

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

Firelight Meadows

April 11, 2017

Call to Order

Karen Roberts called the meeting to order at 6:10 pm.

Directors in attendance were Karen Roberts, Curt Wilson, Steve Cherne, and Annette Stone (all via WebEx), Greg Hunt, Laura Gregory, Kari Gras and Jeff Alger; Scott Hammond, Dustin Long, Seanna Farrow, and Katie Coleman of Hammond Property Management (HPM) were also in attendance. Also, attending via WebEx was Doug Shanley, the CPA for the HOA.

There were no unit owners in attendance.

Minutes of the March 20, 2017 Meeting

Alger noted the verbiage in the March minutes regarding the topic of paved parking (page 5, paragraph 3) and would like it in writing that he was told new paved parking was illegal. Roberts asked Coleman to confirm the verbiage from the recording. The minutes will be adjusted if necessary and approved at the next board meeting.

Schedule Next BOD Meeting

Roberts reminded the board that the next BOD Meeting will take place on May 22nd at 6:00 PM. It was also confirmed that the special meeting on the Declaration and Bylaw changes will take place on May 23rd at 6:00PM at the Water and Sewer Department.

Q1 Financial Report

Shanley presented the financial report as of March 31st, 2017. The Association had \$918,635 in the checking savings, and reserve accounts, \$2,839 in accounts receivable, and \$2,464 in interest receivable from the Edward Jones account, equating to \$923,939 in total assets. Accounts payable has \$38,275. Prepaid assessments of owners who have paid assessments in advance totals to \$8,230. The equity account balances included the reserve fund balance of \$778,239, retained earnings of \$117,042 and a first quarter net loss of \$17,849. Shanley continued on to discuss the copy of the March 31st Edward Jones account and explained that the Edward Jones's amount is always going to be a little different than what the balance sheet shows because we book the value of the CDs carried to maturity and the Edward Jones report shows the value of the CDs if they were sold at a specific point in time. Hunt asked Shanley about the withdrawal of \$191,000 and Shanley explained that this amount came out of the money market account and the money was then used to buy more CDs. Roberts noted that when the CDs mature, the money is put back into the money market account. Hunt asked if the CDs roll over or if we buy new ones, and Shanley responded that Edward Jones finds new CDs with the best interest rate. Roberts stated that there needs to be cash on hand for emergency expenses, and this is why we hold a balance in the money market account. Shanley moved on to the accounts receivable aging summary and outlined how much was owed versus how much was paid in advance—the prepaid assessments. Roberts stated that letters were sent to owners with overdue payments and the next step will be revoking parking privileges if the overdue balances are not paid by May 15, 2017.

Shanley went on to discuss the profit/loss and expenses for the quarter. A loss of \$17,849 corresponds to the chalet net loss of \$1,046 plus the condo net loss of \$16,803. Shanley stated the loss for the quarter was due to unbudgeted expenses relating to the sewer backup and the replacement of light fixtures.

Forecasted Profit and Loss Report

Roberts began by explaining that the board needs to decide how the costs related to the sewer back up issue and the cost of the replacement of the condo hall light fixtures should be paid. The sewer back up total cost was \$15,882.92 (\$5000 covered by insurance), which included cleanup and repairs. The condo light fixtures and related installation cost \$9,011.20. The total amount paid by the HOA comes to \$24,894.12. Roberts noted the current operating account balance was \$137,253; however, this is not money to be spent as we are spending more than we bring in. Roberts stated the insurance claim is considered a general common expense that everyone contributes to, while the light fixtures are a limited common expense/element, benefiting only the people in that building.

Resolution for Accounting for Reserve Accounts

Roberts presented a draft resolution for accounting for reserve funding and expenditures. She noted that since reserves are an annual budget item, unit owners should be able to easily distinguish the balances in the reserve funds and see that the reserve funds are kept separate from the HOA general operating funds.

Roberts read the proposed resolution to the board and asked if there were any questions or suggested changes. Wilson asked that the resolution be more generic on Section 1 that would make the description of the reserve balance accounts more generic. Roberts commented that Edward Jones offers much broader range of investments other than certificates of deposit, and since the BOD is not allowed to risk any of the reserve funds, certificates of deposit are the board's only investment option. Roberts stated that she would revise the wording and present the resolution for approval at the May board meeting.

Maintenance & Repair Report

Gras presented the Maintenance and Repair report for January through March. Page 18 showed a summary of the chalets vs. condos and the percentage of the budget that had been accounted for at that time. Page 19 outlined the chalet expenses just for Q1. Page 20 and 21 outline details of which category of repair and maintenance each item is under. Gras stated that the rebate on the light fixtures would be included once it is received.

Property Management Report

Hammond presented the property management report in place of Palmer. He began by explaining to the board his plans with Long following the snow melt, spring cleanup, and efforts to improve on violations within the Firelight campus. Hammond stated there are about 30-40 violations listed, not including noise violations. The specific area of noise violations needs some work and can be difficult to handle.

Long reported that the condo lighting project went well. Some minor dry wall patching needs to be done and the majority of this work can be handled in-house. HPM will keep the BOD updated. Long stated that many of the condo building exit lights were out and are being upgraded with LED emergency lighting that will run for the full 90 minutes required by code. The large, yellow parking signs around campus have been removed and replaced with smaller signs mounted on posts accordingly. There was a fire suppression leak in D19 when a contractor pulled a baseboard out. A nail had previously been driven directly into the fire suppression line when first put in place. The system was down no more than 4 hours before the company came and successfully repaired them.

Trees have been ordered for the RV parking area and are due to be planted in May. Long addressed the list of violations and assured that HPM will continue to keep up with the violations moving forward. Most tenants were very responsive to any violations they received, and in return this cooperation has made the appearance of the Firelight campus much better.

Roberts asked if a fine is triggered at the time a 2nd notice is issued. Long explained that there was a first notice, a second notice, and with a third notice there was a fine issued. Long and Coleman describe a specific notice

sent in March where HPM felt they had not properly given direction with the first notice (lacking a photo of BOTH the front and back yard that needed cleanup), and sent a second notice as more of a follow up rather than a warning for a fine. Eventually, a third notice was sent to these tenants and a fine was being issued. Wilson comments that he saw the Field Representatives on campus and thanked HPM for their work. Hunt commented on the list of notices within the manager's report and liked the simplicity of how it was delivered. He would rather see more notices with a short description opposed to just a few notices in great detail.

Snow Removal Report

Hammond stated that there had been little to no snow removal or ice issues due to the warm temperatures. Gregory commented that HPM did really well this year with snow removal. She stated overall there was only one comment on widening in places. Gregory asked if anyone, specifically chalet owners, has additional input on the snow removal. Gras commented on HPM doing a great job and being on top of snow removal. Wilson commented on the snow blower blowing snow onto the pine trees and causing damage, and next year HPM should keep this in mind. Hammond stated that when possible, HPM will avoid blowing snow onto the trees; however, sometimes it does happen.

Legal Report

Roberts had no update.

Communications from Owners-Rocks on Lawn

Roberts began with an email from Macisso, owner of Firelight 398, requesting the addition of landscape boulders to deter parking on their lawn. A discussion was held and it was determined that at this time, the BOD will not make a decision on approving the rocks, but it will address and consider the rock issue in the summer landscaping plan. Roberts agreed to draft a response to Macisso and run it by Gras.

Communications from Owners-Satellite Dish

Roberts began with a request from Mr. Shappee at 329 Firelight, who would like to put up a Hughes satellite dish on his building. A discussion was held and it was determined that the BOD needs to obtain more information before making a decision.

Parking Rule Enforcement Report

Roberts briefly presented the parking report in Gale's absence. There has been a little bit of towing throughout the month of March, but Gale did a lot of knocking on doors and communication to get people to move their vehicles before proceeding with towing. Roberts noted that this may not be the fastest approach, but it is how Gale is handling it. He was told at the last meeting that he will need to "step it up" and tow more vehicles when necessary. Roberts reported that Gale is getting positive responses, but the problem is that the HOA only pays Gale to do one patrol per day and we are only catching parking violations for a small window of each day. Roberts requested that the board keep their eyes open for violations and report them to Gale. The board agreed.

Old Business

Newsletter/Website Report (Proposal)

Hunt stated that in the last 2-3 weeks he has been in touch with Natalie Osborne from Wonderbuild who is responsible for HPM's website. Rather than spending money on building a new website for FLM, changes have been made to the existing website to make it more functional. Hunt proposed that rather than sending out a PDF of the newsletter, a link to the newsletter could be included in an email to the owners. Using the website allows the HOA to use analytics to track the number of people accessing the website. Roberts asked if the analytics would be able to determine the number of hits to the specific areas of the one-page of the HPM Website that is dedicated to FLM. Hunt stated he will find out what analytics are available to us and report back. Gras commented that there is already a lot of time invested into the existing site, and she agreed with Hunt's approach.

Summary of Changes

Roberts presented drafts of the rewritten Declaration and Bylaws along with a summary of changes for each document. The drafts are a collaboration between the Declaration Committee (Karen Roberts, Steve Cherne, and Greg Hunt) and the HOA's attorney, Kristen Brown. As agreed at the February board meeting, Alanah Griffiths has also reviewed both documents and provided her input. Roberts requested that the group review the summary of changes, look at the declaration, and comment on the proposed changes. Roberts noted that although a formal board vote on the changes is not required, she would like input from the board on whether the changes are acceptable or problematic. The group reviewed the changes and provided feedback as requested.

New Business

The discussion and decision regarding a possible maximum number of satellite dishes per building was tabled until the next board meeting.

Adjournment

The meeting adjourned at 10:05 PM.



Annette Stone, Secretary

6.21.2017

Date