

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

Firelight Meadows

October 13, 2015

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## Call to Order

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

Directors in attendance were Karen Roberts of unit 319, Curt Wilson of unit B2, Kerry Bruner of D5, Laura Gregory of unit D9, and Annette Stone of unit B12 (via WebEx). Owners in attendance were Greg Hunt of Unit 278 (via WeEx), Steve Cherne of Unit 308 (via WebEx), and Dorothy Mitchell of Units 122 and 50. Scott Hammond, Tom Davis, Mike Palmer, and Michelle Everett of Hammond Property Management (HPM) were also in attendance along with Doug Shanley (via WebEx).

## Minutes of the Last Meeting

Gregory moved to accept the minutes of the September 15, 2015 meeting as presented and Wilson seconded. All were in favor and the motion carried.

## Financial Report

Shanley provided the financial report. The budget to actual was over due to extensive mold mitigation that was performed in both the condos and chalets. Roberts commented that the association is on a modified accrual basis and that going forward, the board may consider changing to an accrual basis. This would clarify the financial standing of the association.

Roberts suggested that the association purchases QuickBooks online. It would cost \$200 for the first year, and \$480 per year after that. This would allow the board to view QuickBooks and run reports. Shanley would still be the only person able to make changes. The board agreed that it would be a great tool.

Bruner moved that the board purchases the QuickBooks Online software. Gregory seconded the motion. All were in favor and the motion carried.

The board discussed the use of CBO Collections. When the Association sends accounts to CBO, the right to file a lien on the account is relinquished. CBO sends two thirds of the amount that they are able to collect. Due to the fact that CBO has only collected \$20, Roberts suggested only sending accounts to CBO in circumstances when the board believes that they will be able to collect. Shanley agreed to only send accounts to CBO under the direction of the board.

The board then discussed interest and penalties on accounts that are in arrears. Roberts asked if owners actually pay the interest and penalties that are assessed, and Shanley said that some do. Roberts and Shanley clarified that interest and penalties are typically used as a negotiating tool for units that are significantly in arrears. Wilson agreed that this practice should be continued since it is an effective negotiating tool. Gregory brought up concerns with consistency and legality. Roberts asked what other HOA's do, and both Shanley and Hammond said that other HOA's typically want to get the assessments and are willing to forgive interest and penalties unless the accounts are consistently late. Hunt said that he is concerned that the association could be leading itself into a legal minefield by considering accounts on a case by case basis.

Roberts presented samples of invoices and statements with a new format. Shanley will include the interest and penalties on invoices and statements. Roberts explained that if the association tries to collect on accounts that are in arrears, more communication needs to be sent to the owners including: the assessment invoice, a statement every month for past due accounts and, at 60 days, a past-due letter. Roberts and Shanley will come up with a plan for permanent storage for these communications.

## Schedule Next Board Meeting

The next board meeting will be held on December 9, 2015.

## **Property Management Report**

Hammond told the board that Allison LeBlanc has left HPM. Davis and Palmer will begin to help out with administrative duties. He also stated that he may look into hiring a third party minute taker. Hammond addressed rule enforcement and explained that Palmer and Davis have been addressing this heavily. He also gave an update on Full Focus, a new software that HPM will be implementing to streamline association management. Hammond explained that Rocky Mountain Security has not been good with follow up so there isn't much to report in regards to hiring a security presence on campus. Roberts asked that notices be sent immediately to Shanley, Wilson and herself when units are fined or towed. Davis stated that the dryer vents have been cleaned. Buffalo Restoration told Davis that the dryer vents at approximately 75% of the units were 90%-95% clogged. All Coast Builders told Davis that they would have a crew out soon to complete the caulking work on the siding. Davis stated that he doesn't believe that the deck painting would be complete this year due to timing.

## **Legal Report**

Roberts discussed the legal report. She has reached out to Lilia Tyrel, a foreclosure attorney, to discuss the Association's plan to foreclose on a unit. Tyrel sent a letter to the unit owner stating that the association would not accept a payment plan and that a lien will be filed if the owner does not pay his balance in full by October 15<sup>th</sup>. Liens have been filed on several other units as well. One lien was released after payment was received after the sale of the unit.

The association has paid the past due West Fork Utilities bills, and all but three owners have since repaid the association.

## **Communication from Owners**

Roberts discussed a communication from an owner regarding driveway and parking concerns. Hammond has addressed this with the owner.

## **Old Business**

### *Update on unit 305 Settling Issue*

The owner and property manager of unit 305 believed that there was settling in the unit due to negative drainage. This settling had created cracks in the interior wall of his unit. Roberts and Hammond decided it would be best to consult with a structural engineer to find the cause of the settling. The engineer determined that there was a missing support wall that was not installed at the point of construction. HPM will have the wall installed and will address the damage done on the interior of the unit. Roberts stated that there is negative drainage in many areas around campus, and that at some point it should be addressed.

### *Greenovision Paint Color Recommendation*

The paint committee asked Greenovision to send a painting scheme. The Greenovision rep stated that it would be easier to create a painting scheme with five or six colors. Stone said that she agreed with the decision to use five colors on the Chalets. Roberts suggested that the board and paint committee take another look at the paint color options and not rush the decision. HPM will ask Moonlight Painting if adding a 5<sup>th</sup> color will impact the price.

Wilson made a motion to table the paint color scheme until the next meeting. Bruner seconded the motion. All were in favor and the motion carried.

### *Update on RV Parking*

Since Gras was not present, Roberts stated that she would send an email to all board members regarding the RV parking area. A vote will be held via email. Stone suggested that the billing for RV parking be added to the quarterly assessments.

Bruner made a motion to table the RV parking discussion and to work on it via email and bill the owners with renewal dates in November through the end of December. Wilson seconded the motion; all were in favor and the motion carried.

## **New Business**

### *Board Duties*

Roberts discussed duties of the board members. She asked that minutes be sent to Stone for initial review before being sent to the board. As the treasurer, Wilson will take on more of the day to day treasurer responsibilities.

*WFU Purchase*

Roberts and Hammond met with Ron Edwards of the Big Sky Water and Sewer District and West Fork Utilities regarding the purchase of West Fork Utilities. The first step is to get the BSWS board to approve adding Firelight Meadows to their district. A loan through the state may be obtained through the state after determining the price to purchase WFU, which would be billed through property taxes. After approval from the BSWS board, Roberts will ask that a board member volunteer to be on a committee to move the project forward.

*Discussion Regarding Simplefile*

Roberts discussed Simplefile, which is an electronic filing system. Roberts would use this program to file liens and lien releases. The cost is \$345 per year or \$10 per document.

Wilson made a motion to carry on with Simplefile. Bruner seconded the motion. All were in favor and the motion carried.

*Pet Stations*

Bruner stated that she has noticed a large amount of dog waste near the condo buildings. She asked if it would be possible to install a pet waste station between the condo buildings. HPM will add some pet waste stations near the condos.

**Adjournment**

Wilson moved to adjourn the meeting. Gregory seconded the motion. Meeting adjourned at 8:08 pm.



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Annette Stone, Secretary

3.17.17

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Date