



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

BOARD OF DIRECTORS MEETING

Date: Tuesday June 26 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	-
	Minutes of Last Board Meeting	Kari Gras	Approve
	Schedule Next BOD Meeting	All	
	<ul style="list-style-type: none"> • July – Tuesday, 7/24/18? • August – Budget meeting – 8/7/18? 	Board members & CPA	
Financial			
6:15	Budget Recommendations	Curt Wilson	Discuss/Accept
	1 st Quarter Financials		Approve
Reports			
6:45	Rule Enforcement Report	HPM – Joe March	Discuss/Accept
	Property Management Report	HPM – Dustin	Discuss/Accept
	Communication from Owners	HPM	Discuss
	- Landscaping Projects/Budget Discussion – summer 2018	Laura Gregory	Discuss/Accept
	Lawn Aeration	HPM & Laura	Discuss/Accept
	Water & Sewer update	?	Discuss
Old Business			
7:15	Parking Enforcement – new contract	HPM & Kari Gras	Discuss
New Business			
7:30	CPA Contract Decision	Kari Gras	Discuss/Accept
Other Business			
7:35	Adjourn	Kari Gras	-

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

Firelight Meadows
5.23.2018

Call to Order

Kari Gras called the meeting to order at 7:05 PM, MST.

Roll Call

Board Members present included Kari Gras (A01, B01, 134), Curt Wilson (B02), Laura Gregory (D09), Jeff Alger (367, C04), Steve Cherne (308) via phone, Matt Walker (D05), Andrew Christianson (C07), and Karla Yeager-Smart (B09). Others present included Owners Ben Brosseau (D-16), and Chris Darnell (B-14) via phone; Scott Hammond, Katie Coleman, Seanna Farrow of Hammond Property Management; and Kevin Lustaneu and Matt Huggins of West Fork Utilities.

Next Meeting

The next meeting was scheduled for Tuesday, June 26th at 6:00 PM.

Approval of Minutes

Laura Gregory motioned to approve the April 11th meeting minutes. Curt Wilson seconded. All were in favor and the minutes were approved as presented.

Water Update – West Fork Utilities

Kevin Lustaneu and Matt Huggins of West Fork Utilities (WFU) gave an update on the campus water situation. The campus has seen a constant increase in water usage over the past few years, as much as a 24% growth in demand in 2017 alone. Water advisories were posted as a direct result of the campus exceeding the existing water systems and DEQ requirements when obtaining water from an unsanctioned source. Conversely, the amount and consistency of the waste water has created concern from the state requiring a plan to rectify the situation by WFU.

In efforts to gain more information on usage and begin to address the situation, WFU has ordered water meters for each Condo and Chalet and plans to install them June of 2018. A rate design will be submitted in order to determine what the new base and usage rates will be; however, rates will not change immediately as the case could take up to nine months to finalize. Efforts will be reassessed in one year. The goal is to identify units/areas of high usage, lower waste water levels and ultimately avoid plant expansion (additional well/septic system) which would cost substantially more to implement.

Budget Overage Recommendations / 1ST Quarter Financial Review

The board discussed past budget overages and how best to handle them going forward. Doug Shanley delivered the 1st Quarter financial report. *Please see attached reports for further details.*

Property Management Report

Scott Hammond and Katie Coleman delivered the Managers Report on behalf of Dustin Long. A bid for campus fertilization from TruGreen was presented showing a price for two rounds of fertilization, one in early season and another during the summer season. As the property manager, HPM is obligated to absorb the cost of one round of fertilization, and the HOA the other of the two. Hammond will reach out

to TruGreen and ask for an updated bid to include aeration of the complex. The fertilization portion of the bid was approved.

Flower beds at main entryway signs will be targeted next week, and the mulch project will be finished mid-June. Next year's budget will include replacement of the entryway signs.

Communication from Owners

Seanna Farrow briefed the board on communication from owners.

Snow Removal & Landscaping Report

Snow Removal

Laura Gregory provided a snow-removal "wrap-up" of the 2017-2018 winter season. The season went well with a few minor issues regarding shoveling of the condo entryways in the beginning that were quickly improved upon. Almost no issues regarding snowplowing were reported. Repairs to heat tape will need to be made before next season.

Landscaping Plan

Current projects include beautification of the campus entryways and finishing up the mulch pathways. Budget depending, other potential improvements include: perimeter rock beds/edging, attention to the playground/workout area, and continued plans to mature campus and replace dead perennials.

OLD BUSINESS

Flag Poles

The decision of eliminating flag poles has been tabled until the Declarations can be edited.

NEW BUSINESS

Parking Proposal

Hammond presented the possibility of hiring a new individual through HPM to resume parking enforcement on campus, as well as the possibility of introducing new parking passes and efforts to track vehicle registration. Curt Wilson made a motion to issue a trial period of said parking enforcement starting June 1st-June 30th while the contract is finalized. Board and Management will communicate any changes concerning parking to the membership. Alger seconded the motion. All were in favor and the motion passed. During this time, efforts will be made to enforce parking "as is" before any changes are implemented.

Board Portfolio Assignments

The Vice Chairman position is currently vacant after Greg Hunt resigned from the Board. This position will need to be filled. Kari Gras is resigning as President at the end of 2018. AJ Christenson is currently shadowing Treasurer Curt Wilson. Karla Yeager will head the communication of the Firelight Newsletter and campus waste management services.

Adjourn

Kari Gras adjourned the meeting at 9:00 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

DRAFT

Issue #1

In 2017, JCK Excavation cleared away space for overflow parking near the chalets. This was booked to the "Parking Management Chalet" account, which was budgeted as a Chalet only limited common expense. This error was discovered after the 2017 books were closed.

Problem 1: This should have been a common expense shared by both chalet and condo.

Problem 2: This caused the "Limited Common Expense - Chalet" line to be over stated.

Treasurer Discussion:

If this had been discovered before we closed 2017, we could have moved the expense to the correct account and everything else would have shaken out properly. Now that 2017 is closed we have to look at this as an equity issue.

Correction for Problem 1:

The Condo owners need to be charged \$1,750.84 for their 37% of the \$4732 total. The Chalet owners need to receive credit for the \$1750.84 that they over paid.

Correction for Problem 2:

We need to make sure that the "Limited Common Expense - Chalet" total reflects \$2,975.00 Under Budget for 2017, when calculating the total Over/Under Equity adjustments.

Board Discussion 5/23/2018:

One suggestion was to ignore for both 1 and 2.

Accept Corrections:

Reject Corrections: Show of hands - was to ignore

Additional Information Needed:

Alternate Suggestions:

Issue #2

The association assesses the Condos and Chalets different amounts based on Estimated Limited Common Expenses for each class. However, the association doesn't adjust when the actual expenses are different from the assessed amounts.

Problem 1: When the association assesses more than what is actually expended, the remaining balance rolls into Net Income for that year and the class that didn't get assessed receives a benefit for which they are not entitled.

Problem 2: When the association assess less than what is actually expended, the extra amount reduces Net Income for the year and the class that didn't get assessed ends up losing equity for expenses they should not be paying.

Treasurer Discussion:

After reviewing 2014-2017, Chalets have over paid by \$2,419. Condos have over paid by \$17,456. We need one action to correct the equity issue and then a resolution so that we make these adjustments prior to closing the books for future years. It is Curt's opinion that prior boards either didn't recognize this inequity or perhaps they believed that the amounts were not material or that it all balanced out because some years were over and other years under.

Correction for Prior Year Equity Adjustments:

Both the Chalets and Condos need to receive credit for the amounts that were assessed, but not expended in prior years.

Correction for Current and Future Year Adjustments:

Curt will draw up a Resolution to that future boards are aware of the need to resolve Limited Common Expense over/under issues before Retained Earning can be transferred into Reserves.

Board Discussion 5/23/2018:

Accept Corrections:

Reject Corrections:

Additional Information Needed:

Alternate Suggestions:

Issue #3

The 2018 budget spreadsheet failed to account for the "Limited Common Expense - Chalet" total (cell Q37) in the cell where the annual chalet total is calculated. (N70)

Problem 1: \$24,960.00 was budgeted, but not assessed to the chalets. The operation account will be short of cash at the end of the year.

Treasurer Discussion:

This was an oversight which slipped past all the board members and the CPA during our budget preparation and review discussions. While I really hate Special Assessments, I acknowledge that this is a clean way to fix the issue for the current year.

Correction for Problem 1:

"Issue a Special Assessment of \$183.53 for each chalet.

$\$24,960.00 / 136 = \183.5294 "

Board Discussion 5/23/2018:

Accept Correction:

Reject Correction:

Additional Information Needed:

Alternate Suggestions: Since the association has plenty of cash in reserve, we could borrow any cash needed and roll the \$24,960 into next year's assessment. - That would satisfy my desire to avoid Special Assessments, but then it would also kick the issue down the road.

Issue #4

The 2018 budget spreadsheet failed to separate out the Reserve for Condo Carpet Replacement as Condo Only.

Problem 1: Chalets were over assessed by \$1,575. (63% of \$2500)

Problem 2: Condos were under assessed by \$1,575.

Treasurer Discussion:

This was an oversight which slipped past all the board members and the CPA during our budget preparation and review discussions. While I really hate Special Assessments, I acknowledge that this is a clean way to fix the issue for the current year.

Correction for Problem 1:

"Reduce the Special Assessment for Issue #3 by \$11.58 for each chalet.

$\$1575.00 / 136 = \11.58 "

Correction for Problem 2:

"Issue a Special Assessment of \$19.69 for each condo.

$\$1575.00 / 80 = \19.6875 "

Alternate Suggestions:

Since the association has plenty of cash in reserve, we could borrow any cash needed and roll these amounts into next year's assessment. - That would satisfy my desire to avoid Special Assessments, but then it would also kick the issue down the road.

Board Discussion 5/23/2018:

Accept Corrections:

Reject Corrections:

Additional Information Needed:



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Firelight Meadows – Rule Violation Report May/June 2018

- 5/07 – 328, noise violation (courtesy notice)
- 5/07 – 344, noise violation (courtesy notice)
- 5/17 – 328, noise violation (2nd notice, \$100 fine)
- 5/17 – 344, noise violation (2nd notice, \$100 fine)
- 5/21 – 360, noise violation (courtesy notice)
- 5/30 – 173, Christmas tree & kayak in front yard (courtesy notice)
- 6/06 – 116, firewood storage on deck (courtesy notice)
- 6/08 – 387, firewood and Christmas decorations (courtesy notice)
- 6/08 – 394, appliances stored on deck (courtesy notice)
- 6/13 – 80, Christmas tree on deck (courtesy notice)
- 6/19 – 346, boat trailer on lawn (courtesy notice) *received response*
- 6/19 – 140, vehicle on lawn (only warning)
- 6/21 – D04, golf cart in parking lot (courtesy notice)
- 6/21 – 389, vehicle overhang (courtesy notice) *received response*
- 6/21 – 361, vehicle on grass (courtesy notice)
- 6/21 – 98, three vehicles in driveway (courtesy notice)
- 6/21 – D3, tent/furniture/firepit in lawn (courtesy notice)
- 6/21 – 387, items on back deck + firewood (courtesy notice)
- 6/21 – 346, boat in guest parking area (last warning) *received response*
- 6/21 – 148, broken furniture on patio (only warning)
- 6/21 – A08, motorbike on patio (courtesy notice)
- 6/21 – D04, motorbike on patio (courtesy notice)
- 6/21 – Three vehicles in driveway (courtesy notice)



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Firelight Meadows – Manager’s Report June 2018

- Fired up irrigation system. Adjusted timers appropriately.
- Repaired broken sprinkler heads.
- Sprayed for weeds in rock beds. On-going.
- Issued multiple violations for trash, parking, etc.
- Provided access to multiple units for contractors.
- Coordinated repairs to clogged drain line in building D.
- Repaired gutters on various chalets.
- Ordered mulch and materials for final phase of mulch project.
- Replaced American flag at flag pole.
- Spread grass seed and fertilizer on dead spots.
- Removed moose fencing around trees.
- Installed tree guards around bottom of smaller trees around campus.
- Repaired trim and multiple condos.
- Finished painting all fire hydrants.
- Installed new “No Parking Fire Lane” signs.
- Issued new parking enforcement notices on all units.
- Assisted West Fork Utilities to pull water from irrigation well.
- Replaced bulb at Firelight entrance sign.
- Replaced Batteries in all irrigation timers.
- Coordinated repairs to trash compactor.
- Obtained bid for noxious weed spraying. Waiting on board approval.