

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

Firelight Meadows

April 12, 2016

Call to Order

Karen Roberts called the meeting to order at 6:01 p.m.

Directors in attendance were Kari Gras of units 184, A1 and B1, Curt Wilson of unit B2, and Kerry Burner of D5. Directors Karen Roberts of unit 319, Annette Stone of unit B12, and Greg Hunt of unit 278 were present via WebEx. Laura Gregory of unit D9 was not present. Owners Steve Cherne was also present via WebEx. Scott Hammond, Tom Davis, Michelle Everett and Katie Coleman of Hammond Property Management (HPM), and accountant Doug Shanley (via WebEx) were also in attendance.

Minutes of the Last Meeting

Gras made a motion to accept the minutes from the March 8, 2016 meeting. Two changes were discussed. Gras then made a motion to accept the minutes as amended. Wilson seconded the motion. All were in favor and the motion carried.

Q1 2016 Financial Report

Shanley presented the first quarter financial report. He began with the balance sheet. As of March 31st, the association had \$126,645 in the operating account and \$830,511 in reserves. The A/R (accounts receivable) was at \$10,679 and the A/P (accounts payable) was at \$12,687. Shanley then discussed the budget to actual. The Chalets were under budget by about \$9,700. Most of this was due to timing, since a large part of the maintenance and repairs line item will be spent this summer. The Condos were about \$4,900 under budget, again due to timing. Roberts asked Shanley to explain the change in the accounts receivable reserve balance from the December 31, 2015, balance to the current balance. Shanley said that he would review the transactions and get back to her. Roberts then said that the board's acceptance of the first quarter financial statements would be deferred until the next board meeting.

Schedule Next BOD Meeting

The next BOD meeting will take place on May 17th, 2016.

Schedule Annual Meeting Date

The annual meeting will be on Friday, September 9th, 2016 at 6:00 PM.

Schedule 2017 Budget Meeting

The 2017 Budget Meeting will take place on Monday, July 18th.

Property Management Report

Davis discussed the property management report. He began by explaining that he has received the proposal from Buffalo Restoration for the next phase of mold mitigation that is planned to be done during the summer of 2016. Roberts explained that \$42,000 had been budgeted for this phase of mitigation, which includes six chalet crawlspaces. The proposal from Buffalo Restoration came in at \$42,164. The board agreed that the proposal should be signed and the work scheduled. Davis and Palmer then discussed the fire lane signage. They explained that the board needed to decide whether to install wooden or metal posts. The wooden posts look nicer, but are more permanent. The metal posts could be moved around easily if the placement of the signs needs to be adjusted.

Wilson made a motion to use 15 wooden posts and four metal posts for the fire lane signage. Bruner seconded the motion. All were in favor and the motion carried.

Davis then discussed the progress on the condo deck staining. Initially, the contractors intended to spray on one coat and back-brush the second coat. The contractors decided that it would be better to back-brush both coats to avoid overspray issues. Hammond explained that there is significant color bleeding through the new coats of stain. Gras and Wilson agreed that the decks look good from a distance, but the bleed-through is apparent when you are near the decks. Stone added that the stain will build on itself and will look better the next time the decks are stained in a few years.

Gras made a motion to proceed with two coats of semi-transparent stain brushed rather than one coat of stain sprayed and one coat brushed. Bruner seconded the motion. All were in favor and the motion carried.

Wilson stated that he witnessed some of the painting contractors standing on hot tub covers while working on the deck staining. Hammond will speak with the contractors and will let them know that they will be responsible for the cost of any damage they cause to hot tub covers.

Snow Report

Gregory was not present to provide a snow report update.

Newsletter/Website Update

Hunt did not have a newsletter/website update, but did suggest sending a press release out to the local media regarding the new fire lane designation.

Legal

Roberts did not have a legal update.

Communications from Owners

Hammond discussed roof leaks at unit 314. He explained that two leaks were reported over the winter. HPM addressed the leaks immediately by shoveling and steaming the problem areas. The owner of the unit contacted Buffalo Restoration independently to arrange interior repairs. Hammond explained that HPM arranges repairs on behalf of the association when damage is done from roof leaks rather than the unit owners arranging the work. Buffalo Restoration began the work, but stopped due to the fact that the roof had not yet been repaired. Hammond then stepped in and received a bid from Beehive Builders for \$1,500. The quote from Buffalo Restoration to do the roof repair was \$2,200. Hammond suggested that a newsletter item be added explaining that if an owner notices a roof leak, they should contact HPM rather than trying to arrange the work themselves. The association will not pay for services that an individual owner arranges on their own. Hammond and Palmer will work with Roberts to arrange the rest of the work on the unit.

Old Business

Ratify Vote on Fire Lanes

A vote was held by the board via email to designate all of the roads at Firelight Meadows as fire lanes.

Wilson made a motion to designate all of the roads within Firelight Meadows as fire lanes. Gras seconded the motion. All were in favor and the motion carried.

Adjournment

Gras moved to adjourn the meeting. Bruner seconded the motion. The meeting adjourned at 6:57 pm.



Annette Stone, Secretary

08/02/2016

Date