

# Minutes of Board of Directors Meeting

## For the Association of Unit Owners of Firelight Meadows

November 18, 2014

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### **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, Kari Gras of units V19/184, A1/85 & B1/155, Curt Wilson of unit B2/155, Karen Roberts of unit V54/319, Scott O'Connor of unit V60/251 (via WebEx) and Annette Stone of unit B12/155 (via WebEx). Owners in attendance were Catherine Gilb of unit D14/50 and Steve Cherne of unit V73/308 (via WebEx). Accountant Doug Shanley (via WebEx), Scott Hammond, Mike Harter, and Bethany Davies of Hammond Property Management (HPM) were also present.

(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 September 19, 2014 Board meeting. Gras seconded the motion. All were in favor. None opposed. The motion carried.

### **Financial Report**

Accountant Shanley provided the Financial Report (see pages 3 - 5). Two owners were two or more quarters past due; they will be turned over to CBO Collections at the end of this quarter if payment is not received. Roberts requested Shanley only use the QuickBooks Report for all meetings from here on out.

Roberts discussed the Current Reserve Balances per Budgets.

### **Schedule Next Board Meeting**

The Board will meet for an Executive Session on December 2, 2014 to discuss the Property Management Contract. The next Board meeting will be at 6:00 pm on January 13, 2015 at HPM.

### **Property Management Report**

Harter provided the Property Management Report (see pages 6 - 10). The trash compactor is ready for use. The concrete pad that was chosen for the compactor is very durable, but unfortunately also very slick in the winter. Harter placed heavy no-slip mats on the concrete pad to reduce the potential for accidents. A fence will be installed around the compactor shortly after Thanksgiving. Two new signs with guidelines for proper use of the compactor will be posted on the compactor and fence. The Condo dumpsters will be removed by December 15<sup>th</sup>, 2014.

The new parking passes were distributed to the owners mailing address on record two months ago and the new parking program began on November 1<sup>st</sup>.

It is imperative that owners leave all outside spigots disconnected during the winter to reduce the chance of frozen pipes.

There have been significant changes to the window warranty program. In the past the HOA was able to compile lists of windows that met warranty specifications and submit them to the Alside for replacement. Alside will no longer accept warranty claims handled through the HOA. They still intend to honor warranties but individual unit owners must contact the Alside Claims Department directly at 1-800-489-1144. Harter has measured and recorded every window on campus. HPM will send out an email to those owners who submitted claims through the HOA and have not received new windows.

James Hardi Products is currently putting together a written warranty agreement and plan to replace more siding on the Chalet units in the late spring or early summer of 2015.

Bethany Davies has reduced her hours at HPM to be at home with her daughter during the day. She has resigned from working with the other HOA's at HPM; but she will continue to work with Firelight Meadows as the Communications Coordinator as she had prior to her employment with HPM. This position includes checking the Firelight Meadows email

account, attending all Firelight Board meetings, typing and emailing the minutes, agendas, newsletters and any other communications from Board. HPM has hired a new HOA Account Manager, Allison Bechtel who will be joining the HPM team and assisting Michelle Everett in the office with the Firelight Meadows account.

### **Landscaping Portfolio**

Gras presented the Landscaping Portfolio. Seven trees have been replaced around campus. Owners interested in purchasing a tree to be planted around their residence must request permission from the Board first, must choose a non-fruit bearing Board approved species and must purchase trees from designated providers (contact HPM at 406-995-7220 for details). It is recommended that owners purchase mature trees to reduce the chances of damage from moose and other local wildlife. It is also advisable to work with HPM for proper fencing and to ensure a location with adequate irrigation. If owners purchase a tree for their residence, they cannot expect the HOA to pay for the cost of its replacement if the tree does not survive; they should check the warranty from the provider prior to purchasing.

### **Snow Removal Report**

Wilson provided the Snow Removal Report. Big Sky Snowman provides the sand and will ensure the campus is well sanded throughout the winter.

### **Legal Report**

Baldensperger discussed the Legal Report. During the last meeting a buyer was interested in purchasing unit CB for a Montessori school; they have withdrawn their offer for the location. The realtor has submitted a sign proof for feedback from the Board.

### **Old Business**

#### RID Update

Roberts and Baldensperger presented the RID Update (see page 11). The Commissioners complimented the Board for the amount of information supplied to the owners regarding what the RID would entail and the costs involved.

### **New Business**

#### Website

Roberts requested the website be updated with current documents. HPM will contact their website provider and update the website.

#### Exterior Painting and Door/Garage Door Paint

The Board would like a plan and a budget for the painting rotation. Every year a certain number of front doors and garage doors will be painted; perhaps it is time to choose new paint colors and to prioritize buildings that need siding painted first. The Board will select a new Board member to lead the Aesthetic Improvement Portfolio at the next Board meeting. HPM will put together a proposal to prioritize the painting rotation based on units that need repainting the most.

#### Crawlspace Mitigation

Roberts recommended the Board budget money for crawlspace mitigation. This discussion was tabled until the January meeting.

#### Long-Term Parking

Stone and HPM will put together a proposal to update the Long-Term Parking program.

### **Communications**

The Board discussed the communications from unit owners. Baldensperger encouraged the Board to reach out to owners and work towards compromise in the coming years.

### **Adjournment**

Wilson made a motion to adjourn at 8:22 pm. Gras seconded the motion. All were in favor. None opposed.

# Douglas N. Shanley, CPA PC

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10/31/2014

TO: BOARD OF DIRECTORS

FIRELIGHT MEADOWS HOME OWNERS ASSOCIATION

	10/31/2014	7/31/2014
CHECKING ACCOUNT BALANCE	\$405,187	\$378,278
MONEY MARKET AMERICAN BANK	\$220,565	\$220,454
CD AT BIG SKY WESTERN BANK	\$131,610	\$131,610
CD AT 1ST SECURITY BANK	\$75,685	\$75,685
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TOTAL CASH AVAILABLE	\$833,047	\$806,027

ACCOUNTS RECEIVABLE	\$68,320	\$72,158
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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

V125	BRIAN BALL	\$0	\$1,726
V81	JEFF MORGAN	\$775	\$1,951
V83	KRIS TINNIN	\$2,868	\$2,036
	TOTAL OF ABOVE UNITS	\$3,643	\$5,713

BAD DEBT PREVIOUSLY WRITTEN OFF COLLECTED IN 2014 BY CBO, OUR COLLECTION AGENCY	\$2,552	\$2,324
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PARKING INCOME TOTAL THIS YEAR	\$2,617	\$1,990
FINES ASSESSED IN 2014	\$1,000	\$700
FINES RECEIVED IN 2014	\$600	\$400

NEW MEMBERSHIP DUES FOR 2014	\$6,600	\$4,200
V8 VANCE MOROSI		
D09 LAURA GREGORY		
V135 JOHN DAMICO		
D12 PATRICIA KRAUSE		
D05 KERRY BRUNER		

OWNERS GETTING ASSESSED THE \$50

Firelight Meadows Home Owners Association 2014

\$550

\$550 Page 3 of 11

<b>CHALETS</b>					
<b>Firelight Meadows Owners Association</b>					
<b>2014 BUDGET TO ACTUAL</b>					
			<b>BUDGET</b>	<b>ACTUAL</b>	
			<b>THROUGH</b>	<b>THROUGH</b>	
			<b>OCTOBER</b>	<b>(UNDER)</b>	
			<b>BUDGET</b>	<b>BUDGET</b>	
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
	Dues Assessed	411,182	411,182	411,182	0
	Dues Collected			380,640	
					0
	<b>Total Income</b>	<b>411,182</b>	<b>411,182</b>	<b>411,182</b>	<b>0</b>
<b>Expenses</b>					
	Insurance 76.5%	44,205	36,838	35,366	(1,471)
	Common Area Utility	544	453		(453)
	Common Area Lawn Care 70%	34,400	34,400	34,443	43
	Landscape Upgrade & Weed & Feed 70%	5,070	5,070	463	(4,607)
	Trash Compactor Maintenance & Trash Removal	0	0		0
	Snow Removal & Shoveling Roads & Entry Ways 63%	60,620	40,413	40,413	(0)
	Snow and Ice Removal on Rooftops 63%	6,300	4,200	5,009	809
	Fireplace Maintenance & Cleaning	6,000	5,000		(5,000)
	Maintenance & Repair	21,697	18,081	22,709	4,628
	Property Manager	63,978	53,315	53,340	25
	Accounting	9,619	8,016	8,020	4
	Legal	11,339	9,449	2,422	(7,027)
	Postage & Delivery	1,260	1,050	108	(942)
	Office Expense	1,260	1,050	1,175	125
	Taxes	272	227	244	18
	Bad Debt Uncollectible	13,600	11,333	1,459	(9,875)
	Meeting Expense	680	567	60	(507)
	<b>Subtotal Expense</b>	<b>280,844</b>	<b>229,462</b>	<b>205,231</b>	<b>(24,230)</b>
	<b>Roofing &amp; Siding Reserve Account</b>	<b>41,003</b>			
	Landscape Improvements year 2 of 10	2,285	46 Degree North	21,962	
	Trash Compactor repayment year 1 of 10	0			
	Road & Walkway Maintenance Reserve Account 75%	7,500			
	Insurance Deductible Reserve	3,400			
	Legal and PSC reserve	0			
	General Repairs Reserve	0			
	<b>Roofing Reserve Account</b>	<b>76,148</b>			
	<b>Subtotal Reserves</b>	<b>130,336</b>			
	<b>Total Expenses &amp; Reserves</b>	<b>411,182</b>			

<b>CONDOS</b>								
<b>Firelight Meadows Owners Association</b>								
<b>2014 BUDGET TO ACTUAL</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>OCTOBER</b>		<b>BUDGET</b>
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
		<b>Dues Assessed</b>			247,920	247,920	247,920	0
		<b>Dues Collected</b>					234,669	
		<b>Total Income</b>			247,920	247,920	247,920	0
<b>Expenses</b>								
		<b>Insurance 23.5%</b>			13,578	11,315	10,864	(451)
		<b>Building Utilities</b>			24,000	20,000	19,100	(900)
		<b>Common Area Utility</b>			320	267		(267)
		<b>Common Area Lawn Care 30%</b>			8,600	8,600	8,611	11
		<b>Landscape Upgrade &amp; Weed &amp; Feed 30%</b>			2,980	2,980	208	(2,772)
		<b>Trash Compactor Maintenance &amp; Trash Removal</b>			36,000	30,000	29,461	(539)
		<b>Snow Removal &amp; Shoveling Roads &amp; Entry Ways 37%</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	14,167	13,783	(384)
		<b>Maintenance &amp; Repair</b>			25,703	21,419	30,373	8,954
		<b>Property Manager</b>			37,635	31,363	31,437	74
		<b>Accounting</b>			5,658	4,715	4,710	(5)
		<b>Legal</b>			6,670	5,558	1,422	(4,136)
		<b>Postage &amp; Delivery</b>			741	618	64	(554)
		<b>Office Expense</b>			741	618	686	69
		<b>Taxes</b>			160	133	144	10
		<b>Bad Debt Uncollectible</b>			8,000	6,667	857	(5,810)
		<b>Meeting Expense</b>			400	333	35	(298)
		<b>Subtotal Expense</b>			212,092	174,689	167,017	(7,672)
		<b>Roofing &amp; Siding Reserve Account</b>			7,355			
		<b>Landscape Improvements year 2 of 10</b>			1,344	46 Degree North	11,872	
		<b>Trash Compactor repayment year 1 of 10</b>			0			
		<b>Carpet Replacement</b>			7,000			
		<b>General Repairs Reserve</b>			7,000			
		<b>Road &amp; Walkway Maintenance Reserve Account 25%</b>			2,500			
		<b>Insurance Deductible Reserve</b>			2,000			
		<b>Legal and PSC reserve</b>						
		<b>Roofing Reserve Account</b>			15,629			
		<b>Subtotal Reserves</b>			42,828			
		<b>Total Expenses &amp; Reserves</b>			254,920			



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## Firelight Meadows Manager's Report BOD Meeting 11/18/2014

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

- Picked up trash throughout campus as needed.
- Filed dog waste stations as needed.
- Checked all exterior lights throughout campus.
- Mowed and trimmed throughout campus weekly.
- Picked up large amount of domestic trash left outside the dumpster at buildings A and D.
- Assisted Shadow Hearth and home with entry into 517 FLD several time throughout the week per the homeowners request.
- Made list of dead trees throughout the FLM campus (7 total) and scheduled their replacement with Mountain Scapes of Big Sky.
- Contacted SWS for shipping/install update for the FLM trash compactor.
- GVHS installed sump pump in the crawlspace of 390 FLD.
- Scheduled the replacement of the crawlspace vapor barrier at 390 FLD wit Anderson Enterprises.
- Unlocked 19-D for a subcontractor per the homeowner's request.
- Cleaned out all the "pit vaults" at the condo building entrances.
- Started removing the dead bugs from the light fixtures at the condo buildings.
- Deliver new pass to 278 CLD per HO's request.
- Put floor fan in crawlspace of 390 FLD in an effort to dry out the soil.
- Remounted wind directional cap on chimney at 140 CLD.
- Unlocked 390 FLD for GVHS so they could complete the installation of the sump pump in the crawlspace.
- HPM landscaping crew completed fall pruning at the condo buildings.
- Removed fire pit on Ouzel Falls Estates property behind 337FLD per request of their HOA.
- Checked all emergency lighting at the condo buildings.
- Removed bugs from the entrance light fixtures at the condo buildings.
- Put the trash can back in the garage at 367 CLD.
- Picked up large amount of domestic trash left outside the dumpster enclosures at buildings A and B.
- HPM landscaping crew started fall pruning at the chalets.
- Hung notices for the up and coming chimney cleaning at the chalets.
- Assisted HO of 156 CLD with recommendations for a hot tub service company and a electrician.



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- Consolidated trash in the dumpster at building C.
- Replaced back up battery in the fire alarm panel at building B.
- Reattached trim around the propane gas vent at 13-D.
- Unlocked 50 CLD per the management company's request.
- Replace several light fixture ballasts at buildings A and C.
- Repaired wire fence along the west end of the FLM campus.
- Millwork 58 performed the 2014 chimney cleaning/inspections throughout the chalets.
- Turned on all the crawlspace heaters at the chalets.
- Removed old car batteries from the dumpster enclosure at building C.
- Replaced burnt out light bulbs at the FLM flag poles.
- Replaced the Montana State and US flag at the FLM flag poles.
- Repaired the damaged light fixture and replace bulb at the FLM chalet sign.
- Remounted lower sections of ice-melt at the following units: 259, 268, and 277 CLD.
- Started sealing up foundation vents at the chalets.
- Contacted Precision Inc. to obtain a bid for a fence at the FLM trash compactor site.
- Removed old skis and domestic trash left inside the trash enclosure at building B.
- Assisted HO with trouble shooting issues with his Direct TV.
- Put trash can out at 156 CLD per the HO's request.
- Swept up moose droppings from the NE entrance of building C.
- Removed all door "kick stands" from entrance doors (front and back) at the condo buildings.
- Assisted Freight Company with unloading the control unit for the FLM compactor.
- Re-caulked wood trim around the fire place exhaust vent at 13-D.
- Continued sealing foundation vents at the chalets.
- HPM reattached (as needed) ice-melt systems at throughout phases 1, 2, and 3.
- Assisted SWS with placement of compactor control unit and positioning of the compactor at the FLM compactor site.
- Solid Waste Systems installed new trash compactor on-site.
- Lone Peak Electric did the final electrical wiring on the newly install FLM compactor.
- Removed old vapor barrier from the crawlspace of building D.
- Started sealing up foundation vents at the chalets.
- Removed all the speed bumps throughout campus.
- Finished all fall pruning throughout campus.
- Assisted HO of 132 CLD with issues regarding his wood burning stove insert, met with MW58 to trouble shoot the drafting issue.
- Replaced four broken concrete parking barriers and re-staked barriers as needed.
- Put up delineators "snow markers" throughout campus"
- Marked all the propane tanks at the condo buildings.
- Filled all "speed bump stake holes" throughout campus.
- Completed sealing foundation vents at chalets on the north end of FLD.



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- Inventoried extension cords for chalet ice/roof melt systems.
- Checked all back up batteries in the condo building alarm panels and exit lighting.
- Unhooked Garden hoses at the fronts of the following units: 320 CLD, 328 CLD, 140 CLD, 338 FLD, 330 FLD, and 296 FLD.
- Installed all Ice/roof-melt extension cords at phase 1 and 2 chalets.
- Turned on all common area and crawlspace heat at the condo buildings.
- Assisted SWS with the installation of the new access door on the FLM compactor.
- Assisted Madison River Propane and BSFD with identifying the source of the reported gas leak in building D. Supply to 5-D was identified as leaking... Supply to unit was shut off, homeowner was notified, and building was determined "safe" for occupancy by both MRP and BSFD.
- Anderson Enterprises shampooed carpet in buildings C and D.
- Inventoried all Xmas light extension cords in storage at building A.
- Assisted WFU with Delivery of lead/copper tests to the following units: 200 CLD, 18-D, 305 FLD, and 50 CLD.
- Assisted MRP with permanent repairs to leaky gas line at 5-D... Cause of leak was a result of a finish nail shot through the gas line behind the fireplace during a recent remodel.
- Repaired damaged moose fencing at 140 CLD.
- Turned off kitchen light at 425 FLD, light had been on for several days by a cleaning crew as reported by the next door neighbor.
- Delivered passes to 327 CLD per request of the homeowner.
- Repaired broken reset button on the FLM trash compactor.

**The following units received verbal warning regarding FLM rule violations:**

- **14-D (Failure to comply with the FLM parking policy):** Observed the HO with a small utility trailer parked at the NE corner of campus.
- **(Failure to comply with the FLM pet policy):** Observed a young couple walking their dog off leash near the FLM playground.
- **14-D (Unauthorized items stored on the common elements):** Observed the HO with a pile of construction material (trim) stored in the hallway outside his unit.
- **70 CLD (Failure to comply with FLM parking policy):** Observed the tenant from this unit parking his truck on the street in the cul-de-sac.
- **294 CLD (Unauthorized items stored on the common elements):** Observed the HO with his dog off leash.
- **Building C (Failure to comply with the FLM pet policy):** Spoke with young lady visiting the building with her dog off-leash.
- **8-D (Failure to comply with the FLM pet policy):** Spoke with the roommate of the HO who was observed with her dog off leash while outside on the common elements.
- **5-A (Failure to comply with the FLM pet policy):** Observed the HO with his dog off leash while outside on the common elements.





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- **465 FLD (Failure to comply with the FLM policy):** Observed the tenant's guests parking their vehicle on the lawn in front of the unit.
- **215 CLD (Unauthorized items stored on the common elements):** Observed the new tenants from this unit with a truck topper (camper shell) stored on the rear patio.

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

- **70 CLD (Failure to comply with the FLM parking policy):** The tenant from this unit was reported frequently parking in the adjacent driveway at 62 CLD.
- **94 CLD (Failure to comply with the FLM parking policy):** New tenants at this unit were observed parking on the street with a large equipment trailer and block a large portion of the road in the cul-de-sac
- **199 CLD (Failure to comply with the FLM parking policy):** The tenant from this unit was reported frequently parking in the adjacent driveway at 62 CLD.
- **359 CLD (Failure to comply with the FLM pet policy):** Have received complaints that the HO from this unit often allows their black lab to roam off leash and unattended while on the FLM campus and has been failing to clean up the dog waste.
- **442 FLD (Failure to comply with the FLM master key policy):** The upper deadbolt at this unit appears to have been changed and will no longer accept the HOA master key.
- **130 SLD (Failure to comply with the FLM parking policy):** Have received complaints that the tenants are repeatedly parking their truck on the street in front of the unit.
- **70 CLD (Failure to comply with the FLM parking policy):** Observed a guest of the tenants parking on the street overnight in front of the unit.
- **20-B (Improper window coverings):** Observed the tenants with a flag covering the sought bedroom window.
- **15-A (Failure to comply with the FLM dish/cable installation policy):** Unit was observed with about 180ft of newly installed coax cable installed on the exterior of the building providing their Dish Network service.
- **406 FLD (Failure to comply with the FLM parking policy):** The tenant from this unit has been observed frequently parking in the driveway of 405 FLD and on the street in front of his unit.
- **398 FLD (Failure to comply with the FLM parking policy):** The tenant from this unit has been observed frequently parking in the driveway of 390 FLD and on the street in front of his unit.



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**Fines were issues to the following units:**

- **367 CLD (Failure to comply with the FLM trash policy):** Observed the trash can out past the scheduled day of service.
- **8-B (Failure to comply with the FLM pet policy):** (1<sup>st</sup> offence fine) The tenants have been observed several times with a little black and white dog living inside the unit
- **489 FLD (Failure to comply with the FLM trash policy):** Observed trash can at this unit out past the day of scheduled service.

## Gallatin County Public Meeting October 14, 2014

The following is a synopsis of what I presented at the Gallatin County Public Meeting on October 14, 2014 pertaining to the proposed FLM RID. This information was based on information obtained from our accountant and may differ slightly from the figures reported in the finalized Annual Meeting minutes.

"At the association's Annual Meeting in 2012 the idea of having a RID to cover our road's maintenance and repair was presented to the owners in general terms. In Newsletter's and at the Annual Meeting in 2013 the idea was presented again with some broad details and benefits to the owners. During this past summer with Jack Schunke, of Morrison-Maierle, having completed his analysis we presented a detailed analysis of the scope and cost of the RID. This information was presented in the HOA's Newsletter and mailed to all the owners in the Annual Meeting packet. At the 2014 Annual Meeting Jack Schunke presented the proposed RID and fielded questions from the owners.

At the 2014 Annual Meeting we took a straw poll of the owner regarding the establishment of and RID for the HOA's roads. We did this even though the HOA's Declaration, that every owner received and signed off on before they purchased a unit, in Sec. II, 1, Real Property states in part ... 'The acquisition of an ownership interest or lien holders interest in a unit signifies that the Owner and lien holder waives the right to protest the creation of Rural Improvement Districts and Local Improvement Districts but not the assessment formula which may be proposed and this waiver shall be binding upon the heirs, assigns and purchasers of all units within this Minor Subdivision.' We desired to demonstrate to this Commission the support by the owners for Firelight Meadows HOA for the proposed RID. Of the 51 owners present only 3 owners, representing 6 units, voted against the RID. With the Board having 69 proxies the 114 votes 'for' the RID of the 120 possible votes represents a 95% approval. There were 96 unit owners who were not present in person or by proxy. If was set aside the old saying of theses being a "silent majority" and assume only a 50:50 split of the vote that would still result in an over whelming 75% for the RID.

The Board of FLM therefore request that this commission pass the proposed RID."

Garrett E Baldensperger  
FLM HOA Board