Labor Day.

**Neighborhood Portfolio**

46 North has started work on the entrances. The FLM flag has gone up in front of campus. To limit bear activity around campus, it is important to try to limit the time that trash cans are outside.

**Legal Report:**

The only thing to report is that the listings are being marketed as residential, however the declarations state that it is commercial.

**Old Business**

Garage Doors:

O'Connor has received bids from Bridger Doors and Door Tech. Both companies are quoting steel doors patterned to look like wood. Door Tech's quote is slightly less expensive. Some units will need carpentry work to install a header in order to fit the new doors. Since neither company offers front doors, they will need to be purchased separately. The project will be presented at the annual meeting and voted on by the membership.

Webex at Annual Meeting:

Wilson will try this program at the next board meeting to determine if it is a viable option at the Annual Meeting. An email will be sent to FLM homeowners with instructions on how to log in prior to the meeting.

**Adjournment**

Roberts made a motion to adjourn. Wilson seconded the motion. All were in favor, none opposed. The meeting adjourned at 8:00PM

# Douglas N. Shanley, CPA PC

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6/30/2014

TO: BOARD OF DIRECTORS

FIRELIGHT MEADOWS HOME OWNERS ASSOCIATION

	6/30/2014	5/10/2014
CHECKING ACCOUNT BALANCE	\$301,662	\$312,353
MONEY MARKET AMERICAN BANK	\$220,427	\$220,371
CD AT BIG SKY WESTERN BANK	\$131,610	\$131,609
CD AT 1ST SECURITY BANK	\$75,685	\$75,685
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TOTAL CASH AVAILABLE	\$729,383	\$740,018
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ACCOUNTS RECEIVABLE	\$19,024	\$51,466
THE FOLLOWING ARE LATE TWO OR MORE QUARTERS		
V04 CRAIG SWICK	\$2,199	\$1,942
V15 CRAIG SWICK	\$2,199	\$1,942
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TOTAL OF ABOVE UNITS	\$4,398	\$3,884
BAD DEBT PREVIOUSLY WRITTEN OFF COLLECTED IN 2014 BY CBO, OUR COLLECTION AGENCY	\$1,717	\$1,404
PARKING INCOME TOTAL THIS YEAR	\$1,840	\$900
FINES ASSESSED IN 2014	\$700	\$600
FINES RECEIVED IN 2014	\$400	\$400
NEW MEMBERSHIP DUES FOR 2014 D15 LARRY ARCHTEAL TRUST A05 MIKE HUDIK	\$3,600	\$1,600
OWNERS GETTING ASSESSED THE \$50 PER QUARTER POSTAGE SURCHARGE	\$400	\$400

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

PASSCODE IS 693 796

<b>CHALETS</b>								
<b>Firelight Meadows Owners Association</b>								
<b>2014 BUDGET TO ACTUAL JUNE</b>								
					<b>2014</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>OVER</b>
					<b>BUDGET</b>	<b>THROUGH</b>	<b>THROUGH</b>	<b>(UNDER)</b>
						<b>JUNE</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>					203,390	
								0
		<b>Total Income</b>			411,180	205,590	205,590	0
<b>Expenses</b>								
		<b>Insurance 76.5%</b>			44,205	22,103	20,490	(1,613)
		<b>Common Area Utility</b>			544	272		(272)
		<b>Common Area Lawn Care 80%</b>			34,400	11,467	11,481	14
		<b>Landscape Upgrade</b>			5,070	5,070	5,824	754
		<b>Snow Removal &amp; Shoveling Roads &amp; Entry Ways 75%</b>			60,620	40,413	40,413	(0)
		<b>Snow and Ice Removal on Rooftops 63%</b>			6,300	4,200	5,009	809
		<b>Fireplace Maintenance &amp; Cleaning</b>			6,000			0
		<b>Maintenance &amp; Repair</b>			21,697	10,849	5,987	(4,862)
		<b>Property Manager</b>			63,978	31,989	32,004	15
		<b>Accounting</b>			9,619	4,810	4,812	2
		<b>Legal</b>			11,339	5,670	1,594	(4,075)
		<b>Postage &amp; Delivery</b>			1,260	630	75	(555)
		<b>Office Expense</b>			1,260	630	212	(419)
		<b>Taxes</b>			272	136	235	99
		<b>Bad Debt Uncollectible</b>			13,600	6,800	1,459	(5,341)
		<b>Meeting Expense</b>			680	340		(340)
		<b>Subtotal Expense</b>			280,844	145,377	129,594	(15,783)

<b>CONDOS</b>								
<b>Firelight Meadows Owners Association</b>								
<b>2014 BUDGET TO ACTUAL JUNE</b>								
						<b>BUDGET</b>	<b>ACTUAL</b>	<b>OVER</b>
				<b>2014</b>	<b>THROUGH</b>	<b>THROUGH</b>	<b>THROUGH</b>	<b>(UNDER)</b>
				<b>BUDGET</b>	<b>JUNE</b>			<b>BUDGET</b>
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
	<b>Dues Assessed</b>				247,920	123,960	123,960	0
	<b>Dues Collected</b>						126,607	
	<b>Total Income</b>				247,920	123,960	123,960	0
<b>Expenses</b>								
	<b>Insurance 23.5%</b>				13,578	6,789	6,294	(495)
	<b>Building Utilities</b>				24,000	12,000	12,612	612
	<b>Common Area Utility</b>				320	160		(160)
	<b>Common Area Lawn Care 20%</b>				8,600	2,867	2,870	4
	<b>Landscape Upgrade</b>				2,980	2,980	3,420	440
	<b>Trash Removal</b>				36,000	18,000	17,686	(314)
	<b>Snow Removal &amp; Shoveling Roads &amp; Entry Ways 25%</b>				20,206	13,471	13,471	0
	<b>Snow and Ice Removal on Rooftops 37%</b>				3,700	2,467	1,793	(674)
	<b>Cleaning and Common Area</b>				17,000	8,500	8,400	(100)
	<b>Maintenance &amp; Repair</b>				25,703	12,852	4,891	(7,960)
	<b>Property Manager</b>				37,635	18,818	19,007	190
	<b>Accounting</b>				5,658	2,829	2,826	(3)
	<b>Legal</b>				6,670	3,335	936	(2,399)
	<b>Postage &amp; Delivery</b>				741	371	44	(326)
	<b>Office Expense</b>				741	371	121	(250)
	<b>Taxes</b>				160	80	138	58
	<b>Bad Debt Uncollectible</b>				8,000	4,000	857	(3,143)
	<b>Meeting Expense</b>				400	200		(200)
	<b>Subtotal Expense</b>				212,092	110,087	95,366	(14,721)



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Firelight Meadows Manager's Report  
May 2014-June 2014

- Picked up trash throughout campus as needed
- Filled dog waste stations as needed
- Checked all exterior lights and replaced bulbs throughout campus
- Mowed and trimmed throughout campus weekly
- Repaired and replaced damaged wood trim and Hardie Plank around multiple Chalets
- Continued with spring landscaping clean-up throughout campus
- Straightened out parking spot barriers at the condo buildings
- Inventoried all cracked interior light fixture covers at condo buildings
- Inventoried potholes and areas of concern on the roads throughout campus
- Inspected leak and interior water damage in mechanical room at 5-D as reported by the homeowner. Leak was determined to be coming from the floor drain at 15-D. 15-D's property management company was contacted and notified of the problem
- Replaced one interior light fixture ballast on the 1<sup>st</sup> floor of building B
- Removed landscaping rock from yards in cal-de-sac, placed new boulders along CLD in an effort to keep vehicles off of common elements
- Prepped speed bumps for install
- Met with HOA president and Beehive Builders to look over winter roof and ice melt issues at chalet phases 1, 2, and 3
- Assisted homeowners with multiple requests including: door unlocks, re-keying units, furniture deliveries, contractor access, packages, etc.
- Assisted Guy's Glass with window warranty replacement
- Put speed bumps out
- Relocated set of speed bumps per the request of owner of 9-B
- Replaced back-up batteries and rewired/checked power supplies on all irrigation clocks
- Fired up irrigation well
- Removed trash from behind storage yard
- Finished removing foundation vents
- Cleaned up and removed sand and gravel from roads throughout campus
- Picked up three "Open House" signs left by Triple Creek Realty
- Straightened parking lot barriers around chalets
- Filed new construction paperwork with Northwestern Energy for trash compactor
- Repaired doors in the condo buildings
- Picked up trash near the dumpsters at condo buildings
- Approved Carpet Mill Outlet/Pierce to ordering new carpet and scheduling install date
- Fired up irrigation systems throughout campus, adjusted heads, replaced damaged equipment, and repaired leaks as needed
- Repaired damaged light fixture at the flag poles



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- Foley Property Services cleaned all ceiling fans inside the condo buildings
- Finalized list of decks that at the condo buildings in need of re-staining and presented to BHB to obtain bid for the work
- Foley Property Maintenance reinstalled speed limit sign on FLD that was knocked down last October
- Relocated the irrigation clock at the WFU building to the exterior for easier access
- Precision Lawn Care applied “weed and feed” to all of the laws throughout campus
- Placed irrigation drip lines around the base of trees at the south end of the FLM storage yard
- Adjusted run times for the irrigation system at condo buildings
- Replaced light fixture ballasts in condo buildings
- Emailed lists of windows with seal failures produced by HPM to the manufacture
- Met with 46 North to look over irrigation and main entrances at FLM
- Re-plumbed the water supply for the irrigation system at the WFU building
- BHB repaired the damaged floor joist in the crawlspace at 359 CLD per the recent inspection report

**Verbal warnings were issued to the following units:**

- 10-A (Failure to comply with the FLM pet policy):** Observed a guest of the tenants with his dog off leash while on the FLM campus.
- 268 CLD (Failure to comply with the FLM parking policy):** Observed tenants parking their vehicle in the adjacent driveway.
- 352 CLD (Failure to comply with the FLM parking policy):** Observed homeowner not properly displaying a valid FLM parking permit in her extra vehicle.
- 8-B (Unauthorized items stored on the common elements):** Observed the tenant with truck parts stored on the rear patio.
- 319 CLD (Failure to comply with the FLM trash policy):** Homeowner was reported dumping trash in the dumpster at building B.
- 173 CLD (Failure to comply with the FLM parking policy):** Guests of the tenants were observed parking off the asphalt on the common elements at the front of the building.
- 359 CLD (Failure to comply with the FLM pet policy):** Observed the homeowner’s dog off leash and unattended.
- 465 FLD (Failure to comply with the FLM parking policy):** Observed a contractor parking on the lawn in front of the unit.
- 173 CLD (Failure to comply with the FLM parking policy):** Observed the tenants from this unit parking in the adjacent driveway at 181 CLD.
- 311 CLD (Unauthorized items stored on the common elements):** Observed the tenants at this unit with a sheet of plywood leaning against the garage door.





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**Written warnings were issued to the following units:**

**304 FLD (Failure to comply with the FLM parking policy):** Observed an enclosed trailer parked in the driveway for several days.

**16-B (Failure to comply with the FLM pet policy):** Observed the tenant from this unit with a dog living at the unit and on FLM campus.

**16-B (Failure to comply with the FLM parking policy):** Observed the tenant from this unit with an expired FLM parking pass on his vehicle.

**199 CLD (Failure to comply with the FLM pet policy):** Received numerous reports/complaints of the homeowner's yellow lab off leash and unattended while on the FLM campus.

**Building B parking lot (failure to comply with the FLM parking policy):** Observed a small utility trailer parked in an unmarked/unassigned parking spot.

**406 CLD (Failure to comply with the FLM parking policy):** Observed tenants not properly displaying valid FLM parking permits in their vehicles.

**509 FLD (Failure to comply with the FLM trash policy):** Observed the tenants with their trash can out past the day of scheduled service.

**268 CLD (Improper window coverings):** Unit was observed with a tie-dyed blanket over the 2<sup>nd</sup> floor rear bedroom window.

**173 CLD (Improper window coverings):** Unit was observed with a printed blanket over the 2<sup>nd</sup> floor front bedroom window.

**173 CLD (Failure to comply with the FLM parking policy):** Tenant was observed without a valid FLM parking pass in her white Toyota truck.

**16-B (Failure to comply with the FLM pet policy):** Tenant living at the unit have been observed with a dog living in the unit (Notice was issued to the homeowner).

**The following vehicle was towed from campus:**

**(6/8/14) Blue Ford Contour:** Vehicle was towed from the parking lot of building B for not displaying a valid FLM parking pass. Note: vehicle was reported by a resident to be emitting an extremely foul odor. Upon further investigation and with information supplied by the Gallatin County Sheriff's Department and Fish, Wildlife and Parks, it was determined that the vehicle owner was storing animal carcasses in the trunk throughout the past winter.

# Neighborhood Portfolio Update

## Landscaping:

- Construction has started and it's really looking great
- Clay told me that the beds on the Condo side will be planted this week (7/7/14)
- The boulders and the remainder of the trees will be planted on the Chalet side this week (7/7/14) and I believe the beds will be planted the week after that.
- Help spread the word – there may be some traffic delays on the Condo side because they (46 North) have to put in pipe for the irrigation to the other side of the street and they have to cut into the asphalt in order to complete this work.
- Slight modifications – there won't be sod around the front/ bottom of the landscaping boulders because of the cement footprint for the stop signs. Clay has suggested that it remain as native/ natural grass.

## Neighborhood:

- Reminder – the third annual neighborhood party will be held on Saturday, August 23rd, from 3 – 6pm @ Chalet #184.
- The new FLM flag has been flying – any feedback?
- The crosswalks have been painted – the next steps are:
  - ✓ Continue my communication with Jack Schunke regarding the flashing lights for the crosswalks & lowering the speed limit to 25 MPH
  - ✓ Contact BSCC to assist with cutting in small "trails" to connect the crosswalks into the Ousel Falls trail to ease the use of the crosswalks.