

AGENDA

Board of Directors Meeting for Firelight Meadows Unit Owners Association 6:00pm, June 17, 2015 at Hammond Property Management

Call to Order	<i>Karen Roberts</i>
Sewer Issues	<i>Matt of Westfork Utilities</i>
Minutes of Last Meeting	<i>Hammond Property Management</i>
Financial Report	<i>Doug Shanley</i>
Approve YE 2014 financial reports	<i>Karen Roberts</i>
Schedule Next BOD Meeting	<i>Board of Directors</i>
Property Management Report	<i>Hammond Property Management</i>
Landscaping Update	<i>Kari Gras</i>
Neighborhood Update	<i>Kari Gras</i>
Legal Report	<i>Karen Roberts</i>
Communications from Owners	<i>Karen Roberts</i>
Old Business	<i>Board of Directors</i>
• <i>Speed bump placement</i>	
• <i>Painting project update</i>	
• <i>Update on mold mitigation</i>	
• <i>RID update</i>	
• <i>Ratification of resolutions</i>	
• <i>Ratification of rules about RV parking area</i>	
• <i>Rule enforcement and fines process</i>	
• <i>Declaration amendments</i>	
New Business	<i>Board of Directors</i>
• <i>Credit card</i>	
• <i>Use of bill paying system</i>	
• <i>Signage for compactor</i>	
• <i>Contract for Doug</i>	
• <i>Loan Option for exterior painting</i>	
• <i>2015 landscaping contract</i>	
Newsletter Items	<i>Hammond Property Management</i>
Adjournment	

Minutes of the Regularly Scheduled Meeting of the Firelight Meadows Board of Directors

Firelight Meadows

June 17, 2015

Call to Order

Karen Roberts called the meeting to order at 6:00 p.m.

Directors in attendance were Karen Roberts of unit 319, Kari Gras of units 184, A1 and B1, Curt Wilson of unit B2, Sam Geppert of C1, Catherine Gilb of unit D14, Annette Stone of unit B12 (via WebEx), and Laura Gregory of unit D9. Owners in attendance were Greg Hunt of Unit 278, David Shappee of Unit 329, Meri Boison of Unit 359 and Steve Cherne of Unit 308. Scott Hammond, Tom Davis, Mike Palmer, Allison LeBlanc and Michelle Everett of Hammond Property Management (HPM) were also in attendance along with Doug Shanley (via WebEx). Matt Huggins and Adam Rutz of West Fork Utilities were present during the beginning of the meeting.

West Fork Utilities (WFU) Request

Matt Huggins of WFU spoke to the Board about an issue with the sewer system at Firelight Meadows (FLM). Since October 2014, the data they collect on the sewer system on a quarterly basis started showing dramatic changes. They have noticed a significant increase in the fats, oils, and grease content within the sewer system. The amount of this content is not consistent with household use. The normal reading they typically look for is 200 BOD but it is currently at 1000 BOD. The samples that were taken have a very high molecular content, preventing the fat/grease from congealing. WFU is awaiting further test results on the samples to determine the exact make-up and get more detailed information on the content.

Huggins stated that he is requesting that word get out to all residents at FLM to report any unusual activity noticed on campus. He would also like to post informational letters on all doors informing residents of what can and cannot be put down drains. There is a possibility that illegal dumping into the FLM sewer system via the manholes is taking place. If this is the case, it is likely happening in the middle of the night.

It is crucial to determine what is causing this change and put a stop to it immediately due to the potential ramifications of continued high levels. The Department of Environmental Quality (DEQ) will ultimately bring enforcement action by ordering WFU to solve the problem if the limits are not met. Huggins explained that after the sewer water is treated, it then goes to a drain field but if that drain field fails, they will be required to use a replacement drain field. This option would be very costly and result in no backup drain field. The cost of any sewer system repairs would ultimately be passed on the FLM unit owners.

Geppert moved to work with WFU and grant them permission to hang notices on doors, pending board approval of those notices. Wilson seconded the motion. All were in favor; none opposed and the motion carried.

Fence Request

Huggins brought up his concern with the chain-link fence that is damaged on the drain field, located between condo buildings C and D. He proposed that WFU and FLM work together to repair the fence that has been damaged. It was agreed that a proposal will be presented to the board and voted on at a later time.

Minutes of the Last Meeting

Geppert moved to approve the minutes of the May 4, 2015 meeting and Gras seconded. All were in favor and the motion carried.

Financial Report

Shanley discussed the financial report. He advised that a few of the large, past due owner accounts have fallen behind in their payments plans. Roberts asked for a volunteer to contact these individuals that are over 90 days past due. Geppert volunteered to contact all (6) owners.

One main point Shanley brought up to the board is that the association is currently \$82,809 over budget due to the expenses of Buffalo Restoration for mold mitigation and All Coast Builders for prefinished the siding that is being

replaced this summer.. Roberts requested that HPM review any maintenance and repair issues on campus and compile a list of items that need to be addressed this fiscal year. Roberts also requested that the list be completed prior to the July budget meeting so the board can determine which, if any, repair items can be put into the 2016 budget. This list will also help the board to determine whether or not a special assessment will be required this fiscal year.

Approval of Year End 2014 Financial Statements

Roberts presented the 2014 year-end profit and loss budget versus actual report for the board's approval. She advised that moving forward, the board will need to approve the year-end financial reports each year.

Geppert moved to accept the 2014 year-end financial statements and Gras seconded the motion. All were in favor; none opposed and the motion carried.

Schedule Next Board Meeting

The next board meeting will be held on Tuesday, August 4th at 6:00 p.m. at Hammond Property Management.

Property Management Report

Davis discussed the main items on the manager's report. He reported that the mold mitigation should be wrapped up in about two weeks. He will get written notification from Buffalo Restoration confirming that the crawlspace vents need to be closed off once the mold mitigation work has been completed in each of the buildings.

He then advised the board that there is a leak from a PVC p trap in the crawlspace of building A. Davis will inspect the leak to find the cause and determine what needs to be done to remedy the situation. Once the cause is determined, Davis will take appropriate action to repair the leak and notify the appropriate owners that they will be receiving a bill to cover the repairs. It was then brought up that owners need to be reminded that crawlspaces are the responsibility of the unit owners and that they need to check their crawlspaces to look for any standing water, leaks, or drips. Since crawlspaces are a limited common element, they are the owner's responsibility, and the board has authority to make repairs and charge the owners if the owners refuse to make the necessary repairs themselves.

Compactor Discussion

Davis discussed the current status of the lock on the compactor. He has received quotes ranging from \$700-\$2100 to remove the lock. Another option is to disable the lock and insert a plate to cover it. Roberts advised that she spoke to the attorney regarding legal ramifications of removing the lock and was told that as long as appropriate signage is posted, removing the lock and allowing anyone to operate the compactor is not an issue. HPM will draft signage verbiage for the board's approval.

Legal Report

Since Roberts could not find where the Declaration gives the board authority to take out a loan on behalf of the HOA to pay for large ticket items like the upcoming exterior painting of the campus, she contacted Jennifer Farve and asked whether the board has this authority. Farve said that the Declaration does not address this issue explicitly, but that the Bylaws to give the board general authority to act for the Association and to carry on the administration and affairs of the Association, and the board could use this paragraph to substantiate their action of taking out a loan. She further advised, however, that this interpretation could be legally challenged and that the board should be aware of this potential action. Roberts further stated that in her conversations with Marcia Ferraro at Big Sky Western Bank, the bank would not provide a loan to the Association without the Declaration giving the board explicit authority to do so or without the written consent of each unit owner.

After much discussion, the board agreed that the best approach is to levy a special assessment or to include the painting costs in the 2016 budget that will be voted on at the next general meeting in September. Roberts will work on a preliminary budget that includes the painting costs and present this at the budget meeting in July.

Landscaping Update

Gras gave the landscaping update. She advised the crosswalks have been painted and the crosswalk signs are in place. Per Herb Davis, the walkway tie-in to the trail system that were going to be constructed by Big Sky Community Corporation in June are actually going to be constructed through the Ousel Falls Road RID. As such, Gras advised that it is better to wait to see what the RID does before the Association takes further action to have the tie-ins constructed.

Gras also advised that some shrubs will need to be removed should the chalet owners decide to move forward with widening the driveways to allow for additional parking in front of each chalet. Roberts reminded the board that as was discussed at the last board meeting, widening the driveways is an issue that needs to be approved by 51% of the chalet owners and as such will be discussed and voted on at the annual meeting in September.

Palmer advised the group that the clock for the irrigation system is being repaired under warranty. He also stated that the noxious weeds throughout campus are 75% better than three years ago.

Neighborhood Update

Gras stated that she did not receive feedback for the Party in the Park. She decided to set the date for the party to be held on August 30th and has rented a port-a-potty and hand washing station. This will be announced in the Newsletter. She also presented the group with the new FLM flag.

Old Business

Speed Bump Placement

The issue of speed bump placement following the RID was brought up. It was decided that a committee should be formed to decide on placement. Geppert and Wilson volunteered for this committee and will work with HPM to determine appropriate speed bump placement once the RID is complete.

Painting Project Update

Two proposals have been received for the painting and two are yet to come in. Roberts advised that they need to request a separate proposal solely for the gutters and downspouts. Stone brought up her concern about painting the condo building four separate colors. After some discussion, the board decided to approve the colors at this meeting and to get professional advice on building color combinations before making a final decision on how many colors would be used to paint the various buildings. Gras said that she had not heard back Mark Pelletier who developed the color renditions but that she will follow up with him.

RID Update

Roberts discussed the update she received from Jack Schunke. High Country Paving will be performing the work and there is not yet a specific start date. Per Schunke, the work is to begin at the end of June. Wilson brought up his concern about getting an exact start date which will be needed in order to provide adequate notice to owners about moving vehicles if the owner will not be present to do so. Hammond also brought up the importance of scheduling and management and the need to have one contact person. Roberts will ask Schunke for a name and contact information for the project manager. She will also get confirmation that the project manager will be overseeing the entire project and be available to contact throughout the process.

Ratification of Board Resolutions

Roberts presented the board resolutions she drafted regarding establishing both an assessment collection policy and a document retention policy.

Gilb moved to ratify Resolution #2015-01, Establishment of an Assessment Collection Policy. Wilson seconded the motion. All were in favor; none opposed and the motion carried.

Gilb moved to ratify Resolution #2015-02, Establishment of a Document Retention Policy. Geppert seconded the motion. All were in favor; none opposed and the motion carried.

Document Retention

Roberts announced that they will move forward with using Dropbox for document retention. Dropbox will be best due to the ease of access. The cost is \$75 per month.

Declarations Amendment

The group discussed amending the Declarations and also the possibility of completely rewriting them. Roberts advised that they first need to understand the costs involved and be sure there are enough areas to change to merit a complete rewrite. Roberts will obtain estimates for both options after a list is developed with the changes that must be made.

New Business

Credit Card

Roberts brought up the possibility of getting a low limit credit card for the association. The credit card would be used for small charges such as the Dropbox account and purchasing documents from the website of the Gallatin County Clerk & Recorder. Use of the card would be limited to the Treasurer and the President and the board would need to approve the types of expense that could be charged to a credit card. Roberts said that she would outline the specifics of how the credit card would be managed and the board could discuss it further at the next board meeting.

Use of Bill Pay System

Roberts advised the group that she has recently activated online banking for the association and they will now receive electronic statements. Her hope is for the association to move to an online bill pay system to streamline the process and help make payments easier for both the board and Shanley. Big Sky Western Bank is currently in the process of revamping their system so this topic will be tabled until the next meeting.

Contract for Shanley

Roberts discussed Shanley’s request for a contract and presented the draft contract she has developed. The contract is a 2-year contract and includes language noting the requirement to maintain all records and to follow Generally Accepted Accounting Procedures.

Geppert moved to approve the contract between FLM HOA and Doug Shanley. Gras seconded the motion. All were in favor; none opposed and the motion carried.

Loan Option for Exterior Painting

Roberts advised that there is still no definitive answer regarding the board’s authority to negotiate a loan for the cost of painting. As an example of possible costs associated with a loan, Roberts stated that if a \$500,000 loan were to be taken out for a 6 year term at an interest rate of 4.75%, the cost would be \$111.00 per quarter, per owner. Another option would be to have either one single special assessment of \$3,200, or two assessments of \$1,600. As was stated during the legal discussion, Roberts feels that the best approach is for the board to assess the members for the cost of the painting. This topic will be discussed further at the budget meeting in July.

2015 Landscaping Contract


Hammond advised that renewal is needed for the landscaping contract but HPM has already started on landscaping work. The 2015 agreement is the same as the previous year and everything is covered. HPM will maintain the irrigation system but any repairs or replacement work will be subcontracted. Fertilizing will be subcontracted.

RV Parking Area

It was determined that discussion on the RV parking area will be tabled until the next meeting.

Adjournment

Gilb moved to adjourn the meeting. Geppert seconded the motion. Meeting adjourned at 8:50 pm.



Cathefine Gilb, Secretary

8/4/15

Date

4:41 PM
06/07/15
Accrual Basis

Firelight Meadows Owners Association
Balance Sheet
As of May 31, 2015

	<u>May 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
BSWB 113 557 Operating	258,841.69
Reserve Bank Accounts	
AM Bank Cash Management 08217	36,447.79
Edward D Jones	<u>550,000.00</u>
Total Reserve Bank Accounts	<u>586,447.79</u>
Total Checking/Savings	845,289.48
Accounts Receivable	
Accounts Receivable	<u>29,947.49</u>
Total Accounts Receivable	<u>29,947.49</u>
Total Current Assets	<u>875,236.97</u>
TOTAL ASSETS	<u><u>875,236.97</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>99,977.47</u>
Total Accounts Payable	<u>99,977.47</u>
Total Current Liabilities	<u>99,977.47</u>
Total Liabilities	99,977.47
Equity	
Retained Earnings	748,376.46
Net Income	<u>26,883.04</u>
Total Equity	<u>775,259.50</u>
TOTAL LIABILITIES & EQUITY	<u><u>875,236.97</u></u>

Firelight Meadows Owners Association
A/R Aging Summary
 As of May 31, 2015

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Anderson Ryan & Lindsey - V50	0.00	285.00	0.00	0.00	0.00	285.00
Ashabraner Robert & Gayle - V16	0.00	263.19	0.00	0.00	0.00	263.19
Barnhill Michelle & Phillip - V30	0.00	0.00	0.00	0.00	-50.00	-50.00
Bates Mitchell - A 8	0.00	-0.50	0.00	0.00	0.00	-0.50
Becker Donald & Suzanne - C 9	0.00	0.00	0.00	0.00	-21.50	-21.50
Boone Mike - D 2	0.00	-250.00	0.00	0.00	0.00	-250.00
Braun David - B10	0.00	283.67	268.83	0.00	0.00	552.50
Brokaw Investments LLC - V93	0.00	789.58	0.00	0.00	0.00	789.58
Brophy Walter & Cassidy - V 56	0.00	789.58	0.00	0.00	0.00	789.58
Cappello John & Rosemary Lisa - B17	0.00	-228.80	0.00	0.00	0.00	-228.80
Curilla Shawn & Kirk - V40	0.00	847.86	8.56	226.19	839.58	1,922.19
Depaz Michael D - C 18	0.00	-114.40	0.00	0.00	0.00	-114.40
Desrocher Johanna - B 5	0.00	61.34	0.00	0.00	0.00	61.34
Dolan James - C 10	0.00	-782.25	0.00	0.00	0.00	-782.25
Donner/Wolff - C 14	0.00	-114.40	0.00	0.00	0.00	-114.40
Duhaylongsod Henry - V45	0.00	797.37	8.05	212.72	789.58	1,807.72
Fisher Pride - V14	0.00	789.58	0.00	0.00	0.00	789.58
Fregien Lonnie & Connie - A19	0.00	806.50	0.00	0.00	0.00	806.50
Froboese Wayne & Sharon - V9	0.00	789.58	0.00	0.00	0.00	789.58
Geppert Michele & Samuel - C 1	0.00	806.50	0.00	0.00	0.00	806.50
Grad Jeff - V131	0.00	0.00	-789.58	0.00	0.00	-789.58
Hearon - George & Cynthia - B 15	0.00	-114.40	0.00	0.00	0.00	-114.40
HKM - V20	0.00	789.58	0.00	0.00	0.00	789.58
Hope Michael & Kristin - V76	0.00	789.58	0.00	0.00	0.00	789.58
Horrar & Powell - V 5	0.00	789.58	0.00	0.00	-786.50	3.08
Hunt Virginia Lockman - V29	0.00	805.41	0.00	212.72	789.58	1,807.71
Jensen David and Tanya - V 28	0.00	789.58	0.00	0.00	0.00	789.58
Johnsen & Johnsen - B20	0.00	806.50	0.00	0.00	0.00	806.50
Johnson Nathan - A 3	0.00	806.50	0.00	0.00	0.00	806.50
Koch Stuart - V108	0.00	789.58	0.00	0.00	9,866.42	10,656.00
Larson Richard & Rosalie - V120	0.00	789.58	0.00	0.00	0.00	789.58
Martin Gregory & Leslie - V132	0.00	615.67	0.71	0.00	0.00	616.38
McClanahan Edward - V106	0.00	0.00	0.00	0.00	-1,579.16	-1,579.16
Merlino Stephen - V118	0.00	789.58	0.00	0.00	0.00	789.58
Morelli Michael - V133	0.00	789.58	0.00	0.00	0.00	789.58
Morgan Jeff - V 81	0.00	805.01	15.94	211.80	1,811.03	2,843.78
Neal David - C19	0.00	0.00	0.00	0.00	-0.50	-0.50
Nelson Bruce - V 91	0.00	789.58	0.00	0.00	0.00	789.58
Niemeier Carl & Monica - A 16	0.00	0.00	806.50	0.00	0.00	806.50
O'Connor Susan - V119	0.00	389.58	0.00	0.00	0.00	389.58
O'Quinn Enterprises Limited PTR - V 57	0.00	0.00	-789.58	0.00	0.00	-789.58
P Pariser - V111	0.00	789.58	0.00	0.00	0.00	789.58
Pape Frank & Anouk - V121	0.00	-114.40	0.00	0.00	0.00	-114.40
Peterson Eric - V53	0.00	0.00	-789.58	0.00	0.00	-789.58
Rockin M Development Corp - A 15	0.00	-114.40	0.00	0.00	0.00	-114.40
Ruhland James M - B 16	0.00	806.50	0.00	0.00	0.00	806.50
Sadler & Hamilton - A17	0.00	-114.40	0.00	0.00	0.00	-114.40
Scott Kathy J - B04	0.00	63.50	0.00	0.00	0.00	63.50
Sherman Cynthia & Greg - V 43	0.00	389.58	0.00	0.00	0.00	389.58
Shuttlesworth Dale & Janet - D 6	0.00	806.50	0.00	0.00	0.00	806.50
SJV Holdings LTD - A 9	0.00	806.50	0.00	0.00	0.00	806.50
Smith Daniel & Jody - C 17	0.00	806.50	0.00	0.00	0.00	806.50
Sterup/Davis - A 13	0.00	-114.40	0.00	0.00	0.00	-114.40
Stewart John & Anna - V41	0.00	0.00	0.00	-1,579.16	0.00	-1,579.16
Swick Craig - V 4	0.00	0.00	-1,579.16	0.00	0.00	-1,579.16
Swick Craig & Jenny - V 15	0.00	0.00	-1,579.16	0.00	0.00	-1,579.16
Tagliabue Pierre - V 72	0.00	0.00	0.00	0.00	-1,629.66	-1,629.66
Tinnin Kris - V 83	0.00	811.99	23.45	0.00	2,852.76	3,688.20
Tobias Revocable Family Trust - V11	0.00	789.58	0.00	0.00	0.00	789.58
Turner Garrett & Murray - C16	0.00	-114.40	0.00	0.00	0.00	-114.40
Wilkus Mary - V 63	0.00	0.00	-65.92	0.00	-970.77	-1,036.69
Willett Andrew & Albee - D 16	0.00	-114.40	0.00	0.00	0.00	-114.40
Wilson Curtis - B 2	0.00	0.00	0.00	0.00	0.00	0.00
Winters Ronald - V113	0.00	789.58	0.00	0.00	0.00	789.58
TOTAL	0.00	23,213.30	-4,460.94	-715.73	11,910.86	29,947.49

4:48 PM

06/07/15

Firelight Meadows Owners Association

A/P Aging Summary

As of May 31, 2015

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
3 Rivers Communications	0.00	397.88	0.00	0.00	0.00	397.88
ALL COAST BUILDERS INC	0.00	22,407.75	0.00	0.00	0.00	22,407.75
ALLIED INSURANCE	5,033.50	0.00	0.00	0.00	0.00	5,033.50
BUFFALO RESTORATION INC	0.00	67,733.33	0.00	0.00	0.00	67,733.33
CARLOS MANSILLA CLEANING	1,425.00	0.00	0.00	0.00	0.00	1,425.00
CISCO WEBEX	104.56	0.00	0.00	0.00	0.00	104.56
Douglas N Shanley CPA	1,345.68	0.00	0.00	0.00	0.00	1,345.68
MOORE OCONNEL	0.00	606.00	0.00	0.00	0.00	606.00
Mountain Town Enterprises LLC	0.00	200.00	0.00	0.00	0.00	200.00
Northwestern Energy Dumpster 3098123-7	33.77	0.00	0.00	0.00	0.00	33.77
STONEWERX	0.00	690.00	0.00	0.00	0.00	690.00
TOTAL	<u>7,942.51</u>	<u>92,034.96</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>99,977.47</u>

4:42 PM

06/07/15

Accrual Basis

Firelight Meadows Owners Association
Profit & Loss by Class - Year to Date
 January through May 2015

	<u>CHALET</u>	<u>CONDO</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
BAD DEBT INCOME	500.00	0.00	500.00
Finance and Late Fee Charges	1,192.50	8.04	1,200.54
Parking Income	1,260.00	530.00	1,790.00
Fine Income for Violations	102.21	0.00	102.21
Membership Dues	3,600.00	800.00	4,400.00
Quarterly Assessment Income	214,765.60	129,040.00	343,805.60
Total Income	<u>221,420.31</u>	<u>130,378.04</u>	<u>351,798.35</u>
Gross Profit	221,420.31	130,378.04	351,798.35
Expense			
Insurance	19,439.11	6,062.73	25,501.84
Utilities	191.51	10,470.26	10,661.77
Telephone	0.00	-38.92	-38.92
Landscape	5,022.97	2,152.70	7,175.67
Trash Removal & Compactor Maint	1,805.79	1,060.53	2,866.32
Maintenance & Repairs	96,800.33	57,089.46	153,889.79
Snow Removal	39,088.61	22,956.78	62,045.39
Roof Snow Removal	1,653.75	135.00	1,788.75
Condo - Cleaning and Rugs	0.00	6,990.00	6,990.00
Management Company	26,670.00	15,663.30	42,333.30
Accounting	4,170.35	2,449.25	6,619.60
Legal	2,619.03	1,538.16	4,157.19
Office Supplies	480.33	282.12	762.45
Taxes	224.28	131.72	356.00
Meeting Expense	75.86	44.56	120.42
Bank Service Charges	0.00	3.00	3.00
Total Expense	<u>198,241.92</u>	<u>126,990.65</u>	<u>325,232.57</u>
Net Ordinary Income	23,178.39	3,387.39	26,565.78
Other Income/Expense			
Other Income			
Postage Income	200.00	100.00	300.00
Interest Income	10.86	6.40	17.26
Total Other Income	<u>210.86</u>	<u>106.40</u>	<u>317.26</u>
Net Other Income	210.86	106.40	317.26
Net Income	<u><u>23,389.25</u></u>	<u><u>3,493.79</u></u>	<u><u>26,883.04</u></u>

Firelight Meadows Owners Association
Profit & Loss Budget vs. Actual
 January through May 2015

	Jan - May 15	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
BAD DEBT INCOME	500.00	0.00	500.00
Finance and Late Fee Charges	1,200.54	0.00	1,200.54
Parking Income	1,790.00	0.00	1,790.00
Fine Income for Violations	102.21	0.00	102.21
Membership Dues	4,400.00	0.00	4,400.00
Quarterly Assessment Income	343,805.60	343,807.00	-1.40
Total Income	351,798.35	343,807.00	7,991.35
Gross Profit	351,798.35	343,807.00	7,991.35
Expense			
Insurance	25,501.84	25,279.56	222.28
Utilities	10,661.77	11,000.00	-338.23
Telephone	-38.92		
Landscape	7,175.67	8,785.67	-1,610.00
Trash Removal & Compactor Maint	2,866.32	6,125.00	-3,258.68
Maintenance & Repairs	153,889.79	12,079.26	141,810.53
Snow Removal	62,045.39	61,966.68	78.71
Roof Snow Removal	1,788.75	6,666.68	-4,877.93
Condo - Cleaning and Rugs	6,990.00	7,437.50	-447.50
Management Company	42,333.30	44,032.10	-1,698.80
Accounting	6,619.60	6,619.59	0.01
Legal	4,157.19	3,750.00	407.19
Office Supplies	762.45	625.44	137.01
Taxes	356.00	435.00	-79.00
Bad Debt	0.00	2,708.38	-2,708.38
Meeting Expense	120.42	0.00	120.42
Bank Service Charges	3.00		
Total Expense	325,232.57	197,510.86	127,721.71
Net Ordinary Income	26,565.78	146,296.14	-119,730.36
Other Income/Expense			
Other Income			
Postage Income	300.00	0.00	300.00
Insurance Claim Income	0.00	0.00	0.00
Interest Income	17.26	0.00	17.26
Total Other Income	317.26	0.00	317.26
Other Expense			
Reserve Expense Chalet	0.00	0.00	0.00
Reserve Expense Condo	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00
Net Other Income	317.26	0.00	317.26
Net Income	26,883.04	146,296.14	-119,413.10

Firelight Meadows Owners Association Profit & Loss Budget vs. Actual - Chalet January through May 2015

	Jan - May 15	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
BAD DEBT INCOME	500.00	0.00	500.00
Finance and Late Fee Charges	1,192.50	0.00	1,192.50
Parking Income	1,260.00	0.00	1,260.00
Fine Income for Violations	102.21	0.00	102.21
Membership Dues	3,600.00	0.00	3,600.00
Quarterly Assessment Income	214,765.60	214,766.50	-0.90
Total Income	221,420.31	214,766.50	6,653.81
Gross Profit	221,420.31	214,766.50	6,653.81
Expense			
Insurance	19,439.11	19,339.56	99.55
Utilities	191.51	0.00	191.51
Landscape	5,022.97	6,150.00	-1,127.03
Trash Removal & Compactor Maint	1,805.79	3,858.75	-2,052.96
Maintenance & Repairs	96,800.33	6,044.69	90,755.64
Snow Removal	39,088.61	39,038.68	49.93
Roof Snow Removal	1,653.75	4,200.00	-2,546.25
Management Company	26,670.00	27,723.75	-1,053.75
Accounting	4,170.35	4,170.44	-0.09
Legal	2,619.03	2,362.50	256.53
Office Supplies	480.33	394.19	86.14
Taxes	224.28	275.00	-50.72
Bad Debt	0.00	1,875.00	-1,875.00
Meeting Expense	75.86	0.00	75.86
Total Expense	198,241.92	115,432.56	82,809.36
Net Ordinary Income	23,178.39	99,333.94	-76,155.55
Other Income/Expense			
Other Income			
Postage Income	200.00	0.00	200.00
Insurance Claim Income	0.00	0.00	0.00
Interest Income	10.86	0.00	10.86
Total Other Income	210.86	0.00	210.86
Other Expense			
Reserve Expense Chalet	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00
Net Other Income	210.86	0.00	210.86
Net Income	<u>23,389.25</u>	<u>99,333.94</u>	<u>-75,944.69</u>

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06/07/15

Accrual Basis

Firelight Meadows Owners Association
Profit & Loss Budget vs. Actual - Condo
January through May 2015

	<u>Jan - May 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
BAD DEBT INCOME	0.00	0.00	0.00
Finance and Late Fee Charges	8.04	0.00	8.04
Parking Income	530.00	0.00	530.00
Fine Income for Violations	0.00	0.00	0.00
Membership Dues	800.00	0.00	800.00
Quarterly Assessment Income	129,040.00	129,040.50	-0.50
Total Income	<u>130,378.04</u>	<u>129,040.50</u>	<u>1,337.54</u>
Gross Profit	130,378.04	129,040.50	1,337.54
Expense			
Insurance	6,062.73	5,940.00	122.73
Utilities	10,470.26	11,000.00	-529.74
Telephone	-38.92		
Landscape	2,152.70	2,635.67	-482.97
Trash Removal & Compactor Maint	1,060.53	2,266.25	-1,205.72
Maintenance & Repairs	57,089.46	6,034.57	51,054.89
Snow Removal	22,956.78	22,928.00	28.78
Roof Snow Removal	135.00	2,466.68	-2,331.68
Condo - Cleaning and Rugs	6,990.00	7,437.50	-447.50
Management Company	15,663.30	16,308.35	-645.05
Accounting	2,449.25	2,449.15	0.10
Legal	1,538.16	1,387.50	150.66
Office Supplies	282.12	231.25	50.87
Taxes	131.72	160.00	-28.28
Bad Debt	0.00	833.38	-833.38
Meeting Expense	44.56	0.00	44.56
Bank Service Charges	3.00		
Total Expense	<u>126,990.65</u>	<u>82,078.30</u>	<u>44,912.35</u>
Net Ordinary Income	3,387.39	46,962.20	-43,574.81
Other Income/Expense			
Other Income			
Postage Income	100.00	0.00	100.00
Insurance Claim Income	0.00	0.00	0.00
Interest Income	6.40	0.00	6.40
Total Other Income	<u>106.40</u>	<u>0.00</u>	<u>106.40</u>
Other Expense			
Reserve Expense Condo	0.00	0.00	0.00
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Other Income	<u>106.40</u>	<u>0.00</u>	<u>106.40</u>
Net Income	<u><u>3,493.79</u></u>	<u><u>46,962.20</u></u>	<u><u>-43,468.41</u></u>

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06/15/15
Accrual Basis

Firelight Meadows Owners Association
Profit & Loss
January through December 2014

	<u>Jan - Dec 14</u>
Ordinary Income/Expense	
Income	
Chimney & Roof Special Assessme	36,950.00
BAD DEBT INCOME	2,751.74
Finance and Late Fee Charges	6,899.13
Parking Income	3,507.00
Fine Income for Violations	2,000.00
Membership Dues	8,800.00
Quarterly Assessment Income	659,102.40
Total Income	<u>720,010.27</u>
Gross Profit	720,010.27
Expense	
Insurance	61,700.16
Utilities	19,956.30
Telephone	5,101.50
Landscape	47,584.67
Trash Removal & Compactor Maint	37,497.71
Maintenance & Repairs	64,344.30
Snow Removal	91,669.35
Condo - Cleaning and Rugs	17,967.50
Management Company	101,709.92
Accounting	16,549.00
Legal	4,916.92
Postage & Delivery	211.40
Office Supplies	2,703.39
Taxes	373.00
Bad Debt	4,580.10
Meeting Expense	94.46
Licenses and Fees	15.00
Total Expense	<u>476,974.68</u>
Net Ordinary Income	243,035.59
Other Income/Expense	
Other Income	
Postage Income	550.00
Patronage Dividend	37.11
Interest Income	1,285.04
Total Other Income	<u>1,872.15</u>
Other Expense	
RESERVE EXPENSES	121,352.48
CHIMNEY REPAIR 2013	-900.00
Water & Sewer Delinquent Owners	2,678.21
Total Other Expense	<u>123,130.69</u>
Net Other Income	<u>-121,258.54</u>
Net Income	<u><u>121,777.05</u></u>

Chalets and Condos Total
Firelight Meadows Owners Association
2014 BUDGET TO ACTUAL

	2014 Actual			OVER (UNDER) BUDGET
	Condos	Chalets	Total	
Ordinary Income/Expense				
Income				
Dues Assessed	247,920	411,180	659,100	-
Dues Collected				
Total Income	247,920	411,180	659,100	-
Expenses				
Insurance	14,500	47,201	61,701	3,918
Building Utilities	24,911		24,911	911
Common Area Utility	0	147	147	(717)
Common Area Lawn Care	8,611	34,443	43,054	54
Landscape Upgrade	1,366	3,165	4,531	(3,519)
Trash Compactor Maintenance/Removal	36,227	1,270	37,497	1,497
Snow Removal & Shoveling Roads & Entry Ways	26,728	64,942	91,670	10,844
Snow and Ice Removal on Rooftops	0	0	0	(10,000)
Cleaning and Common Area	17,968	0	17,968	968
Fireplace Maintenance & Cleaning		6,350	6,350	350
Maintenance & Repair	32,358	25,636	57,994	10,594
Property Manager	37,702	64,008	101,710	97
Accounting	6,123	10,426	16,549	1,272
Legal	1,819	3,098	4,917	(13,092)
Postage & Delivery	78	133	211	(1,790)
Office Expense	1,141	1,563	2,704	703
Taxes	138	235	373	(59)
Bad Debt Uncollectible	1,695	2,885	4,580	(17,020)
Meeting Expense	35	60	95	(985)
License & Fees	6	9	15	15
Subtotal Expense	211,403	265,571	476,974	(15,962)

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

	2014 BUDGET	BUDGET THROUGH	ACTUAL THROUGH	OVER (UNDER)
		DECEMBER		BUDGET
Ordinary Income/Expense				
Income				
Dues Assessed	411,180	411,180	411,182	2
Dues Collected				
Total Income	411,180	411,180	411,182	2
Expenses				
Insurance 76.5%	44,205	44,205	47,201	2,996
Common Area Utility	544	544	147	(397)
Common Area Lawn Care 70%	34,400	34,400	34,443	43
Landscape Upgrade 70%	5,070	5,070	3,165	(1,905)
Trash Compactor Maintenance/Removal	0	0	1,270	1,270
Snow Removal & Shoveling Roads & Entry Ways 63%	60,620	60,620	64,942	4,322
Snow and Ice Removal on Rooftops 63%	6,300	6,300	0	(6,300)
Fireplace Maintenance & Cleaning	6,000	6,000	6,350	350
Maintenance & Repair	21,697	21,697	25,636	3,939
Property Manager	63,978	63,978	64,008	30
Accounting	9,619	9,619	10,426	807
Legal	11,339	11,339	3,098	(8,241)
Postage & Delivery	1,260	1,260	133	(1,127)
Office Expense	1,260	1,260	1,563	303
Taxes	272	272	235	(37)
Bad Debt Uncollectible	13,600	13,600	2,885	(10,715)
Meeting Expense	680	680	60	(620)
License & Fees	0	0	9	9
Subtotal Expense	280,844	280,844	265,571	(15,273)
Roofing & Siding Reserve Account	41,003	41,003		(41,003)
Landscape Improvements year 2 of 5	2,285	2,285		(2,285)
Trash Compactor repayment year 1 of 10	0	0		-
Road Maintenance Reserve Account 75%	7,500	7,500		(7,500)
Insurance Deductible Reserve	3,400	3,400		(3,400)
Legal and PSC reserve	0	0		-
General Repairs Reserve	0	0		-
Roofing Reserve Account	76,148	76,148		(76,148)
Subtotal Reserves	130,336	130,336		(130,336)
Total Expenses & Reserves	411,180			145,609

CONDOS**Firelight Meadows Owners Association
2014 BUDGET TO ACTUAL**

	2014 BUDGET	BUDGET THROUGH	ACTUAL THROUGH	OVER (UNDER) BUDGET
		DECEMBER		
Ordinary Income/Expense				
Income				
Dues Assessed	247,920	247,920	247,920	-
Dues Collected				
Total Income	247,920	247,920	247,920	-
Expenses				
Insurance 23.5%	13,578	13,578	14,500	922
Building Utilities	24,000	24,000	24,911	911
Common Area Utility	320	320	0	(320)
Common Area Lawn Care 30%	8,600	8,600	8,611	11
Landscape Upgrade 30%	2,980	2,980	1,366	(1,614)
Trash Compactor Maintenance/Removal	36,000	36,000	36,227	227
Snow Removal & Shoveling Roads & Entry Ways 37%	20,206	20,206	26,728	6,522
Snow and Ice Removal on Rooftops 37%	3,700	3,700	0	(3,700)
Cleaning and Common Area	17,000	17,000	17,968	968
Maintenance & Repair	25,703	25,703	32,358	6,655
Property Manager	37,635	37,635	37,702	67
Accounting	5,658	5,658	6,123	465
Legal	6,670	6,670	1,819	(4,851)
Postage & Delivery	741	741	78	(663)
Office Expense	741	741	1,141	400
Taxes	160	160	138	(22)
Bad Debt Uncollectible	8,000	8,000	1,695	(6,305)
Meeting Expense	400	400	35	(365)
License & Fees	0	0	6	6
Subtotal Expense	212,092	212,092	211,404	(688)



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**Firelight Meadows Manager's Report
May 2015- June 2015**

FLM update 6/17/2015

- Picked up trash throughout campus as needed.
- Picked up trash around trash compactor as needed.
- Arrange with Republic Services to have the FLM trash compactor emptied as needed.
- Filled dog waste stations as needed.
- Checked all exterior lights throughout campus.
- Performed snow removal of walkways, driveways, roads, and parking lots as needed.
- Assisted homeowner of 130 SLD with obtaining exterior front door paint, new make- up air vent, and a 24' extension ladder.
- Inspected leak in 1st floor bathroom at 455 FLD per homeowner's request.
- Picked up all extension cords for the ice-melt systems at the chalet and placed in storage.
- HPM landscaping crew completed spring clean-up throughout campus.
- Removed and disposed of two dead potted trees behind 327 CLD.
- Unclogged trash compactor and contained hydraulic leak.
- Assisted WFU with access to irrigation control panel for water testing.
- Assisted Guy's Glass with window replacement work at 278 CLD.
- Cleaned up diesel spill on asphalt north of the WFU building.
- Power swept the asphalt throughout campus.
- Cleaned up hydraulic fluid spill in the trash compactor enclosure.
- Removed and disposed of plastic patio chairs left inside the compactor enclosure.
- Assisted homeowner of 170 CLD with access to unit.
- Assisted property manager of A-9 with obtaining window measurements.
- Replace damaged garage door weather stripping at 199 CLD per the homeowner's request.
- Assisted homeowner of 130 SLD with obtaining a new striker bolt for her front door.
- Assisted Anderson Enterprises with obtaining original construction shelving brackets for 447 FLD.
- Replaced one light fixture ballast in building B.
- Turned on exterior hose faucets at A3 and A4.
- Assisted Dish Network with correcting the improperly installed cable system at A15.
- Assisted Dish Network with a service call at B5.
- Unlocked 221 CLD for painter per management companies request.
- Buffalo Restoration started mold mitigation work at 221 CLD, 229 CLD, 207 CLD, 294 CLD, and Building A.
- Re-mounted rain gutter down spout at the SW corner of building B and NE corner of building B.
- Assisted homeowner of 441 FLD with filling out paperwork for Alside window warranty claim.
- Built new metal halide night fixture out of spare parts to replace vandalized/destroyed fixture at FLM sign on the west side of campus.
- Assisted the new tenant of A9 with lighting the pilot light for his fireplace.
-



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- Assisted the tenant of A9 with finding a temporary spot in the FLM storage yard for his RV when it was discovered that someone was already using his assigned spot.
- Repaired damaged garage door trim and weather stripping at 82 CLD.
- Replaced two light fixture ballasts and two diffusers in building C.
- Assisted EL Painting with entry into 321 FLD.
- Repaired broken lock mechanism on the compactor.
- Re-welded the striker plate on the compactor.
- Welded two new handles on the compactor enclosure entrance door.
- Repaired hydraulic leak on compactor #2.
- Remounted rain gutter down spout at the front of 351 CLD.
- Put out speed bumps throughout campus.
- Repaired leak and removed broken back flow preventer on the irrigation system manifold system.
- Contacted Kenco and Platt to update account information.
- HPM Landscaping spring cleanup (thatching, raking, sweeping gravel, branch trimming)
- Arranged for Gallatin Waterworks to fire-up irrigation system
- HPM landscape crew removed foundation vent covers throughout campus
- HPM landscape crew conducted weed spraying as needed
- Palmer worked on irrigation system (adjustments, replaced heads as needed, programmed clocks)

A verbal warning was issued to the following unit(s):

455 FLD (Failure to comply with the FLM pet policy): Observed a contractor at the unit with his dog off leash and unattended.

425 FLD (Failure to comply with the FLM parking policy): Observed the housekeeper working at the unit parking her vehicle on the street and off the asphalt.

199 CLD (Failure to comply with the FLM parking policy): Observed the homeowner with a raft trailer parked in his driveway.

338 FLD (Failure to comply with FLM Parking policy): Observed vehicle parked partially in roadway at unit #338 FLD

A written warning was issued to the following unit(s):

215 CLD (Failure to comply with the FLM trash policy): Observed this unit with their trash can out past the day of schedule service.

140 CLD (Failure to comply with the FLM storage yard policy): Observed the homeowner double parking tow vehicles in her assigned spot (a SUV and full size truck parked end to end).

406 FLD (Failure to comply with the FLM parking policy): Observed the tenant from this unit with a boat/trailer parked in the driveway.

B20 (Failure to comply with FLM parking policy): Observed vehicle with flat tire and parked inappropriately in B condo overflow lot

B16 (Failure to comply with FLM Parking Policy): Observed and posted notices on trailer inappropriately parked in assigned spot outside condo building



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HPM Responsibilities Breakdown

Field Representatives

Tom Davis

- Snow plowing
- Snow shoveling
- Project/Facilities coordination
 - Mold mitigation
 - Painting/Staining rotations
 - Annual project scheduling (chimneys, fire suppression)
 - General building maintenance (subcontracted and internal)
 - RFP's/Subcontractor coordination

Mike Palmer

- Landscape maintenance
- Landscape improvements
- Roof shoveling and steaming
- Roof heat tape management
- Landscape irrigation oversight
- Coordination of housekeeping/vacuumping of condo buildings
- Light bulbs, fire extinguishers, ballast and general condo building work as needed

Shared

- Rule enforcement
- Vehicle towing/parking enforcement
- Snow removal
- Annual and BOD meeting attendance
- Campus walk-thrus
- Campus aesthetics
- Compactor maintenance

Office

Michelle Everett

- Rule Violations
- Notices
- Parking pass distribution
- Long term parking
- General/miscellaneous communications
- Owner issues



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Allison LeBlanc

- Minutes
- Newsletter
- Action lists
- Website updates
- Meeting prep
- General/miscellaneous communications

- Catherine Gilb
- Kinga Wilson
- Curt Wilson
- Matt Zaremba
- Carol (not present at meeting)

Discussion points:

1. Should the painting project/ process be tackled in phases to help spread out the costs?
Yes – start with Phase 1 since it's the oldest and go through phase 5
2. When should this project begin?
Summer of 2015 or Spring or 2016 – whenever we can get & decided on a contractor
Should we consider 2 contractors do accomplish the work sooner?
3. Recommendations on color? Also include color for Chalet garage and front doors
We have 4 color schemes and we have assigned the colors to each building for the Chalets and Condos on a map
Consensus – we don't want the same universal color any longer for Chalets or Condos & the color scheme would include painting the garage & front doors to match the color scheme
The colors are as follows:
 - Retreat (main color, which is a green/ grey) & Midnight Plum (accent – muted purple color)
 - Carriage Door (main color – barn color) & Sanderling (accent – dark khaki color)
 - Bunglehouse (main color – smoke blue) & Universal Khaki (accent)
 - Pewter Cast (main color – grey) & Edamame (accent – you guessed it, green)
4. Start a budget line item for Painting/ Siding Maintenance – will need to be repainted every 5 years through the phases (once phase 5 is completed there would be 5 years without any painting and we'd start the process over)

Discussion:

Should we look into a loan to have the painting done in no less than 2 years
We could give owners the option to pay a lump sum and not pay interest on a loan
Spread out the painting and payments over a 5-year period

Bunglehouse



Retreat




Pewter



Carriage



From: Jack Schunke jschunke@m-m.net 
Subject: Road and Parking improvements
Date: May 21, 2015 at 12:56 PM
To: Karen Roberts kroberts.flm@gmail.com, garrettb@iesweb.com



Hi Karen and Garrett,

I thought I would give you an update on the RID project. We have completed the bidding process and the low bid was received from High Country Paving. Knife River also bid the project but was significantly higher. We have revised the budget and reduced it from \$650,000 to \$610,000 or 7.7% reduction. We have done work with High Country paving before and they do very good work. We are process of selling the bonds to fund the project and are getting close to getting a final agreement. The interest rate appears to be round 4.5% including the County's added ½ % .We budgeted for a 5.5 % total interest rate so we will see a reduction in the assessment as a result of the lower interest rate in addition to the reduced project funding. Your annual assessment is estimated to reduce from \$249.50 to \$215.50. This may vary slightly depending on the final agreement with the funding source.

We want to wait until good weather before starting the project. At this time we are thinking that we would give the contractor a notice to proceed in late june. The project should be completed by the end of August. Let me know if this scheduling works for you.

I will keep you informed of the project status. Please let me know if you have any questions

Thanks Jack

Jack Schunke, PE

Vice President, Bozeman Office Manager



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BOARD OF DIRECTORS RESOLUTION

RESOLUTION: ESTABLISHMENT OF AN ASSESSMENT COLLECTION POLICY

Date of Board Adoption: _____

Resolution No.: _____

Effective Date _____

Dates Revised: _____

RESOLUTION

WHEREAS, Article V of the Declaration and Bylaws for Firelight Meadows Condominiums (the “Declaration”) and the Bylaws of The Association of Unit Owners of Firelight Meadows Condominiums (the “Bylaws”) provides for the creation of three types of assessments: (a) Annual Assessments to fund Common Expenses as described in the Declaration in Article V Section 8 Paragraph b; (b) Special Assessments as described in the Declaration Article V Section 8 Paragraph e; and (c) Special Assessments as described in the Bylaws Paragraph 8(L); and

WHEREAS, the Bylaws Paragraph 8(F) authorizes the Association to levy and account for said assessments; and

WHEREAS, the Declaration Article V, Section 5 authorizes the Association to collect interest, late charges, costs, and reasonable attorney’s fees for delinquent assessments; and

WHEREAS, the Declaration states that assessments shall be due and payable thirty (30) days after the due date as set forth in Article V, Section 5; and

NOW, THEREFORE BE IT RESOLVED THAT: the Board of Directors (the “Board”) desires to establish the time for when and how assessments shall be paid and the process for collection of delinquent assessments in accord with the following policy:

1. **Budget:** Per the Declaration Article V, Section 8, Paragraph (a), the Board of Directors shall cause a preliminary budget to be mailed to each Unit Owner prior to the annual meeting and then presented at the annual meeting for discussion, potential amendment, and approval of the Unit Owners. The Association’s fiscal year runs from January 1st to December 31st of each year;
2. **Annual Assessment:** The Declaration Article V, Section 8, Paragraph (b) provides for the establishment of annual assessments.
3. The Board establishes that annual assessments shall be billed quarterly and notices for the next fiscal quarter shall be mailed to the Unit Owners of record as of January 1st, April 1st, July 1st, and October 1st. Unit Owners that sell their property to a third party during the



The Association of Unit Owners of Firelight Meadows Condominiums, Inc.

fiscal year, are to notify the Association of the Unit Ownership change prior to recording and provide the new Unit Owner's mailing address; thereafter the new Unit Owner is responsible for payment of the assessments and the Association shall mail the assessment notices to the new Unit Owner;

4. ***Payment and Due Dates:*** The Declaration Article V, Section 5, states that the assessments shall be paid thirty (30) days from the date of the due date as set forth in the mailing of the Assessments. Assessments shall be paid quarterly in equal amounts and shall be received by the Association on or before January 31st; May 1st; and July 31st; and October 31st of each fiscal year;
5. ***Application of Payments.*** All payments received will be applied in the following order, as applicable: legal costs, legal fees, collection costs and expenses, filing/recording fees, late fees and finance charges, and assessment principal (oldest to newest);
6. ***Assessment Notices and Unit Owner's Responsibility.*** Assessment notices will be sent to each Unit Owner on the first day of each fiscal quarter. The Unit Owner shall pay the assessment amount per the Declaration by the Due Date whether or not the assessment notice is actually received by the Unit Owner;
7. ***Delinquent:*** Assessments not received thirty (30) days after the due date on the assessment notice, are considered delinquent and interest will accrue in accordance with this policy;
8. ***Late Charges:*** The Declaration Article V, Section 5 states that at thirty (30) days past the due date, delinquent amounts are subject to a late fee equal to 25% of the amount due;
9. ***Interest:*** Article V, Section 5 of the Declaration states that all assessments shall bear interest at twelve (12) percent per annum from the date the delinquency first occurs and shall be computed as simple interest not compounding and shall be charged only on the assessment amount owed not on any late charges, costs or attorney's fees;
10. ***Liens:*** If the Unit Owner does not pay the assessments owed, then the Association may file/record a lien in the office of the Clerk and Recorder for Gallatin County and send a copy of the filed/recorded lien to the Unit Owner U.S. Mail, certified;
11. ***Disputes.*** Any Unit Owner who disputes any assessment(s) must submit the dispute in writing to the Board and pay the assessments under protest by the due date. Any disputed assessment must be paid by the due date or will be considered delinquent and all late fees and interest charges will begin to apply. The Board or its agent will send acknowledgement of receipt of the Unit Owner's letter of dispute within thirty (30) days of receipt by the Board and disputes will be reviewed at the next regularly scheduled Board meeting for which there is quorum. The Unit Owner or their agent shall have the opportunity to be present and comment at the Board meeting for which their dispute is discussed. The Board shall issue their decision regarding the Unit Owner's dispute in writing to the Unit Owner within thirty (30) days of the Board meeting;



The Association of Unit Owners of Firelight Meadows Condominiums, Inc.

- 12. **Costs and Attorney's Fees:** The Association, in its sole discretion, may charge the cost to prepare any liens and the cost to file/record the liens in the public record to the Unit Owner. All attorney's fees incurred in the preparation or enforcement of assessments owed will be passed through to the delinquent Unit Owner;
- 13. **Publication of Overdue Assessments:** Unit Owners are on notice that the Board will include in their financial reports a delinquency report reflecting those accounts that are delinquent. Accounts will be identified by account number and/or legal description;
- 14. **Other Remedies:** If payment of the assessments has not been received within ninety (90) days of the due date, the Board on behalf of the Association reserves its rights to submit any delinquency to its legal counsel or a collection agency for collection. The Board also reserves its rights to send notice of delinquent assessments or lien to the Unit Owner's mortgage lien holder;
- 15. The Board is the sole interpreter of this Resolution and decisions by the Board are final;
- 16. This Resolution supersedes all other Policies/Resolutions with regard to handling the collection of delinquent assessments.

DATED this _____ day of _____, 2015

**BOARD OF DIRECTORS
The Association of Unit Owners of Firelight Meadows Condominiums, Inc.**

_____	_____
Karen Roberts, President	Date
_____	_____
Catherine Gilb, Secretary	Date
_____	_____
Curt Wilson, Treasurer	Date



The Association of Unit Owners of Firelight Meadows Condominiums, Inc.

BOARD OF DIRECTORS RESOLUTION

RESOLUTION: ESTABLISHMENT OF A DOCUMENT RETENTION POLICY

Date of Board Adoption: _____

Resolution No.: _____

Effective Date _____

Dates Revised: _____

RESOLUTION

WHEREAS, Paragraph 8(O) of the Bylaws of The Association of Unit Owners of Firelight Meadows Condominiums (the “Bylaws”) requires that the Board of Directors (the “Board”) maintain or cause to maintain the books and records of the Association; and

NOW, THEREFORE BE IT RESOLVED THAT: the Board desires to establish the time for when and how Association books, records, and other documents are retained in accord with the following policy:

Document Type	Years to Retain “P” indicates permanent retention
Governing Documents	
Most Recent Corporate Annual Report as filed with the MT SOS	CURRENT
Articles of Incorporation and Bylaws	P
IRS examinations, rulings, comments, correspondence	P
Tax-exemption application and approval letter	P
Rules and Regulations	P
Deeds	P
Easements	P
Administration and Operations	
General Correspondence	10
Member Lists	P
List of Current Directors or Officers incl. home or business address	CURRENT
Election Records (undisputed)	10
Annual Meeting Minutes	P
FLM Board Meeting Minutes Regular and Special (inclusive of Executive Session)	P



The Association of Unit Owners of Firelight Meadows Condominiums, Inc.

Document Type	Years to Retain “P” indicates permanent retention
Committee's of the Board Meeting Minutes (only those committees that are delegated authority)	P
Newsletters	P
Resolutions and Policies	P
Committee Charters	P
Conflict of Interest Disclosure Statements	P
Assessment Collection Records	5
Expired Contracts and Leases	10
Contracts and Leases in Force	CURRENT
Financial and Accounting	
Accounts Payable Ledger	10
Accounts Receivable Ledger	10
Bank Signature Cards	10
Bank Deposit Slips	10
Bank Reconciliations	10
Bank Statements and Cancelled Checks	10
Brokerage Statements	10
Budgets	10
Check Register (Cash Disbursements Journal)	10
Interim Financial Statements	10
Annual Financial Statements	P
General Ledgers	P
Tax and Informational Returns (State and Federal)	P
Reserves	
Reserve Estimates and Calculations	P
Legal Records	
General Legal Advice and Opinions	P
Disputes or Litigation with Homeowners	P
Litigation with Third Parties	P
Enforcement of Assessment Liens	P
Insurance Documents	
Insurance Policies, Declaration pages	P
Claims Information and Reports	P
Accident and Fire Inspection Reports	P
Additional Insured Endorsements (both from FLM and naming FLM)	P
Loss/Accident reports and claims made to insurance (after settlement)	10



The Association of Unit Owners of Firelight Meadows Condominiums, Inc.

DATED this _____ day of _____, 2015

**BOARD OF DIRECTORS
The Association of Unit Owners of Firelight Meadows Condominiums, Inc.**

Karen Roberts, President

Date

Catherine Gilb, Secretary

Date

Curt Wilson, Treasurer

Date

DRAFT

- Travis Wangsgard
- Phillip Barnhill
- Mike Harter/ Scott Hammond
- Kari Gras

Originally there were ___ spaces? Now, there are 30 spaces for assignment:

- ✓ 7 – Administration building (3 in front & 4 on side)
- ✓ 3 – Compactor
- ✓ 30 – Open for assignment/ rent
 - Owners Only – can't lease to renters
 - Only wheeled and easily moveable vehicles including campers allowed
 - Wood-pile & Hammond piles to be cleaned/ tidy up
 - Must be in good standing to rent – up to date on dues
- ✓ Determined the cost would be:
 - \$50/ month – short term rental/ anything less than 6 months – paid in full on the 1st of each month
 - \$360/ year (\$30/ month) – long term rental/ 1 year & must be paid in full

Other considerations:

- ✓ Expanding the driveways and paving the “gravel” areas to allow for additional parking in driveways – there are some driveways that it won't make a difference, but they will all need to be paved in order to be consistent.
- ✓ ~~Re-paint/ Seal Coat~~ – this will be addressed in the RID upgrade
- ✓ Get a quote from engineering firm for a parking “plan” when we're at capacity
- ✓ Administration – Invoices should be generated by Doug on annual cycle
 - Would it be better for all parking spaces to be charged an annual fee (on the same date) or would all owners have their own renewal/ expiration date?
 - Should passes with an expiration date be issued? Can Hammond work with Doug to manage these?
- ✓ Application process for a space that would require registration and insurance – Can Hammond administer/ collect?

Discussion Points:


- Should there be a certain number of spaces allocated specifically for short-term parking? If so, how many? Are 3 or 4 spaces sufficient?
- Should short-term and long-term spaces be allowed to be “rented” by an owner to then be leased out to a tenant, either a long standing tenant of Firelight or otherwise?
I (Kari) believe this privilege should only be given to owners of Firelight and our “traveling” guests
- Once we have the parking lot cleaned up there will no longer be a waiting list – However, if we get to a point when a list would formulate again what is the fairest way to allow all owners access to this space?
A lottery system was mentioned
Other ideas?

PayTrust

- Is owned by Intuit developers of QuickBooks, Quicken, etc.
- Cost is \$9.95 per month
 - Includes 25 transactions
 - Cost is \$.65 for each additional transaction
- Estimated total cost per month for 25 to 30 transactions: between \$10 and \$15
- Would set up a separate bank account for PayTrust use—would not want it connected to operating account.

<http://paytrust.intuit.com>

	Paying Bills By Hand	Traditional Web Bill Pay	PAYTRUST.
Receives all your paper and electronic bills for you, whether you are home or away	—	—	✓
Scans your paper bills and converts them into electronic bills for you	—	—	✓
Accepts e-bills	✓	✓	✓
Presents detailed bill so you know what you are paying	✓	—	✓
Set how to pay each bill (manual authorization, automatic payment)	—	✓	✓
Set payment rules (pay bill in full, minimum due or create your own rule)	—	—	✓
Pay from multiple banks (up to 10 accounts) all in one place	—	—	✓
Eliminates the need for checks, envelopes and stamps	—	✓	✓
Reminds you if a bill has not arrived	—	—	✓
Alerts you of bill arrival, bill becoming due and payment confirmation	—	✓	✓
Single destination for receiving bills, whether you move or switch banks	—	—	✓
Your money comes out of the account the day the bill is paid, not sent	✓	—	✓
Late charges covered if fault of service	—	✓	✓
Monthly summary of bills due and paid	—	✓	✓
All your bills saved & organized online (with full bill details)	—	—	✓

From: Jennifer Farve jfarve@qwestoffice.net 
Subject: RE: FLM Question
Date: June 1, 2015 at 10:19 AM
To: Karen Roberts kroberts.flm@gmail.com



Good Morning Karen,

The Association may have a duty to warn users of possible dangers. I recommend signage on the compactor warning of the risks, safety and rules for use. If you'd like to give me a call to explain how the compactor is operated, I could suggest language for the sign. Some examples are:

1. CAUTION - Do not operate compactor while feeding material;
2. CAUTION - Watch out for moving equipment;
3. CAUTION - No one under the age of 18 allowed to use compactor;
4. CAUTION - This Compactor starts automatically

Also, consider compactor rules. For example:

CAUTION

1. All trash must be securely bagged prior to disposal
2. No one under the age of 18 allowed to use compactor
3. No toxic waste or combustible material
4. No auto batteries, oils or petroleum
5. No furniture or large appliances
6. Keep area clean and litter-free

Hope this helps. Please feel free to give me a call to discuss further details. Thanks!

Best Regards,

Jennifer Farve
Attorney At Law

MOORE O'CONNELL & REFLING
P.O. Box 1288
Bozeman MT 59771-1288
Phone: (406) 587-5511
Fax: (406) 587-9079
website: morlawfirm.com

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-----Original Message-----

From: Karen Roberts [mailto:kroberts.flm@gmail.com]
Sent: Monday, June 01, 2015 5:53 AM
To: Jennifer Farve
Subject: FLM Question

Good morning, Jennifer.

Due to the amount of trash that FLM owners (and who knows who else) place into the compactor and the number of times per day that the compactor needs to be run, Hammond Property Management encouraged the board to allow whoever places trash into the compactor to operate it. Apparently the other HOAs in the area with compactors operate this way. At its last meeting in May, the board acquiesced.

From your perspective, does the HOA face any significantly increased liability by allowing anyone to operate the compactor? Since the compactor is not monitored, there is currently no way to prevent anyone from operating the compactor—adults, children, unit owners, or non-unit owners. Please let me know if you need further information before you can comment on this issue.

Thanks again for your help.

With best regards,
Karen
Firelight Meadows Board of Directors

Home: (406) 995-3168
Cell: (406) 600-0330



**The Association of Unit Owners of Firelight Meadows Condominiums, Inc.
2015 Accounting Agreement**

This Agreement, made and entered into this ____ day of June, 2015, by and between The Association of Unit Owners of Firelight Meadows Condominiums, Inc. (hereinafter "Association") and the Contractor identified herein, to provide for the services described under Paragraph 2 of this Agreement.

Contractor: Douglas N. Shanley, CPA PC

Contact Person: Douglas Shanley

Mailing Address: 2055 N. 22nd Avenue, Suite 2B, Bozeman, MT 59718

Phone #: 406-582-9796

E-mail: doug@dougcpa.com

Tax ID _____ **W-9 filled out and signed** _____

Insurance Certificate Provided: _____

FLM Contact:

Hammond Property Management

Cell #: (406) 995-7220

E-mail: firelightmeadows@hotmail.com

1. Term of Agreement

This agreement shall remain in effect for two years beginning July 1, 2015 and ending June 30, 2017 with an option to renew with terms agreeable to both parties.

2. Scope of Work

General:

- Maintain all accounting records in QuickBooks using the modified accrual method of accounting.
- Follow Generally Accepted Accounting Procedures (GAAP) when recording all Association transactions.
- From time to time as needed, assist the board of directors with analysis of financial transactions.

Monthly Procedures:

- Receive invoices from vendors email a copy of the bills to the President and Treasurer for their review and approval.

- Prepare checks for signatures of two bank signatories and either keep the checks for the second signatory and mail them to the second signatory, depending on instructions from second signatory. Once checks have been signed with two signatures, ensure that the checks are mailed to the appropriate payees.
- Reconcile all bank accounts.
- Prepare the following reports for board review:
 - Balance Sheet
 - Monthly Profit and Loss by Class
 - YTD Profit and Loss by Class
 - YTD General Ledger
 - Accounts Receivable Aging Summary
 - Owner Balance Detail Report
 - Accounts Payable Aging Report
 - Monthly Profit and Loss Budget to Actual for Condos
 - Monthly Profit and Loss Budget to Actual for Chalets
 - YTD Profit and Loss Budget to Actual for Condos
 - YTD Profit and Loss Budget to Actual for Chalets
 - YTD Profit and Loss Budget to Actual
 - Monthly Maintenance & Repair Detail Condo
 - Monthly Maintenance & Repair Detail Chalet
 - Monthly Maintenance & Repair Detail Condo in Excel format
 - Monthly Maintenance & Repair Detail Chalet in Excel format
- Send out late payment notices and demand notices to unit owners with overdue accounts.
- Attend all board meetings either in person or via teleconference.

Quarterly Procedures:

- Mail statements to each unit owner for their respective quarterly association dues.
- Collect the payments from each unit owner and deposit the payments into the operating bank account.

Annual Procedures:

- Attend annual budget meeting and provide any required documentation for budget preparation.
- Assist in the preparation of the annual budget and input the final approved budget into QuickBooks on a monthly basis.
- Attend the annual meeting in person and present the financial results of the current year and the proposed budget for the next year.
- Prepare the Federal Form 1120H tax return.
- Be familiar with the governing documents of the Association—in particular the Declaration, Bylaws—and any amendments to the governing documents
- Prepare and file the annual report for the Association with the Montana Secretary of State's office.

3. Payment:

The annual fee for the above scope of work is \$15,887 (\$73.55 per unit) payable in twelve equal installments of \$1,323.92 that shall be invoiced on a monthly basis. Office supplies and expenses including but not limited to paper, envelopes, preprinted checks, printer toner, staples, postage, etc. shall be billed as incurred as a separate line item on the monthly invoice.

4. Termination:

This agreement may be terminated by mutual agreement of both parties giving sixty (60) days written notice.

Contractor:

Douglas N. Shanley, CPA PC

Association:

Karen Roberts
President
Firelight Meadows Board of Directors

DRAFT