

# 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 FLI234*). 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 FLI234*). 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*

2055 North 22<sup>nd</sup> Ave Suite 2B, Bozeman, Montana 59718  
phone 406-585-8430 fax 406-582-9796

3/10/2014

TO: BOARD OF DIRECTORS

FIRELIGHT MEADOWS HOME OWNERS ASSOCIATION

	3/10/2014	1/18/2014
CHECKING ACCOUNT BALANCE	\$246,929	\$224,235
MONEY MARKET AMERICAN BANK	\$220,334	\$220,262
CD AT BIG SKY WESTERN BANK	\$131,609	\$130,941
CD AT 1ST SECURITY BANK	\$75,685	\$75,685
TOTAL CASH AVAILABLE	\$674,557	\$651,123

ACCOUNTS RECEIVABLE	\$24,097	\$119,578
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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

V47	CHRIS AND PATTY BOYD	\$509	\$1,258
B10	DAVID BRAUN	\$2,001	\$1,776
C20	KEN & WINNIE HOEKSEMA	\$857	\$1,075
V75	KEN & WINNIE HOEKSEMA	\$928	\$1,131
V28	DAVID & TANYA JENSEN	\$0	\$1,567
V118	STEVE MERLINO	\$0	\$1,825
V81	JEFF MORGAN	\$0	\$3,616

TOTAL OF ABOVE UNITS	\$4,295	\$12,248
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BAD DEBT PREVIOUSLY WRITTEN OFF COLLECTED IN 2014 BY CBO, OUR COLLECTION AGENCY	\$829	\$400
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PARKING INCOME TOTAL THIS YEAR	\$560	\$320
FINES ASSESSED IN 2014	\$600	\$300
FINES RECEIVED IN 2014	\$100	\$0

NEW MEMBERSHIP DUES FOR 2014 V11 TOBIAS	\$1,000	\$400
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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	\$150	\$200
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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 MARCH**

	2014 BUDGET	BUDGET THROUGH MARCH	ACTUAL THROUGH MARCH	OVER (UNDER) BUDGET
Ordinary Income/Expense Income	247,920	61,980	61,980	0
Dues Assessed				
Dues Collected			62,628	
Total Income	247,920	61,980	61,980	0
Expenses				
Insurance 23.5%	13,578	3,395	2,901	(493)
Building Utilities	24,000	6,000	7,680	1,680
Common Area Utility	320			0
Common Area Lawn Care 20%	8,600			0
Landscape Upgrade	2,980			0
Trash Removal	36,000	9,000	8,820	(180)
Snow Removal & Shoveling Roads & Entry Ways 25%	20,206	10,103	10,508	405
Snow and Ice Removal on Rooftops 37%	3,700	1,850		(1,850)
Cleaning and Common Area	17,000	4,250	4,170	(80)
Maintenance & Repair	25,703	6,426	1,723	(4,703)
Property Manager	37,635	9,409	9,398	(11)
Accounting	5,658	1,415	1,413	(1)
Legal	6,670	1,668	506	(1,162)
Postage & Delivery	741	185	21	(164)
Office Expense	741	185	73	(112)
Taxes	160	160	138	(22)
Bad Debt Uncollectible	8,000	2,000		(2,000)
Meeting Expense	400			0
PSC - Consultant for Case	0	0		0
Subtotal Expense	212,092	56,045	47,351	(8,694)

**CHALETS**  
**Firelight Meadows Owners Association**  
**2014 BUDGET TO ACTUAL MARCH**

	2014 BUDGET	BUDGET THROUGH MARCH	ACTUAL THROUGH	OVER (UNDER) BUDGET
Ordinary Income/Expense				
Income				
Dues Assessed	411,180	102,795	102,795	0
Dues Collected			101,411	
Total Income	411,180	102,795	102,795	0
Expenses				
Insurance 76.5%	44,205	11,051	9,444	(1,607)
Common Area Utility	544			0
Common Area Lawn Care 80%	34,400			0
Landscape Upgrade	5,070			0
Snow Removal & Shoveling Roads & Entry Ways 75%	60,620	30,310	31,103	793
Snow and Ice Removal on Rooftops 63%	6,300	3,150		(3,150)
Fireplace Maintenance & Cleaning	6,000			0
Maintenance & Repair	21,697	5,424	3,679	(1,745)
Property Manager	63,978	15,995	16,002	8
Accounting	9,619	2,405	2,406	1
Legal	11,339	2,835	861	(1,973)
Postage & Delivery	1,260	315	36	(279)
Office Expense	1,260	315	128	(187)
Taxes	272	272	235	(37)
Bad Debt Uncollectible	13,600	3,400		(3,400)
Meeting Expense	680	170		(170)
PSC - Consultant for Case	0	0		0
Subtotal Expense	280,844	75,642	63,894	(11,747)

10:32 AM  
 03/10/14  
 Accrual Basis

**Firelight Meadows Owners Association**  
**Profit & Loss**  
 January 1 through March 10, 2014

	Jan 1 - Mar 10, 14
Ordinary Income/Expense	
Income	
Chimney & Roof Special Assessme	10,400.00
BAD DEBT INCOME	828.84
Finance and Late Fee Charges	
ABATED INT/PENALTIES	-1,488.81
Finance and Late Fee Charges - Other	5,457.44
Total Finance and Late Fee Charges	3,968.63
Parking Income	560.00
Fine Income for Violations	600.00
Membership Dues	1,000.00
Quarterly Assessment Income	
Chalet - Quarterly Assessment	102,795.60
Condo - Quarterly Assessment	61,980.00
Total Quarterly Assessment Income	164,775.60
Total Income	182,133.07
Gross Profit	182,133.07
Expense	
Insurance	
Chalets 76.5% per Ed Melcher	9,444.43
Condo 23.5% per Ed Melcher	2,901.23
Total Insurance	12,345.66
Utilities	
Condo Utilities - Building	6,517.78
Total Utilities	6,517.78
Telephone	
Condo - Fire Alarm System	1,162.08
Total Telephone	1,162.08
Trash Removal - Condo	8,819.88
Maintenance & Repairs	
Chalet M & R	3,679.09
Condo M & R	1,722.63
Total Maintenance & Repairs	5,401.72
Snow Removal	
Snow Removal - Chalet 75%	31,102.58
Snow Removal - Condo 25%	10,507.92
Total Snow Removal	41,610.50
Condo - Cleaning and Rugs	4,170.00
Management Company	
Chalet Basic Fee 63%	16,002.00
Condo Basic Fee 37%	9,397.98
Total Management Company	25,399.98
Accounting	
Accounting - Chalet 63%	2,405.97
Accounting - Condo 37%	1,413.03
Total Accounting	3,819.00
Legal	
Legal - Chalet 63%	861.49
Legal - Condo 37%	505.96
Total Legal	1,367.45
Postage & Delivery	
Chalet 63%	36.18
Condo 37%	21.24
	57.42



10:32 AM  
03/10/14  
Accrual Basis

**Firelight Meadows Owners Association**  
**Profit & Loss**  
January 1 through March 10, 2014

	<u>Jan 1 - Mar 10, 14</u>
Total Postage & Delivery	57.42
Office Supplies	
Chalet Office Supplies 63%	127.56
Condo Office Supplies 37%	73.15
Total Office Supplies	<u>200.71</u>
Taxes	
Taxes - Chalet	235.00
Taxes - Condo	138.00
Total Taxes	<u>373.00</u>
Total Expense	<u>111,245.18</u>
Net Ordinary Income	70,887.89
Other Income/Expense	
Other Income	
Postage Income	150.00
Interest Income	342.71
Total Other Income	<u>492.71</u>
Other Expense	
CHIMNEY REPAIR 2013	-900.00
Total Other Expense	<u>-900.00</u>
Net Other Income	<u>1,392.71</u>
Net Income	<u><u>72,280.60</u></u>

10:32 AM  
03/10/14  
Accrual Basis

**Firelight Meadows Owners Association**  
**Balance Sheet**  
**As of March 10, 2014**

	<u>Mar 10, 14</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
BIG SKY WESTERN BANK	
BSWB CD 11906	131,609.50
BSWB 113 557	246,928.87
Total BIG SKY WESTERN BANK	378,538.37
FIRST SECURITY BANK	
1ST SECURITY CD 11 00000 7468	75,685.12
Total FIRST SECURITY BANK	75,685.12
AM BANK CASH MANAGEMENT 08217	220,333.70
Total Checking/Savings	674,557.19
Accounts Receivable	
Accounts Receivable	24,097.19
Total Accounts Receivable	24,097.19
Total Current Assets	698,654.38
<b>TOTAL ASSETS</b>	<b>698,654.38</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Retained Earnings	626,373.78
Net Income	72,280.60
Total Equity	698,654.38
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>698,654.38</b>



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Firelight Meadows Manager's Report  
BOD Meeting 3/11/2014

Management discussion items for the meeting:

- Snow removal report
- Sewer System

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

- Replaced two light fixture ballasts in building A.
- Assisted tenant from 116 CLD with jump starting his vehicle.
- Assisted tenant at 124 CLD with moving her suck vehicle from the driveway to allow for snow removal.
- Remounted dog waste station at the north intersection of FLM and CLD.
- Broke down and disposed of old dresser left inside the dumpster enclosure at building C.
- Cleaned up trash around both bus stops on campus.
- Met with Anderson Enterprises to look over the scope of work for mold mitigation in the crawlspace at building A and obtain a quote.
- Unhooked garden hose at the front of 338 FLD and spoke to the tenants about keeping it unhooked during the winter months.
- Assisted tenants with checking foundation vent seals and insulation in crawlspace near the water service lines for the kitchen sink, sink repeatedly freezes during periods of sub-zero weather.
- Checked interiors of 208, 215, and 200 CLD for signs of water intrusion resulting from winter roof leaks (None found).
- Checked operation of all the ice-melt systems throughout campus.
- Spoke to the homeowners of 9-B about not draining their hot tub into the road (FLD) near the west end of building B.
- Assisted homeowner of 4-A with determining the source of water leak inside his unit.
- Removed wet insulation under 4-A and placed floor fan in crawlspace in an effort to dry out the area.
- Removed packed snow and ice between parking lot and sidewalks at the front entrances of the condo buildings.
- Worked on removing soiled vapor barrier from the crawlspace at building B.
- Worked on re-inspecting crawlspaces and executing crawlspace punch-list work.



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- Assisted Starwest with a dish install at 140 CLD.
- Assigned a parking spot in the Long Term Parking area for A-6.
- Continued to catalog window in need of warranty replacement at the NW end of CLD.
- Inspected windows at 376 CLD for seal failure and added to list of windows in need of warranty replacement per the homeowner's request.
- Unlocked 4-A for Anderson Enterprises per the homeowner's request.
- Checked progress of drying out crawlspace under 4-A.
- Removed Xmas tree from front yard of 207 CLD.
- Removed Xmas tree from the rear patio of 10-D.
- Completed snow removal from roofs in phase 1 of the chalets.
- Removed snow above ice dams at fronts of 122 and 130 SLD.
- Checked the operation of the newly installed front door lockset to make sure the HOA master key works properly per the listing agent's request.
- Checked all the fire extinguishers at the condo buildings.
- Checked all the fire alarm panel back-up batteries at the condo buildings.
- Checked all the operation of emergency lighting in the condo buildings.
- Replace two light fixture ballasts on the second floor of building C.
- Remounted section of ice-melt above kitchen at the front of 216 CLD.
- Removed snow above ice dams at fronts of 425 and 433 CLD.
- Removed packed snow from the between the front row parking barriers at the condo buildings.
- Removed packed snow from storm drain on SLD to allow for proper drainage of melting snow.
- Removed slush and loose snow from street in front of 259 CLD.
- Assisted 302 and 294 CLD with unclogging a backed up sewer line.
- Unlocked 306 CLD for flooring installer per the homeowner's request.
- Removed floor fan from crawlspace under 4-A, area was dried out after leak a few weeks prior.
- Contacted Anderson Enterprises for additional crawlspace inspections at buildings B, C, and D.
- Assisted Anderson Enterprises with entry into building B.
- Replaced one light fixture ballast in building D.
- Replaced two emergency backup light batteries in building D.
- Replace burnt out light bulb at the FLM flag poles.
- Worked on the removal and disposal of old soiled vapor barrier at building D.
- Clean up large quantity of domestic trash left outside the dumpster at building A.
- Removed and disposed of an old vacuum and medical scale left outside the dumpster at building C.
- Assisted contractor/guest staying at 10-C with securing a temporary parking spot in the FLM storage yard for his equipment trailer.

**o:** 406.995.7220  
**f:** 406.995.3030

**Mailing:** PO Box 161242, Big Sky, MT 59716  
**Shipping:** 36 Center Lane Suite 1, Big Sky, MT 59716



[hpmmontana.com](http://hpmmontana.com)

- Checked to make sure the cabinet doors under the kitchen sink were open at 433 FLD per the homeowner's request.
- Assisted homeowner of 18-B with inspecting windows for seal failure, windows were added to the list of warranty work and submitted to the manufacture.
- Unlocked 306 CLD (all week) for painting crew.
- Unlocked 278 CLD for a tenant who had locked himself out by mistake.
- Checked all ice-melt systems throughout campus.
- Reset GFI outlet for the ice-melt system at 95 CLD.
- Assisted homeowner of 132 CLD with thawing out frozen pipes under the kitchen sink.
- Assisted Anderson Enterprises with access to buildings C and D for further crawlspace inspections.
- Assisted homeowner at 159 CLD with a burst pipe/flood at her chalet. Flood was a result of a burst water service line to the dishwasher in the kitchen.
- Assisted homeowner at 303 CLD with a burst pipe/flood at her chalet. Flood was a result of a burst water service line to the dishwasher in the kitchen.
- Assisted the homeowner of 464 FLD with entry into his chalet.
- Assisted the homeowner of 464 FLD with the operation of the air makeup system in his chalet.
- Checked 447 FLD for possible burst pipes and or flooding (due to recent subzero temps) per the homeowners request.
- Unlocked 306 CLD (all week) for the carpet installer.
- Inspected broken window at the back patio of 224 CLD per the homeowner's request and measure for replacement glass.
- Assisted Direct TV with crawlspace access in building B for service call at 18-B.
- Assisted homeowner of 184 CLD with pulling out his stuck vehicle in the FLM storage yard.
- Assisted homeowner of 184 CLD with jumpstarting his vehicle.
- Assisted homeowner of 268 CLD with a leak on the dishwasher.
- Assisted homeowner of 268 CLD with inspection of his windows for possible warranty replacement.
- Assisted Direct TV with crawlspace access in building B for service call at 6-B.
- Assisted Big Sky Chimney with access to 50 CLD per the management company's request.
- Assisted Guy's Glass with window glass replacement at 389 FLD, 397 FLD, 425 FLD, 441 FLD, 338 FLD, 62 CLD, 94 CLD, and 82 CLD.
- Contacted Skyline Express bus service regarding their driver's use of the unmaintained road at the north end of FLM's property line.
- Pulled out three stuck vehicles on the unmaintained road at the north end of FLM's property line.
- Assisted Starwest with a dish install at 381 CLD.
- Removed hazardous roof ice and snow above the rear patio at 95 SLD.

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- Notified homeowner of 138 SLD regarding the window broken by their tenants at the back of the building. Provided them with the window measurements and recommendations for a window/glass contractor.
- Dug out landscaping lights at the FLM flag poles and chalet sign and replaced all burnt out light bulbs.
- Replaced 3 light fixture ballasts and several burnt out light bulbs in building C.
- Replaced 3 light fixture ballasts at B
- Repaired broken parking spot outlet at the west handicap parking spot at building B.
- Shoved out all back row parking spot outlets at the condo buildings and marked with delineators.
- Unlocked 229 CLD for an appliance delivery per the property manager's request.
- Plugged the ice-melt system back in at 65 SLD.
- Lone Peak Electric replaced GFI outlets for the ice-melt systems at 79 and 95 SLD.
- Removed hazardous ice sickles from the front of the chalets on SLD.
- Assisted Guy's Glass with replacing the broken window at the back of 138 SLD.
- Unlocked 18-B for Nordic Hot Tub per the homeowner's request.
- Met with Montana Steam Works to look over snow and ice to be removed from the roofs at the condo buildings.
- Assisted homeowner of 464 FLD with recommendations for local plumbers and housekeeping crews.
- Assisted tenant from 268 CLD with pulling out his stuck vehicle on SLD.
- Assisted guest of 12-B with jumpstarting his vehicle.

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

- **116 CLD (Unauthorized items/trash on the common elements):** Spoke to the tenants about the excessive amount of cigarette butts outside the front door.
- **124 CLD (Failure to comply with the FLM parking policy):** Reminded the tenants that their vehicles must be moved every 72 hours during the winter months to allow for snow removal.
- **12-B (Failure to comply with the FLM pet policy):** Homeowner was observed with his dog off leash in the parking lot of building B.
- **140 CLD (Failure to comply with the FLM dish policy):** New tenants were observed having Starwest Satellite installing a Dish Network service that was not in compliance. They were instructed to reschedule the install and the Installer was instructed to remove all the hardware/cabling that wasn't in compliance.
- **328 FLD (Failure to comply with the FLM pet policy):** The tenant and his guest were observed with a pet off-leash at the unit.
- **(Failure to comply with the FLM pet policy):** Spoke to a young lady on CLD who was observed with her dog off-leash.

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- **410 (Failure to comply with the FLM trash policy):** Observed the guests of this unit dumping trash in the dumpster at building C.
- **338 FLD (Failure to comply with the FLM parking policy):** Tenants from this unit were observed parking off the asphalt in the front yard.
- **406 FLD (Failure to comply with the FLM parking policy):** Tenants from this unit have been observed parking their vehicle in the driveway of 405 FLD.
- **1-A (Failure to comply with the FLM quiet hours):** The STR tenants complained that the tenants below in 1-A are making excessive noise throughout the evening hours.
- **124 CLD, The** tenants from this unit were reported using the hot tub next door at 132 CLD without permission. The property management for 124 CLD was notified regarding the matter.
- **(Failure to comply with the FLM pet policy):** Spoke to a young couple staying at their family's condo in building D who were observed with their dogs off leash on FLD.
- **353 FLD (Failure to comply with the FLM parking policy):** Tenants from this unit were observed parking their vehicle in the middle of the street, blocking the west intersection of SLD/FLD.
- **10-B (Failure to comply with the FLM master key policy):** Homeowner was observed attempting to rekey the lockset on his front door to not accommodate the HOA master key.
- **276 CLD (Failure to comply with the FLM parking policy):** The housekeeper cleaning this unit was observed parking street.
- **441 FLD** Warned the tenants about parking their extra vehicle across Spruce Cone Drive in the Ouzel Falls subdivision.
- **98 CLD (Failure to comply with the FLM parking policy):** Observed the tenants parking on the street in front of 354 FLD and not displaying a valid FLM parking pass.
- **311 CLD (Failure to comply with the FLM trash policy):** Observed this unit with their trash can out past the day of scheduled service.
- **103 SLD (Failure to comply with the FLM parking policy):** Observed the tenants parking their truck on the street in front of the unit.
- **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.

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

- **337 FLD (Unauthorized items/trash on the common elements):** Unit observed with an old Xmas tree outside the front door.
- **414 FLD (Unauthorized items/trash on the common elements):** Unit observed with an old Xmas tree outside inside the front yard.
- **15-A (Failure to comply with the FLM parking policy):** A large double axel flatbed trailer was observed parked in building A’s parking lot with a vehicle (displaying a FLM parking pass for 15-A) on it.
- **Unit unknown (Failure to comply with the FLM parking policy):** Trailer was parked in an overflow spot across from 433 FLD.
- **441 FLD (Failure to comply with the FLM parking policy):** Unit has been observed breaking the following FLM parking rules: Parking in the adjacent driveway. Not displaying valid FLM parking permits the vehicles associated with the unit.
- **406 FLD (Failure to comply with the FLM parking policy):** Tenants from this unit were observed parking their vehicle in the driveway across the street at 405 CLD.

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

- **337 FLD (Failure to comply with the FLM parking policy):** Homeowner of this unit was observed on FLD with his dog off leash.

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

- **Silver Chevy Truck:** Vehicle was parked in the driveway of 433 FLD and blocking the homeowner in his garage.
- **Red Jeep Cherokee: (Failure to comply with the FLM parking policy)** Vehicle had not been moved in several weeks thus interfering with snow removal