

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

Firelight Meadows

March 16, 2015

Call to Order

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

Directors in attendance were Karen Roberts of unit 319, Annette Stone of unit B12, Kari Gras of units 184, A1 and B1, Curt Wilson of unit B2, Catherine Gilb of unit D14, and Laura Gregory of unit D9. Owners in attendance were Travis Wangsgard of unit 354, Ben Coleman of unit 390, and Phil Barnhill of Units 286, 405, and 455. Accountant Doug Shanley was present via WebEx. Scott Hammond, Mike Harter, Tom Davis, Allison Bachtel, and Michelle Everett of Hammond Property Management (HPM) were also in attendance.

Minutes of the Last Meeting

Gras moved to approve the minutes of the January 13, 2015 meeting and Wilson seconded. All were in favor and the motion carried.

Financial Report

Shanley went through the financial report. He discussed the new Edward Jones laddered account in which the HOA has invested \$500,000. Roberts explained that \$48,057 was recently transferred into the American Bank account allowing for an additional \$50,000 to be transferred to the Edward Jones CD account this week. This dollar amount is the amount that needs to be transferred to the reserve each quarter in order to meet the 2015 year-end reserve total per this year's budget. Shanley discussed the accounts receivable report and updated the group on the status of the two main outstanding accounts that are past due. He explained that both are making progress on catching up and making efforts to pay the regular amounts they agreed upon with the previous board president.

Schedule Next BOD Meeting

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

Property Management Report

Compactor Update

Hammond advised that the compactor has been converted to allow anyone to cycle the hopper once it is full. HPM has determined that this was the best option considering how often an HPM employee needed to cycle the hopper. Signs surrounding the compactor have also been updated so it is clear to residents how to use it. Roberts asked what the cost would be to pour a cement pad next to the compactor in order to avoid the muddy area. HPM will look into replacing the wood platform that is already in place with a cement pad and report back to the board.

Hammond advised that although there has been some repairs needed on the compactor and few mechanical issues, it has been very easy to deal with the company on getting warranty work completed. The topic of estimated garbage amounts versus actual was also brought up. Stone advised that the actual amount is more than was budgeted for but even so, the compactor is still more cost effective.

Legal Report

Accountant Doug Shanley

Roberts discussed a legal issue Shanley has been dealing with in regards to a Firelight owner. Due to the additional time and work that Shanley has incurred dealing with this FLM-related legal issue, Shanley will be invoicing the association for some of this additional time. All were in agreement that this is a necessary expense for the association to cover, but stipulated that the additional billing for time spent not to exceed \$1,000.

Filing of Liens and Legal Documents

Roberts discussed the need to change the process for filing liens. Shanley is currently filing about 2-3 liens per year. All were in agreement that a board member should be assigned to file liens. Going forward, the board will review the accounts receivable account, determine which, if any, accounts need liens, prepare the liens, and sign the liens. Roberts has a lien format that she will share with the board. Wilson agreed to prepare and sign the liens.

General Common Elements and Limited Common Elements

There was discussion regarding the definition of general common elements and limited common elements and what the HOA is responsible for maintaining and/or replacing. The past actions of previous boards were also discussed. It was concluded that the board will need to take a close look at the Declarations and Bylaws and amend the governing documents in order to clarify and state specifically what elements are included in the term "Limited Common Elements" versus what elements are included in the term "General Common Elements".

Roberts then brought up the 8th Amendment. According to legal counsel, Jennifer Farve, the amendment was a board action, not an actual amendment because it does not change any part of the governing documents and the document itself states that it was adopted during a special meeting of the board of directors. She feels that the intent of the action was to give the board authority to change and adapt the current rules and regulations but not to create new rules and regulations. The Bylaws state that in order to promulgate and adopt rules and regulations, such rules must be ratified by 60% of unit owners. The document that is entitled the "8th Amendment" does not change this stipulation.

All were in agreement to that the Declaration and Bylaws have too many vague and contradictory statements and that amending these documents is a task that the current board should take on. The amendment discussion will be continued at future board meetings.

Old Business

RV Parking Area

Roberts presented a slideshow of some photos showing the current state of the area that the Declaration calls the recreational vehicle parking area. The group discussed the history, intended use, and the best course of action moving forward. It was determined that a committee should be established to discuss the options for use of this parking area. The committee is to keep in mind the needs full-time residents, part-time residents, investor owners, etc. The committee also needs to develop suggestions for rule enforcement and billing procedures. The committee will consist of Gras, Barnhill, and Wangsgard.

Painting

Harter provided information regarding the quotes received for painting in August 2014. If the HOA was to have the entire campus painted in one summer, the cost would be \$661,000. Roberts reminded the board that painting is an operational cost and not a reserve item. Therefore, there would need to be a line item in the budget designated for a painting fund. The group discussed the options for painting and considered completing it in phases. Another issue that needs to be considered is whether to bill painting to each phase as it is completed, or to have to have all unit owners pay a certain amount over the entire painting cycle. The group agreed to establish a committee to work with HPM to research options on colors, timing, and costs. All homeowners will be invited to participate in this committee. Gras, Gilb and Wilson agreed to be on the committee.

New Business

RID Update

Roberts reported that she recently received an email update from Jack Schunke. The current schedule is that the project will go out to bid in April, financing will be obtained in May, and construction will begin in July or August.

Potential Sale of Unit CB

Roberts advised the group about an inquiry she received from Jim Woods, a Bozeman realtor, who is considering purchasing the property known as Unit CB, the property on which a daycare or other commercial unit is to be built. He inquired about the FLM HOA approving his interest in termination the commercial use on the parcel and moving to residential use. Roberts stated that she spoke with Jennifer Favre regarding the inquiry and was informed that the HOA does not have any say in the transaction. Farve's recommendation is to advise the buyer to review the Declarations and Zoning Regulations. The buyer should consult with his legal counsel if he has any questions about the permitted use of the property. An amendment to the Declaration would be needed in order to change from its current stated use as commercial to that of residential use. All were in agreement that should an amendment be made, Paul Pariser, the original developer and current owner of Unit CB, would need to ask for such a change. The board agreed that they would be open to this type of discussion.

Sprucecone Access

HPM was contacted by Packy Cronin, the owner of land adjacent to the Firelight campus. He sold a parcel of land and wanted to let the board and community know that there will no longer be permission to walk across this piece of land. Everyone was in agreement that an announcement should be made in the newsletter; however, the association has no obligation to enforce trespassing on another person's property.

Chimneys

The history of chimneys, chimney caps requirements, and cleaning requirements were discussed. Shortly after the January 13th board meeting, a unit owner approached Roberts explaining that although his unit's chimney had been cleaned in October when all of the other chimneys were inspected and cleaned, he discovered that his chimney was full of creosol and he had it cleaned again in December. This unit owner was certain that the style of the chimney cap was causing the creosol buildup. As a result of this discussion, Roberts had HPM contract Big Sky Chimney to inspect a number of the other chimneys, and it was discovered that most of the chimneys with modified fireplaces were in need of cleaning. The results of this limited inspection lead Roberts and Wilson to meet with HPM and determined that all of the 21 modified fireplace chimneys should be inspected and cleaned a second time if necessary. Canyon Chimney Sweeps completed this work in February.

Since the last board meeting, there has been considerable discussion between Roberts, Wilson, and HPM regarding the creosol buildup in the modified fireplace chimneys and the cause of this buildup. Based on input from a number of sources, the buildup is the result of various factors including frequency of use, the type of fuel being burned, the temperature at which the fuel is burned, and potentially, the type of chimney cap installed. Hart pointed out that the manufacture of most fireplace inserts recommend a specific chimney cap be installed with their particular type and model of fireplace insert. As a result of these discussions in February, Roberts contacted legal counsel, Jennifer Farve, asking if the HOA faced any potential liability if it insisted on a particular chimney cap different from the ones recommended by the manufacturers. Farve recommended that owners with fireplace inserts be allowed to install the chimney cap recommended by the manufacturer. Doing so would relieve the HOA from any liability relating to the use of these fireplace inserts and chimney fires.

After discussing the above issues, the board agreed that the best course of action is to allow owners who wish to upgrade their fireplaces to install the manufacturer recommended caps, as long as the caps are then painted to match to color of the other chimney caps on campus.

The chimney and chimney cap discussion also led the board to agree to have chimneys with fireplace inserts or freestanding stoves inspected twice annually and cleaned twice annually if needed. The first inspection/cleaning would be completed when all of the other fireplaces were done and the second inspection/cleaning is to occur in January of each year. All chimney inspections and cleanings are considered a general common expense per the definition stated in Section I, Paragraph 8.a. of the Declaration. Harter and Hammond made recommendation on which vendors have been used in the past and the best options for moving forward.

Gilb moved to accept Hammond's recommendation of acquiring a detailed scope of work from Big Sky Chimney and then bidding out chimney inspections and cleaning based on that scope of work. Gras seconded the motion. All were in favor, none opposed and the motion carried.

Mold Mitigation

The group discussed mold mitigation in detail including history, current areas with known mold, and options for mitigation. Harter presented the recent quotes he received from Buffalo Restoration and Anderson Enterprises. Both companies gave estimates based on the crawlspace of condo building A and the crawlspaces of four chalets which are known to have the most significant mold issues. Roberts advised the group that the board needs to clearly identify who is responsible for mold mitigation. The only units which have had mitigation completed so far have been units where mold was found during inspection upon the sale of the property. Everyone was in agreement that the board should use whatever funds are currently available to take pay for the mold issues of the buildings included in the current estimates and, if needed, special assess all owners for any overall budget shortfall at the end of the fiscal year. Roberts advised there is currently about \$90,000 that can be used towards mold mitigation to start addressing the worst of the mold issues.

Rule Enforcement

Roberts reviewed the current process for the enforcement of rules and regulations. Currently, HPM issues a verbal warning, a written warning, and then imposes fines. All written warnings and fines are issued to the owner of the unit.

Roberts questioned the use of verbal warnings, the effectiveness of verbal warnings, and the potential harm that giving verbal warnings places on HPM employees. Harter agreed that although the written warnings were more effective overall, verbal warnings helped keep a more amicable relationship between the unit owners and the management company. Gras stated that there should still be a human element involved in the warning process and that under previous boards, the purely written approach to warnings was too harsh and formal. Several people agreed and everyone decided that verbal warnings should be issued when HPM employees feel it is appropriate and helpful with the understanding that under certain circumstances, verbal warning will not be given. Roberts reminded the board that all unit owners need to be treated the same and that no fines were to be issued unless a unit owner received a written warning first. In addition, to ensure that the written warning is received by the unit owner, written warnings need to be issued three ways simultaneously; certified return receipt, first class mail, and email.

Document Retention and Document Storage

Roberts provided a list of documents that need to be retained and the required time for retention. Currently, the HOA does not have in its possession all of its required documents such as minutes, financial records, and copies of policies and procedures adopted by past boards. Roberts reviewed a number of options for document storage and the costs associated with each. These options consisted of Cloud options, server options, and website options. The board decided to create a committee to research document storage options and start the process of collecting all documents for the HOA. Gilb, Wilson, and Roberts will make up the committee and determine the best way to move forward with this project.

Parking

General parking issues were discussed by the group. All were in agreement that the shortage of available parking is an ongoing issue throughout campus. Owner Coleman stated his concern with not being allowed to park side by side in his driveway. He stated that he regularly is unable to find overflow parking available and as a result, he must park both vehicles in his driveway. Coleman added that he is able to do so without infringing upon his neighbor's driveway space in any way but in order to do this, he has to park off pavement on the gravel alongside his driveway. The board decided to modify the parking rules to allow for the side-by-side parking with vehicles parking on the gravel only. This rule modification would help alleviate current parking problems while the board researches long-term solutions.

The group then discussed possible long-term solutions to the current shortage of parking spaces in the chalet area. One option discussed was that of removing the gravel along the side of each chalet driveway and adding pavement to the grass edge. If this approach is taken, it will be a limited common expense for chalet unit owners only, and since the additional paving can be considered as an improvement, the cost of this special assessment will require 51% vote of the chalet owners. HPM will research the costs related to this additional paving.

Gilb moved to change the parking rules to allow owners to park vehicles side-by-side and off the pavement on the gravel, as long as the vehicles do not impede or encroach upon their neighbor's driveway. Wilson seconded the motion. All were in favor, none opposed and the motion carried.

Issues with Renters

HPM has recently had some problems while interfacing with difficult renters. Even though dealing directly with owners is the goal, sometimes it is necessary to approach and communicate with tenants. A recent parking issue was discussed regarding a renter parking in the neighboring driveway without the parking pass for that unit. All were in agreement that the only way residents can park in a neighbor's driveway is if they have the parking pass associated with that unit.

Roberts brought up the possibility of having a standard lease that includes a clause whereby the renter agrees to abide by the rules and regulations of the condominium association. Hammond advised it is not feasible to have a standard lease. It was decided that the best course of action is to require rental agencies and/or unit owners to include a copy of the Rules and Regulations with their leases. Renters must sign the Rules and Regulation acknowledging that they have read, understand, and agree to follow the rules and regulations of the association.

Board Resolutions

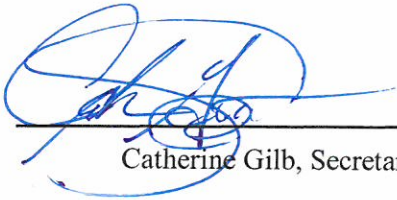
Roberts discussed the need for having policies and procedures document in formal board resolutions. Doing so would help promote consistency from one board to the next in regards to collection policies, financial reporting, and changes in rules and regulations. These documents would then be stored permanently and easily accessible. Everyone was in agreement that having the formal board resolutions is a good idea and the board should move forward using this type of permanent documentation.

Designation of Person to Receive Service of Process

Roberts discussed the need to clarify the person to receive service of process for the HOA. Everyone was in agreement that the attorney, Jennifer Favre, would be the best choice to designate as the person to receive service of process. Roberts will look into it and make sure it is made official.

Adjournment

Wilson moved to adjourn the meeting. Gilb seconded the motion. Meeting adjourned at 10:40 pm.



Catherine Gilb, Secretary

5/4/15

Date

10:37 AM
03/07/15
Accrual Basis

Firelight Meadows Owners Association
Balance Sheet
As of February 28, 2015

	<u>Feb 28, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
BSWB 113 557 Operating	277,981.40
Reserve Bank Accounts	
AM Bank Cash Management 08217	88,374.27
Edward D Jones	450,000.00
Total Reserve Bank Accounts	<u>538,374.27</u>
Total Checking/Savings	816,355.67
Accounts Receivable	
Accounts Receivable	36,027.87
Total Accounts Receivable	<u>36,027.87</u>
Other Current Assets	
Prepaid Insurance	5,346.28
Total Other Current Assets	<u>5,346.28</u>
Total Current Assets	<u>857,729.82</u>
TOTAL ASSETS	<u>857,729.82</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	4,766.04
Total Accounts Payable	<u>4,766.04</u>
Total Current Liabilities	<u>4,766.04</u>
Total Liabilities	4,766.04
Equity	
Retained Earnings	748,376.46
Net Income	104,587.32
Total Equity	<u>852,963.78</u>
TOTAL LIABILITIES & EQUITY	<u>857,729.82</u>



ASSOCIATION OF UNIT OWNERS OF
FIRELIGHT MEADOWS CONDOS INC
C/O DOUGLAS SHANLEY CPA
2055 NORTH 22ND AVE STE 2B
BOZEMAN MT 59718-2796

Important Tax Information

All 2014 1099 tax statements have been sent to clients. If you received a "Figures Not Final" 1099 and you hold CMOs, REMICs, unit investment trusts, HOLDR trusts or royalty trust securities, you may receive your final 1099 in late March. Issuers of these securities have a March 15 deadline to provide us with final tax data. Visit www.edwardjones.com/taxcenter for more information about your Edward Jones tax forms.

Account Value

\$497,825.04

1 Month Ago	\$450,000.00
1 Year Ago	\$0.00
3 Years Ago	\$0.00
5 Years Ago	\$0.00

Value Summary

	This Period	This Year
Beginning value	\$450,000.00	\$0.00
Assets added to account	50,000.00	500,000.00
Income	1.03	1.03
Assets withdrawn from account	0.00	0.00
Fees and charges	0.00	0.00
Change in value	-2,175.99	-2,175.99

Ending Value \$497,825.04

Asset Details (as of Feb 27, 2015)

additional details at www.edwardjones.com/access

	Current Yield/Rate	Beginning Balance	Deposits	Withdrawals	Ending Balance
Money Market	0.01%*	\$0.00	\$500,001.03	-\$500,000.00	\$1.03

* The average yield on the money market fund for the past seven days.

Certificates of Deposit	Maturity Date	Maturity Value	Amount Invested Since Inception	Amount Withdrawn Since Inception	Value
Firstmerit Bank CD 0.35%	8/13/2015*	84,000.00	84,000.00	—	83,942.38
Santander Bank CD 0.50%	2/11/2016*	84,000.00	84,000.00	—	83,840.39
Discover Bank CD 0.60%	8/11/2016*	83,000.00	83,000.00	—	82,640.63
Discover Bank CD 0.90%	2/13/2017*	83,000.00	83,000.00	—	82,598.64
Goldman Sachs Bank USA CD 1.05%	8/11/2017*	83,000.00	83,000.00	—	82,400.40
Goldman Sachs Bank USA CD 1.25%	2/12/2018*	83,000.00	83,000.00	—	82,401.57

* This investment has an option that allows executor(s), surviving owner(s), or beneficiary(ies) to redeem it at par value upon your death subject to limitations. See the prospectus or banking agreement for additional information.

Total Account Value \$497,825.04



Summary of Other Products and Services

Loans and Credit	Account Number	Balance	Approved Credit	Available Credit	Interest Rate
Amount of money you can borrow for Association of Unit Owners of	592-19203-1-9	\$0.00	\$323,585*	\$323,585	5.25%

* Your approved credit is not a commitment to loan funds. It is based on the value of your investment account which could change daily. The amount you may be eligible to borrow may differ from your approved credit. Borrowing against securities has its risks and is not appropriate for everyone. If the value of your collateral declines, you may be required to deposit cash or additional securities, or the securities in your account may be sold to meet the margin call. A minimum account value is required if you have loan features on your account. Your interest will begin to accrue from the date of the loan and be charged to the account. Your interest rate will vary depending on the assets under care of your Edward Jones Relationship Pricing Group. For more information on how your interest rate is calculated, contact your financial advisor or please visit: www.edwardjones.com/disclosures/marginloans

Investment and Other Activity by Date

Date	Description	Quantity	Amount
2/06	Electronic Transfer from American Bank		\$50,000.00
2/11	Buy Santander Bank CD @ 100.00 Due 02/11/2016 00.500% 1M Denomination	84,000	-84,000.00
2/11	Buy Goldman Sachs Bank USA CD @ 100.00 Due 08/11/2017 01.050% 1M Denomination	83,000	-83,000.00
2/11	Buy Goldman Sachs Bank USA CD @ 100.00 Due 02/12/2018 01.250% 1M Denomination	83,000	-83,000.00
2/11	Buy Discover Bank CD @ 100.00 Due 02/13/2017 00.900% 1M Denomination	83,000	-83,000.00
2/11	Buy Discover Bank CD @ 100.00 Due 08/11/2016 00.600% 1M Denomination	83,000	-83,000.00
2/13	Close Out Redemption Dividend on Money Market		1.03
2/13	Buy Firstmerit Bank CD @ 100.00 Due 08/13/2015 00.350% 1M Denomination	84,000	-84,000.00

Money Market Detail by Date

Beginning Balance on Jan 31					\$0.00
Date	Transaction	Description	Deposits	Withdrawals	Balance
2/02	Deposit		450,000.00		\$450,000.00
2/09	Deposit		50,000.00		\$500,000.00
2/11	Withdrawal			-416,000.00	\$84,000.00
2/13	Withdrawal			-84,000.00	\$0.00
2/18	Deposit		1.03		\$1.03
Total			\$500,001.03	-\$500,000.00	
Ending Balance on Feb 27					\$1.03

Preparing for Retirement: A Successful Foundation

Preparing for retirement is like a cross-country journey. While it may seem like a long distance to cover, every journey begins with a first step. The earlier you start, the smaller your steps may need to be to reach your destination. Now is the time to create a strategy to help work toward your retirement goals.

Plan for the Expected

This process begins with your vision of retirement, which includes when you want to retire and your desired retirement lifestyle. You and your financial advisor will begin by focusing on where you are today - your income, expenses, assets and debt - and where you want to be. He or she can then help you develop a strategy designed to help you pursue your goals.

Prepare for the Unexpected

Although you can't predict what will happen, you can still prepare by insuring anything too expensive to replace, including yourself and your income, health and home. How much insurance you need depends on your situation. We recommend having enough life insurance to cover expenses should you pass away. This includes replacing lost income and paying such debts as college expenses and your mortgage.

The amount and type of insurance you need change as your life changes, so it's important to review your insurance coverage regularly to make sure you're properly protected and not insuring something you no longer have or need.

Position Your Portfolio for Both

The foundation of a solid investment strategy is based on the investment principles of quality, diversification and a long-term focus. Our goal is to use these principles to help you build a portfolio that includes the investments necessary to help you work toward achieving your goals and the insurance necessary to help protect you from risk.

Your financial advisor can meet with you to outline your vision for retirement and then help you create a strategy to help you work toward reaching your retirement goals.

To read this entire report, go to www.edwardjones.com/preparingforretirement.

Edward Jones operates as an insurance producer in California, New Mexico and Massachusetts through the following subsidiaries, respectively: Edward Jones Insurance Agency of California, LLC; Edward Jones Insurance Agency of New Mexico, LLC; and Edward Jones Insurance Agency of Massachusetts, LLC.



About Edward Jones

Edward D. Jones & Co., L.P. is dually registered with the Securities and Exchange Commission (SEC) as a broker-dealer and an investment adviser. Edward Jones is also a member of FINRA.

Statement of Financial Condition — Edward Jones' statement of financial condition is available for your personal review:

- at your local branch office
- at www.edwardjones.com/en_US/company/index.html
- by mail upon written request

About Your Account

Account Information — Your Account Agreement contains the complete conditions that govern your account. Please contact your financial advisor if you have any changes to your financial situation, contact information or investment objectives.

Account Safety — Please review your statement carefully. If you believe there are errors on your account, you must notify us promptly of your concerns. You may either contact our Client Relations department or your financial advisor. You should re-confirm any oral communication by sending us a letter within 30 days to protect your rights, including your rights under the Securities Investor Protection Act (SIPA).

Errors or Questions about your Electronic Transfers — Contact Client Relations at (800) 441-2357.

Complaints about Your Account — If you have a complaint please call (800) 441-2357 or send a letter to Edward Jones, Attn: Complaints Dept., 1245 JJ Kelley Memorial Dr., St. Louis, MO 63131.

Withholding on Distributions or Withdrawals — Federal law requires Edward Jones to withhold income tax on distribution(s) from your retirement accounts and other plans unless you elect not to have withholding apply. You may elect a percentage to be withheld from your distribution or not to have the withholding apply by signing and dating the appropriate form and returning it to the address specified on the form. Your election will remain in effect until you change or revoke it by returning another signed and dated form. If you do not return the form by the date your distributions are scheduled to begin, Federal income tax will be withheld. If you do not have enough income tax withheld from your distributions, you may need to pay estimated tax. You may incur penalties if the amounts withheld and your estimated tax payments are not equal to the tax you owe. State withholding, if applicable, is subject to the state's withholding requirements.

Fees and Charges — The "Fees and charges" amount shown in your Value Summary includes all activity fees, except dividend reinvestment fees.

Fair Market Value for Individual Retirement Accounts Your fair market value as of December 31st will be reported to the IRS as required by law.

Rights to Your Money Market Fund, Bank Deposit and Free Credit Balances — Your free credit balances are payable on demand. You may require us to liquidate your bank deposit or money market fund balance. We will then disburse the proceeds to you or place them in your securities account. Your instructions must be made during normal business hours and are subject to terms and conditions of the Account Agreement.

Important disclosures and other information relating to your account(s) are available at www.edwardjones.com/disclosures.



Go Green! Did you know you can receive your statements and other documents online instead of on paper? Visit www.edwardjones.com/edelivery for more information.

Contact Information

Client Relations	Online Access	Other Contacts
Toll Free Phone 800-441-2357 Monday-Friday 7am-7pm CST 201 Progress Parkway Maryland Heights, MO 63043	Online Account Access www.edwardjones.com/access Edward Jones Online Support 800-441-5203	Edward Jones Personal MasterCard® 866-874-6711 Edward Jones Business MasterCard® 866-874-6712 Edward Jones Visa Debit Card 888-289-6635

S1EDJ001 rev 10-14 RJ

Firelight Meadows Owners Association
A/R Aging Summary
As of February 28, 2015

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Altman Scott & Pamela - V68	100.00	0.00	0.00	0.00	0.00	100.00
Anderson Ryan & Lindsey - V50	0.00	239.58	0.00	0.00	0.00	239.58
Barnhill Michelle & Phillip - V30	0.00	0.00	-50.00	0.00	0.00	-50.00
Becker Donald & Suzanne - C 9	0.00	0.00	0.00	0.00	-21.50	-21.50
Boone Mike - D 2	0.00	-250.00	-250.00	0.00	0.00	-500.00
Braun David - B10	0.00	31.75	0.00	0.00	0.00	31.75
Brockie Robert & Rebecca C02	0.00	806.50	0.00	0.00	0.00	806.50
Bruner Kerry - D05	0.00	856.50	0.00	0.00	0.00	856.50
Cirillo/Jacques - V12	0.00	0.00	0.00	0.00	-50.00	-50.00
Curilla Shawn & Kirk - V40	0.00	839.58	0.00	0.00	0.00	839.58
Das Bruce & Amy - V66	0.00	0.00	-9.00	0.00	0.00	-9.00
Desrocher Johanna - B 5	0.00	34.84	0.00	0.00	0.00	34.84
Dolan James - C 10	0.00	16.75	0.00	0.00	0.00	16.75
Duhaylongsod Henry - V45	0.00	789.58	0.00	0.00	0.00	789.58
Froboese Wayne & Sharon - V9	0.00	789.58	0.00	0.00	0.00	789.58
Geppert Michele & Samuel - C 1	0.00	806.50	0.00	0.00	0.00	806.50
Gowan David C & Garnell J - V 64	0.00	789.58	0.00	0.00	0.00	789.58
Grad Jeff - V131	0.00	0.00	0.00	-789.58	0.00	-789.58
Hope Michael & Kristin - V76	0.00	789.58	0.00	0.00	0.00	789.58
Horrar & Powell - V 5	0.00	0.00	-786.50	0.00	0.00	-786.50
Hunt Virginia Lockman - V29	0.00	789.58	0.00	0.00	0.00	789.58
Jensen David and Tanya - V 28	0.00	789.58	0.00	0.00	0.00	789.58
Johnson Luke & Fiona - B08	0.00	0.00	0.00	-100.00	0.00	-100.00
Johnson Nathan - A 3	0.00	806.50	0.00	0.00	0.00	806.50
Koch Stuart - V108	0.00	789.58	0.00	0.00	9,576.84	10,366.42
Lea Eric - V134	0.00	789.58	0.00	0.00	0.00	789.58
Martin Gregory & Leslie - V132	0.00	519.89	0.00	0.00	0.00	519.89
Maybee Scott - V129	0.00	789.58	0.00	0.00	0.00	789.58
McClanahan Edward - V106	0.00	0.00	-2,368.74	0.00	0.00	-2,368.74
Merlino Stephen - V118	0.00	789.58	0.00	0.00	0.00	789.58
Moon, Christopher & Twila - V103	0.00	789.58	0.00	0.00	0.00	789.58
Moore Glenn & Suzette C Hong -V 99	0.00	0.00	-0.01	0.00	0.00	-0.01
Morelli Michael - V133	0.00	789.58	0.00	0.00	0.00	789.58
Morgan Jeff - V 81	13.89	813.42	0.00	209.17	774.55	1,811.03
Morphew Cindy and Larry - V123	0.00	789.58	0.00	0.00	0.00	789.58
Morrison Erik & Catherine - V39	0.00	789.58	0.00	0.00	0.00	789.58
Neal David - C19	0.00	-807.00	0.00	0.00	0.00	-807.00
Nedved Paul - V114	100.00	0.00	0.00	0.00	0.00	100.00
Niemeier Carl & Monica - A 16	0.00	806.50	0.00	0.00	0.00	806.50
Nordahl Vicenza and Steve - V 3	0.00	839.58	0.00	0.00	0.00	839.58
Nostrant Brian - V 44	0.00	33.73	0.00	0.00	0.00	33.73
O'Connor Susan - V119	0.00	643.59	0.00	0.00	0.00	643.59
Pactola Properties LLC - C 7	0.00	806.50	0.00	0.00	0.00	806.50
Poertner Trenholme Jacque - V124	0.00	789.58	0.00	0.00	0.00	789.58
Ralph John & Rose - V 42	0.00	789.58	0.00	0.00	0.00	789.58
Rockin M Development Corp - A 15	0.00	806.50	0.00	0.00	0.00	806.50
Scott Kathy J - B04	0.00	31.75	0.00	0.00	0.00	31.75
Sherman Cynthia & Greg - V 43	0.00	389.58	0.00	0.00	0.00	389.58
Skydoc Rentals LLC - V018	0.00	0.00	-789.58	0.00	0.00	-789.58
Smart Michael - B 9	0.00	784.88	0.00	0.00	0.00	784.88
Smith Ryan - V 26	0.00	789.58	0.00	0.00	0.00	789.58
Snider Patricia - V127	197.79	0.00	0.00	0.00	0.00	197.79
Stewart John & Anna - V41	13.72	813.04	0.00	204.12	755.85	1,786.73
Swick Craig - V 4	0.00	739.58	0.00	0.00	0.00	739.58
Swick Craig & Jenny - V 15	0.00	739.58	0.00	0.00	0.00	739.58
Tagliabue Pierre - V 72	0.00	0.00	-2,419.24	0.00	0.00	-2,419.24
Tanner Jennifer - D 18	0.00	806.50	0.00	0.00	0.00	806.50
Tinnin Kris - V 83	24.48	840.80	0.00	244.86	2,418.61	3,528.75
Tobias Revocable Family Trust - V11	0.00	0.00	204.12	0.00	755.85	959.97
Van Eyll David & Susan - V 90	0.00	789.58	0.00	0.00	0.00	789.58
Wangsgard Travis - V 69	240.00	789.58	0.00	0.00	0.00	1,029.58
Wilkus Mary - V 63	0.00	0.00	-855.50	0.00	-115.27	-970.77
TOTAL	689.88	28,798.94	-7,324.45	-231.43	14,094.93	36,027.87

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

	<u>Jan - Feb 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
BAD DEBT INCOME	200.00	0.00	200.00
Finance and Late Fee Charges	150.61	0.00	150.61
Parking Income	340.00	0.00	340.00
Fine Income for Violations	300.00	0.00	300.00
Membership Dues	2,800.00	0.00	2,800.00
Quarterly Assessment Income	171,902.80	171,903.50	-0.70
Total Income	<u>175,693.41</u>	<u>171,903.50</u>	<u>3,789.91</u>
Gross Profit	175,693.41	171,903.50	3,789.91
Expense			
Insurance	10,098.56	10,111.80	-13.24
Utilities	2,909.83	4,400.00	-1,490.17
Landscape	0.00	0.00	0.00
Trash Removal & Compactor Maint	-16.49	2,450.00	-2,466.49
Maintenance & Repairs	3,139.98	5,191.80	-2,051.82
Snow Removal	30,983.32	30,983.34	-0.02
Roof Snow Removal	877.50	3,333.34	-2,455.84
Condo - Cleaning and Rugs	1,425.00	2,975.00	-1,550.00
Management Company	16,933.32	17,612.84	-679.52
Accounting	2,647.84	2,647.86	-0.02
Legal	2,035.96	1,500.00	535.96
Office Supplies	322.26	250.20	72.06
Taxes	0.00	435.00	-435.00
Bad Debt	0.00	1,083.40	-1,083.40
Meeting Expense	0.00	0.00	0.00
Total Expense	<u>71,357.08</u>	<u>82,974.58</u>	<u>-11,617.50</u>
Net Ordinary Income	104,336.33	88,928.92	15,407.41
Other Income/Expense			
Other Income			
Postage Income	250.00	0.00	250.00
Insurance Claim Income	0.00	0.00	0.00
Interest Income	0.99	0.00	0.99
Total Other Income	<u>250.99</u>	<u>0.00</u>	<u>250.99</u>
Other Expense			
Reserve Expense Chalet	0.00	0.00	0.00
Reserve Expense Condo	0.00	0.00	0.00
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Other Income	<u>250.99</u>	<u>0.00</u>	<u>250.99</u>
Net Income	<u><u>104,587.32</u></u>	<u><u>88,928.92</u></u>	<u><u>15,658.40</u></u>

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03/07/15
Accrual Basis

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

	<u>CHALET</u>	<u>CONDO</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
BAD DEBT INCOME	200.00	0.00	200.00
Finance and Late Fee Charges	150.61	0.00	150.61
Parking Income	340.00	0.00	340.00
Fine Income for Violations	300.00	0.00	300.00
Membership Dues	2,400.00	400.00	2,800.00
Quarterly Assessment Income	107,382.80	64,520.00	171,902.80
Total Income	<u>110,773.41</u>	<u>64,920.00</u>	<u>175,693.41</u>
Gross Profit	110,773.41	64,920.00	175,693.41
Expense			
Insurance	7,678.86	2,419.70	10,098.56
Utilities	55.86	2,147.92	2,203.78
Telephone	0.00	794.72	794.72
Trash Removal & Compactor Maint	-66.25	-38.91	-105.16
Maintenance & Repairs	1,814.93	1,325.05	3,139.98
Snow Removal	19,519.50	11,463.82	30,983.32
Roof Snow Removal	742.50	135.00	877.50
Condo - Cleaning and Rugs	0.00	1,425.00	1,425.00
Management Company	10,668.00	6,265.32	16,933.32
Accounting	1,668.14	979.70	2,647.84
Legal	1,282.65	753.31	2,035.96
Office Supplies	203.02	119.24	322.26
Total Expense	<u>43,567.21</u>	<u>27,789.87</u>	<u>71,357.08</u>
Net Ordinary Income	67,206.20	37,130.13	104,336.33
Other Income/Expense			
Other Income			
Postage Income	150.00	100.00	250.00
Interest Income	0.62	0.37	0.99
Total Other Income	<u>150.62</u>	<u>100.37</u>	<u>250.99</u>
Net Other Income	<u>150.62</u>	<u>100.37</u>	<u>250.99</u>
Net Income	<u><u>67,356.82</u></u>	<u><u>37,230.50</u></u>	<u><u>104,587.32</u></u>

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03/07/15
Accrual Basis

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

	Jan - Feb 15	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
BAD DEBT INCOME	200.00	0.00	200.00
Finance and Late Fee Charges	150.61	0.00	150.61
Parking Income	340.00	0.00	340.00
Fine Income for Violations	300.00	0.00	300.00
Membership Dues	2,400.00	0.00	2,400.00
Quarterly Assessment Income	107,382.80	107,383.25	-0.45
Total Income	<u>110,773.41</u>	<u>107,383.25</u>	<u>3,390.16</u>
Gross Profit	110,773.41	107,383.25	3,390.16
Expense			
Insurance	7,678.86	7,735.80	-56.94
Landscape	0.00	0.00	0.00
Trash Removal & Compactor Maint	-10.39	1,543.50	-1,553.89
Maintenance & Repairs	1,814.93	2,666.70	-851.77
Snow Removal	19,519.50	19,519.34	0.16
Roof Snow Removal	742.50	2,100.00	-1,357.50
Management Company	10,668.00	11,089.50	-421.50
Accounting	1,668.14	1,668.20	-0.06
Legal	1,282.65	945.00	337.65
Office Supplies	203.02	157.70	45.32
Taxes	0.00	275.00	-275.00
Bad Debt	0.00	750.00	-750.00
Meeting Expense	0.00	0.00	0.00
Total Expense	<u>43,567.21</u>	<u>48,450.74</u>	<u>-4,883.53</u>
Net Ordinary Income	67,206.20	58,932.51	8,273.69
Other Income/Expense			
Other Income			
Postage Income	150.00	0.00	150.00
Insurance Claim Income	0.00	0.00	0.00
Interest Income	0.62	0.00	0.62
Total Other Income	<u>150.62</u>	<u>0.00</u>	<u>150.62</u>
Other Expense			
Reserve Expense Chalet	0.00	0.00	0.00
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Other Income	150.62	0.00	150.62
Net Income	<u><u>67,356.82</u></u>	<u><u>58,932.51</u></u>	<u><u>8,424.31</u></u>

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03/07/15

Accrual Basis

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

	<u>Jan - Feb 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
BAD DEBT INCOME	0.00	0.00	0.00
Finance and Late Fee Charges	0.00	0.00	0.00
Parking Income	0.00	0.00	0.00
Fine Income for Violations	0.00	0.00	0.00
Membership Dues	400.00	0.00	400.00
Quarterly Assessment Income	64,520.00	64,520.25	-0.25
Total Income	<u>64,920.00</u>	<u>64,520.25</u>	<u>399.75</u>
Gross Profit	64,920.00	64,520.25	399.75
Expense			
Insurance	2,419.70	2,376.00	43.70
Utilities	2,909.83	4,400.00	-1,490.17
Landscape	0.00	0.00	0.00
Trash Removal & Compactor Maint	-6.10	906.50	-912.60
Maintenance & Repairs	1,325.05	2,525.10	-1,200.05
Snow Removal	11,463.82	11,464.00	-0.18
Roof Snow Removal	135.00	1,233.34	-1,098.34
Condo - Cleaning and Rugs	1,425.00	2,975.00	-1,550.00
Management Company	6,265.32	6,523.34	-258.02
Accounting	979.70	979.66	0.04
Legal	753.31	555.00	198.31
Office Supplies	119.24	92.50	26.74
Taxes	0.00	160.00	-160.00
Bad Debt	0.00	333.40	-333.40
Meeting Expense	0.00	0.00	0.00
Total Expense	<u>27,789.87</u>	<u>34,523.84</u>	<u>-6,733.97</u>
Net Ordinary Income	37,130.13	29,996.41	7,133.72
Other Income/Expense			
Other Income			
Postage Income	100.00	0.00	100.00
Insurance Claim Income	0.00	0.00	0.00
Interest Income	0.37	0.00	0.37
Total Other Income	<u>100.37</u>	<u>0.00</u>	<u>100.37</u>
Other Expense			
Reserve Expense Condo	0.00	0.00	0.00
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Other Income	<u>100.37</u>	<u>0.00</u>	<u>100.37</u>
Net Income	<u><u>37,230.50</u></u>	<u><u>29,996.41</u></u>	<u><u>7,234.09</u></u>



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Firelight Meadows Manager's Report
January 2015-March 2015

FLM update 3/16/2015

- 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.

- Troubleshooted operational issues with the FLM compactor. LPE determined that the heating element in the hydraulic fluid tank was wired incorrectly.
- Removed and disposed of old TV left outside the FLM trash compactor.
- Republic Services dropped off temporary dumpster at compactor site.
- Republic Services swapped out the FLM compactors.
- Met with SWS to confirm proper operation of hydraulic tank heater.
- Met with HO of 7-C to look over water damage in their master bathroom.
- Sanded walk at 18-D, after Mtn. Hot Tub pumped water all over the side walk while draining a tub at 18-D.
- Removed all icicles at the Chalets.
- Repaired ice-melt system at 170 CLD.
- Repaired ice-melt system at 80 SLD.
- Reset ice-melt systems at 79 and 88 SLD.
- Plugged in ice-melt systems at 268 and 252 CLD.
- Contacted Headwaters Hot Tub about pumping water into street while draining tubs at the condo buildings. Warm spa water creates sink holes in the snow pack and makes the road impassable.
- Unlocked 138 SLD per homeowner's request.
- Cleaned up a large pile of trash left outside the FLM compactor.
- Removed all packed snow and slush on walks at the condo buildings.
- Plugged ice-melt system back in at 336 CLD.
- Cleared snow off the ice-damn above the kitchen at 433 FLD.
- Sanded walks and entrances at building C.
- Adjusted access door on the FLM compactor enclosure.
- Shut off water at 321 FLD due to recent power service disconnect.
- Cleaned out rain gutter and resealed end cap at rear of 122 SLD.
- Checked all emergency lighting and fire extinguishers at the condo buildings.
- Posted the following signs at the FLM compactor: (1) Recycling info (2) Rules for compactor use.
- Replaced burnt out light bulb at condo entrance sign on east side of campus.
- Dug out fire hydrants throughout campus as needed.
- Assisted homeowner of 278 CLD with inventorying windows in need of warranty replacement and filling out paperwork for warranty claim with Alside.
- Assisted homeowner of 116 CLD with investigating leak at the dishwasher and unclogging the kitchen sink.
- Unlocked 132 CLD for Lone Peak Electric per the homeowner's request.
- Montana Steam Works started winter roof shoveling at the chalets in phase 1.



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- Replaced one back up battery in the emergency lighting at building A.
- Replaced two back up batteries in the emergency lighting at building B.
- Replaced one light fixture ballast in building B.
- Replaced one light fixture ballast in SE stairwell of building A.
- Replaced one broken light fixture cover/diffuser at building B.
- Big Sky Chimney inspected 6 test chalets for cleanliness and produced report for the board's review.
- Assisted Big Sky Cleaning with entry into 313 FLD after they locked themselves out by mistake.
- Assisted Big Sky Build with turning the water back on at 321 FLD.
- Assisted Best Rate Towing with obtaining the physical address for a vehicle that was towed from the parking lot of building D back in December.
- Repaired hydraulic leak on FLM trash compactor.
- Unlocked 417 FLD for firewood delivery per the homeowner's request.
- Dug out all the fire hydrants throughout campus and all the propane tanks at the condo buildings.
- Assisted Williams Plumbing and Heating with a clogged sewer line at 10-A.
- Homeowner of 18-B reported leak above her west bedroom window. MSW contacted and all the snow was removed from the roof above the affected area
- Cleared snowpack that was breaking up due to warm temperatures
- Unlocked 464 FLD per homeowner's request for Ducello's Appliance Repair.
- Checked operation of ice-melt system at the backs of 336 and 328 CLD.
- Removed snow pack from all the storm drains throughout campus.
- Finalized list of chalets with fireplace upgrades in need of mid-winter chimney cleaning.
- Posted noticed for mid-winter chimney cleaning.
- Assisted Canyon Chimney Sweeps with mid-winter chimney cleaning for chalets with fireplace upgrades.
- Organized spare parts for the FLM compactor and put in storage.
- Assisted homeowner of 389 FLD with filling out the paper work for a warranty claim with Alside Glass.
- Assisted homeowner of 495 FLD with inspecting damage sustained to his wood stove after recent cleaning. Big Sky Chimney Sweeps was contacted regarding the matter.
- Removed and disposed of old TV left outside the FLM compactor.
- Unlocked 473 FLD for Big Sky Chimney per the homeowner's request.
- Responded to reported flood at 447 FLD. Unit's dishwasher supply line had burst and had been flooding the main floor for an unknown amount of time. Anderson Enterprises contacted to start clean up.
- Republic Services changed out the FLM compactor.
- Removed all packed snow and ice from inside the compactor enclosure.
- Assisted Direct TV with a dish install at 17-B.
- Montana Steam Works continued winter roof shoveling at the chalets.
- Removed and disposed of old mattress and box spring left at the FLM compactor.
- Removed and disposed of two old Christmas trees left at the FLM compactor.
- Cleaned up trash inside the FLM compactor.
- Started cleaning up trash out of the melting snow pack throughout campus.
- Built wood platform/approach and placed in front of the entrance for the FLM compactor.
- Checked all the fire extinguishers and emergency lighting at the condo buildings.
- Checked all crawlspace heaters at the condo buildings.



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- Replaced burnt out light bulb at the FLM flag poles
- Cleaned up trash at both bus stops on campus.
- Checked all the ice-melt systems throughout the campus.
- Cataloged all the overflow/extra parking spot at the chalets per the BOD's request.
- Replace two light fixture ballasts in building C.
- Assisted homeowner of 9-A with installing a new dishwasher in his unit.
- Cleaned out sediment out of three plugged storm drains throughout campus.
- Met with buyer's agent at 114 SLD to review the property inspection report and condition of the crawlspace.
- Finalized crawlspace scope of work for review buy Anderson Enterprises and Buffalo Restoration.
- Installed new keyless power switch on the FLM compactor.
- Posted new sign on the FLM compactor with operation instructions.
- Picked up a large amount of trash left outside the FLM compactor.
- Removed damaged speed limit sign from the main chalet entrance (intersection of CLD and SLD).
- Met with Buffalo Restoration and Anderson Enterprises to look over crawlspaces in need of mold mitigation, review scope of work, and obtain bids.
- Assisted Anderson Enterprises with entry into 368 CLD.
- Assisted Buffalo Restoration with entry into 368 CLD per the homeowner's request.
- Unlocked 306 CLD per the homeowner's request for a furniture delivery.
- Removed and disposed of an old mattress left inside the FLM compactor enclosure.
- Unclogged sewer line that was backing up into the mechanical room of 5-B
- Assisted homeowner of 207 CLD with removing an old Christmas tree from campus.
- Tighten all fasteners on the compactor control unit and filled the hydraulic fluid tank (7 gallons added).
- Republic Service changed out the FLM compactor.
- Discovered three leaks on compactor #2, SWS was contacted and scheduled for warranty work.
- Organized the irrigation supplies for FLM and put in permanent storage location.
- Removed HPM's large enclosed trailer from the FLM storage yard.
- Inspected possible interior water damage (from a winter roof leak) at 14-B per the homeowner's request.
- Assisted the STR tenants staying at 448 FLD with finding a temporary parking spot for their RV.
- Finalized the list of roofs to be shoveled for Montana Steam Works.
- Replaced a light fixture ballast and broken diffuser/cover at building C.
- Replaced back up battery in the emergency lighting at building B.

Verbal warnings were issued to the following units:

425 FLD (Failure to comply with the FLM parking policy): Observed the tenants parking their silver Honda on the street in front of the unit.

98 CLD (Failure to comply with the FLM pet policy): Observed one vehicle belonging to the tenants from this unit with an expired (green and white) FLM parking pass.

259 CLD (Failure to comply with the FLM pet policy): Observed the homeowner with his large black lab off leash while on the FLM campus.

359 CLD (Failure to comply with the FLM parking policy): Received complaints that the tenants have been parking in the adjacent driveway at 351 CLD.



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- 359 CLD (Failure to comply with the FLM parking policy):** Reminded tenants that their vehicles must be moved every 72 hours to allow for snow removal.
- 115 SLD (Failure to comply with the FLM parking policy):** Observed the tenant parking in the adjacent driveway at 107 SLD. Attempted to tow the vehicle but no tow truck was available at the time.
- 361 FLD (Failure to comply with the FLM parking policy):** Observed the tenants parking on the street and interfering with the flow of traffic at the intersection of FLD and SLD.
- 336 CLD (failure to comply with the FLM pet policy):** Observed a guest of the tenants with a brown and white pit bull mix off leash in front of the chalet.
- 199 CLD (Failure to comply with the FLM parking policy):** Observed guest of homeowner parking on the street in front of the unit and interfering with traffic.
- 344 (failure to comply with the FLM pet policy):** Observed a guest of the unit with her dog off leash.
- 115 SLD (Failure to comply with the FLM parking policy):** Observed a tenant from this unit parking his vehicle in the driveway of 114 SLD.
- 425 FLD (Failure to comply with the FLM parking policy):** Observed the tenants parking in the adjacent driveway at 417 FLD.
- 425 FLD (Failure to comply with the FLM parking policy):** Observed that all the vehicles associated with the unit were not displaying valid FLM parking passes.
- 12-B (Failure to comply with the FLM pet policy):** Observed the homeowner with her dog off leash in the hallway and parking lot of building B.
- 297 FLD (Failure to comply with the FLM parking policy):** Observed a guest of tenants parking their vehicle on the street and disrupting the flow of traffic.
- 184 CLD (Failure to comply with the FLM parking policy):** Observed the homeowners with a vehicle double parked in the driveway and partially blocking access to the adjacent driveway at 192 CLD.
- 361 FLD (Failure to comply with the FLM parking policy):** Observed the tenants from this unit double parking in the driveway and partially blocking access to driveway at 353 FLD.
- 115 SLD (Failure to comply with the FLM pet policy):** Observed a guest of the tenants with a dog off leash while on the FLM campus.
- 103 SLD (Failure to comply with the FLM parking policy):** Observed the tenants from this unit parking their red Subaru on the street in front of the unit.
- 65 SLD (Failure to comply with the FLM parking policy):** Observed the tenants parking a blue sedan on the street in front of the unit.
- 455 FLD (Failure to comply with the FLM parking policy):** Observed the housekeeper parking her white Honda on the street in front of the unit.
- 473 FLD (Failure to comply with the FLM parking policy):** Observed a guest of the homeowner parking their green Subaru on the street in front of the unit.
- Building A (Failure to comply with the FLM pet policy):** Observed tow ladies walking their dogs off leash on FLD and ALD



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Written warnings were issued to the following units:

359 FLD (Failure to comply with the FLM trash policy): Observed the tenants with their trash can out past the day of scheduled service.

80 SLD (Failure to comply with the FLM parking policy): Observed the tenant from this unit parking their vehicle on street and obstructing the flow of traffic on SLD.

207 CLD (Failure to comply with the FLM pet policy): Received a complaint from a nearby homeowner that the tenants continuously have their dog off leash and unattended.

82 CLD (Failure to comply with the FLM parking policy): Received a complaint from a homeowner that the tenants repeatedly have guests visiting in the evenings parking on the street, off the black top, and blocking access to the driveway of the adjacent unit.

472 FLD (Failure to comply with the FLM parking policy): Observed the tenant double parking his SUV in the driveway and partially blocking the access to the adjacent driveway at 464 FLD.

352 CLD (Failure to comply with the FLM parking policy): Observed the homeowner double parking his SUV in the driveway and partially blocking the access to the adjacent driveway at 360 CLD.

338 FLD (Failure to comply with the FLM parking policy): Observed the tenant double parking his SUV in the driveway and partially blocking the access to the adjacent driveway at 330 FLD.

448 FLD (Failure to comply with the FLM parking policy): Observed the tenants parking in the driveway without a valid FLM parking pass.

448 FLD (Unauthorized items on the common elements): Observed the tenants with a large BBQ on the front patio thus interfering with snow shoveling.

224 CLD (Failure to comply with the FLM pet policy): Observed the homeowner with her two dogs off leash in front of her unit.

56 SLD (Failure to comply with the FLM pet policy): Received reports that the tenants residing at this unit had two dogs staying at the unit.

390 FLD (Failure to comply with the FLM parking policy): Observed this homeowner double parking their vehicles in the driveway and partially blocking access to the driveway at 398 FLD.

65 SLD (Failure to comply with the FLM pet policy): Observed guests of the tenants bring a dog onto campus and having it off leash.

115 SLD (Failure to comply with the FLM pet policy): Observed guests of the tenants bring a dog onto campus and having it off leash.

472 FLD (Failure to comply with the posted FLM speed limit): Observed the tenant from this unit driving at an extreme rate of speed on FLD, considerably of the post speed limit of 10 mph.

207 CLD (Unauthorized items stored on the common elements): Observed this unit with an old Xmas tree stored on the rear patio.

207 CLD (Unauthorized items stored on the common elements): Observed this unit with a large amount of personal items stored in their crawlspace.



hpmmontana.com

Fines were issued to the following units:

- 215 CLD (Failure to comply with the FLM pet policy):** Observed these tenants with their dog off leash while on the FLM campus.
- 215 SLD (Failure to comply with the FLM pet policy):** Received a complaint from a nearby homeowner that the tenants continuously have their dog off leash and unattended.
- 58 CLD (Failure to comply with the FLM trash policy):** Observed this unit with their trash can out past the day of scheduled service.
- 65 SLD (Failure to comply with the FLM parking policy):** Observed a guest of the tenants parking their vehicle in the adjacent driveway at 73 SLD.
- 115 SLD (Failure to comply with the FLM parking policy):** Received reports that the tenants from 115 SLD are still continuing to parking in the driveway of 107 and 114 SLD.

The following vehicles were towed from the FLM Campus:

- White Chevy truck:** Vehicle was parked in over flow spot south of 116 CLD and did not have a valid FLM parking pass displayed.
- Silver GMC Yukon:** Vehicle belonging to the tenants at 351 CLD was towed for failing to move every 72 hours and was interfering with snow removal.
- Black Chevy Truck:** Vehicle was towed for failing to move every 72 hours and was interfering with snow removal.
- Gold Nissan SUV:** Attempted to tow this vehicle belonging to the tenants of 406 FLD for repeatedly parking in the driveway across the street at 397 FLD. The vehicle owner destroyed/removed the “wheel lock” installed on the front left wheel and moved the vehicle before the vehicle could be moved.
- Black Subaru Wagon:** Vehicle belonging to the tenant at 115 SLD was parking in the driveway of 114 SLD. Vehicle owner paid Best Rate Towing’s dispatch fee and removed the vehicle from the driveway.
- Brown Dodge Truck:** Vehicle belonging to a guest of the tenants at 115 SLD was parking in the driveway of 107 SLD. Vehicle owner paid Best Rate Towing’s dispatch fee and removed the vehicle from the campus.
- **Blue Ford sedan:** Vehicle belong to a tenant at 325 CLD was towed for failing to display a valid FLM parking pass.

Firelight Meadows Condominiums
General Common Elements Versus Limited Common Elements
March 16, 2015

The HOA has two types of common elements:

1. **General Common Elements**—Per the **Declaration Section I Paragraph 8.a.**, these elements are defined as “all those elements which are for the use of all the residential Unit Owners” [...] and “generally include, unless designated as a limited common element, but are not limited to” such things as:
 - a. The land on which the buildings are located
 - b. Foundations, columns, girders, beams, supports, exterior siding, framing, roofs, roof penetrations, etc.
 - c. Parks, landscaping, recreational vehicle and trailer storage area, fencing, parking areas, private driveways, sidewalks, roads, etc.
 - d. “all other general elements of the buildings and property necessary or convenient to the existence, maintenance, and safety of the condominium or normally in general common use.”
2. **Limited Common Elements**—Per the **Declaration Section I Paragraph 8.b.**, these elements are defined as “those common elements expressly or impliedly designated in this Declaration ... which are reserved for the use of a certain unit or a number of units to the exclusion of the other units.” Limited common elements shall include but not be limited to such things as:
 - a. Equipment
 - b. Improvements or facilities used by or serving less than all of the units
 - c. Crawlspace
 - d. Mechanical areas
 - e. Patios
 - f. Entry ways
 - g. Decks
 - h. Hallways
 - i. Parking spaces or areas designated by this Declaration for the use of less than all of the unit owners
 - j. Any portions of the property or buildings servicing only a particular unit, only the units in a building or less than all of the units

The distinction between these two types of elements is of paramount importance because the expenses related to limited common elements are **not** to be paid by all unit owners. Expenses related to limited common elements are to be paid by the owners who occupy the units that benefit from the expense incurred:

The term “limited expenses” means the expenses attributable to the maintenance, repair and replacement of limited common elements and which are expenses only for Owners of units within the building for which such expenses are incurred. [...] the Association, through its Board of Directors, shall assume the normal maintenance, repair and replacement of limited common elements [...] and assess all of the Unit Owners for the costs in accordance with their allocated interest in the general common elements.

Damage caused by a Unit Owner will be repaired and assessed to the individual Unit Owner” (Declaration Section I Paragraph 13).

I spoke at length with legal counsel, Jennifer Farve, and she confirmed my understanding of general common elements versus limited common elements and how the expenses for limited common elements are to be paid—by the owners whose units benefit from the expense incurred for the repairs and maintenance.

With this distinction in mind, the following types of expense are to be billed directly to the unit owners who benefit from the repairs and maintenance:

- Mold mitigation
- Standing water and moisture in crawlspaces

Both Jennifer and I understand that this approach to the paying of these types of expenses is a departure from the way the HOA has handled these expenses in the past. Jennifer assures me, however, that failure to comply with the Declaration in the past is no excuse for not complying now and in the future.

**Firelight Meadows Condominiums
Rights and Responsibilities of the Board of Directors
March 16, 2015**

Section I.9 Definitions

Shelley Vance-Gallatin Co MT MISC 600.00

19. Recreational Vehicle and Trailer Area:

The term "recreational vehicle and trailer storage area" means the area shown on the site plan which shall be a general common element to be used by the unit owners for storage of recreational vehicles and trailers and maintained by the Association. The use shall be subject to such rules and regulations adopted by the Board of Directors of the Association which shall include storage charges or fees.

Section IV.3 (l) Ownership and Voting

- (l) Recreational vehicles, boats, snowmobiles, motor homes, and recreational trailers may be parked in the designated Recreational Vehicle and Trailer Storage Area subject to payment to the Association of a required reasonable periodic charge for storage and subject to availability and the rules and regulations adopted by the Board of Directors of the Association. No person shall reside or live in the vehicles or trailers stored in the Recreational Storage area. All vehicles, trailers and other items parked or stored in the Recreational Storage Area must be in good repair and operational.

Section V.2 (f) The Association

- (f) The Association shall also have the power to implement such reasonable rules and regulations as to the use by the Unit Owners of the common areas.

From page 1 of the 8th Amendment

The Board of Directors reserve the right to add to and amend the Rules and Regulations in the future.

Bylaws Paragraph 8.D Powers and Duties of the Board of Directors

- D. To promulgate and adopt rules and regulations for the use of the common elements and for the occupancy of the units so as to not interfere with the peace and quiet of all the residents. Such rules must be ratified by sixty percent (60%) of the of votes of the Unit Owners, based upon one vote per unit, present in person or by proxy, at regular or special meetings of the Association, or ratified by 60% of such vote of the Unit Owners by written ballot of the Unit Owners voting by written ballot mailed or personally delivered to each Unit Owner at their last known address on the record of the Secretary of the Association.

Bylaws Paragraph 8.R

- R. To establish rules and regulations for conduct, behavior and use of the general common and limited common elements. In this connection the Board may delegate and establish parking areas or spaces for the exclusive use of the Unit Owners and their guests and residents.

8th Amendment Paragraph 17

17. ENFORCEMENT - Pursuant to the Declaration and Bylaws, the Board of Directors of the Association has the authority and power to establish rules and regulations and to investigate violations and enforce the rules and regulations. The Board of Directors has delegated the authority to enforce the rules and regulations, investigate violations and to levy fines for violations to the Oversight Committee and its designated Compliance Officer. The Association, Board of Directors or Oversight Committee may enforce the rules and fines by any available legal remedy including judgment for the fines, injunction, restraining order, orders for removal, damages, filing of a lien against your unit and other legal actions. In addition the Association is entitled to its costs, including attorneys fees in the event of any action to enforce the Declaration, Bylaws and these Rules and Regulations adopted by the Association.

From: **Jim Woods** jwoodsoil@aol.com
Subject: Re: Firelight Meadows Unit CB
Date: March 9, 2015 at 3:13 PM
To: kroberts.flm@gmail.com



Hi Karen -

Thanks for the time on the telephone today.

I am interested in terminating the commercial use on the subject parcel and moving to a residential use of 8 townhome (likely 4 duplex) units of around 2000 square feet each. I am hoping the HOA would be willing to approve that change.

I would be available to attend the meeting or to meet with you at your convenience.

Regards,

Jim Woods
640-2860

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

From: Karen Roberts <kroberts.flm@gmail.com>
To: jwoodsoil <jwoodsoil@aol.com>
Sent: Mon, Mar 9, 2015 2:31 pm
Subject: Re: Firelight Meadows Unit CB

Hello Mr. Woods,

I just tried to telephone you, but I got your voicemail. I apologize for my last response. I obviously confused you with someone else who was inquiring about some property adjacent to Firelight Meadows.

The property that you refer to is identified as Unit CB in the Firelight Meadows Declaration. The excerpt below specifies that the property is designated for a commercial facility. In the past, however, the Firelight Condominiums Board of Directors has not been opposed to a commercial facility including some residential use as well.

1. COMMERCIAL BUILDING PERMITTED WITHIN THE DAY CARE SITE SHOWN ON THE SITE PLAN. THE OWNER THEREOF SHALL PAY ALL LIMITED COMMON EXPENSES RELATING THERETO.

UNIT CB
COMMERCIAL DAY CARE FACILITY OR ANY OTHER COMMERCIAL
FACILITY ALLOWED BY COVENANTS, LAND USE REGULATIONS, AND
THE DECLARATION:
Commercial building to be located within the Day
Care site shown on the site plan. The Owner
thereof shall pay all limited common expenses
relating thereto.

The next board meeting is being held on Monday, March 16th. If you have a specific proposition for the board, please let me know and I will raise it at the board meeting. If you wish to speak with me, please give me a call at 995-3168.

With best regards,
Karen Roberts
President/Chairperson
Firelight Meadows Board of Directors

On Mar 9, 2015, at 1:28 PM, Firelight Meadows < firelightmeadows@hotmail.com > wrote:

Karen,

Please the below email. I am not sure what he is referring to.

thanks,
Allison

Date: Mon, 9 Mar 2015 13:10:48 -0400

From: jwoodsoil@aol.com

To: firelightmeadows@hotmail.com


Subject:

Hi Karen - I left a message for you last week but the return message I got was not what I was looking for.

I am interested in the 2+ acre property next to Firelight. I wanted to visit with you, if possible, to determine what building options might be available for that parcel.

Please contact at your convenience,

Jim Woods
640-2860

From: Jennifer Farve jfarve@qwestoffice.net 
Subject: RE: Interested Buyer of Firelight Meadows Unit CB
Date: March 12, 2015 at 9:12 AM
To: Karen Roberts karen59716@gmail.com



Hello Karen,

In my opinion, the Board doesn't have any say whatsoever in the transaction and should simply advise the buyer to review the Condominium Declaration and the Zoning Regulations. He should consult with counsel if he has any questions about the permitted uses of the property. The Declaration states that the land is approved for daycare or other commercial facilities, so arguably an amendment to the Declaration may be necessary in order to build townhomes. The Board does not have the right to amend the Declaration on its own.

Hope this answers your question. Please let me know if you have any further questions. Thank you!

Best Regards,

Jennifer Farve
Attorney At Law

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

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From: Karen Roberts [mailto:karen59716@gmail.com]
Sent: Wednesday, March 11, 2015 1:38 PM
To: Jennifer Farve
Subject: Interested Buyer of Firelight Meadows Unit CB

Hi Jennifer,

I was contacted this week by a real estate agent who is interested in buying and developing the Firelight Meadows Unit CB. Per the Declaration, this unit is designated for use as a daycare or other commercial facility. The interested party, however, wants to build upscale townhouse (four duplexes) on this piece of land and wants to know whether he is allowed to do so. \

Questions:

- Does the board have the right to approve this type of sale?
- Does the board have any say whatsoever in this transaction?

As always, thanks for your help.

With best regards,
Karen

Home: (406) 995-3168

Cell: (406) 600-9339

**Firelight Meadows Condominiums
Chimney Inspection and Cleaning Estimates
March 2015**

	Big Sky		
	Per Unit Cost	All Units	Estimated No. Units
Fireplace Inspection/Cleaning May - July	110	115	90
		12,650	9,900
Fireplace Inspectitons only May - July	35		30
			1,050
Woodstove Inspections/Cleaning May - July	140	21	16
		2,940	2,240
Woodstove Inspections/Cleaning December - February	150	21	16
		3,150	2,400
		<u>18,740</u>	<u>15,590</u>

	Canyon Chimney Sweeps		
	Per Unit Cost	All Units	Estimated No. Units
Fireplace inspection	25		30
			750
Fireplace sweeping	50		
Fireplace inspection and sweeping - Summer	75	136	106
		10,200	7,950
Fireplace inspection and sweeping - Winter	75	21	21
		1,575	1,575
		<u>11,775</u>	<u>10,275</u>
Cost Differences:		<u>6,965</u>	<u>5,315</u>



ESTIMATE

DATE	ESTIMATE #
2/18/2015	221

BILL TO
Hammond Property Management PO Box 161242 Big Sky, MT 59716

SHIP TO
Firelight Meadow HOA Big Sky, MT 59716

P.O. NUMBER

ITEM	DESCRIPTION	QTY	RATE	TOTAL
CCFP	Chimney Clean Fireplace with NFPA Level I Inspection (May-July 2015)	90	195.00	17,550.00
Discount	Volume Discount	90	-85.00	-7,650.00
CCWS	Chimney Clean Wood Stove and Flue with NFPA Level I Inspection - (May-July 2015)	16	225.00	3,600.00
Discount	Volume Discount	16	-85.00	-1,360.00
CCWS	Chimney Clean Wood Stove and Flue with NFPA Level I Inspection (December 2015 - February 2016)	16	225.00	3,600.00
Discount	Volume Discount	16	-75.00	-1,200.00
CI-LV1	Chimney Inspection, Level 1 - If flue and appliance does not need to be cleaned a Chimney Inspection Report shall be completed (\$35.00 per unit).	30	65.00	1,950.00
Discount	Volume Discount	30	-30.00	-900.00
	NOTE: Number of chimneys requiring cleaning or inspections are estimates only.			
	Chimney Inspection Reports to be emailed to Hammond Property Management for each unit. HPM shall send owners a copy of the reports. Reports sent in PDF format.			
	Make, Model and Serial Number for each unit shall be recorded on the Chimney Inspection Report provided the manufacturers identification plate is readable. All data shall be recorded in Big Sky Chimney's database for future reference and to simplify parts request from owners.			
	Level 1 Chimney Inspections are performed in conformance with NFPA 211 Standards. Service requests beyond the scope of NFPA 211 Level 1 Standards are available at an additional cost.			
	To approve this estimate, please sign and this estimate and return to Big Sky Chimney.			
TOTAL				\$15,590.00



Canyon Chimney Sweeps LLC

17 February 2015

TO: Firelight Homeowners Association
c/o Scott Hammond (Hammond Property Management, INC)

SUBJECT: Chimney Sweeping Bid

My name is John Alexander and I'm writing on behalf of myself and Ed Hake of Canyon Chimney Sweeps. Ed and I would like to offer our chimney sweeping services to the Firelight Homeowners Association (HOA) for 2015 and beyond. We are dedicated professionals and stand fully behind each and every chimney we inspect/sweep. As an annual fire prevention task, we know the importance of our efforts. If there is ever any question or concern over a service we provided, we will immediately attempt to remedy the issue to your complete satisfaction. We are pleased to offer the following services:

1. INSPECTION: (Cost - \$25 per wood/pellet burning chimney)

Wood/Pellet Fireplaces/Stoves: This inspection consists of a rooftop examination of all chimney flues for buildup of creosote, blockage/obstructions, damage, and identification of any hazardous conditions. In addition, all unit fireplaces are examined for pit damage, scaring, damper problems, and any other condition that could pose a potential fire or smoke hazard. As an added service, we provide a cursory visual inspection of all chimney piping connections, chase flashings, and general areas of the roof that we can safely observe.

2. SWEEPING: (Cost - an additional \$50 per chimney that requires sweeping)

If, during the inspection, it is determined that an excessive buildup of creosote exists, the chimney flue will be swept. If a flue does not require sweeping there will be no additional charge beyond the initial \$25 inspection. Fireplaces that require sweeping will be swept from the roof utilizing an appropriate sized flue brush attached to a series of sectional, fiberglass rods. Following sweeping, the firepit will be vacuumed free of swept creosote and returned to its original condition found upon inspection.

3. SUMMARY REPORT: At the conclusion of our operations, a summary report of each chimney will be provided detailing all inspection observations, findings, hazards, and the swept status.

Canyon Chimney Sweeps hopes this bid will fulfill your safety prevention requirements! We understand there is a request for an annual inspection of all fireplaces and a biannual inspection of all stoves and inserts. If accepted, we will do whatever is needed to accommodate your timeline. We look forward to the opportunity to work for Firelight HOA. If you have any questions, please e-mail me or call either Ed Hake, 995-4450, or John Alexander, 556-9004.

Thank you for your time and consideration.

John Alexander
Canyon Chimney Sweeps
(alexanderjtkl@aol.com)



**Mold Mitigation Issue
FLM Board Meeting
March 16, 2015**

Per the Declaration, crawlspaces are defined as limited common elements and the costs to repair and maintain these limited common elements are to be shared equally.

Section I Paragraph 8.b.

b. Limited Common Elements:

Limited common elements shall mean those common elements expressly or impliedly designated in this Declaration, site plan, floor plans or designated as such by the Association or by the Declarant pursuant to its special rights set forth herein which are reserved for the use of a certain unit or a number of units to the exclusion of the other units. Specifically, as to any given Unit Owner or Owners, limited common elements shall, include but shall not be limited to, the following common elements which are located upon the real property herein described:

Equipment, improvements or facilities used by or serving less than all of the units, including but not limited to crawl spaces, mechanical areas, patios, entry ways, decks, hallways, parking spaces or areas designated by this Declaration, Amendments thereto or the Association for the use of less than all the Unit Owners, walkways, stairways, fixtures, or other portions of the property or buildings servicing only a particular unit, only the units in a building or less than all of the units are limited common elements. The Daycare site limited common area is reserved for the exclusive use of Unit CB. The Administration Building and Garage limited common area is reserved for the exclusive use of Unit AB. The percentage interest of the units in the limited common elements shall be computed by determining the number of units that have use of the limited common elements and taking the value of each such unit and dividing it by the total value of the unit(s) making use of the particular limited

common element. Except for Unit CB and Unit AB which have no percent interest in the general common elements; such values shall be the same as the values used to initially compute the percentage of interest of the residential Unit Owners in the general common elements and shall be the stated percentages of interest of the units in the general limited common elements as set forth in this Declaration, regardless of any fluctuations in actual market value.

Declaration Section V Paragraph 8 (c)

- (c) Assessments may also be made for the payment of limited common element expenses maintained, repaired, or replaced by the Association; provided that, at the discretion of the Board of Directors, the Unit Owners may be charged only for the limited common element expenses relating to their respective units or buildings. The Unit Owners may be required by the Association to pay certain of their respective limited common element expenses directly as in the case of the commercial units. Assessments may be made for a Reserve Account which will be set up in approximately 3-5 years for repair and replacement of roofing, pavement and for repainting or replacement of exterior siding.

Declaration Section I Paragraph 13

13. Limited Expenses:

The term "limited expenses" means the expenses attributable to the maintenance, repair and replacement of limited common elements and which are expenses only for Owners of units within the building for which such expenses are incurred. However, except as herein otherwise set forth, the Association, through its Board of Directors, shall assume the normal maintenance, repair and replacement of limited common

elements outside of a unit such as Villa driveways and apartment parking areas, landscaping, yard and walkways and assess all of the Unit Owners for the costs in accordance with their allocated interest in the general common elements. Damage caused by a Unit Owner will be repaired and assessed to the individual Unit Owner.

Firelight Meadows Condominiums
Mold Mitigation Estimates
March 2015

	Anderson Enterprises	Cost per Unit Condo	Buffalo Restoration	Cost per Unit Condo	Estimate Differences
Building A	75,472	3,774	80,000	4,000	4,528
207 CLD - fourplex	8,338		8,950		612
221 CLD - duplex	8,338		8,950		612
229 CLD - duplex	8,338		8,950		612
294 CLD - duplex	8,338		8,950		612
	<u>108,824</u>		<u>115,800</u>		<u>6,976</u>

Anderson Enterprises

P.O. Box 160151
 Big Sky, MT 59716
 406-995-2811

Estimate

Date	Estimate #
3/9/2015	400

Name / Address
Firelight Meadows Homeowners Association PO Box 160742 Big Sky, MT 59716

Service For
Building A Firelight Entire Crawl Space Approx - 10,600 sq ft Requested by: Mike Harder

Project

Item	Description	Sq. Ft. / Lin. Ft.	Rate	Total
Mold Remediation	<p>Mold Remediation Set containment / Set up negative air system in crawl space / Remove and dispose of all insulation / Sand wire brush all areas of visible fungal growth on structure floor system / Treat with antimicrobial as needed / Treat all areas with Concrobium stain removal / Place new R-19 fiberglass batt insulation under floor and new R-11 vinyl blankets on exterior crawl space walls . Remove vapor barrier and replace with new.</p> <p>Note: Visual inspection only, no testing or inspection fees figure in estimate. Any items stored in work areas need to be removed prior to start of work.</p>	10,600	7.12	75,472.00
Total				\$75,472.00

Anderson Enterprises

P.O. Box 160151
 Big Sky, MT 59716
 406-995-2811

Estimate

Date	Estimate #
3/9/2015	401

Name / Address
Firelight Meadows Homeowners Association PO Box 160742 Big Sky, MT 59716

Service For
Firelight Units: 207 CLD, 221 CLD, 229 CLD & 294 CLD Approx 1100 sq ft each Approx 4400 sq ft

Project

Item	Description	Sq. Ft. / Lin. Ft.	Rate	Total
Mold Remediation	<p>Mold Remediation Set containment / Set up negative air system in crawl space / Remove and dispose of all insulation / Sand wire brush all areas of visible fungal growth on structure floor system / Treat with antimicrobial as needed / Treat all areas with Concrobium stain removal / Place new R-19 fiberglass batt insulation under floor and new R-11 vinyl blankets on exterior crawl space walls. Remove vapor barrier and replace with new.</p> <p>Note: Visual inspection only, no testing or inspection fees figure in estimate. Any items stored in work areas needed to be removed prior to start of work.</p>	4,400	7.58	33,352.00
Total				\$33,352.00



Buffalo Restoration, Inc.

555 Manley Road
Bozeman, MT 59715
406-586-8109
Tax ID# 81-0474462

Client: Firelight Meadow Condo & Chalets/HPM
Property: 36 Center Lane Ste. 1
Big Sky, MT 59716

Home: (406) 599-5218

Operator: RYANH

Estimator: Ryan Hostetter WTR, AMRT
Position: Estimator
Company: Buffalo Restoration Inc.
Business: 555 Manley Rd
Bozeman, MT 59715

Business: (406) 586-8109
E-mail: ryanh@buffalorestoration.com

Type of Estimate: Cleaning Mold

Date Entered: 2/22/2015

Date Assigned: 2/22/2015

Price List: MTBO8X_FEB15

Labor Efficiency: Restoration/Service/Remodel

Estimate: 5150131AINS1

Our protocol will be to contain the work areas, separating them from the occupied areas. We will then establish negative air machines equipped with HEPA filtration to protect occupants during the cleaning process we will then remove all porous items (including all insulation and left over construction debris), apply an anti microbial that uses chemical agitation (peroxide), and HEPA vacuum all surfaces by hand that have visible signs of mold growth as well as horizontal surfaces in order to establish a dust-free environment.

In addition, we would replace the vapor barrier with a new 6 millimeter barrier loose laid on the ground as presently found. We would then re-insulate the walls with R19-faced blanket insulation, and re install the insulation in the floor system as found presently.

This procedure would subsequently restore the crawlspace area back to its pre-damaged condition.

NOTE: Building code does NOT recommend this course of action with regard to crawlspace insulation. Not only will this option not prevent future mold growth, but it may also promote future mold growth and inhibit future visual inspections



Buffalo Restoration, Inc.

555 Manley Road
Bozeman, MT 59715
406-586-8109
Tax ID# 81-0474462

5150131AINS1

Building A

Building A

DESCRIPTION	QTY	UNIT PRICE	TOTAL
1. CLEANING AND REPLACING THE MATERIALS Structural cleaning following described protocol and replacement of insulation and vapor barriers	1.00 EA @	80,000.00 =	80,000.00

207

207

DESCRIPTION	QTY	UNIT PRICE	TOTAL
2. CLEANING AND REPLACING MATERIALS Structural cleaning following described protocol and replacement of insulation and vapor barriers	1.00 EA @	8,950.00 =	8,950.00

221

221

DESCRIPTION	QTY	UNIT PRICE	TOTAL
3. CLEANING AND REPLACING MATERIALS Structural cleaning following described protocol and replacement of insulation and vapor barriers	1.00 EA @	8,950.00 =	8,950.00

229

229

DESCRIPTION	QTY	UNIT PRICE	TOTAL
4. CLEANING AND REPLACING MATERIALS Structural cleaning following described protocol and replacement of insulation and vapor barriers	1.00 EA @	8,950.00 =	8,950.00

294

294

DESCRIPTION	QTY	UNIT PRICE	TOTAL
5. CLEANING AND REPLACING MATERIALS	1.00 EA @	8,950.00 =	8,950.00

5150131AINS1

3/4/2015



Buffalo Restoration, Inc.

555 Manley Road
 Bozeman, MT 59715
 406-586-8109
 Tax ID# 81-0474462

CONTINUED - 294

DESCRIPTION	QTY	UNIT PRICE	TOTAL
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Structural cleaning following described protocol and replacement of insulation and vapor barriers

Grand Total Areas:

5,974.30 SF Walls	16,753.52 SF Ceiling	22,727.83 SF Walls and Ceiling
16,753.52 SF Floor	1,861.50 SY Flooring	1,194.86 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	1,194.86 LF Ceil. Perimeter
16,753.52 Floor Area	17,154.03 Total Area	5,974.30 Interior Wall Area
7,249.16 Exterior Wall Area	1,208.19 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



Buffalo Restoration, Inc.

555 Manley Road
Bozeman, MT 59715
406-586-8109
Tax ID# 81-0474462

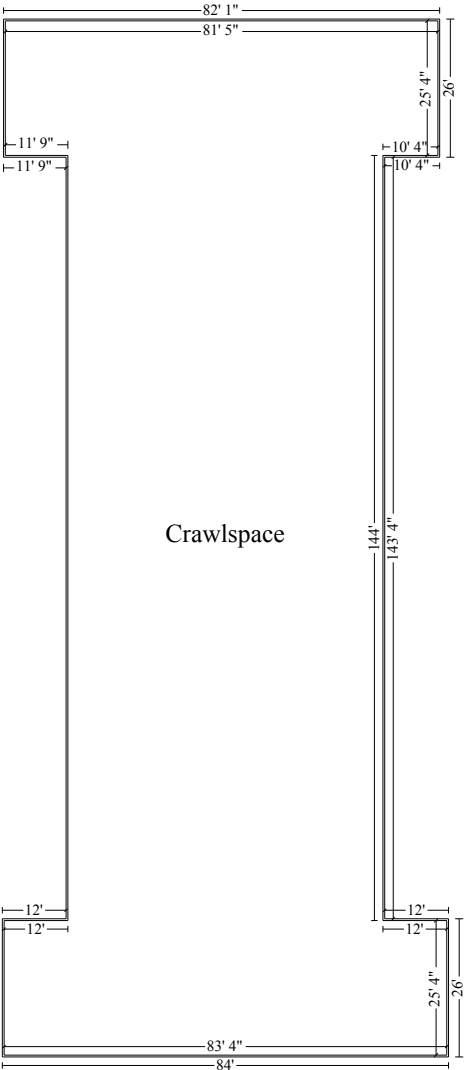
Summary

Line Item Total	115,800.00
Replacement Cost Value	\$115,800.00
Net Claim	\$115,800.00

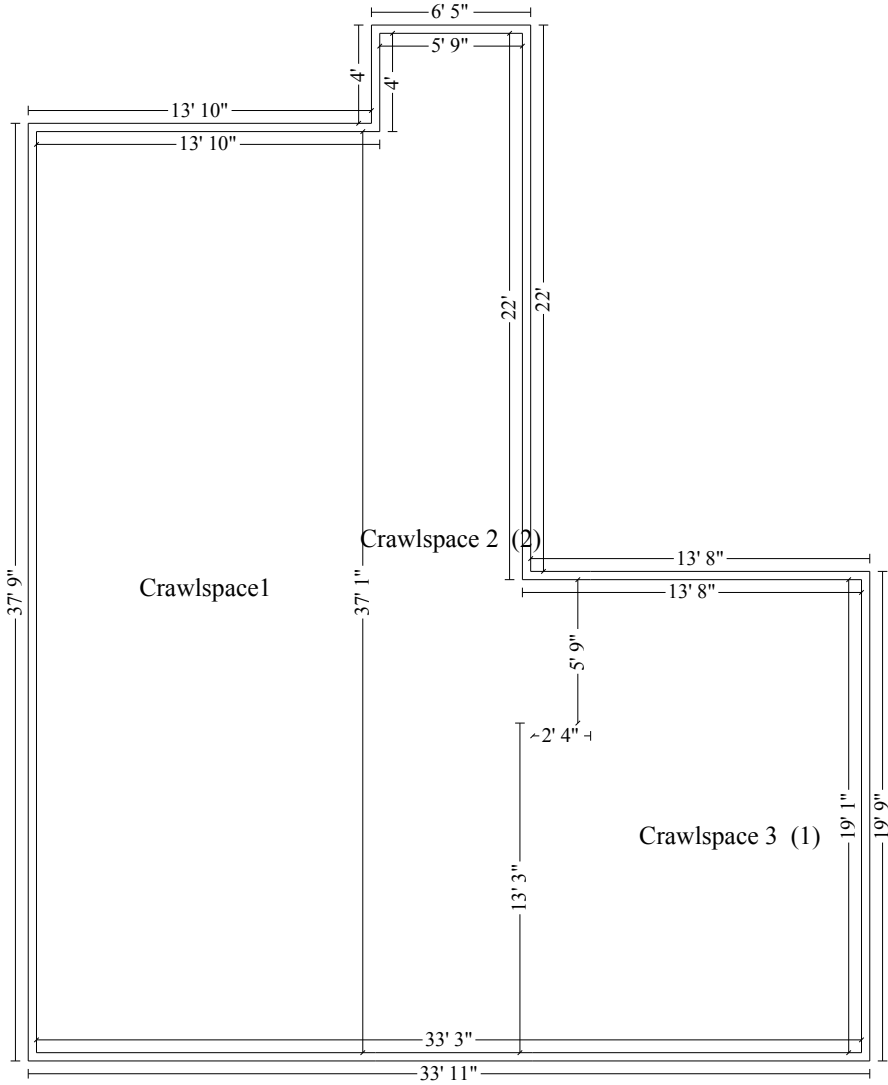
Ryan Hostetter WTR, AMRT
Estimator

This estimate is intended to be a procedural scope of work with associated costs. We believe these procedures constitute a range of generally accepted industry practices and generally rely on physical source removal of visible mold followed by damp wiping and HEPA vacuuming. However, we make no warranties or guarantees written or implied, regarding the efficacy of our work procedures, or the safety or habitability of the structure now or in the future. We do not represent ourselves as competent to evaluate post-project contamination levels, If you would like to contact a competent third party we are happy to recommend multiple companies who could assist.

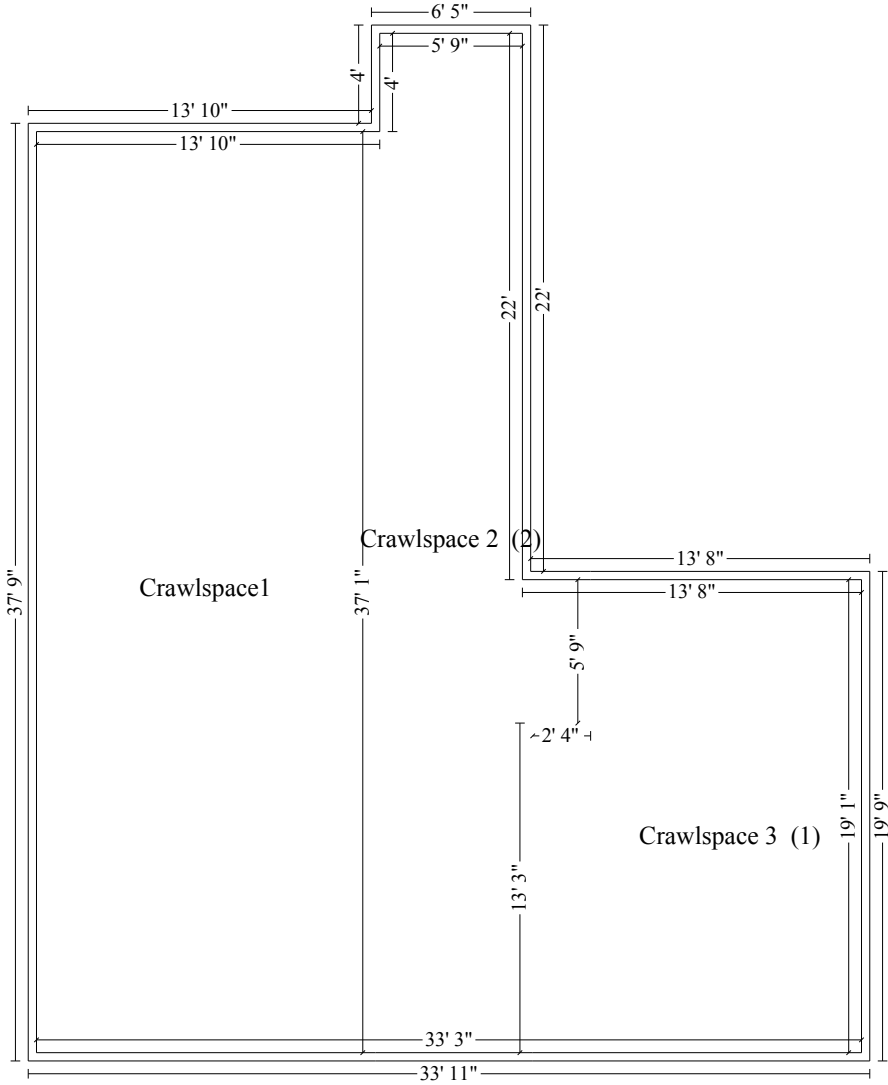
Buffalo could have a third party do post cleaning air sampling to verify the air quality for a charge of \$2,800.00. This would ensure that the crawlspace is indeed mold free and release liability from the HOA



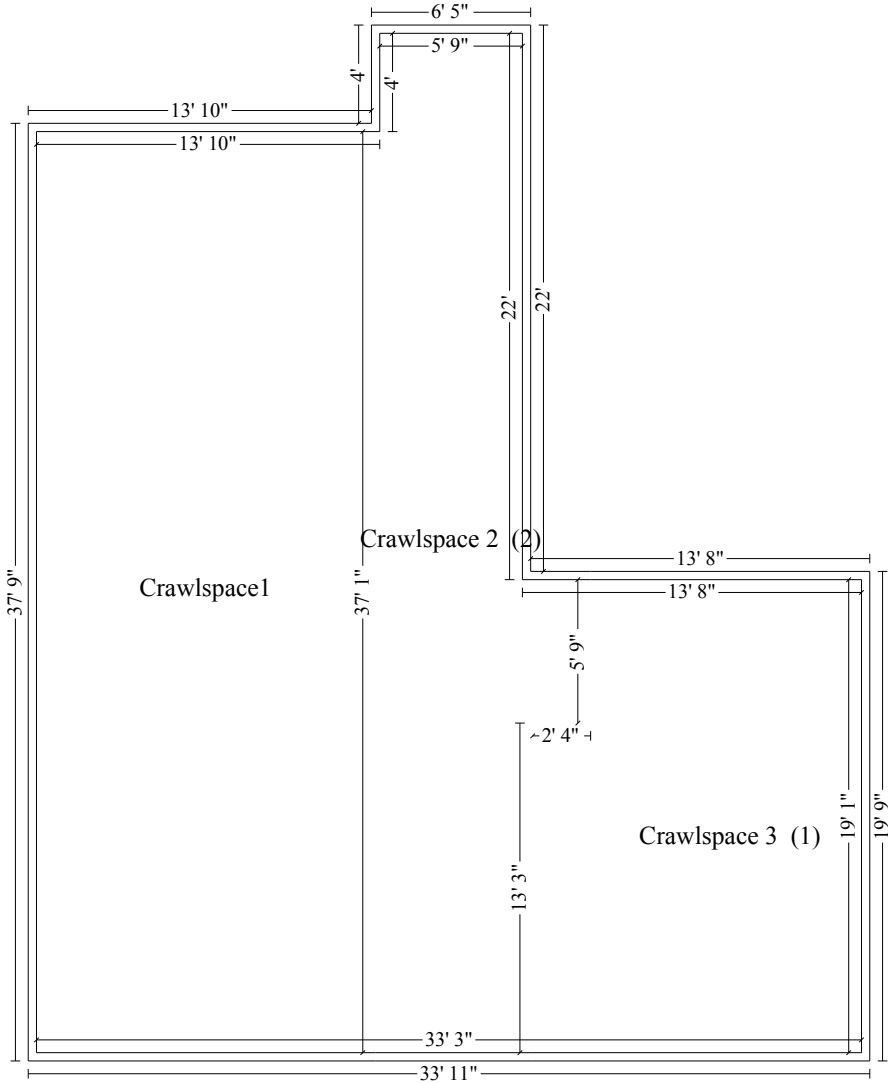
Building A



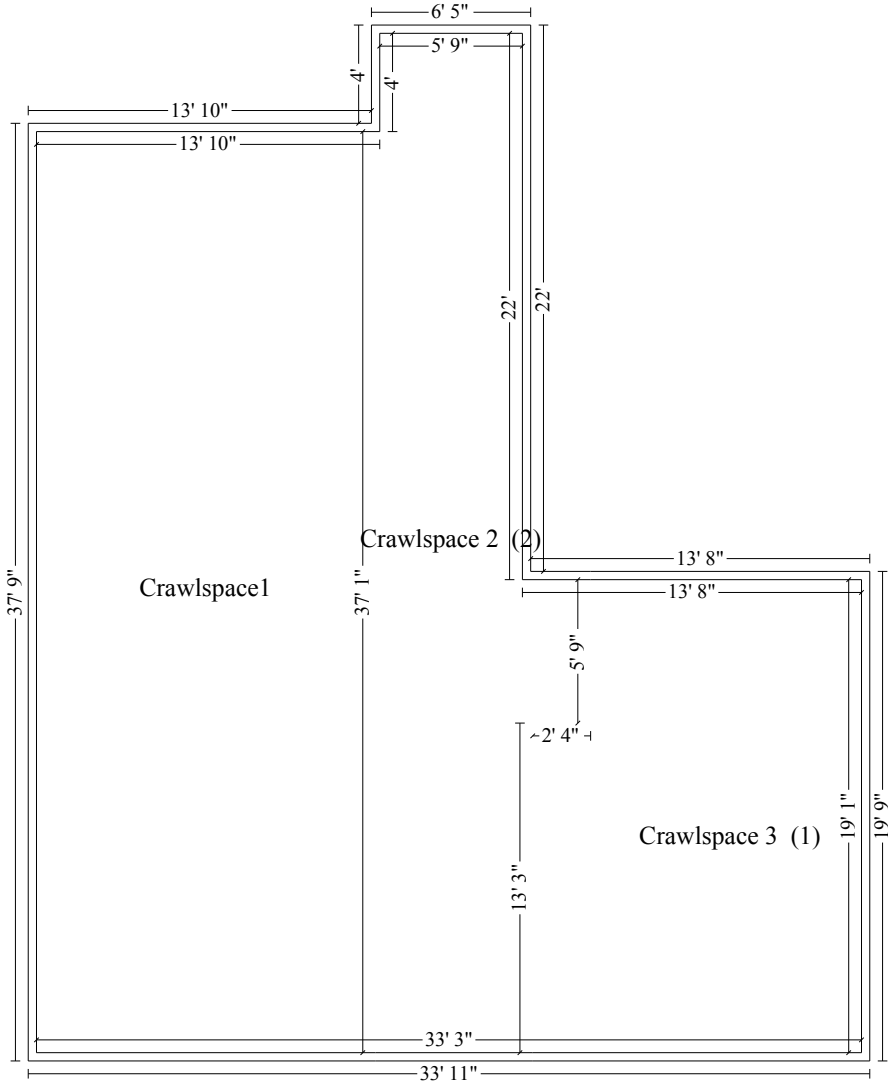
Main Level



Main Level



Main Level



Main Level

FIRELIGHT MEADOWS UNIT OWNERS ASSOCIATION

January 19, 2010 Rev. September 10th 2012, 2012

The following rules and regulations are intended to assist each unit owner to maintain the commonly held property of the Firelight Meadows unit owners. We, as unit owners, seek;

- **Full enjoyment of our property,**
- **Access to increased property values due to excellent property maintenance,**
- **Assurance that the behavior of other owners and their guests will conform to standards, and**
- **Assurance that our investment is appropriately secure.**

It is required that every owner's leases and rental agreements fully conform to these rules and regulations. Each owner and owner approved occupant must abide by the following rules and regulations.

Exterior Care

The association is solely responsible for the care and maintenance of all the common elements. This includes all items outside the interior of your individual unit, including crawl spaces and attics. Accordingly, the following shall apply;

- 1. Owners/occupants are to keep the front entry and the rear decks on their units neat and orderly. Outdoor furniture that is visible to others in the association shall reflect a neat and attractive appearance to prospective purchasers, visitors and invitees. Decks/patios are not to be used for any type of storage. (Firelight Meadows unit owners have invested in their own units and do not want other occupants to display items that detract from the image we want to project.)**
- 2. No owner/occupant shall affix any material or device whatsoever to ANY exterior surface (either temporarily or permanently) without first securing the written approval of the Board of Directors.**
- 3. Window treatments in Chalets and Condos that are visible from the exterior must conform to the Declarations and Bylaws.**
- 4. Garden hoses must be disconnected from outside spigots from October 1st through May 14th of each year to prevent freeze ups.**
- 5. Owners are responsible to make sure guests that they invite to campus follow these rules. If the guest is a contractor working on the unit they are also responsible to follow supplemental contractor rules in Common Elements Rule 2012.3.**

TRASH

- 1. Villa/Chalet owners rely on individual trash pickup service through Allied Waste. As of this writing pickup service is Monday morning.**
- 2. All Refuse Containers are to be stored inside. On pick up day containers can be put out after 6am and must be returned to the garage on the same day. We must follow these rules year round and be extremely vigilant during active bear season.**

NOTE: During bear season, Apr – Nov, units with refuse containers outside at times other than listed here will be fined \$800 with no additional warning.

- 3. Condo units are served with dumpsters located at each building. All trash and unwanted items need to be placed inside the dumpster. The collection service will not collect items outside the dumpster.**

PARKING

- 1. Parking may not obstruct walkways, roadways, or sidewalks. Parking is not permitted on walkways, roads, sidewalks. Parking off the blacktop is strictly prohibited.**
- 2. Each unit owner or unit owner's designee must display a valid parking permit affixed to their rear view mirrors when on property. Please see supplemental Common Element Rule 2012.1 for parking pass distribution information.**
- 3. RV's, Boats, Trailers may not be parked in usual parking spots. They must be stored off site or in an approved site by applying to the Board of Directors and following their rules.**
- 4. Parking is by permit only. Two permits are assigned to each unit owner.**
- 5. Parking in a driveway pad requires the permit tag of that specific unit.**
- 6. Visitors parking for less than twelve (12) hours do not need a permit to park. However, they must follow Rules 1 and 2.**
- 7. Overnight Visitors may receive a short term parking permit by the Unit Owner or owner's designee contacting the Hammond Property Management Office (406-995-7220). Their Office Hours are M-F, 8am to 5pm.**
- 8. Owners with short term/vacation renters in their units may provide their renters with up to two short term parking permits provided by their individual property managers. This process will be a collaborative effort between the Association's property manager and the owner's individual property manager. The Association Property Management has jurisdiction over this process in the event of disputes.**
- 9. During the snow season, vehicles must be moved regularly to allow for snow removal operation. Failure to move the vehicle in a once every 72 hours or at the request of the property manager will result in the vehicle being towed off property.**
- 10. Vehicles which are not moved after five days on property will be treated as abandoned property.**
- 11. Vehicle repair work, except for minor emergency repair, is prohibited.**
- 12. Violators of this policy will have a written warning affixed to their vehicle and have 24 hours to comply with Parking Rules.**

- 13. Violators will receive only one warning for a violation. The Association has the authority to tow the vehicle in the event of subsequent violations.**

The Association's property manager is authorized by the Board of Directors to tow off premises vehicles that violate any of the above. The appropriate condominium owner will be required to pay all associated costs.

PETS AND ANIMALS

- 1. Owners may request permission from the Board of Directors to keep a maximum of two pets in their unit. Request an application from the property manager and follow the simple instructions to seek approval.**
- 2. It is essential that unit owners with approved pets control the pets at all times and do not present a nuisance to any other owner/occupant. Pets in the common areas must be leashed at all times with an owner actively on the other end.**
- 3. Renters or other non-owners may NOT have pets in their units or on the Firelight Meadows property.**
- 4. Unit Owners are responsible for immediately cleaning up after their pets.**
- 5. Unit Owners responsible for noisy or threatening animals are liable for fines and penalties if complaints about behavior are not immediately remedied.**

LIMITATION ON NUMBER OF OCCUPANTS PER UNIT

- 1. Condominiums in Buildings A, B, C, and D are limited to four persons including children.**
- 2. Villas/Chalets are limited to six people including children.**

QUIET HOURS AND QUIET ENJOYMENT

- 1. Quiet hours for all unit occupants and guests are from 10 p.m. to 7 a.m. daily.**
- 2. Loud music and loud activities that may be a disturbance to other owners/occupants are not allowed at any time.**
- 3. Once warned by the property manager, the violation must immediately cease.**
- 4. The Sheriff's office of Gallatin County will be called to assist in the enforcement of these rules, should that become necessary.**

RULES AND REGULATIONS ENFORCEMENT

- 1. It is highly recommended that a copy of these rules and regulations be posted conspicuously in each unit. Whether or not that occurs, the appropriate owner (s) responsible for the misconduct performed by them, their invitees or their renters are wholly accountable for that misconduct.**
- 2. Usually on the first violation of a rule, the offending party (owner) will be warned in writing of the violation and expected to correct and not repeat the offense.**
- 3. If the violation is not corrected or occurs again, the Board of Directors has instituted a policy of fines to be levied against the offending owner which must be paid immediately or**

a lien will be placed against the property. Increased fines will be made in special circumstances as approved by the Board of Directors.

- 4. The association always has the right to seek an injunction against an individual owner to correct abusive, violent and/or aberrant behavior and/or place a lien against the owner to repay the association for legitimate reimbursements to recover costs and the costs of recovery.**
- 5. Some violations of behavior are so serious to the safety and indemnification of the association that they must be addressed immediately and aptly. The Property Manager has the authority to make such a determination. The Property Manager's action will be reviewed for appropriateness by the Board of Directors at their next regularly scheduled meeting.**

GRIEVANCE PROCEDURE

Any unit owner who wishes to grieve an action taken to enforce these rules and regulations must submit a written protest to the President of the Association. Such protest will then be reviewed by a panel consisting of 1. The President or his designee, 2, the property manager, 3 the unit owner, 4, one unit owner chosen by the grieving unit owner to assist in the presentation and review, and 5, one neutral person to be appointed by the President or his designee. The recommendation of this panel will be presented to the entire Board of Directors for action.

EFFECTIVE DATE

These rules and regulations of the Firelight Meadows Unit Owners Association become effective on January 20, 2010 and will be strictly enforced as of that date.

**Document Retention and Destruction for Corporate Records
of the
The Association of Unit Owners of Firelight Meadows Condominiums**

Document Type	Years to Retain “P” indicates permanent retention
Governing Documents	
Most Recent Corporate Annual Report as filed with the MT SOS	CURRENT
Articles of Incorporation and Bylaws	P
IRS examinations, rulings, comments, correspondence	P
Tax-exemption application and approval letter	P
Rules and Regulations	P
Deeds	P
Easements	P
Administration and Operations	
General Correspondence	10
Member Lists	P
List of Current Directors or Officers incl. home or business address	CURRENT
Election Records (undisputed)	10
Annual Meeting Minutes	P
FLM Board Meeting Minutes Regular and Special (inclusive of Executive Session)	P
Committee's of the Board Meeting Minutes (only those committees that are delegated authority)	P
Newsletters	P
Resolutions and Policies	P
Committee Charters	P
Conflict of Interest Disclosure Statements	P
Assessment Collection Records	5
Expired Contracts and Leases	10
Contracts and Leases in Force	CURRENT
Financial and Accounting	
Accounts Payable Ledger	10
Accounts Receivable Ledger	10
Bank Signature Cards	10
Bank Deposit Slips	10
Bank Reconciliations	10
Bank Statements and Cancelled Checks	10
Brokerage Statements	10

Budgets	10
Check Register (Cash Disbursements Journal)	10
Interim Financial Statements	10
Annual Financial Statements	P
General Ledgers	P
Tax and Informational Returns (State and Federal)	P
Reserves	
Reserve Estimates and Calculations	P
Legal Records	
General Legal Advice and Opinions	P
Disputes or Litigation with Homeowners	P
Litigation with Third Parties	P
Enforcement of Assessment Liens	P
Insurance Documents	
Insurance Policies, Declaration pages	P
Claims Information and Reports	P
Accident and Fire Inspection Reports	P
Additional Insured Endorsements (both from FLM and naming FLM)	P
Loss/Accident reports and claims made to insurance (after settlement)	10

DRAFT

**THE ASSOCIATION OF UNIT OWNERS OF
FIRELIGHT MEADOWS CONDOMINIUMS, INC.
BOARD OF DIRECTORS RESOLUTION**

RESOLUTION:

Date of Board Adoption: _____ Resolution No.: _____

Effective Date: _____ Date(s) Revised: _____

RESOLUTION

WHEREAS, the Association of Unit Owners of Firelight Meadows Condominiums, Inc. (“Association”) is filed with the Montana Secretary of State as a public benefit, nonprofit Montana Corporation; and

WHEREAS, Section 8 of the Bylaws for Firelight Meadows Condominiums assigns the Board of Directors (“Board”) all of the powers and duties necessary for the administration of the Association’s affairs and for performing all responsibilities and exercising all rights of the Association as set forth in the Declaration of Firelight Meadows Condominiums dated February 27, 2002; and

WHEREAS, the Board has determined that [such matters (describe) are in the best interest of the Association] and therefore recognizes the need to adopt the following resolution.

NOW, THEREFORE, be is resolved that

- 1.
- 2.
3. The Board interprets this Resolution; its decision is final.
4. This Resolution supersedes all other Policies/Resolutions regarding _____.

DATED this ____ day of _____, 20__.

THE ASSOCIATION OF UNIT OWNERS OF
FIRELIGHT MEADOWS CONDOMINIUMS, INC.

By: _____
Its: _____

By: _____
Its: _____