

<b>Date:</b> Monday July 23 <sup>rd</sup> , 2018	<b>Time:</b> 6:00 p.m. MDST	<b>Location:</b> Hammond Property Management 50 Meadow Village Drive Big Sky, MT 59716
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Agenda		Presenter	Action
<b>6:00</b>	<b>Call to Order</b>	Kari Gras	-
	<ul style="list-style-type: none"> <li>Member Forum (new items for next month's agenda)</li> </ul>		
	Minutes of Last Board Meeting	Kari Gras	Approve
	Schedule Next BOD Meeting		
	<ul style="list-style-type: none"> <li>Budget meeting – 7/30/18</li> </ul>	Board members & CPA	Scheduled
	<ul style="list-style-type: none"> <li>August BOD meeting – 8/21/18?</li> </ul>	All	
	<ul style="list-style-type: none"> <li>Annual Meeting – 9/19/18</li> </ul>	All	Scheduled
<b>Financial</b>			
6:15	Budget Recommendations/ finalize	All	Discuss/Approve
	Bill payment procedure revision	Curt Wilson	Information
<b>Reports</b>			
6:45	Property Management Report	HPM – Dustin	Discuss/Accept
	Rule Enforcement Report	HPM – Joe	Discuss/Accept
	Communication from Owners	HPM	Discuss/Accept
	Trash Management Report	Carla Yeager	Discuss/Accept
	Water & Sewer Update	Matt Walker	Discuss/Accept
<b>New Business</b>			
7:30	Neighborhood Garage Sale	Matt Walker	Discuss/Plan
	Annual Meeting preparations	Kari Gras	Discuss/Plan
<b>Other Business</b>			
7:45	Executive Session	Kari Gras	-
8:00	Adjourn	Kari Gras	-

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

Firelight Meadows

6.26.2018

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## **Call to Order**

Kari Gras called the meeting to order at 6:09 PM, MST.

## **Roll Call**

Board Members present included Kari Gras (A01, B01, 134), Laura Gregory (D09), Jeff Alger (367, C04), Steve Cherne (308), Andrew Christianson (C07), and Karla Yeager-Smart (B09). Others present included Owners Toya Miller (A-19) via phone; and Katie Coleman, Seanna Farrow, Joe March and Dustin Long of Hammond Property Management.

## **Next Meeting**

The next meeting was scheduled for Monday, July 23rd at 6:00 PM. The board will determine a date for a budget meeting prior to the annual meeting.

## **Approval of Minutes**

Laura Gregory motioned to approve the May 23rd meeting minutes. Steve Cherne seconded. All were in favor and the minutes were approved as presented.

## **Budget Overage Recommendations / 1<sup>ST</sup> Quarter Financial Review**

Curt Wilson was not present to discuss budget overages in detail.

## **Rule Enforcement Report**

Joe March delivered a parking and rule enforcement report. A violation list from June was presented and discussed. The beginning stages of parking and rule enforcement has been met with positive feedback so far.

## **Property Management Report**

Dustin obtained a bid for noxious weed spraying on campus. Laura Gregory motioned to move forward with the bid. The board would like to see before and after photo documentation of the weed and feed. Steve Cherne asked Dustin to note that there are bluebirds living in/trapped in his gutter. Dustin will meet with Cherne to assess. Alger noted that gutter repair/replacement should be kept in mind and incorporated as a line-item into the 2019 budget. The bid from Pristine Maintenance regarding gutter repair is no longer valid and Dustin will need to obtain a new big through another contractor.

## **Communication from Owners**

Seanna Farrow briefed the board on communication from owners.

## **Landscaping Report**

Laura Gregory presented the landscaping report. She made a strong point that almost any improvement project around campus requires more financial support than she has at the moment. The overall campus is becoming dated and basic landscaping needs are not being met. The board will discuss the logistics of the landscaping budget.

Mulch is being delivered next week to finish the mulching project. The present workout equipment will be removed in the near future, after which Dustin will obtain a quote for filling in the workout area with dirt, weed mat, and mulch.

Kari Gras made note that the campus irrigation system will eventually need to be replaced entirely.

**Water & Sewer Update**

The group discussed the ongoing project of water meter installs in each unit. WFU will soon be installing an additional well on campus as the current wells are practically running dry by the end of each day. The antiquated irrigation system is also using a large amount of water. It was noted that even with the current water situation, the fire suppression system is not in danger. This was confirmed by the Big Sky Fire Chief. Kari will be contacting WFU about their communication to Firelight owners.

**Newsletter**

Seanna and Karla will work together on distributing a newsletter for July. It will focus mainly on the water situation.

**OLD BUSINESS**

**Parking Enforcement – New Contract**

Kari is still working with Mindy Cummings to finalize the parking contract. It should be written and signed by July 4<sup>th</sup>.

**NEW BUSINESS**

**CPA Contract Decision**

The board decided to renew their contract with CPA Doug Shanley for another 2 years.

**Adjourn**

Kari Gras adjourned the meeting at 7:57 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

## 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:

### Firelight Meadows – Manager’s Report July 2018

- sprayed for noxious weeds on campus
- assisted WFU with various tasks concerning new well pump
- performed irrigation repairs
- installed new no parking signs
- trimmed bushes around doors in cul de sac
- obtained mulch to complete campus trail project
- Sprayed for weeds in rock gardens/ongoing
- issued multiple noise/trash violations
- scheduled and performed seasonal maintenance on trash compactor
- provided access to multiple contractors
- touched up paint in chalets around campus/ongoing
- all rv parking spaces accounted for/ removed all unpaid for and illegal items
- began assessing heat tape issues awaiting board approval for repairs



Firelight Meadows  
Rule Violation Report late June/July  
2018

Parking Violations

- 6/27 106 – 3 cars in driveway (2<sup>nd</sup> notice, \$100 fine)  
346 – Boat in driveway (3<sup>rd</sup> notice, \$100 fine)  
361 – Parking in fire lane (1<sup>st</sup> notice, courtesy)  
303 – 3 cars in driveway (1<sup>st</sup> notice, courtesy)  
D04 – Golf cart on campus (1<sup>st</sup> and 2<sup>nd</sup> notice)  
148 – Broken furniture on patio (2<sup>nd</sup> notice & \$100 fine)
- 6/28 D04 – Golf cart on campus (3<sup>rd</sup> notice & \$100 fine) Extensive communication  
82 – Car parked horizontally across drive (1<sup>st</sup> and only warning)  
106 – 3 cars in driveway (3<sup>rd</sup> notice – pending fine/awaiting confirmation of communication... 6/28 spoke with owner, communicating with renters, next violation will be a fine)  
368 – Flat tires/abandoned vehicle (1<sup>st</sup> & only notice. Will be towed 7/3)
- 7/3 365 – Parking in fire lane (1<sup>st</sup> and 2<sup>nd</sup> notice)  
338 – 3 cars in driveway (1<sup>st</sup> notice)  
504 – Parking in fire lane (1<sup>st</sup> notice)  
338 – Parking in fire lane (1<sup>st</sup> notice)  
94 – Parking in fire lane (1<sup>st</sup> notice)
- 7/17 504 – Parking in fire lane (2<sup>nd</sup> notice – Renters moving out at end of month)

Rule Violations

- 6/27 62 – Firewood storage on deck (1<sup>st</sup> notice)  
6/28 D03 – Junk on patio (1<sup>st</sup> notice)  
346 – Pallet in front yard (1<sup>st</sup> notice)
- 7/3 259 – Log in driveway (1<sup>st</sup> notice) *\*received response from owner*  
50 – Deck storage (1<sup>st</sup> notice) *\*Communicated w/ Laura Gregory, remodeling unit*

# Communications from Owners

For the Meeting of July 23, 2018

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## Firelight 216

**From:** Chris Johnson

**Sent:** Monday, July 9, 2018 1:58 PM

**To:** Katie Coleman <[kcoleman@hpmmontana.com](mailto:kcoleman@hpmmontana.com)>

**Subject:** RE: Update to Firelight Owners from WFU RE: Water Meter Installation

Katie,

I have been trying to make it to the last couple of board meetings regarding the water meters. Fundamentally I like the idea, however, the lawns are burning up. What is the status on getting the sprinklers turned on? In previous years, we could supplement the poor coverage and broken sprinkler heads by hand watering the dry spots. The community will have to step up the watering schedules and Hammond will have to do a better job with maintenance. I am not wild about paying for watering a lawn that should be covered by the HOA.

Dry lawns are not acceptable.

Best,

CJ

Chris Johnson

216 Candlelight Meadow Dr

Mobile: 303-618-6116

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## Firelight 80

**From:** Jamie Anderson <[andersonjamie@gmail.com](mailto:andersonjamie@gmail.com)>

**Sent:** Friday, July 06, 2018 7:25 PM

**To:** Katie Coleman <[kcoleman@hpmmontana.com](mailto:kcoleman@hpmmontana.com)>

**Subject:** Machine parking

This is machine working on the water meters? This is very rude, unacceptable, and very frustrating. We have parking issues in our neighborhood, please DO NOT allow workers to park machines in our parking spots.



Jamie A.

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**Firelight 381**

**From:** Mike Cycyota <[mccycyota@yahoo.com](mailto:mccycyota@yahoo.com)>

**Sent:** Friday, July 06, 2018 7:42 PM

**To:** Katie Coleman <[kcoleman@hpmmontana.com](mailto:kcoleman@hpmmontana.com)>

**Subject:** Mini excavator

Hello!

As I am sure you have already been made aware or perhaps you knew all along- there is a mini excavator parked in 3 parking spots by the bus stop on the chalet side of the firelight meadows. The keys ARE inside the machine. Someone could very easily take said keys for themselves or even start the mini ex up and move it. That might be a lawsuit waiting to happen.

Just wanted to make you aware of this issue.

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## FLM Water & Sewage Update – 7.18.18

From Kevin at West Fork Utilities on 7.15.18:

“- The meter installation is moving along. Slower than we had hoped, but progressing steadily, nonetheless. We anticipate that the installations will be completed this month, at which point we can start measuring flows and seeing usage patterns. We will keep you posted.

- During the installation process we found one leak in a service line outside of a Chalet building (the technicians could hear the leak in the crawl space and at the curb stop). We did not detect this leak when we did our leak survey several months ago, so it's likely a new development. While probably not huge, it definitely contributes to the high water demand. We are scheduled to repair the service line on Monday afternoon/evening.

- The well is moving along. As of Friday afternoon, we were at a depth of 240 ft. (of an anticipated ~300 ft.). So far it is producing roughly 10 GPM. We are hoping for 20 GPM or more, so hopefully we'll find more water as we get down towards 300 ft. Drilling will continue on Monday. After the well is complete, there is still some process before we can use it. We need to do a pumping test to determine a sustainable well yield, then select a pump, submit pump specs to DEQ, and collect water samples. After the selected pump is installed, we will need to finish the electrical connection, and the connection to the forcemain that takes water to the tank. Still quite a bit to do, and I'd guess we're still a few weeks out from using it.

- The storage tank is in its normal operating range, and we haven't been using the irrigation well for a few days. However, we may need to use it again for a few days, depending on demand after the weekend. When not in use, our operators (APE) disconnect our hose and let Hammond know it's available for irrigation.

- No change at the wastewater systems. We're still dealing with a very difficult influent wastewater stream...

In regard to Matt Walker asking the following, “I would love to hear your thoughts on how we could get our irrigation system on Big Sky's water for effluent use.”:

- I don't have any additional info on the viability of the District irrigating at FLM. I know that their engineers are evaluating options, but I haven't heard much beyond that. We are very interested in this as well, as it seems there could be a solution there that benefits everyone. If we hear anything on this front, we'll let you know.

That's about it for now. I'll give you more updates as things develop.

If you have any questions, let me know.”

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From Kevin at West Fork Utilities on 7.17.18

“We've made some progress on a couple things, so I wanted to give you another quick update.

- We drilled the well to a depth of 350', and it produces ~25 GPM. If it is sustainable at this flow, future supply issues should be alleviated. We still need to complete the well casing, then test the flow and water quality, and design the pump, as I described in my last email. Overall good news, though.

- The leak that we found during meter installation was fixed yesterday. There is still some cleanup and landscaping to do, which we will take care of. It's hard to say how big it was, but fixing it will definitely help.

- Steady progress continues on the meter installations. I still expect them to be done this month.”