



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

BOARD OF DIRECTORS MEETING

Date: Wednesday April 11 th , 2018	Time: 6:00 p.m. MDST	Location: Hammond Property Management 50 Meadow Village Drive Big Sky, MT 59716
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Agenda		Presenter	Action Required
6:00	Call to Order	Kari Gras	-
	• Member Forum		
	Minutes of Last Board Meeting	Kari Gras	Approve
	Schedule Next BOD Meeting	All	
	• May – Tuesday, 5/8/18		
Financial			
6:15	Budget Overage Recommendations	Curt / Doug	Discuss/Accept
Reports			
6:45	Property Management Report	HPM	Discuss/Accept
	Review bids	HPM	Discuss/Accept
	Communication from Owners	HPM	Discuss
	Snow Removal Report & Wrap-up	Laura Gregory	Discuss/Accept
Old Business			
7:15	Parking	Parking Committee	Discuss
New Business			
7:45	Introduction of new Board Members	Kari Gras	
Other Business			
8:00	Adjourn	Kari Gras	-
Executive Session			
8:15	Private session	Kari Gras	-

FLM BOD 4.11.18

Wed, Apr 11, 2018 6:00 PM - 9:00 PM MDT

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/294474117>

Join the conference call:

1-712-775-7031

Access Code: 793-781-142#

First GoToMeeting? Let's do a quick system check: <https://link.gotomeeting.com/system-check>

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

Firelight Meadows

2.13.2018

1. CALL TO ORDER

Kari Gras called the meeting to order at 6:04 PM.

2. ROLL CALL

Board Members present included Kari Gras (A01, B01, 134) via WebEx, Curt Wilson (B02), Laura Gregory (D09), Jeff Alger (367, C04) and Matt Walker (D05). Others present included Owners Andrew (AJ) Christianson (C07), Annette Stone (B12) via WebEx, Karla Yeager-Smart (B09), and Ruby Delzer (269); Katie Coleman, Dustin Long and Seanna Farrow of Hammond Property Management; CPA Doug Shanley via WebEx.

3. APPROVAL OF MINUTES

Curt Wilson motioned to approve the January 9th meeting minutes. Matt Walker seconded, and the minutes were approved as presented.

4. NEXT BOD MEETING DATE

The next BOD meeting is likely scheduled for Tuesday, March 13th, 2018 at 6:00 p.m. in the Hammond conference room. Kari Gras will check with board members Greg Hunt and Steve Cherne before finalizing this date.

5. 4TH QUARTER FINANCIAL REPORT

Doug Shanley presented the 4th quarter financial report. The report was received and accepted. Following the report, the board held a brief discussion about under-budget revenue and the possibility of this money being put into reserves. Further discussion and decisions were tabled for the next board meeting. Matt Walker motioned to accept the 2017 4th quarter financials. Jeff Alger seconded, and all were in favor.

6. MANAGERS REPORT

The managers report was received and accepted. Katie Coleman recounted satellite issues on campus. She is currently waiting for a bid from SatPro, who is experienced with Dish Network, Direct TV and possibly Cable, to assess the situation on campus and potentially repair. The existing wiring on campus needs cleaned up; however, all new and existing wiring could become obsolete in the future when fiber optics is introduced on campus. Dustin Long will obtain a bid for buildings A, B, C, and D to adjust/repair the exterior common-area doors. A rotating maintenance plan will be implemented to keep up on any necessary maintenance going forward. Dustin is also obtaining a bid from L&L Site Services for garbage removal.

7. COMMUNICATION FROM OWNERS

Karla Yeager-Smart sent a letter to West Fork Utilities voicing concerns about water usage bills for Firelight Owners. She received a response from WFU and shared with the board. There was no other owner communication.

8. PARKING COMMITTEE REPORT

Jeff Alger presented the parking committee report. His report included a bid from Apex Asphalt outlining additional parking space possibilities and a rough cost estimate of \$30,700. The board discussed whether there will be a special assessment split amongst the membership if the project is approved, or if there is enough budgeted money to avoid an assessment. The Board will investigate the logistics and discuss further.

NEW BUSINESS

9. NEW BOARD MEMBER(S)

There is currently one open position on the board. Karla Yeager-Smart and AJ Christianson expressed interest in joining and each wrote a personal letter to the board. With two members not present, the board plans to discuss the two volunteers via email.

10. OFFICER/BOARD COMPOSITION

Kari Gras made a motion to elect Laura Gregory as Secretary. Curt Wilson seconded. All in favor, none opposed, and Laura accepted the position. The position for Vice President remains open. Jeff Alger agreed to head the Neighborhood and Aesthetic Improvement committee, and Curt Wilson agreed to take over the Waste Management services.

11. ACCOUNTING RFP

Kari Gras will update the board at a later date on the accounting RFP after reaching out to accounting firms.

12. WebEx

Curt Wilson asked for thoughts on switching to a less expensive conference-call service going forward. WebEx averages around \$75-\$100 a month, while Katie guessed Go to Meeting is around \$35 a month and could be an option. Curt will meet with Katie and Seanna to talk about options before switching from WebEx permanently.

13. ADJOURN

Kari Gras adjourned the meeting at 7:37 PM.

SECRETARY’S CERTIFICATE

I certify that the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

Laura Gregory, Secretary

Date



hpmmontana.com

Hammond Property Management Manager's Report

- Scraped snow pack off roads on campus.
- Removing fallen delineators. Ongoing.
- Began painting of numbers on condo buildings. Ongoing, weather permitting.
- Filled bags on dog waste stations.
- Provided access to multiple contractors.
- Issued warnings about trash, vehicles, trash cans, etc.
- Changed out Montana state flag on flag pole.
- Obtained bid to have all common-area doors serviced on condo buildings.
- Repaired exterior trim on 167 Candlelight.
- Repaired hand rail in Building B.
- Inspected all crawl spaces in condo buildings.
- Repaired door on trash compactor.
- Obtained bid from L&L for trash removal.
- Removed trash from bus stops.
- Shoveled valleys on various chalets.



hpmmontana.com

o: 406.995.7220
f: 406.995.3030

Mailing: PO Box 161242, Big Sky, MT 59716
Shipping: 50 Meadow Village Drive Suite 211, Big Sky, MT 59716

Communications from Owners

For the Meeting of March 13th, 2018

Firelight B09

Thursday, February 22nd

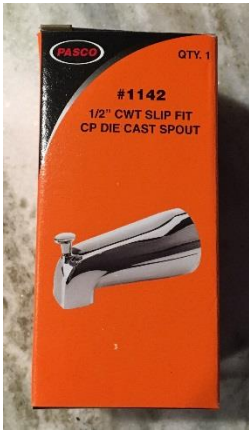
Karla Yeager-Smart wrote:

I just thought I'd pass along something to Hammond/Firelight to perhaps pass along in a newsletter or email to FL owners. I'm sure we are not the only unit that is/was experiencing this issue.

When pulling the tub spout pin to activate the overhead shower in the guest bathroom it would howl a high-pitched noise. Sometimes it would stop on its own after a few minutes & sometimes it wouldn't. And sometimes you could jiggle the pull up pin to get it in just the perfect position that the horribly annoying noise would stop. I tried removing the spout and cleaning it, but that did nothing to stop the noise. A waste of time & lime/scale removing product.

The spout removes easily. On the underside of the spout is a nut that loosens with a hex key (& don't be surprised if you lose the nut down the down the hole/backside of the tub surround or in the drain if you don't cover the drain. (But a new spout comes with a new nut.) The spout is caulked onto the tub, but easily comes loose with twisting. It may require cutting the caulk, but I think all the units are old enough that like ours it has become weakened & twists off with minimal force. Putting a new spout on is super easy. I purchased ours, a generic, for \$15 from Keller Supply in Bozeman. The original is a Moen & a new Moen can be purchased online from Home Depot or Lowes for a slightly higher retail price.

Anyways...hope this helps others. The spouts simply wear out.



Firelight 95 Starlight

Monday, February 26th

Sara Thueson wrote:

Good Morning Katie and Scott,

Can you please reach out to Bruce and Amy Das and their property manager *again* to inform them their guests continue to park two vehicles in our shared drive way on a fairly regular basis. This is particularly obnoxious since for most of the summer and this winter they had a vehicle permanently parked in one of the guest spots across from our house.

Thank you,

Sara Thueson on behalf of Chuck & Dianne Thueson

Tuesday, February 27th

Katie Coleman wrote:

Sara,
I apologize for the delay in response. We will send a notice to Bruce, Amy and Beehive.
Thank you for letting us know. As you know, HPM is no longer contracted to enforce parking on campus. With that being said, we certainly can and will help out owners/residents who are having parking issues and are able to give specific details such as the email below.
Thank you, again, for your communication.
Best,
Katie

Firelight D18

Thursday, March 8, 2018

Jennifer Tanner wrote:

Good morning. I'm wondering what is going on with the people we have contracts with to service the condos...or is it some of the employees of Hammond themselves if they are the ones directly carrying out the "chores" within the buildings.

The last time building D was vacuumed was the very end of January/first of February. I know this for a fact because I had several pieces of new carpet remnants outside of my door & some of the shags of carpet fell off of them. These pieces of shag are still laying to the left of my door in the hallway!...check it out unit 18D. I'm really not trying to be a pain in the ass & I'd like to add that I've never complained the entire time I've owned a firelight, but the overall cleanliness has seriously deteriorated.

What's worse than the carpets going 6 weeks w/o being vacuumed is the trash cans that are overflowing as you enter the building. They are now to the point dirty Kleenex's are blowing into the entryway! Disgusting and it looks horrendous. Sadly, it's is a horrible image for firelight.

Are my dues going towards this caliber of work? Did we loss a contract with a cleaner? Please help me understand what is going on that the ball has got dropped the last month and a half. I look forward to hearing from you.

Respectfully submitted,

Jennifer Tanner

Thursday, March 8, 2018

Jennifer Tanner wrote:

Good Morning, Jen,

Thank you so much for reaching out with your concerns. I will make sure that I forward this on to the board. Please note that this is an outside contractor not associated with HPM and I will call them today to address these issues. With that being said, we have been in the process of obtaining bids from other contractors. The BOD has received a few other complaints and decided that it was time to review the current contract and consider changing the situation.

With that being said, your feedback is helpful and should help expedite the change.

I will let you know of the final outcome.

Best,

Katie

West Fork Utilities

Friday March 16th

Katie Coleman wrote:

Good evening, Matt,

I hope that this message finds you well. Maybe you are still in Florida ☺

I wanted to reach out because we have received a few phone calls from owners with questions about the WFU notices that they have received. We would like to request that you consider emailing the notices as well. Quite a few of the FLM owners are absentee owners and have no idea of any of the issues.

With that being said, we would love to receive the notices as well as we do get phone calls and Seanna and I are generally completely unaware of what is going on. It would be nice to be able to speak intelligently on the issue and potentially help facilitate getting the issue rectified.

In particular, I have had an absentee owner ask if we could share the info via email as he has had various vacation renters receive the notices and he has not known anything about the issues.

Lastly, an owner has asked that the notices be removed within a reasonable amount of time for safety reasons. He said that it is apparent which units are unoccupied AND not checked by a property manager frequently. Please consider removing remaining notices within a reasonable amount of time to reduce the crime possibility on campus. As you probably know, there have been issues on campus.

I am sure as a licensed operator you are under certain requirements regarding notification, but we just hope to make the situation a little smoother for all parties involved.

Thank you so much for your consideration. I look forward to your thoughts.

Have a fantastic weekend.

Katie

No response from West Fork as of 3/21.

Gale Force

On Tues, March 20th

Katie Coleman wrote:

Howdy Gang,

I hope this message finds you well. I received a request for regular trash pickup around the compactor area at FLM now that it is spring, and all the treasure is beginning to thaw out. Thank you for taking care of this thankless task at FLM.

Thanks for everything.

Katie

On Tues, March 20th

Tara Gale wrote:

Hi Katie,

Thanks for the 'heads up'. Kaleb said he knows the garbage is rearing its ugly head from under the snow, but it is still frozen to the ground. He will work on it more! Thanks for the 'shout out' about the boys. . .tis nice to hear :)

Tara

Guy's Glass, Inc.
1305 East Park Street
Livingston, MT 59047
(406)222-7519

Estimate

Date	Estimate #
4/4/2018	1498

Name / Address
Hammond Property Management P.O. Box 161242 Big Sky, MT 59716 (406)599-5218 Mike

Job Name
Firelite Meadows Condos A-B-C-D

Description	Qty	Rate	Total
(4) Condos A-B-C-D Rework all Double Doors 16 total Parts: Low Pivots adjustables- Door portion only (usually this is what's worn) Bronze Sweeps with nylon brush Locking Exit devices down to stay unlocked with removable screw to reverse lock Change pivots (doors must be removed) Adjust all closures, tighten anything loose Total Labor : 2-Men 2-Days Includes Travel Other parts extra if anything found			
	32	38.00	1,216.00
	32	28.00	896.00
	2	1,200.00	2,400.00

We accept the following major credit cards

Total \$4,512.00

Phone #	Fax #	Deposit of 50% required upon acceptance of estimate and prior to placement of order. Balance due upon completion
406-222-7519	406-222-6820	

Signature _____



100 Russell Lane
Belgrade, MT 59714
(406) 388-7171

December 8, 2017

Hammond Property Management

Attn: Scott Hammond

Re: Hidden Village & Firelight Meadows Compactor

Big Sky, MT 59716

Hi Scott,

Thank you for inquiring about our services regarding servicing the compactors at Hidden Village & Firelight Meadows.

Option #1: if Hammond owns 2 (or more) compactors that can be swapped (one on site & one kept in our yard)

\$ 742.00/ swap of compactors + landfill rate of \$27.00/ ton

Option #2: if Hammond only owns 1 compactor/ location and we have to pull & return it

\$ 1,325.00/ pull & return + landfill rate of \$27.00/ ton

Please let me know if you have any further questions or concerns. I appreciate it.

Thank you,

Jenna Gassett



Firelight Buildings A, B, C, D Cleaning Proposal. 11/22/2017

Proposal Price is \$1,400 a month, locked in without any price increase for at least 5 years from cleaning start date.

Cleaning would include:

- Weekly interior cleaning of all 4 buildings, including thorough dusting, vacuuming, window cleaning and garbage cans emptied.
- The purchase and replacement of all sand in the 8 entry ashtrays once a year or as needed.
- The professional cleaning of all carpets in the buildings hallways twice a year, using a van mounted high pressure steam cleaning equipment.
- Periodic spot cleaning on carpets that may happen throughout the year, when requested by property mgrs.
- The time consuming cleaning out of bugs in all the overhead light covers, once a year, in fall, after the first freeze.

Does not include the cost of replacement light covers.

Thank You,

Rich Bennett

Big Sky Mountain Services


PO BOX 161343
 MT 59716

Estimate

Date	Estimate #
4/7/2018	18-008-004

Name / Address
Seanna Farrow Hammond Property Management PO Box 161242 Big Sky, MT 59716

Project
Firelight - Dryer Ven...

Description	Qty	Rate	Total
Dryer Vent Clean - includes inspection	216	75.00	16,200.00
Chimney Inspection - Level 1 per NFPA 211	216	75.00	16,200.00
Chimney Sweep - as needed based on inspected condition for an additional charge of \$100 per fireplace. Note: This service features top-of-the-line flexible rotary tools with HEPA vacuum all from inside.			0.00
Volume discount with inclusion of chimney inspections & sweeps	216	-10.00	-2,160.00
			
Total			\$30,240.00

Douglas N. Shanley, CPA PC

2055 North 22nd Suite 2B Bozeman, Montana 59718 phone 406-585-8430 fax 406-582-9796

March 13, 2018

RE: Firelight Meadows HOA RFP

To the board of directors:

After talking to Kari today, she was in agreement that I do not need to complete all of the items in the RFP since I have already been doing the accounting work for Firelight Meadows for the last 12 years.

Below is my bid to do the accounting work:

My bid to do the accounting would be \$16,000 for the first year and \$16,400 for the second year (payable monthly) with any additional expenses to be reimbursed to me including miscellaneous office supplies, postage, secretary of state filings, etc.

Sincerely,

Douglas N. Shanley CPA



Accounting Request for Proposal
Firelight Meadows Home Owner's Association
Big Sky, MT

A. Profile of Firm:

1. Describe the Firm on an overall basis, both locally and nationally.
 - a. Elevated Tax and Accounting is a full service accounting firm owned by two partners. Cherie Spradlin is based out of Bozeman. I, Emilee Rutz, am based out of Big Sky. We pride ourselves on being efficient and accurate.
2. Summarize the Firm's qualifications regarding nonprofit organizations and home owner associations from an audit, CPA and tax perspective.
 - a. We have both been working in the accounting industry for over five years. We work with nonprofits and home owner associations by preparing financial reports and tax returns. We are experts in GAAP regulations. We do not offer audit services at this time.
3. Describe how you would provide continuity of assigned personnel on this engagement, for the length of the two-year contract.
 - a. I would be the person directly working on the engagement. We do not have employees.

B. Responsiveness to Firelight Meadows:

1. Describe procedures utilized to monitor the progress of the work for periodic evaluation and communication to management of the Firelight Meadows so that problems may be resolved.
 - a. Books would be reviewed on a monthly basis before sending any deliverables to the Board.
2. Identify principal personnel in your firm who will be the Association's point of contact for consultation, questions or further discussion during the term of the contract with the Association.
 - a. Emilee Rutz, Partner at Elevated Tax and Accounting, LLC.
3. Describe any relationships with your existing clients which might jeopardize your objectivity or independence in providing services to Firelight Meadows.
 - a. None.

C. Responsiveness to Firelight Meadows:

1. Estimate total fees/ hours and out-of-pocket costs annually for each year, given the services required as outlined in the attached letter.
 - a. Total Fees \$15,530.00
 - b. Estimated additional office supplies and expenses \$650.00
2. Estimate the hours, which would be required.
 - a. 200 hours
3. Estimate the hours in which your Firm is committed to provide to the board.
 - a. 250 hours

D. Responsiveness to Firelight Meadows:

1. Submit one current client references:
 - a. Raintree Seamless Gutters - Scott Lizer Cell# 406-599-0994
2. Submit two non-profit or home owner's association client references: only one available
 - a. Cornerstone COA - Brooke Anderson Cell# 605-390-2811
3. Provide any other information you deem applicable.