

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

Firelight Meadows

January 13, 2015

Call to Order

Presiding Officer Karen Roberts called the meeting to order at 6:03 pm.

Directors in attendance were Karen Roberts of unit 319, Annette Stone of unit B12 (via WebEx), Kari Gras of units 184, A1 and B1, Curt Wilson of unit B2, Catherine Gilb of unit D14, Sam Geppert of unit C1, and Laura Gregory of unit D9. Steve Cherne of unit 308 was also in attendance. Accountant Doug Shanley was present via WebEx. Mike Harter, Tom Davis, Allison Bachtel, and Michelle Everett of Hammond Property Management (HPM) were also in attendance.

Minutes of the Last Meeting

Roberts requested a change in the meeting minutes to include “Regularly Scheduled Meeting of the Firelight Meadows Board of Directors” in order to distinguish which meeting the minutes are from. All were in favor of the change. Geppert made a motion to approve the minutes as corrected of the November 18th meeting. Wilson seconded the motion. All in favor; none opposed. The motion carried.

Financial Report

Shanley went over the Financial Report. Both the Chalets and the Condos are under budget due to fewer bad debts and legal fees than expected. He advised there are two standouts with past due balances but both had made payment plans with the previous board president, Garrett Baldensperger. Everyone was in agreement that Shanley is to follow up on the arrangements that were made and make sure both parties are fulfilling their commitment on making payments and catching up on past due assessments. Shanley agreed to advise the board of any missed payments and send an email to the most recent owner to request special payment arrangements reminding them of their financial obligation to the HOA.

Schedule Next BOD Meeting

The next Board of Directors meeting will be held on March 17, 2015 at 6:00 pm in the HPM conference room. Due to a recent issue with late notice to owners of BOD meetings, both an email and a posting on the website will announce the meeting date and time to all owners.

Appointment of Officers and Portfolios

Officers

Roberts proposed splitting the Secretary and Treasurer positions into two separate Board positions. In the past, one person has held the combined office of secretary/treasurer. This would mean needing to fill three separate officer positions to fill in tonight’s meeting. Having the offices of secretary and treasurer separate would spread the board workload and enable the board to better handle the responsibility of these two offices. Roberts advised that the BOD is required by law to keep seven years of records so she would like the Board to be in possession of all FLM records, those held by the accountant and HPM. The Secretary position would be in charge of working with HPM to compile all past minutes, financials, etc. Gilb advised that she agrees with moving forward on this matter, however, would like to eventually see all records on some sort of cloud-based server as well.

Gilb moved to elect Roberts as Chairperson and Wilson seconded the motion. All in favor; none opposed. The motion carried.

Gregory moved to elect Gilb as secretary and Gras seconded the motion. All in favor; none opposed. The motion carried.

Gregory moved to elect Wilson as Treasurer and Geppert seconded the motion. All in favor; none opposed. The motion carried.

Portfolios

Roberts advised the portfolios are voluntary positions and brief descriptions were provided of each past portfolio holder. The portfolios were assigned as follows;

- Roberts: Legal, Property Management, Communications, and Utilities.
- Wilson: Financial.
- Geppert: Collections and Propane.
- Gras: Aesthetic Improvements (Chalets), Landscaping and Neighborhood.
- Stone: Waste Management/Compactor, Aesthetic Improvements (Condos).
- Gregory: Snow Removal.
- Stone and Gregory: Long Term Parking

Appointment of Bank Signatories

Roberts informed everyone on the current status of the different FLM bank accounts. There are currently four separate accounts, including two bank accounts holding the Reserve and the Operating funds, and two CD accounts holding reserve funds. One CD matured on January 11th and the second will reach maturity in June 2015. Roberts proposed keeping two accounts by designating the American Bank cash management account as the Reserve account and keeping the Big Sky Western Operating Account. According to Roberts conversation with Shanley, The Big Sky Western CD, which will mature in June, will only cost the HOA \$31.90 to cash out today. At the August 19, 2014, executive session of the BOD, the board agreed to move most of the reserve fund cash to an Edward Jones Investments CD ladder in January 2015. Roberts suggested that now was the time to carry out this BOD directive and cash out the Big Sky Western CD. Wilson brought up his concerns with using American Bank. If the HOA continues using American Bank, he wanted to make sure that all deposits stay within the insured amount. After some discussion on different banking options, all were in agreement that it would be best to keep the Operating account with Big Sky Western Bank and, at least temporarily, use the American Bank account for the reserve funds not invested with Edward Jones. Doing so would allow the new signatories to be updated now.

Geppert moved to have Garrett Baldensperger removed as signatory from Big Sky Western Bank account 113557 and to have Karen Roberts and Curt Wilson added as signatories to account 113557. Douglas Shanley is to remain as signatory. Gras seconded the motion. All in favor; none opposed. The motion carried.

Geppert moved to have Garrett Baldensperger removed as signatory from American Bank account 08217 and to have Karen Roberts and Curt Wilson added as signatories to account 08217. Douglas Shanley is to remain as signatory. Gras seconded the motion. All in favor; none opposed. The motion carried.

Geppert moved to have a CD ladder investment account established at Edward Jones Investments for the reserve funds. Wilson seconded the motion. All in favor; none opposed. The motion carried.

Geppert moved to cash in the CD currently held by Big Sky Western Bank with the knowledge that it will cost the HOA \$31.90. Wilson seconded the motion. All in favor; none opposed. The motion carried.

Geppert moved to establish Karen Roberts and Curt Wilson as signatories for the Edward Jones Investments account. Gregory seconded the motion. All in favor; none opposed. The motion carried.

Year-End Reserve Budget

Roberts presented the reports she prepared regarding the reserve, which included a Reserve Balance report, Reserve for Asset Replacement report, and an Inflation Chart for asset replacement costs. She stressed that the objective is to ensure that there is enough money in the reserve to cover replacing the roof estimated to cost \$2,229,200 in 2024 and replacing the roof and siding estimated to cost \$3,744,158 and \$3,973,213 respectively in the year 2044. Including the other reserve categories, the 2014 year-end reserve balance needs to be \$537,437.00 in order to accrue the needed funds by the time these replacements are needed. To raise the current reserve to this 2014 year-end balance, \$109,577 needs to be transferred from the Operating Fund to the Reserve Fund. After much discussion and explanations, the board agreed to raise the 2014 year-end reserve balance to \$537,437.

Geppert moved to transfer \$109, 577.08 from the Operating Fund to the Reserve Fund as of December 31, 2014. Gras seconded the motion. All in favor; none opposed. The motion carried.

Legal Report

Roberts advised the board of a recent legal threat to the HOA regarding the window warranty replacements. The owners involved were told in October 2012 prior to their purchase of the unit that their windows would be replaced through a process handled by HPM. To date, however, the windows have not been replaced. Since this was an inspection item at the time of purchase, the owners are understandably upset about the situation, and as they live out of the country, getting the windows replaced themselves is difficult. During the past week, the owners have come to an agreement with Roberts that the BOD will have power of attorney to follow through with the Alside warranty claim in order to get their windows replaced.

Communications

It was brought to the BOD's attention that an owner has asked for her chalet gutter to be repaired. She believed that the leaking gutter has been a contributing factor to having to replace her hot tub cover several times. Although she claims to have asked several times for this repair in the past, no one at HPM recalls hearing of it before this past week. Harter advised it would take no more than \$250 to hire Montana Steamworks to clean the ice out of the gutter. He will then be able to make the repair. All were in agreement to go ahead with Harter's suggestion and repair the gutter at the HOA's expense.

Property Management Report

Harter discussed the new trash compactor and how it has affected campus. Although it has many benefits, it is not without issue. There have been a few electrical problems with the compactor that have been settled with Lone Peak Electric and Republic Services. One main point was the frequency of which the hopper needs to be cycled. This brought up the question of whether or not to leave the key to give FLM residents the option to cycle to compactor. Due to safety reasons, all were in agreement to have HPM continue to monitor the cycling and the BOD will readdress the topic at a later date.

Old Business

Geppert made a motion to table Old Business until the next board meeting but requested HPM get a second bid for the mold mitigation. Gilb seconded the motion. All in favor; none opposed. The motion carried.

New Business

Double Parking

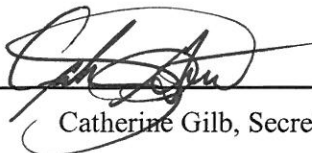
Roberts brought up the need of rule clarification about double parking in driveways. Double parking is described as having cars parked side by side in front of the garage door in the chalets. This causes residents of the adjacent unit having little room to pull into their driveway. Although the Rules and Regulations don't specifically state that double parking in this manner is not allowed, all were in agreement that the rules regarding parking should be interpreted that only one car is allowed to park in front of the garage door and double parking is against the rules.

BSCC Donation

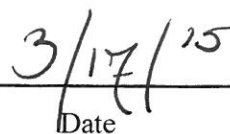
Gras initially brought up the topic of the HOA making a donation to the Big Sky Community Corporation (BSCC) to help pay to groom the trail bordering the FLM campus. After initially speaking to Herb Davis with the BSCC, Gras has since learned that donations for this year are no longer needed but it could be something to bring up again next year. Roberts advised that the HOA cannot make donations for two reasons: (1) the Declaration only allows operating and reserve expenses to be included in the assessments, and (2) even if the Declarations allowed donations to be included in the assessments, donations are always voluntary and not something that should be imposed on the owners. The BOD could, however, raise the topic of the BSCC to the owners and encourage them to contribute to this worthy cause.

Adjournment

Geppert moved to adjourn the meeting. Wilson seconded the motion. Meeting adjourned at 8:30 pm.



Catherine Gilb, Secretary



Date

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

	2014 BUDGET	BUDGET THROUGH	ACTUAL THROUGH	OVER (UNDER) BUDGET
		DECEMBER		
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	1001	1,001
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	1563	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	265,302	(15,542)

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	36,069	69
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	211,245	(847)

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01/09/15
Accrual Basis

Firelight Meadows Owners Association
Balance Sheet
As of December 31, 2014

	<u>Dec 31, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
BIG SKY WESTERN BANK	
BSWB CD 11906	131,609.50
BSWB 113 557	325,474.93
Total BIG SKY WESTERN BANK	457,084.43
FIRST SECURITY BANK	
1ST SECURITY CD 11 00000 7468	75,866.76
Total FIRST SECURITY BANK	75,866.76
AM BANK CASH MANAGEMENT 08217	220,592.50
Total Checking/Savings	753,543.69
Accounts Receivable	
Accounts Receivable	15,012.88
Total Accounts Receivable	15,012.88
Total Current Assets	768,556.57
TOTAL ASSETS	<u>768,556.57</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	20,907.63
Total Accounts Payable	20,907.63
Total Current Liabilities	20,907.63
Total Liabilities	20,907.63
Equity	
Retained Earnings	626,373.78
Net Income	121,275.16
Total Equity	747,648.94
TOTAL LIABILITIES & EQUITY	<u>768,556.57</u>

Firelight Meadows Owners Association
Profit & Loss
 December 2014

	Dec 14
Ordinary Income/Expense	
Income	
BAD DEBT INCOME	100.00
Finance and Late Fee Charges	1,537.00
Parking Income	650.00
Membership Dues	1,800.00
Total Income	4,087.00
Gross Profit	4,087.00
Expense	
Insurance	
Chalets 76.5% per Ed Melcher	7,884.52
Condo 23.5% per Ed Melcher	2,422.04
Total Insurance	10,306.56
Utilities	
Dumpster Electricity	147.48
Condo Utilities - Building	3,713.29
Total Utilities	3,860.77
Telephone	
Condo - Fire Alarm System	794.08
Total Telephone	794.08
Landscape	
Landscape Upgrade - Condo 30%	34.47
Landscape Upgrade - Chalet 70%	80.43
Total Landscape	114.90
Trash Removal & Compactor Maint	
Trash Removal - Chalet 63%	1,000.62
Trash Removal - Condo 37%	3,601.39
Total Trash Removal & Compactor Maint	4,602.01
Maintenance & Repairs	
Chalet M & R	8,912.56
Condo M & R	1,256.64
Total Maintenance & Repairs	10,169.20
Snow Removal	
Snow Removal - Chalet 63%	9,759.75
Snow Removal - Condo 37%	5,731.91
Total Snow Removal	15,491.66
Condo - Cleaning and Rugs	2,805.00
Management Company	
Chalet Basic Fee 63%	5,334.00
Condo Basic Fee 37%	3,132.66
Total Management Company	8,466.66
Accounting	
Accounting - Chalet 63%	1,603.98
Accounting - Condo 37%	942.02
Total Accounting	2,546.00
Legal	
Legal - Chalet 63%	182.07
Legal - Condo 37%	106.93
Total Legal	289.00
Postage & Delivery	
Chalet 63%	17.90
Condo 37%	10.52
Total Postage & Delivery	28.42

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01/09/15
Accrual Basis

Firelight Meadows Owners Association
Profit & Loss
December 2014

	<u>Dec 14</u>
Office Supplies	
Chalet Office Supplies 63%	123.88
Condo Office Supplies 37%	299.05
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Total Office Supplies	422.93
Bad Debt	2,264.84
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Total Expense	62,162.03
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Net Ordinary Income	-58,075.03
Other Income/Expense	
Other Expense	
RESERVE EXPENSES	
TRASH COMPACTOR	6,615.00
INSURANCE DEDUCTIBLE	2,500.00
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Total RESERVE EXPENSES	9,115.00
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Total Other Expense	9,115.00
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Net Other Income	-9,115.00
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Net Income	<u><u>-67,190.03</u></u>

Firelight Meadows Owners Association
Profit & Loss
 January through December 2014

	Jan - Dec 14
Ordinary Income/Expense	
Income	
Chimney & Roof Special Assessme	36,950.00
BAD DEBT INCOME	2,751.74
Finance and Late Fee Charges	
ABATED INT/PENALTIES	-6,030.29
Finance and Late Fee Charges - Other	12,929.42
Total 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	
Chalet - Quarterly Assesment	411,182.40
Condo - Quarterly Assessment	247,920.00
Total Quarterly Assessment Income	659,102.40
Total Income	720,010.27
Gross Profit	720,010.27
Expense	
Garbage	
Garbage - Chalet 63%	269.77
Garbage - Condo 37%	158.43
Total Garbage	428.20
Insurance	
Chalets 76.5% per Ed Melcher	47,200.61
Condo 23.5% per Ed Melcher	14,499.55
Total Insurance	61,700.16
Utilities	
Dumpster Electricity	147.48
Condo Utilities - Building	18,291.62
Utilities - Other	1,517.20
Total Utilities	19,956.30
Telephone	
Condo - Fire Alarm System	5,101.50
Total Telephone	5,101.50
Landscape	
Condo-Landscape & Sprinkler 30%	8,610.78
Chalet-Landscape&Sprinkler 70%	34,443.24
Landscape Upgrade - Condo 30%	1,365.90
Landscape Upgrade - Chalet 70%	3,164.75
Total Landscape	47,584.67
Trash Removal & Compactor Maint	
Trash Removal - Chalet 63%	1,000.62
Trash Removal - Condo 37%	36,068.89
Total Trash Removal & Compactor Maint	37,069.51
Maintenance & Repairs	
Chalet M & R	25,636.10
Condo M & R	32,358.20
Fireplace Maintenance - Chalet	6,350.00
Total Maintenance & Repairs	64,344.30
Snow Removal	
Snow Removal - Chalet 63%	64,941.85
Snow Removal - Condo 37%	26,727.50
Total Snow Removal	91,669.35
Condo - Cleaning and Rugs	17,967.50

Firelight Meadows Owners Association
Profit & Loss
 January through December 2014

	Jan - Dec 14
Management Company	
Extra Work Condo 37%	110.00
Chalet Basic Fee 63%	64,008.00
Condo Basic Fee 37%	37,591.92
Total Management Company	101,709.92
Accounting	
Accounting - Chalet 63%	10,425.87
Accounting - Condo 37%	6,123.13
Total Accounting	16,549.00
Legal	
Legal - Chalet 63%	3,097.67
Legal - Condo 37%	1,819.25
Total Legal	4,916.92
Postage & Delivery	
Chalet 63%	133.17
Condo 37%	78.23
Total Postage & Delivery	211.40
Office Supplies	
Chalet Office Supplies 63%	1,562.80
Condo Office Supplies 37%	1,140.59
Total Office Supplies	2,703.39
Taxes	
Taxes - Chalet	235.00
Taxes - Condo	138.00
Total Taxes	373.00
Bad Debt	4,580.10
Meeting Expense	
Meeting Expense Condo	34.95
Meeting Expense Chalet	59.51
Total Meeting Expense	94.46
Licenses and Fees	
License & Fees - Chalet 63%	9.45
License & Fees - Condo 37%	5.55
Total Licenses and Fees	15.00
Total Expense	476,974.68
Net Ordinary Income	243,035.59
Other Income/Expense	
Other Income	
Postage Income	550.00
Patronage Dividend	37.11
Interest Income	783.15
Total Other Income	1,370.26
Other Expense	
RESERVE EXPENSES	
TRASH COMPACTOR	72,818.50
INSURANCE DEDUCTIBLE	2,500.00
NEW CARPET CONDO BUILDINGS	12,200.00
LANDSCAPING	33,833.98
Total RESERVE EXPENSES	121,352.48
CHIMNEY REPAIR 2013	-900.00
Water & Sewer Delinquent Owners	2,678.21
Total Other Expense	123,130.69

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01/09/15

Accrual Basis

Firelight Meadows Owners Association

Profit & Loss

January through December 2014

	<u>Jan - Dec 14</u>
Net Other Income	<u>-121,760.43</u>
Net Income	<u><u>121,275.16</u></u>

9:02 AM

01/09/15

Firelight Meadows Owners Association
A/R Aging Summary
 As of December 31, 2014

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Barnhill Michelle & Phillip - V30	0.00	0.00	-50.00	0.00	0.00	-50.00
Bates Mitchell - A 8	0.00	0.00	0.00	0.50	0.00	0.50
Becker Donald & Suzanne - C 9	0.00	0.00	0.00	-44.00	0.00	-44.00
Boone Mike - D 2	0.00	0.00	-250.00	0.00	0.00	-250.00
Braun David - B10	0.00	-258.25	0.00	0.00	0.00	-258.25
Brokaw Investments LLC - V93	0.00	0.00	0.00	0.00	-50.00	-50.00
Buday Angela - B 3	0.00	0.00	0.00	-7.50	0.00	-7.50
Chovanak Lori - V101	0.00	0.00	0.00	0.00	-50.00	-50.00
Cirillo/Jacques - V12	0.00	0.00	0.00	-50.00	0.00	-50.00
Desrocher Johanna - B 5	0.00	-191.66	0.00	0.00	0.00	-191.66
Dolan James - C 10	0.00	0.00	-7.50	0.00	0.00	-7.50
Grad Jeff - V131	0.00	-805.55	0.00	0.00	0.00	-805.55
Hearon - George & Cynthia - B 15	0.00	0.00	0.00	-114.40	0.00	-114.40
Horrar & Powell - V 5	0.00	0.00	0.00	0.00	-3.08	-3.08
Hudspeth James - V27	0.00	0.00	0.00	-1.65	0.00	-1.65
Johnson Luke & Fiona - B08	0.00	-100.00	0.00	0.00	0.00	-100.00
Karuse Patricia D 12	0.00	0.00	0.00	-50.00	0.00	-50.00
Klemens - V126	0.00	100.00	0.00	0.00	0.00	100.00
Koblischke Robert & Marla - V102	0.00	0.00	100.00	805.85	0.00	905.85
Koch Stuart - V108	0.00	0.00	0.00	805.85	8,770.99	9,576.84
Lathrop James & Pat - C 15	0.00	0.00	0.00	774.75	0.00	774.75
Martin Gregory & Leslie - V132	0.00	-19.69	0.00	0.00	0.00	-19.69
Mitchell William & Dorothy - V 1	0.00	-300.00	-200.00	0.00	0.00	-500.00
Morgan Jeff - V 81	0.00	209.17	0.00	774.55	0.00	983.72
Neal David - C19	0.00	0.00	0.00	0.00	-246.16	-246.16
O'Connor Susan - V119	0.00	54.01	0.00	200.00	0.00	254.01
Peck John & Debbie - V110	0.00	0.00	0.00	-50.00	0.00	-50.00
Scott Kathy J - B04	0.00	-258.25	0.00	0.00	0.00	-258.25
Smart Michael - B 9	0.00	209.23	0.00	774.75	69.74	1,053.72
Sterup/Davis - A 13	0.00	0.00	0.00	-114.40	0.00	-114.40
Stewart John & Anna - V41	0.00	204.12	0.00	755.85	0.00	959.97
Swick Craig - V 4	0.00	0.00	0.00	0.00	-50.00	-50.00
Swick Craig & Jenny - V 15	0.00	0.00	0.00	0.00	-50.00	-50.00
Tagliabue Pierre - V 72	0.00	0.00	0.00	-50.00	0.00	-50.00
Tinnin Kris - V 83	0.00	244.86	0.00	755.85	2,112.76	3,113.47
Tobias Revocable Family Trust - V11	204.12	0.00	0.00	755.85	0.00	959.97
Trevino & Rapier - V112	0.00	153.27	0.00	567.55	0.00	720.82
Wilkus Mary - V 63	0.00	0.00	0.00	-49.65	-855.20	-904.85
Willett Andrew & Albee - D 16	0.00	0.00	0.00	-114.40	0.00	-114.40
Winters Ronald - V113	0.00	0.00	0.00	0.60	0.00	0.60
TOTAL	204.12	-758.74	-407.50	6,325.95	9,649.05	15,012.88

2:00 PM

01/08/15

Firelight Meadows Owners Association
A/P Aging Summary
As of December 31, 2014

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
3 Rivers Communications	397.36	0.00	0.00	0.00	0.00	397.36
ALLIED INSURANCE	5,143.29	0.00	0.00	0.00	0.00	5,143.29
CARLOS MANSILLA CLEANING	0.00	2,805.00	0.00	0.00	0.00	2,805.00
CISCO WEBEX	75.88	0.00	0.00	0.00	0.00	75.88
Douglas N Shanley CPA	1,311.62	0.00	0.00	0.00	0.00	1,311.62
KENCO SECURITY & TECHNOLOGY	136.50	0.00	0.00	0.00	0.00	136.50
LONE PEAK ELECTRIC	0.00	250.00	0.00	0.00	0.00	250.00
Northwestern Energy	2,275.47	0.00	0.00	0.00	0.00	2,275.47
Northwestern Energy Dumpster 3098123-7	50.03	0.00	0.00	0.00	0.00	50.03
Platt	0.00	259.19	0.00	0.00	0.00	259.19
PRECISION INC FENCE	6,615.00	0.00	0.00	0.00	0.00	6,615.00
REPUBLIC SERVICES #886 COMPACTOR	1,588.29	0.00	0.00	0.00	0.00	1,588.29
TOTAL	<u>17,593.44</u>	<u>3,314.19</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>20,907.63</u>

FREE BUSINESS CHECKING 113557 (Continued)

----- Activity in Date Order -----

Date	Description	Withdrawals	Deposits	Balance
12/22	ALLIED 02 ALLIED	5,163.27-	.00	337,970.96
	WEB 5314177100 091000012550608			
12/22	CHECK 6531	289.00-	.00	337,681.96
12/22	CHECK 6536	2,213.83-	.00	335,468.13
12/22	CHECK 6541	396.72-	.00	335,071.41
12/23	CHECK 6539	136.50-	.00	334,934.91
12/23	CHECK 6540	90.76-	.00	334,844.15
12/24	CHECK 6535	3,013.72-	.00	331,830.43

----- Summary by Check Number -----

Date	Check No	Amount	Date	Check No	Amount
12/22	6531	289.00	12/16	6538	24,869.00
12/18	6533*	1,437.82	12/23	6539	136.50
12/18	6534	97.45	12/23	6540	90.76
12/24	6535	3,013.72	12/22	6541	396.72
12/22	6536	2,213.83	12/19	6543*	363.79
12/18	6537	1,292.80	12/19	6544	2,500.00

* Denotes missing check numbers

**** END OF STATEMENT ****

DEPOSIT TICKET

CASH	774.75	805.85
CHECKS	755.85	755.85
CHECKS	885.85	805.85
CHECKS	755.85	120.00
CHECKS	200.00	
CHECKS	855.85	
TOTAL		6,635.70

Date: 11/28/2014

Signature: _____

BIG SKY WESTERN BANK
PO BOX 68 BOZEMAN MT 59711 406-587-2022

TOTAL NUMBER OF DEPOSITED ITEMS: 10

Amount: \$6,635.70

Account: 113557

Amount \$6,635.70 Date 12/1/2014

01545870014700

1545870014700 12-01-2014 BSW>092901654<

01545870014700

STATION	1	2	3	4	5	6	7	8	9	10	11	12
AMOUNT												

Date 12/1/2014 Back

DEPOSIT TICKET

CASH	774.75	405.85
CHECKS	805.85	100.00
CHECKS	755.85	805.85
CHECKS	774.75	1,007.25
CHECKS	1,893.11	
TOTAL		8,903.86

Date: 11/28/2014

Signature: _____

BIG SKY WESTERN BANK
PO BOX 68 BOZEMAN MT 59711 406-587-2022

TOTAL NUMBER OF DEPOSITED ITEMS: 11

Amount: \$8,903.86

Account: 113557

Amount \$7,299.75 Date 12/1/2014

01545870014300

1545870014300 12-01-2014 BSW>092901654<

01545870014300

STATION	1	2	3	4	5	6	7	8	9	10	11	12
AMOUNT												

Date 12/1/2014 Back

DEPOSIT TICKET

CASH	774.75	405.85
CHECKS	805.85	100.00
CHECKS	755.85	805.85
CHECKS	774.75	1,007.25
CHECKS	1,893.11	
TOTAL		8,903.86

Date: 11/28/2014

Signature: _____

BIG SKY WESTERN BANK
PO BOX 68 BOZEMAN MT 59711 406-587-2022

TOTAL NUMBER OF DEPOSITED ITEMS: 11

Amount: \$8,903.86

Account: 113557

Amount \$8,903.86 Date 12/1/2014

01545870015800

1545870015800 12-01-2014 BSW>092901654<

01545870015800

STATION	1	2	3	4	5	6	7	8	9	10	11	12
AMOUNT												

Date 12/1/2014 Back

DEPOSIT TICKET

CASH	774.75	405.85
CHECKS	805.85	100.00
CHECKS	755.85	805.85
CHECKS	774.75	1,007.25
CHECKS	1,893.11	
TOTAL		8,903.86

Date: 11/28/2014

Signature: _____

BIG SKY WESTERN BANK
PO BOX 68 BOZEMAN MT 59711 406-587-2022

TOTAL NUMBER OF DEPOSITED ITEMS: 11

Amount: \$1,200.00

Account: 113557

Amount \$1,200.00 Date 12/8/2014

01545180009000

1546100009000 12-08-2014 BSW>092901654<

01545180009000

STATION	1	2	3	4	5	6	7	8	9	10	11	12
AMOUNT												

Date 12/8/2014 Back

DEPOSIT TICKET

CASH	774.75	200.00
CHECKS	385.85	258.25
CHECKS	250.25	500.00
CHECKS	755.85	777.73
CHECKS	805.85	100.00
CHECKS	774.75	805.55
TOTAL		6,916.85

Date: 12/1/2014

Signature: _____

BIG SKY WESTERN BANK
PO BOX 68 BOZEMAN MT 59711 406-587-2022

TOTAL NUMBER OF DEPOSITED ITEMS: 13

Amount: \$6,916.85

Account: 113557

Amount \$6,916.85 Date 12/8/2014

01546180009000

1546100009900 12-08-2014 BSW>092901654<

01546180009000

STATION	1	2	3	4	5	6	7	8	9	10	11	12
AMOUNT												

Date 12/8/2014 Back

DEPOSIT TICKET

CASH	774.75	200.00
CHECKS	385.85	258.25
CHECKS	250.25	500.00
CHECKS	755.85	777.73
CHECKS	805.85	100.00
CHECKS	774.75	805.55
TOTAL		6,916.85

Date: 12/1/2014

Signature: _____

BIG SKY WESTERN BANK
PO BOX 68 BOZEMAN MT 59711 406-587-2022

TOTAL NUMBER OF DEPOSITED ITEMS: 13

Amount: \$100.00

Account: 113557

Amount \$100.00 Date 12/15/2014

01572220056400

1072220050400 12-15-2014 BSW>092901654<

01572220056400

STATION	1	2	3	4	5	6	7	8	9	10	11	12
AMOUNT												

Date 12/15/2014 Back

DATE	12/15/14
CURRENCY	
LEAVES	
TOTAL CASH	
TOTAL CHECKS	
TOTAL DEPOSIT	120.00
TOTAL BALANCE	

FIRELIGHT MEADOWS HOA
PO BOX 89
BOZEMAN, MT 59717-0089

WESTERN BANK

DEPOSIT TICKET
03-16-8889

TOTAL ITEMS

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

PLEASE PRINT OR PRINTED TOTAL IN SCREENED BOXES

\$ 120.00

⑆092901654⑆ 11 355 7⑆ 01

Amount \$120.00 Date 12/15/2014

⑆092901654⑆

120.00

Deposit/Payment

113557

12/15/14

1072220050000 12-15-2014 BSW>092901654<

Date 12/15/2014 Back

CASH	805.85	240.00
	290.00	50.00
	300.00	
	200.00	
	805.85	
	600.00	
TOTAL		3,411.70
TOTAL DEPOSIT		53,413.70

FIRELIGHT MEADOWS HOA
PO BOX 89
BOZEMAN, MT 59717-0089

12/15/2014

WESTERN BANK

DEPOSIT TICKET

TOTAL ITEMS

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

PLEASE PRINT OR PRINTED TOTAL IN SCREENED BOXES

\$ 3,411.70

⑆092901654⑆ 11 355 7⑆ 01

Amount \$3,411.70 Date 12/15/2014

⑆092901654⑆

3411.70

Deposit/Payment

113557

12/15/14

1072220051300 12-15-2014 BSW>092901654<

Date 12/15/2014 Back

DATE	12/22/14
CURRENCY	
LEAVES	
TOTAL CASH	
TOTAL CHECKS	1000.00
TOTAL DEPOSIT	
TOTAL BALANCE	

FIRELIGHT MEADOWS HOA
PO BOX 89
BOZEMAN, MT 59717-0089

WESTERN BANK

DEPOSIT TICKET
03-16-8889

TOTAL ITEMS

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

PLEASE PRINT OR PRINTED TOTAL IN SCREENED BOXES

\$ 1000.00

⑆092901654⑆ 11 355 7⑆ 01

Amount \$1,000.00 Date 12/22/2014

⑆092901654⑆

1000.00

Deposit/Payment

113557

12/22/14

1546570036500 12-22-2014 BSW>092901654<

Date 12/22/2014 Back

ASSOCIATION OF UNIT OWNERS OF FIRELIGHT MEADOWS CONDOMINIUMS INC.
P.O. BOX 89
BOZEMAN, MT 59717-0089
(406) 585-8430

PAY TO THE ORDER OF: MOORE O'CONNEL

Two Hundred Eighty-Nine and 00/100 DOLLARS

MOORE O'CONNEL
PO BOX 1288
BOZEMAN MT 59771

WESTERN BANK 6531
408-995-2321
83-165-929 12/22/2014

⑆006531⑆ ⑆092901654⑆ 11 355 7⑆

Check 6531 Amount \$289.00 Date 12/22/2014

⑆006531⑆ ⑆092901654⑆ 11 355 7⑆

289.00

1228922812122014

12/22/14

1546570036500

Check 6531 Back

ASSOCIATION OF UNIT OWNERS OF FIRELIGHT MEADOWS CONDOMINIUMS INC.
P.O. BOX 89
BOZEMAN, MT 59717-0089
(406) 585-8430

PAY TO THE ORDER OF: NW Energy 1855250-5

One Thousand Four Hundred Thirty-Seven and 82/100 DOLLARS

Northwestern Energy
Butte MT 59707-0001

WESTERN BANK 6533
408-995-2321
83-165-929 12/18/2014

⑆006533⑆ ⑆092901654⑆ 11 355 7⑆

Check 6533 Amount \$1,437.82 Date 12/18/2014

⑆006533⑆ ⑆092901654⑆ 11 355 7⑆

1437.82

Credited to Acct
153910224333
Return Acct 153910224333

Check 6533 Back

ASSOCIATION OF UNIT OWNERS OF FIRELIGHT MEADOWS CONDOMINIUMS INC.
P.O. BOX 89
BOZEMAN, MT 59717-0089
(406) 585-8430

PAY TO THE ORDER OF: Northwestern Energy

Ninety-Seven and 45/100 DOLLARS

Northwestern Energy Dumpster
Butte MT 59707-0001

WESTERN BANK 6534
408-995-2321
83-165-929 12/18/2014

⑆006534⑆ ⑆092901654⑆ 11 355 7⑆

Check 6534 Amount \$97.45 Date 12/18/2014

⑆006534⑆ ⑆092901654⑆ 11 355 7⑆

97.45

Credited to Acct
153910224333
Return Acct 153910224333

Check 6534 Back

ASSOCIATION OF UNIT OWNERS OF FIRELIGHT MEADOWS CONDOMINIUMS INC. P.O. BOX 69 BOZEMAN, MT 59711-0069 (409) 585-8430

BIG SKY WESTERN BANK 406-995-2321 6535 03-165929 12/12/2014

PAY TO THE ORDER OF: REPUBLIC SERVICES 0040824 ***3,013.72

Three Thousand Thirteen and 72/100 DOLLARS

REPUBLIC SERVICES Allied Waste Services #886 PO Box 78829 Phoenix AZ 85062-0829

MEMO: 3-0886-0040824

006535 0092901654* 11 355 7*

Check 6535 Amount \$3,013.72 Date 12/24/2014

REGULIS PHX 20 0000237 090210 044300

CL Deposit to JPMorgan Chase 222222222222 111111111 12/23/14

*FEDERAL RESERVE BOARD OF GOVERNORS REG. CC

Check 6535 Back

ASSOCIATION OF UNIT OWNERS OF FIRELIGHT MEADOWS CONDOMINIUMS INC. P.O. BOX 69 BOZEMAN, MT 59711-0069 (409) 585-8430

BIG SKY WESTERN BANK 406-995-2321 6536 03-165929 12/12/2014

PAY TO THE ORDER OF: GVHS LLC ***2,213.83

Two Thousand Two Hundred Thirteen and 83/100 DOLLARS

GVHS LLC 6402 BURTH RD BELGRADE MT 59714

MEMO:

006536 0092901654* 11 355 7*

Check 6536 Amount \$2,213.83 Date 12/22/2014

REGULIS PHX 20 0000237 090210 044300

CL Deposit to JPMorgan Chase 222222222222 111111111 12/23/14

*FEDERAL RESERVE BOARD OF GOVERNORS REG. CC

Check 6536 Back

ASSOCIATION OF UNIT OWNERS OF FIRELIGHT MEADOWS CONDOMINIUMS INC. P.O. BOX 69 BOZEMAN, MT 59711-0069 (409) 585-8430

BIG SKY WESTERN BANK 406-995-2321 6537 03-165929 12/12/2014

PAY TO THE ORDER OF: Douglas N Shanley CPA ***1,292.80

One Thousand Two Hundred Ninety-Two and 80/100 DOLLARS

Douglas N Shanley CPA 2055 North 22nd Ave Suite 2B Bozeman MT 59718

MEMO:

006537 0092901654* 11 355 7*

Check 6537 Amount \$1,292.80 Date 12/18/2014

REGULIS PHX 20 0000237 090210 044300

CL Deposit to JPMorgan Chase 222222222222 111111111 12/23/14

*FEDERAL RESERVE BOARD OF GOVERNORS REG. CC

Check 6537 Back

ASSOCIATION OF UNIT OWNERS OF FIRELIGHT MEADOWS CONDOMINIUMS INC. P.O. BOX 69 BOZEMAN, MT 59711-0069 (409) 585-8430

BIG SKY WESTERN BANK 406-995-2321 6538 03-165929 12/12/2014

PAY TO THE ORDER OF: HAMMOND PROPERTY MANAGEMENT INC ***24,869.00

Twenty-Four Thousand Eight Hundred Sixty-Nine and 00/100 DOLLARS

HAMMOND PROPERTY MANAGEMENT INC PO BOX 161242 BIG SKY MT 59716

MEMO:

006538 0092901654* 11 355 7*

Check 6538 Amount \$24,869.00 Date 12/16/2014

REGULIS PHX 20 0000237 090210 044300

CL Deposit to JPMorgan Chase 222222222222 111111111 12/23/14

*FEDERAL RESERVE BOARD OF GOVERNORS REG. CC

Check 6538 Back

ASSOCIATION OF UNIT OWNERS OF FIRELIGHT MEADOWS CONDOMINIUMS INC. P.O. BOX 69 BOZEMAN, MT 59711-0069 (409) 585-8430

BIG SKY WESTERN BANK 406-995-2321 6539 03-165929 12/12/2014

PAY TO THE ORDER OF: KENCO SECURITY & TECHNOLOGY ***136.50

One Hundred Thirty-Six and 50/100 DOLLARS

KENCO SECURITY & TECHNOLOGY DEPT 960 PO BOX 30015 SALT LAKE CITY UT 84130

MEMO:

006539 0092901654* 11 355 7*

Check 6539 Amount \$136.50 Date 12/23/2014

REGULIS PHX 20 0000237 090210 044300

CL Deposit to JPMorgan Chase 222222222222 111111111 12/23/14

*FEDERAL RESERVE BOARD OF GOVERNORS REG. CC

Check 6539 Back

ASSOCIATION OF UNIT OWNERS OF FIRELIGHT MEADOWS CONDOMINIUMS INC. P.O. BOX 69 BOZEMAN, MT 59711-0069 (409) 585-8430

BIG SKY WESTERN BANK 406-995-2321 6540 03-165929 12/12/2014

PAY TO THE ORDER OF: CISCO WEBEX 807087 ***90.76

Ninety and 76/100 DOLLARS

CISCO WEBEX 16720 COLLECTIONS CENTER DRIVE CHICAGO IL 60693

MEMO:

006540 0092901654* 11 355 7*

Check 6540 Amount \$90.76 Date 12/23/2014

REGULIS PHX 20 0000237 090210 044300

CL Deposit to JPMorgan Chase 222222222222 111111111 12/23/14

*FEDERAL RESERVE BOARD OF GOVERNORS REG. CC

Check 6540 Back

ASSOCIATION OF UNIT OWNERS OF
FIRELIGHT MEADOWS CONDOMINIUMS INC.
P.O. BOX 69
BOZEMAN, MT 59711-0069
(406) 585-6430

BIG SKY WESTERN BANK
406-995-2321
93-155929
12/12/2014

6541

PAY TO THE ORDER OF: 3 Rivers Communications **396.72

Three Hundred Ninety-Six and 72/100 DOLLARS

3 Rivers Communications
Telephone Division
PO Box 489
Fairfield MT 59436-0489

MEMO:

[Signature]
AUTHORIZED SIGNATURE

⑆006541⑆ ⑆092901654⑆ 11 355 7⑆

Check 6541 Amount \$396.72 Date 12/22/2014

*FEDERAL RESERVE BOARD OF GOVERNORS REG. CC

1055150008800 12-19-2014 BSW-092901654<

01055150108888

Teton Banks
>092901175<
082011 Fairfield
2014-12-19
0801430670

FEDERAL RESERVE ONLY
TETON BANKS
FAIRFIELD, MONTANA
3 RIVERS FIRELIGHT MEADOWS COOP, INC.
11/18/2014

Check 6541 Back

ASSOCIATION OF UNIT OWNERS OF
FIRELIGHT MEADOWS CONDOMINIUMS INC.
P.O. BOX 69
BOZEMAN, MT 59711-0069
(406) 585-6430

BIG SKY WESTERN BANK
406-995-2321
93-155929
12/12/2014

6543

PAY TO THE ORDER OF: HAMMOND PROPERTY MANAGEMENT **363.79

Three Hundred Sixty-Three and 79/100 DOLLARS

HAMMOND PROPERTY MANAGEMENT
PO BOX 181242
Big Sky MT 59718

MEMO:

[Signature]
AUTHORIZED SIGNATURE

⑆006543⑆ ⑆092901654⑆ 11 355 7⑆

Check 6543 Amount \$363.79 Date 12/19/2014

*FEDERAL RESERVE BOARD OF GOVERNORS REG. CC

1055150008800 12-19-2014 BSW-092901654<

01055150108888

DO NOT WRITE IN THESE SPACES
NO SIGNATURES
NO POST-DATED CHECKS
NO VOIDED CHECKS
NO CHECKS FROM A
MANAGEMENT
10540

Check 6543 Back

ASSOCIATION OF UNIT OWNERS OF
FIRELIGHT MEADOWS CONDOMINIUMS INC.
P.O. BOX 69
BOZEMAN, MT 59711-0069
(406) 585-6430

BIG SKY WESTERN BANK
406-995-2321
93-155929
12/12/2014

6544

PAY TO THE ORDER OF: Skydoc Rentals LLC **2,500.00

Two Thousand Five Hundred and 00/100 DOLLARS

Skydoc Rentals LLC
PO Box 180609
Big Sky MT 59718

MEMO:

[Signature]
AUTHORIZED SIGNATURE

⑆006544⑆ ⑆092901654⑆ 11 355 7⑆

Check 6544 Amount \$2,500.00 Date 12/19/2014

*FEDERAL RESERVE BOARD OF GOVERNORS REG. CC

1055150008800 12-19-2014 BSW-092901654<

01055150108888

American Bank
606 6

DO NOT WRITE IN THESE SPACES
NO SIGNATURES
NO POST-DATED CHECKS
NO VOIDED CHECKS
NO CHECKS FROM A
MANAGEMENT
10540

01/18/2014

Check 6544 Back

Firelight Meadows Owners Association
Reconciliation Detail
BSWB 113 557, Period Ending 12/31/2014

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						338,107.23
Cleared Transactions						
Checks and Payments - 13 items						
Check	12/12/2014	6538	HAMMOND PROP...	X	-24,869.00	-24,869.00
Check	12/12/2014	6532	ALLIED INSURANCE	X	-5,163.27	-30,032.27
Check	12/12/2014	6535	REPUBLIC SERVI...	X	-3,013.72	-33,045.99
Check	12/12/2014	6544	Skydoc Rentals LL...	X	-2,500.00	-35,545.99
Check	12/12/2014	6536	GVHS LLC	X	-2,213.83	-37,759.82
Check	12/12/2014	6533	Northwestern Energy	X	-1,437.82	-39,197.64
Check	12/12/2014	6537	Douglas N Shanley ...	X	-1,292.80	-40,490.44
Check	12/12/2014	6541	3 Rivers Communic...	X	-396.72	-40,887.16
Check	12/12/2014	6543	HAMMOND PROP...	X	-363.79	-41,250.95
Check	12/12/2014	6531	MOORE OCONNEL	X	-289.00	-41,539.95
Check	12/12/2014	6539	KENCO SECURITY...	X	-136.50	-41,676.45
Check	12/12/2014	6534	Northwestern Energ...	X	-97.45	-41,773.90
Check	12/12/2014	6540	CISCO WEBEX	X	-90.76	-41,864.66
Total Checks and Payments					-41,864.66	-41,864.66
Deposits and Credits - 9 items						
Deposit	11/28/2014			X	6,635.70	6,635.70
Deposit	11/28/2014			X	7,299.75	13,935.45
Deposit	11/28/2014			X	8,903.86	22,839.31
Deposit	12/4/2014			X	1,200.00	24,039.31
Deposit	12/4/2014			X	6,916.85	30,956.16
Deposit	12/9/2014			X	1,000.00	31,956.16
Deposit	12/10/2014			X	100.00	32,056.16
Deposit	12/10/2014			X	3,411.70	35,467.86
Deposit	12/12/2014			X	120.00	35,587.86
Total Deposits and Credits					35,587.86	35,587.86
Total Cleared Transactions					-6,276.80	-6,276.80
Cleared Balance					-6,276.80	331,830.43
Uncleared Transactions						
Checks and Payments - 3 items						
Check	5/8/2013	6015	Wilton Linda - C06		-115.60	-115.60
Check	12/12/2014	6545	Anderson Enterprises		-6,125.00	-6,240.60
Check	12/12/2014	6542	46 NORTH LANDS...		-114.90	-6,355.50
Total Checks and Payments					-6,355.50	-6,355.50
Total Uncleared Transactions					-6,355.50	-6,355.50
Register Balance as of 12/31/2014					-12,632.30	325,474.93
New Transactions						
Deposits and Credits - 4 items						
Deposit	1/4/2015				1,600.00	1,600.00
Deposit	1/5/2015				4,344.45	5,944.45
Deposit	1/7/2015				6,534.32	12,478.77
Deposit	1/7/2015				6,883.90	19,362.67
Total Deposits and Credits					19,362.67	19,362.67
Total New Transactions					19,362.67	19,362.67
Ending Balance					6,730.37	344,837.60

**FLM Board Meeting
January 13, 2015**

Potential Officer and Portfolio Positions

Officers—per Declaration

1. Chairperson—must be a board member
2. Secretary—must be a board member
3. Treasurer—need not be a board member or a unit owner
4. Vice-chairperson—optional position
5. Vice-secretary—optional position

Portfolios

1. Legal
2. Property Management
3. Communications
4. Financial including invoice review
5. Collections
6. Aesthetic Improvement—Chalets
 - a. Door and garage door painting
 - b. Painting of siding
7. Utilities
8. Propane
9. Landscaping
10. Neighborhood
11. Aesthetic Improvement—Condos
 - a. Exterior door painting
 - b. Painting of siding
12. Waste Management/Trash Compactor
13. Snow Removal
14. Long-term Parking

FLM Officer Responsibilities

Prepared by: Karen Roberts

January 10, 2015

President/Chairperson

The presiding officer of the association, according to Roberts Rules of Order on parliamentary procedure, takes its name from the “officer’s station in the hall from which he or she presides”. “The chair refers to the person in a meeting who is actually presiding at the time, whether that person is the regular presiding officer or not”.

The most important attribute when considering the election of the presiding officer (or “president” per your Bylaws), is the ability to preside; benevolently, equitably, openly, without prejudice, and in the best interests of the association. The president is the leader of the association, the sculptor of the community, and the principal spokesperson in official matters. As such, the president should be conversant with the association’s governing documents, policies, procedures, and applicable state laws.

The president’s authority is dictated by the governing documents. The typical role and duties are to:

- Understand the responsibilities and authority of the position.
- Ensure the association’s governing documents are current, legal and available to all members.
- Preside over all board and member meetings, set the agendas, maintain order and expedite business.
- Guide the operation of the association on the democratic principals of government.
- Establish the agenda for the direction of the association, its goals and priorities.
- Steer policy procedures that benefit the association.
- Administer the board for effective leadership, sound management and timely follow through.
- Oversee the tasks assigned to board members, committees, management etc.
- Ensure that the financial position of the association is sound and secure.
- Promote the understanding and acceptance of reserves among members.
- Provide information and education opportunities to members.
- Negotiate third party agreements on behalf of the association.
- Act as principal contact for third parties, especially the management.
- Sign all official association written instruments.
- Authorize and sign checks.
- Control the assessments, the collection process, and follow up on delinquencies.
- Approve and direct legal action for the association.
- Optimize the association’s resources.
- Encourage and motivate others to participate and perform.
- Instill a sense of community spirit.

Essentially the president is the guiding force in protecting, maintaining and enhancing the value of the association’s assets; physical, financial, and legal. As with other leaders, the president must listen attentively, exude confidence, take charge, and serve the association by placing its needs before his or hers (see Fiduciary Duty).

Treasurer

The treasurer is the custodian of the funds, securities and financial records of the association. When the association has a manager or management company that actually handles the funds on a daily basis, the treasurer's duties will include overseeing the appropriate people to insure that the financial records and reports are properly kept and maintained. Unless the by-laws otherwise specify, the treasurer is responsible for coordinating the development of the proposed annual budget and for preparing and giving the annual financial report on the financial status of the association.

The treasurer does not have the authority to bind the association or the board of directors in dealings with third parties unless the board has provided express authority for the treasurer to do so. As with the association's secretary, the treasurer does not have to perform the day-to-day record keeping functions of the association when this responsibility is transferred to a management company, but **the treasurer will ultimately be responsible for insuring that the financial records of the association have been maintained properly in accordance with sound accounting practices.**

- Review and sign tax returns
- At least quarterly, review all bank reconciliations
 - Operating
 - Savings
 - Reserve
- At least quarterly, review CD statements
- At least quarterly, review the current year's actual reserve revenues and expenses compared to the current year's budget.
- Review monthly balance sheet and income and expense statements and compare to budget
- Review monthly year-to-date income and expense statements and compare to budget
- Be sure that the signature cards on all bank accounts require two signatures. One signature should be a board member and the other either a second board member, the accountant, or the management company.
- Do not spend reserve funds except for reserve items, or for litigation involving the repair, restoration, replacement or maintenance of major components, which the association is obligated to maintain. The board may borrow money from a reserve fund for operating expenditures. However, any borrowed funds must be repaid as soon as possible.
- If the board uses any reserve funds to pay expenses for any litigation, make an accounting of all litigation expenses and make it available for inspection. Give the members written notice of (1) any decision to use reserves to pay for such litigation expenses and (2) the location of the accounting that is available for their inspection.
- At least every 3 years, review the reserve study and make any necessary adjustments.
- To obtain exemption from personal liability for volunteer directors, purchase both general liability and directors and officers liability insurance.
- To prevent suit and joint and several liability against individual owners, if the association contains any property owned in common by the owners, purchase general liability coverage.
- At least every 3 years, conduct a reasonably detailed and competent visual inspection of the accessible components the association must maintain as part of a study of the association's reserve account requirements.

- If the association owns common area lots, be sure the county assessor has your correct mailing address, even if you do not normally get tax bills. If a tax bill appears for any reason, or if you become subject to a mechanic's lien, the only address may be the address in the public records. You want to be sure you know about any tax liens or other liens against the property. Many of these mailing addresses are still old addresses for the developer.
- Associations regularly pay water bills on meters that serve other properties, or they encounter claims to pay water bills that someone else has been paying. It is critical for boards and managers to know that the water bills match up to a meter serving the association and that those meters serving the association have a water bill coming to the association.

Secretary

Although briefly defined in your association's Bylaws, a more expansive list of secretarial functions and responsibilities will lessen any ambiguities in the role. Such a list might require the secretary to:

- Organize meetings, educational sessions or other association-endorsed gatherings.
- Issue meeting notices, agendas, ballots, proxies and other related information.
- Validate meeting proxies.
- Record the meeting minutes, submit for approval, and distribute the approved (i.e., signed) minutes.
- Document other actions taken, with written consent, outside of a meeting.
- Chair a meeting in the absence of the president and vice-president.
- Receive and route the association correspondence, including applications and complaints.
- Prepare and deliver outgoing correspondence on behalf of the association.
- Keep safe all permanent association records, including electronic files.
- Dispose of obsolete records, according to official association procedures.
- Provide an appropriate records retrieval process for members or other interested parties.
- Present new members with a detailed welcome packet.
- Supply new board members with an orientation packet.
- Maintain an accurate and current membership list.
- Maintain and update the association's website.
- Unless the board instructs otherwise, act as the authorized agent for the association in official matters.
- Be the authorized signatory or official witness for certain association documents.
- Ensure the required annual and public disclosures are made in a timely manner.
- Cause to file the applicable local, regional and state recordings, registrations and reports.

The secretary's fiduciary duty is to always act within the scope of authority, within the best interests of the association, without discrimination, and in compliance with the standard of conduct, or code of ethics, as adopted by the association. Duties must be performed with the utmost professionalism and concern for the association, its members and contractors.

Essentially, the association's secretary is the "chief information officer"; the recording officer and the custodian of records.



**Firelight Meadows 2014 Reserve Analysis
FLM Board Meeting January 13, 2015**

At any point in time, the reserve balance is the sum total of the Board’s best estimate of future costs. Estimates include cost of material, cost of labor, inflation rates, and timing of expected repairs and replacements. Estimates are always subject to change and need to be reviewed and updated on a regular basis.

The current 2014 roofing and siding reserve estimates are based on the following:

1. As of January 1, 2014, the cash reserves per the bank accounts far exceeded the reserves that had been budgeted since 2010:
 - a. Bank account reserve: \$427,666
 - b. Budgeted reserve 2010 through 2013: \$266,901
 Budget and cash reserves need to be equal.

2. During the summer of 2013, Garrett Baldensperger estimated roofing and siding replacement costs as follows:

Roofing costs: \$425/square (10x10)

	Roof	Siding
Chalets—\$10,625 per chalet	\$1,445,000	\$1,572,200
Condos—\$85,000 per building	\$340,000	\$322,000
Totals:	\$1,785,000	\$1,894,200

3. Inflation rate assumption: 2.5% steady over next 30 years
4. Remaining life in 2014:
 - a. Roof—10 years
 - b. Siding—30 years

Objectives:

1. Determine 2014 year-end balance of reserve
2. Determine amount of reserve cash to be transferred into a CD ladder at Edward Jones

**Firelight Meadows Owners Association
Reserve Balances Per Budgets
December 31, 2014**

Current Reserve Balances per Balance Sheet:

BIG SKY WESTERN BANK	
BSWB CD 11906 - Reserve	131,609.50
FIRST SECURITY BANK	
1ST SECURITY CD 11 00000 7468 Reserve	75,685.12
AMERICAN BANK	
CASH MANAGEMENT 08217 Rreserve	220,565.30
Current Reserve Balance:	<u>427,859.92</u>
Required Reserve as of December 31, 2014:	537,437.00
Needed Transfer to Reserve:	<u><u>109,577.08</u></u>

BIG SKY WESTERN BANK	
Operating Account - December 31, 2014	325,474.93
Less January Payments:	
December 31, 2014 Accounts Payable	20,907.63
Known January Invoices	24,177.32
Estimated cash balance after January payments:	<u>280,389.98</u>
Operating Account Balance after Reserve Transfer:	<u>170,812.90</u>
January Float:	80,000.00
Estimated Discretionary Cash:	<u><u>90,812.90</u></u>

to be used for mold mitigation and other needed painting and repairs

2:00 PM
 01/08/15
 As of December 31, 2014

**Firelight Meadows Owners Association
 A/P Aging Summary**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
3 Rivers Communications	397.36	0.00	0.00	0.00	0.00	397.36
ALLIED INSURANCE	5,143.29	0.00	0.00	0.00	0.00	5,143.29
CARLOS MANSILLA CLEANING	0.00	2,805.00	0.00	0.00	0.00	2,805.00
CISCO WEBEX	75.88	0.00	0.00	0.00	0.00	75.88
Douglas N Shanley CPA	1,311.62	0.00	0.00	0.00	0.00	1,311.62
KENCO SECURITY & TECHNOLOGY	136.50	0.00	0.00	0.00	0.00	136.50
LONE PEAK ELECTRIC	0.00	250.00	0.00	0.00	0.00	250.00
Northwestern Energy	2,275.47	0.00	0.00	0.00	0.00	2,275.47
Northwestern Energy Dumpster 3098123-7	50.03	0.00	0.00	0.00	0.00	50.03
Platt	0.00	259.19	0.00	0.00	0.00	259.19
PRECISION INC FENCE	6,615.00	0.00	0.00	0.00	0.00	6,615.00
REPUBLIC SERVICES #886 COMPACTOR	1,588.29	0.00	0.00	0.00	0.00	1,588.29
TOTAL	17,593.44	3,314.19	0.00	0.00	0.00	20,907.63

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HAMMOND PROPERTY MANAGEMENT INC	24,127.29
Northwestern Energy Dumpster 123-7	50.03

Total Known January Payments: 24,177.32

Firelight Meadows Owners Association
Reserve Balances Per Budgets
2010 through 2014

Year	Roofing and Siding		Landscaping		Compactor		General Repairs		Carpet Replacement		Insurance Deductible		Totals		Total Reserve
	Chalets	Condos	Chalets	Condos	Chalets	Condos	Chalets	Condos	Chalets	Condos	Chalets	Condos	Chalets	Condos	
2010 - Reserve	10,200	6,240									3,400	2,000	36,720	16,160	52,880
2011 - Reserve	10,200	6,240					12,104				3,400	2,000	48,824	16,160	64,984
2012 - Reserve	10,200	6,240					12,104				3,400	2,000	48,824	16,160	64,984
2013 - Reserve	10,200	6,240					21,373	3,720		5,200	3,400	2,000	58,793	25,260	84,053
Totals through 2013	40,800	24,960	-	-	-	-	45,581	3,720	-	5,200	13,600	8,000	193,161	73,740	266,901
2014 Rsv Reductions															
Landscaping Upgrade - \$33,834			-21,315	-12,519									-21,315	-12,519	-33,834
Compactor Purchase - \$73,183					-46,105	-27,078							-46,105	-27,078	-73,183
Deductible Re Daniels' Claim										-2,500			-2,500	0	-2,500
Carpet Purchase Bldg B										-12,200			0	-12,200	-12,200
Road Reserves not needed													-100,680	-34,360	-135,040
2014 - Reserve	117,151	22,984	2,285	1,344						7,000	3,400	2,000	130,336	35,828	166,164
2014 Roof/Siding Adjustment	296,126	65,003											296,126	65,003	361,129
Totals through 2014	454,077	112,947	-19,030	-11,175	-46,105	-27,078	45,581	3,720	-	-	14,500	10,000	449,022	88,415	537,437
	567,024		-30,205		-73,183		49,301			-	24,500				

**Firelight Meadows
Reserve for Asset Replacement
Chalets and Condos**

Prepared September 2014

2014 Funding: 140,135 FY2014 Budget 140,133 Per Garrett

Earnings Rate: 0.25% current earnings on 12 month CD

Asset Life Year	Fiscal Year	Beginning Balance	Fund Earnings	Annual Increase	Total Funding	Estimated Future Costs			Ending Balance
				4.40% Annual Contribution		Roof Replacement	Siding Replacement	Driveway Replacement	
10	2014	426,889		140,135	140,135				567,024
11	2015	567,024	1,418	150,000	151,418				718,442
12	2016	718,442	1,796	156,600	158,080				876,521
13	2017	876,521	2,191	163,490	165,035				1,041,557
14	2018	1,041,557	2,604	170,684	172,297				1,213,854
15	2019	1,213,854	3,035	178,194	179,878				1,393,732
16	2020	1,393,732	3,484	186,035	187,793				1,581,525
17	2021	1,581,525	3,954	194,220	196,056				1,777,580
18	2022	1,777,580	4,444	202,766	204,682				1,982,262
19	2023	1,982,262	4,956	211,688	213,688				2,195,950
20	2024	2,195,950	5,490	221,002	223,090	2,229,220			189,820
21	2025	189,820	475	230,726	232,906				422,727
22	2026	422,727	1,057	240,878	243,154				665,881
23	2027	665,881	1,665	251,476	253,853				919,734
24	2028	919,734	2,299	262,541	265,022				1,184,756
25	2029	1,184,756	2,962	274,093	276,683				1,461,440
26	2030	1,461,440	3,654	286,153	288,858				1,750,297
27	2031	1,750,297	4,376	298,744	301,567				2,051,865
28	2032	2,051,865	5,130	311,889	314,836				2,366,701
29	2033	2,366,701	5,917	325,612	328,689				2,695,390
30	2034	2,695,390	6,738	339,939	343,151				3,038,541
31	2035	3,038,541	7,596	354,896	358,250				3,396,791
32	2036	3,396,791	8,492	370,512	374,013				3,770,804
33	2037	3,770,804	9,427	386,814	390,470				4,161,274
34	2038	4,161,274	10,403	403,834	407,650				4,568,924
35	2039	4,568,924	11,422	421,603	425,587				4,994,511
36	2040	4,994,511	12,486	440,153	444,313				5,438,824
37	2041	5,438,824	13,597	459,520	463,862				5,902,686
38	2042	5,902,686	14,757	479,739	484,272				6,386,958
39	2043	6,386,958	15,967	500,847	505,580				6,892,539
40	2044	6,892,539	17,231	522,884	527,826		7,717,371		(297,006)

Inflation Chart

Year	Assest yr.	Roofing	Siding	Inflation rate
2014	1	\$1,785,000	\$1,894,200	2.5%
2015	2	\$1,829,625	\$1,941,555	
2016	3	\$1,875,366	\$1,990,094	
2017	4	\$1,922,250	\$2,039,846	
2018	5	\$1,970,306	\$2,090,842	
2019	6	\$2,019,564	\$2,143,113	
2020	7	\$2,070,053	\$2,196,691	
2021	8	\$2,121,804	\$2,251,609	
2022	9	\$2,174,849	\$2,307,899	
2023	10	\$2,229,220	\$2,365,596	
2024	11	\$2,284,951	\$2,424,736	
2025	12	\$2,342,075	\$2,485,355	
2026	13	\$2,400,627	\$2,547,488	
2027	14	\$2,460,642	\$2,611,176	
2028	15	\$2,522,158	\$2,676,455	
2029	16	\$2,585,212	\$2,743,366	
2030	17	\$2,649,843	\$2,811,951	
2031	18	\$2,716,089	\$2,882,249	
2032	19	\$2,783,991	\$2,954,306	
2033	20	\$2,853,591	\$3,028,163	
2034	21	\$2,924,930	\$3,103,867	
2035	22	\$2,998,054	\$3,181,464	
2036	23	\$3,073,005	\$3,261,001	
2037	24	\$3,149,830	\$3,342,526	
2038	25	\$3,228,576	\$3,426,089	
2039	26	\$3,309,290	\$3,511,741	
2040	27	\$3,392,022	\$3,599,534	
2041	28	\$3,476,823	\$3,689,523	
2042	29	\$3,563,744	\$3,781,761	
2043	30	\$3,652,837	\$3,876,305	
2044	31	\$3,744,158	\$3,973,213	

Firelight Meadows
Analysis of Repairs and Maintenance
Analysis as of December 31, 2014

	<u>Chalets</u>	<u>Condos</u>
Maintenance and Repairs as of December 31:	25,636.10	32,358.20
2014 Budget:	21,697.00	25,703.00
Over Budget 10/31/14:	<u>(3,939.10)</u>	<u>(6,655.20)</u>

Firelight Meadows
Analysis of Repairs and Maintenance
Chalets
Fiscal 2014

Type	Date	Number	Name	Service Type	Memo	Debit
Check	1/12/14	6343	HAMMOND PROPERTY MANAGEMENT EXT...	Landscaping	LANDSCAPE DEBRIS HAULED AWAY	157.66
Check	1/12/14	6344	WILLIAMS PLUMBING AND HEATING	Plumbing	FIEX LEAK ON 1" COPPER PIPE	130.30
Check	2/10/14	6350	HAMMOND PROPERTY MANAGEMENT INC	Lightbulbs, batteries, caulking, etc.	-MULTIPLE-	252.46
Check	2/10/14	6355	WILLIAMS PLUMBING AND HEATING	Plumbing	DRAIN LINE CLOGGED ON TOILET	405.00
Check	2/10/14	6356	Anderson Enterprises	Water damage repair--condos	311 EXTRACT WATER FROM CRAWL SPACE	1,757.50
Check	3/8/14	6365	LONE PEAK ELECTRIC	Electric	REPLACE FAULTY EXTERIOR GFCI REECPPTA...	148.50
Check	3/8/14	6361	ROTO ROOTER	Landscaping	USE CAMERA TO RECORD CONDITION OF LINE...	320.00
Check	3/8/14	6364	HAMMOND PROPERTY MANAGEMENT INC	Lightbulbs, batteries, caulking, etc.	-MULTIPLE-	507.67
Check	3/31/14				Service Charge	0.77
Check	4/13/14	6391	BEEHIVE BUILDERS INC	Drywall and deck repair	338 REPAIR WATER LEAK DAMAGE	275.00
Check	4/13/14	6392	BEEHIVE BUILDERS INC	Drywall and deck repair	122 REPAIR WALL ROOF LEAK	375.00
Check	4/13/14	6382	LONE PEAK ELECTRIC	Electric	STREET LIGHT REPAIRS	588.50
Check	4/13/14	6390	LONE PEAK ELECTRIC	Electric	114 REPLACE SNOW MELT RECEPTACLE	103.00
Check	5/10/14	6403	HAMMOND PROPERTY MANAGEMENT INC	Lightbulbs, batteries, caulking, etc.	REPAIR NUMEROUS GARAGE DOORS	245.37
Check	5/10/14	6407	Hands On Screen Printing & Embroidery	Lightbulbs, batteries, caulking, etc.	NEW FLAG	56.70
Check	6/10/14	6423	HAMMOND PROPERTY MANAGEMENT EXT...	Landscaping	MUTT MITT DOG BAGS	171.48
Check	6/10/14	6425	BEEHIVE BUILDERS INC	Attic vents	PAINT AND REPAIR 5 ATTIC VENTS	500.00
Check	6/14/14	6417	HAMMOND PROPERTY MANAGEMENT INC	Lightbulbs, batteries, caulking, etc.	DUMP RUN, TARP, EXTENSION CORD	172.08
Invoice	6/18/14	6621	Walker/Smith LLC - V 37	Dryer vent cleaning and maintenance	reinstall 6x6 speed limit sign post knocked down by r...	-180.00
Check	7/8/14	6428	NORTHWESTERN ENERGY	Electric	INSTALL LINE FOR TRASH COMPACTOR	311.22
Check	7/8/14	6429	HAMMOND PROPERTY MANAGEMENT INC	Irrigation system	RELOCATE IRRIGATION LINE	237.98
Check	7/8/14	6431	BEEHIVE BUILDERS INC	Carpentry	SCISSOR CUT FLOOR JOINTS	225.00
Check	7/8/14	6433	GALLATIN WATER WORKS INC	Irrigation system	STARTUP IRRIGATION	1,705.06
Check	7/9/14	6439	FOLEY PROPERTY SERVICES	Miscellaneous	REINSTALL 6X6 SPEEDBUMP	113.40
Check	7/9/14	6442	GALLATIN WATER WORKS INC	Irrigation system	REPAIRS TO IRRIGATION SYSTEM	56.88
Check	08/10/14	6458	HAMMOND PROPERTY MANAGEMENT INC	Lightbulbs, batteries, caulking, etc.	PVC cement, primer, etc.	184.78
Check	08/10/14	6460	KM CONSTRUCTION CO INC	Road repairs	Asphalt patching	2,828.70
Check	08/10/14	6465	BEST RATE TOWING & REPAIR	Towing	Towing two vehicles	459.90
Check	08/11/14	6470	BEEHIVE BUILDERS INC	Painting	Paint 41 attic vents	4,100.00
Check	08/12/14	6640	FROBOESE WAYNE & SHARON - V9	Towing	Reimburse for towing bill	-230.00
Check	9/15/14	6474	BEEHIVE BUILDERS INC	Painting	Repaint 24 vents	2,400.00
Check	9/15/14	6485	HAMMOND PROPERTY MANAGEMENT INC	Lightbulbs, batteries, caulking, etc.	DUMP RUN, TARP, EXTENSION CORD	118.13
Check	9/15/14	6485	HAMMOND PROPERTY MANAGEMENT INC	Lightbulbs, batteries, caulking, etc.	Hornet spray	98.87
Check	9/15/14	6486	LONE MOUNTAIN FLATWORK	Compactor RECLASS	Setup and pour slab	2,231.46
Check	9/15/14	6490	2M COMPANY INC	Irrigation system	Sprinkler system	93.33
Check	9/18/14	6874	FROBOESE WAYNE & SHARON - V9	Towing	Remove towing invoice	230.00
Check	10/17/14	6495	BEEHIVE BUILDERS INC	Miscellaneous	Fix heat tape and install new heat tape on various chalets	795.00
Check	10/17/14	6496	Anderson Enterprises	Miscellaneous	Radon solutions Unit 390	755.00
Check	10/17/14	6505	Anderson Enterprises	Mold remediation	Remediate fungal growth	1,710.00
Check	10/17/14	6508	HAMMOND PROPERTY MANAGEMENT INC	Lightbulbs, batteries, caulking, etc.	Replumb supply line	122.85
Check	10/17/14	6508	HAMMOND PROPERTY MANAGEMENT INC	Lightbulbs, batteries, caulking, etc.	Ace Hardware, HomeDepot	406.14
					Less compactor charge for pouring slab:	-2,231.46
Check	11/11/14	6524	HAMMOND PROPERTY MANAGEMENT INC	Miscellaneous	New flag	64.81
Check	11/11/14	6524	HAMMOND PROPERTY MANAGEMENT INC	Lightbulbs, batteries, caulking, etc.	Misc caulking, grease, etc.	74.50
Deposit	11/28/14	Deposit	Allied Insurance	Miscellaneous	Insurance payment re Daniel chalet damage - 170 Candlelight	-6,125.00
Check	12/12/14	6536	GVHS LLC	Miscellaneous	Sump Pump	2,213.83
Check	12/12/14	6538	HAMMOND PROPERTY MANAGEMENT INC	Lightbulbs, batteries, caulking, etc.	Drill bits, extension cords, etc.	573.73
Check	12/12/14	6545	Anderson Enterprises	Miscellaneous	Cleanup of water damage to 170 Candlelight - Daniels chalet	6,125.00
						25,636.10
					FY2014 Budget for Maintenance and Repairs:	21,697.00
					Remaining Budget 2014:	-3,939.10

Crawlspace Inspections	Miscellaneous	Lawn Sprinkler Landscaping	Vent Repair Replacement	Painting Entry and Garage Doors	Playground Maintenance	Snow Melt Devices Maintenance	Totals
	157.66						157.66
	130.30						130.30
	252.46						252.46
	405.00						405.00
	1,757.50						1,757.50
	148.50						148.50
	320.00						320.00
	507.67						507.67
	0.77						0.77
	275.00						275.00
	375.00						375.00
	588.50						588.50
	103.00						103.00
	245.37						245.37
	56.70						56.70
	171.48						171.48
			500.00				500.00
	172.08						172.08
	-180.00						-180.00
	311.22						311.22
		237.98					237.98
	225.00						225.00
		1,705.06					1,705.06
	113.40						113.40
		56.88					56.88
	184.78						184.78
	2,828.70						2,828.70
	459.90						459.90
	4,100.00						4,100.00
	-230.00						-230.00
			2,400.00				2,400.00
	118.13						118.13
	98.87						98.87
	2,231.46						2,231.46
		93.33					93.33
	230.00						230.00
						795.00	795.00
755.00							755.00
1,710.00							1,710.00
	122.85						122.85
	406.14						406.14
	2,231.46						-2,231.46
	64.81						64.81
	74.50						74.50
	-6,125.00						-6,125.00
	2,213.83						2,213.83
	573.73						573.73
	6,125.00						6,125.00
2,465.00 #	17,382.85	2,093.25	2,900.00	0.00	0.00	795.00	25,636.10
8,000.00	3,780.00	1,512.00	1,575.00	5,400.00	630.00	800.00	21,697.00
5,535.00	-13,602.85	-581.25	-1,325.00	5,400.00	630.00	5.00	-3,939.10

Firelight Meadows
 Analysis of Repairs and Maintenance
 Condos
 Fiscal 2014

Type	Date	Number	Name	Type of Service	Memo	Debit
Check	01/12/14	6342	KENCO SECURITY & TECHNOLOGY	Alarm system monitoring and maintenance	monitoring and testing alarm system	136.50
Check	01/12/14	6338	LONE PEAK ELECTRIC	Electric	B BUILDING CORRIDOR HEATER INSPECTION A...	415.50
Check	01/12/14	6339	FOLEY PROPERTY SERVICES	Heat tape	BUILDING B HEAT TAPE REMOVE AND REPLACE	360.00
Check	01/12/14	6343	HAMMOND PROPERTY MANAGEMENT INC	Lightbulbs, batteries, caulking, etc.	LANDSCAPE DEBRIS HAULED AWAY	92.59
Check	02/10/14	6354	KENCO SECURITY & TECHNOLOGY	Alarm system monitoring and maintenance	monitoring and testing alarm system	136.50
Check	02/10/14	6351	KM CONSTRUCTION CO INC	Asphalt patching	ASPHALT PATCHING INVOICE 13216	366.75
Check	02/10/14	6350	HAMMOND PROPERTY MANAGEMENT INC	Lightbulbs, batteries, caulking, etc.	caulk and trash bags	7.32
Check	03/08/14	6367	KENCO SECURITY & TECHNOLOGY	Alarm system monitoring and maintenance	monitoring and testing alarm system	136.50
Check	03/08/14	6364	HAMMOND PROPERTY MANAGEMENT INC	Lightbulbs, batteries, caulking, etc.	LIGHT BULBS AND SAFTERY MARKERS	70.97
Check	04/13/14	6376	KENCO SECURITY & TECHNOLOGY	Alarm system monitoring and maintenance	monitoring and testing alarm system	315.00
Check	04/13/14	6388	KENCO SECURITY & TECHNOLOGY	Alarm system monitoring and maintenance	monitoring and testing alarm system	136.50
Check	04/13/14	6389	LONE PEAK ELECTRIC	Electric	C BUILDING EXTERIOR POST RECEPTACLE OU...	114.00
Check	04/13/14	6381	HUSSEY PLUMBING OF BIG SKY INC	Plumbing	INVOICE 1526 LOOK FOR POTENTIAL LEAK B B...	110.00
Check	05/10/14	6406	KENCO SECURITY & TECHNOLOGY	Alarm system monitoring and maintenance	monitoring and testing alarm system	136.50
Check	05/10/14	6397	BEEHIVE BUILDERS INC	Drywall and deck repair	REPLACE ROTTEN LOG POST A BUILDING	750.00
Check	05/10/14	6398	BEEHIVE BUILDERS INC	Drywall and deck repair	REPAIR CEILING BEAM SHEETROCK A12	1,050.00
Check	05/10/14	6405	LONE PEAK ELECTRIC	Electric	REPAIR SOUTH POLE LIGHT BUILDING A	286.00
Check	05/10/14	6407	Hands On Screen Printing & Embroidery	#N/A	NEW FLAG	33.30
Check	06/10/14	6422	KENCO SECURITY & TECHNOLOGY	Alarm system monitoring and maintenance	monitoring and testing alarm system	136.50
Check	06/10/14	6423	HAMMOND PROPERTY MANAGEMENT INC	Lightbulbs, batteries, caulking, etc.	MUTT MITT DOG BAGS	100.71
Check	06/10/14	6417	HAMMOND PROPERTY MANAGEMENT INC	Lightbulbs, batteries, caulking, etc.	DUMP RUN, TARP, EXT	101.06
Check	07/08/14	6428	Northwestern Energy	Electric	Install line for trash compactor	182.78
Check	07/08/14	6429	HAMMOND PROPERTY MANAGEMENT INC	Landscaping	Relocate irrigation	139.77
Check	07/08/14	6433	GALLATIN WATER WORKS INC	Landscaping	Startup irrigation system	1,001.39
Check	07/08/14	6434	KENCO SECURITY & TECHNOLOGY	Alarm system monitoring and maintenance	Alarm system monitoring and maintenance	136.50
Check	07/09/14	6439	FOLEY PROPERTY SERVICES	Road repairs	Reinstall 6x6 sped bump	66.60
Check	07/09/14	6440	FOLEY PROPERTY SERVICES	Cleaning	Cleaned ceiling fans	225.00
Check	07/09/14	6442	GALLATIN WATER WORKS INC	Landscaping	Repairs to irrigation system	33.40
Check	08/10/14	6449	FIRE SUPPRESSION SYSTEMS	Fire supression maintenance	Fire extinguisher maintenance	1,236.00
Check	08/10/14	6454	FOLEY PROPERTY SERVICES	Miscellaneous repairs	Re-attach vent pipe	60.00
Check	08/10/14	6458	HAMMOND PROPERTY MANAGEMENT INC	Lightbulbs, batteries, caulking, etc.	PVC cement, primer	108.52
Check	08/10/14	6460	KM CONSTRUCTION CO INC	Asphalt patching	Asphalt patching	1,661.30
Check	08/10/14	6461	KENCO SECURITY & TECHNOLOGY	Alarm system monitoring and maintenance	monitoring and testing alarm system	136.50
Check	08/10/14	6464	LONE PEAK ELECTRIC	Electric	C Parking lot	182.50
Check	08/10/14	6465	BEST RATE TOWING & REPAIR	Towing	towing and vehicles	270.10
Check	08/10/14	6466	LONE PEAK ELECTRIC	Electric	repair parking lot light	182.50
Check	08/12/14	6639	RUHLAND JAMES M - B16	Towing	Reimbursement for towing	-230.00
Check	09/15/14	6473	BEEHIVE BUILDERS INC	Painting	Deck stain condo	1,030.17
Check	09/15/14	6475	BEEHIVE BUILDERS INC	Miscellaneous repairs	Heat tape intallation	508.00
Check	09/15/14	6476	BEEHIVE BUILDERS INC	Painting	2 coats paint facia all buildings	6,560.00
Check	09/15/14	6479	FIRE SUPPRESSION SYSTEMS	Fire supression maintenance	Annual fire inspection and service	2,097.00
Check	09/15/14	6484	KENCO SECURITY & TECHNOLOGY	Alarm system monitoring and maintenance	monitoring and testing alarm system	136.50
Check	09/15/14	6485	HAMMOND PROPERTY MANAGEMENT INC	Lightbulbs, batteries, caulking, etc.	DUMP RUN, TARP, EXT	69.37
Check	09/15/14	6485	HAMMOND PROPERTY MANAGEMENT INC	Lightbulbs, batteries, caulking, etc.	Hornet Spray	58.06
Check	09/15/14	6486	LONE MOUNTAIN FLATWORK	Compactor RECLASS	Setup and pour slab for compactor	1,310.54
Check	09/15/14	6488	PIERCE CARPET MILL OUTLETT	Carpet	New Carpet	4,431.72
Check	09/15/14	6489	PIERCE CARPET MILL OUTLETT	Carpet	New Carpet	4,431.72
Check	09/15/14	6490	2M COMPANY INC	Landscaping	Sprinkler system parts	40.00
Check	10/17/14	6497	LONE PEAK ELECTRIC	Electric	Repair North Parking Lot Light	178.00
Check	10/17/14	6503	KENCO SECURITY & TECHNOLOGY	Alarm system monitoring and maintenance	monitoring and testing alarm system	136.50
Check	10/17/14	6508	HAMMOND PROPERTY MANAGEMENT INC	Lightbulbs, batteries, caulking, etc.	re-plumb supply line	72.15
Check	10/17/14	6508	HAMMOND PROPERTY MANAGEMENT INC	Lightbulbs, batteries, caulking, etc.	Ace Hardware, HomeDepot	238.52
Check					Less compactor charge for pouring slab:	-1,310.54
Check	11/11/14	6512	Platt		Florescent lights for condo buildings	475.46
Check	11/11/14	6524	HAMMOND PROPERTY MANAGEMENT INC		NEW FLAG	38.07
Check	11/11/14	6524	HAMMOND PROPERTY MANAGEMENT INC		Misc. caulking, grease, etc.	43.76
Check	11/11/14	6527	KENCO SECURITY & TECHNOLOGY		monitoring and testing alarm system	136.50
Bill	11/11/14	6528	KENCO SECURITY & TECHNOLOGY		monitoring and testing alarm system	35.00
Check	12/06/14	1062	LONE PEAK ELECTRIC		replace balast and lamp	250.00
Check	12/12/14	6538	HAMMOND PROPERTY MANAGEMENT INC		Drill bits, extension cords, etc.	336.95
Check	12/12/14	6539	KENCO SECURITY & TECHNOLOGY		monitoring and testing alarm system	136.50
Check	12/16/14	6543	HAMMOND PROPERTY MANAGEMENT INC		vapor barrier crawlspace	137.50
Bill	12/16/14	522150	Platt		lamp replacement lens	259.19
Bill	12/31/14	11849..	KENCO SECURITY & TECHNOLOGY		monitoring and testing alarm system	136.50

32,358.20

FY2014 Budget for Maintenance and Repairs: 25,703.00

Remaining Budget 2014: -6,655.20

Mold Testing Remediation	Miscellaneous	Fire Extinguisher Inspection	Fire Alarm System Monitoring	Balasts and Lamps	Clean Protect Halls and Stairs	Painting Entry Doors	Painting Touchup Hallways	Playground Maintenance	Vent Repair Replacement	Painting Facia	Snow Melt Devices Maintenance	Lawn Sprinkler Landscaping	Totals
			136.50										136.50
	415.50												415.50
	360.00												360.00
	92.59												92.59
			136.50										136.50
	366.75												366.75
	7.32												7.32
			136.50										136.50
	70.97												70.97
			315.00										315.00
	114.00												114.00
	110.00												110.00
			136.50										136.50
	750.00												750.00
	1,050.00												1,050.00
	286.00												286.00
	33.30												33.30
			136.50										136.50
	100.71												100.71
	101.06												101.06
	182.78												182.78
												139.77	139.77
												1001.39	1,001.39
			136.50										136.50
	66.60												66.60
	225.00												225.00
												33.40	33.40
		1,236.00											1,236.00
	60.00												60.00
	108.52												108.52
	1,661.30												1,661.30
	136.50												136.50
	182.50												182.50
	270.10												270.10
	182.50												182.50
	-230.00												(230.00)
	1,030.17												1,030.17
											508.00		508.00
										6,560.00			6,560.00
		2,097.00											2,097.00
			136.50										136.50
	69.37												69.37
	58.06												58.06
	1,310.54												1,310.54
	4,431.72												4,431.72
	4,431.72												4,431.72
												40.00	40.00
	178.00												178.00
			136.50										136.50
	72.15												72.15
	238.52												238.52
	-1,310.54												(1,310.54)
				475.46									475.46
	38.07												38.07
	43.76												43.76
			136.50										136.50
			35.00										35.00
				250.00									250.00
	336.95												336.95
			136.50										136.50
	137.50												137.50
				259.19									259.19
			136.50										136.50
0.00	17,769.99	3,333.00	1,988.00	984.65	0.00	0.00	0.00	0.00	0.00	6,560.00	508.00	1,214.56	32,358.20
2,000.00	2,220.00	1,800.00	1,600.00	2,500.00	4,000.00	1,100.00	1,100.00	370.00	925.00	7,000.00	200.00	888.00	25,703.00
2,000.00	-15,549.99	-1,533.00	-388.00	1,515.35	4,000.00	1,100.00	1,100.00	370.00	925.00	440.00	-308.00	-326.56	-6,655.20



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Talking Points

- Trash Compactor/Hopper Cycling
- Snow Removal Update/ Plowing Contract
- Organization of Long Term Parking

Compilation of Daily Activities Nov 10 – Jan 04:

- Picked up trash throughout campus 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.
- Unhooked garden hose at the back of 288 FLD.
- Checked operation of ice-melt systems at the condo buildings.
- Check operational status of the FLM compactor during cold weather operation.
- Unhooked all garden hoses at the exteriors of the condo buildings.
- Turned off all exterior hose faucets at the condo building.
- Double checked the heat in 376 CLD and opened cabinet doors under sinks per the homeowner's request.
- Double checked heat and shut off water supplies at 303 CLD and 181 CLD per requests of the homeowners.
- Checked the heat in 425 FLD per the request of the BOD.
- Assisted with a dish install at 16-A.
- Assisted Starwest with a dish install at 94 CLD.
- Double checked the heat and the status of the plumbing in 389 FLD per the homeowner's request.
- Put up Christmas lights throughout campus.
- Had EPM clean up blood in snow pack in front yard of 441 FLD that tenants had left behind after dressing out game in their garage.
- Turned on all ice-melt systems at the chalets.
- Turned on all ice-melt systems at the condo buildings.
- Sanded walkways at the condo buildings.
- LPE installed overhead light at the FLM compactor site.
- Repositioned light at the FLM compactor site after receiving complaints from South Fork homeowners.
- Checked operation of ice-melt systems throughout campus.
- Plugged ice-melt system back in at 191 CLD.
- Replaced light bulb at the FLM flag poles.
- Met with Precision Inc. to finalize plan for the new fence around the FLM compactor.
- Scheduled with Republic to remove the dumpsters at the condo buildings.
- Assisted with dish installs at 394 CLD and 124 CLD.
- Assisted Bling Wireless with a service call at 156 CLD.
- Worked on removing slush and packed snow from the FLM road system.
- LPE repaired street light at the condo entrance off Ousel Falls Road.



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- Repositioned the light at the FLM compactor site for the second time after receiving complaints from the South Fork homeowners.
- Cleared snow from roof above kitchen of 216 CLD.
- Replaced faulty ice-melt system at 216 CLD.
- Reset ice-melt system at 56 SLD.
- Assisted homeowner with rekeying his front door lockset at 313 FLD.
- Sanded icy driveways at the chalets as needed.
- Unlocked door at 313 FLD per the homeowner's request.
- Sanded all road intersections throughout campus.
- Republic Services removed all dumpsters from the condo buildings.
- Picked up large amount of trash at the condo building dumpster enclosures and transported to the FLM compactor for disposal.
- Met with insurance auditor from Farmers Insurance for site inspection of the FLM campus.
- Precision Inc. started removing trash enclosures from the condo buildings.
- Unlocked 106 CLD for the homeowner after she locked herself out by mistake.
- Checked all ice-melt systems throughout campus.
- Assisted homeowner of 251 CLD with repairing a leaky kitchen sink drain.
- Precision Inc. completed the fence enclosure around the FLM compactor.
- Precision Inc. finished removing all the dumpster enclosures at the condo buildings.
- LPE repaired electrical issues on the FLM compactor.
- Order new safety switch for the FLM compactor from Solid Waste Station.
- Removed all packed snow from the sidewalks at the condo buildings.
- Dug out all propane tanks and fire hydrants at the condo buildings.
- Dug out all fire hydrants at the chalets.
- Assisted with a dish install at 464 FLD.
- Unclogged garbage disposal at 251 CLD per the homeowner's request.
- Removed old TV left at the FLM compactor site.
- LPE replaced fault safety switch on the FLM compactor.
- Contacted SWS regarding issues with the hydraulic system on the FLM compactor.
- Assisted LPE with rewiring the heating element for the Hydraulic system on the FLM compactor.
- Republic delivered an empty compactor and removed the one that was nearing capacity due to heavy holiday use.
- Met with SWS to troubleshoot electrical issues with the trash compactor control unit.
- Met with homeowner of 7-D to look over a possible leaky toilet service valve.
- Sanded ice on the walk way of building D, ice was due to a recent hot tub service at 18-D.
- Started removing hazardous icicles at phases 1 and 3 of the chalets.
- Repaired ice-melt system at 170 CLD.
- Repaired ice-melt system at 80 SLD.



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Verbal warnings were issued to the following units:

- **304 FLD (Failure to comply with the FLM parking policy):** Observed the tenants from this unit parking their vehicle in the driveway of 308 FLD.
- **229 CLD (Failure to comply with the FLM parking policy):** Observed the tenants from this unit parking their vehicle in the driveway of 221 CLD.
- **62 CLD (Failure to comply with the FLM parking policy):** Observed guests of the new homeowners parking on the street in front of the unit and blocking traffic.
- **321 FLD (Failure to comply with the FLM parking policy):** Observed tenants parking the VW in the adjacent driveway at 313 FLD.
- **327 CLD (Failure to comply with the FLM parking policy):** Unit was observed double parking their vehicles in the driveway and partially blocking access to the neighbor's garage at 319 CLD.
- **495 FLD (Failure to comply with the posted speed limit):** Observed the STR driving at high rates of speed while on the FLM campus.
- **9-D (Unauthorized items stored on the common elements):** Observed the new homeowner with a bike and bag of potting soil stored in the hallway outside her front door.
- **288 FLD (Failure to comply with the FLM pet policy):** Observed the homeowner with his dogs off leash while on the FLM campus.
- **398 FLD (Failure to comply with the FLM parking policy):** Observed the tenants with a vehicle parked on the street and interfering with snow removal.
- **224 CLD (Failure to comply with the FLM parking policy):** Observed the homeowner with his SUV partially blocking the street and interfering with snow removal.

Written warnings were issued to the following units:

- **215 CLD (Failure to comply with the FLM parking policy):** Observed the tenants from this unit parking their vehicle in the driveway of 207 CLD
- **359 CLD (Failure to comply with the FLM parking policy):** Observed the tenants from this unit parking their vehicle in the driveway of 351 CLD.
- **58 CLD (Failure to comply with the FLM trash policy):** Observed the trash can at this unit out past the day of scheduled service.
- **58 CLD (Unauthorized items stored on the common elements):** Unit was observed with a large pile of firewood stored on the common elements at the front of the building.



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- **306 CLD (Failure to comply with the FLM trash policy):** Observed the trash can at this unit out past the day of scheduled service.
- **425 FLD (Failure to comply with the FLM quiet hours):** Tenants were reported playing basketball in their garage and creating an excessive amount of noise that could be heard throughout the entire four-plex.
- **Building D (Failure to comply with the FLM parking policy):** Observed the new tenants parking their vehicle in the adjacent driveway at 73 SLD and failing to display valid parking passes in all of their vehicles.
- **58 CLD (Unauthorized items stored on the common element s):** Observed the homeowner with a large amount of firewood stored on the common elements for several weeks at the front of her unit.
- **398 FLD (Unauthorized items stored on the common elements):** Observed the tenants at this unit with a set of car tires stored outside in front of the garage door.
- **65 SLD (Failure to comply with the FLM parking policy):** Observed the new tenants parking their vehicle in the adjacent driveway at 73 SLD and failing to display valid parking passes in all of their vehicles.
- **338 FLD (Failure to comply with the FLM parking policy):** Observed the new tenants with two vehicle parking in the driveway that hadn't been moved in several weeks and were interfering with snow removal.

A fine was issued to the following unit(s):

- **398 FLD (Failure to comply with the FLM parking policy):** Observed the tenants from this unit parking their vehicle in the driveway of 390 CLD

The following vehicles were towed from the FLM Campus:

Navy Blue VW Pasat: Towed from the parking lot of building A for failing to display a valid parking permit.

White Pontiac G6: Towed from the parking lot of building A for failing to move the vehicle every 72 hours to allow for snow removal

Tan Suzuki SUV: Vehicle was towed from the parking lot of building D for failing to move vehicle every 72 hours to allow for snow removal.

Green Chevy truck: A guest of 327 CLD had his truck parking on the street and was interfering with snow removal. The vehicle owner paid the dispatch fee to the tow company and promptly removed the vehicle from the FLM campus.

Communications from Owners

*Prepared for the Meeting of
January 13, 2015*

825 South, 1975 East
Hazelton, Idaho 83335
January 6, 2015

Dear Karen Roberts,

We have two chalet in Firelight Meadows and have a concern with the chalet number 122. We have addressed this issue for years with the different property managements. This problem has existed for over 8 years.

The problem. The rain gutter on the back of the unit leaks unto our hot tub cover and once again it has ruined the cover. Water stays on the top of the cover and freezes and when you go to lift the cover it has cased it to break. We always get the same answer that they cannot fix it in the winter and it does not seem to get fixed during the summer months. We always get the same answer there is no money to fix the rain gutters in the budget.

My concern is this. The HOA should be responsible for fixing this problem and replacing the hot tub cover. This cover is only 4 years old. If a new cover is purchased and the problem is not fixed, we will have to replace the cover again in a few years.

Feel free to contact Travis at Beehive Property Management if you need additional information. My phone number is 208-320-0446. We are up at Big Sky until next week.

Sincerely,

Dorothy Mitchell

Response from Karen Roberts
1/8/2015

Hello Ms. Mitchell,

Thank you for letting me know about the issue with the gutter on the rear of chalet 122.

I have contacted Mike Harter of Hammond Property Management and asked him to contact a service provider to come in and repair the gutter. Mike thinks that it is something that can be done now and does not need to wait until spring or summer. In fact, he might be able to repair the gutter himself. However the gutter is repaired, I will keep you updated.

I regret that you were unable to get this repair done sooner.

With best regards,

Karen Roberts

Firelight Meadows Board of Directors

Home: (406) 995-3168

Cell: (406) 600-9339
