

<b>Date:</b> Wednesday September 19 <sup>th</sup> , 2018	<b>Time:</b> 6:00 p.m. MDST	<b>Location:</b> Bucks T4 46625 Gallatin Road Big Sky, MT
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Agenda		Presenter	Action Required
<b>OPENING &amp; WELCOME:</b>			
6:00pm	Call to Order	Kari Gras	
	Introduction of Board Members	Board Members	
	Quorum Report	Doug Shanley	
	Minutes of Last Annual Meeting - 2017	Kari Gras	Vote of the Membership Or Proxy
<b>FINANCIALS:</b>			
6:30pm	Financial Reports	Doug Shanley	Discussion
	Proposed 2019 Budget	Curt Wilson	Vote of the Membership Or Proxy
<b>BOARD ELECTIONS:</b>			
7:00pm	Election of Directors	AJ Christensen	Vote of the Membership Or Proxy
	2 Directors up for re-election; Volunteers/ nominations accepted		
<b>NEW BUSINESS:</b>			
7:15pm	Potential Purchase of Unit CB	Kari Gras	Vote of the Membership, Written Ballot
	Water & Sewer Update	Matt Walker	Discussion
<b>REPORTS:</b>			
7:45 pm	West Fork Utilities Update	WFU – Kevin	Present/ Q&A
	RID Expansion	Kari Gras & Mindy Cummings	Present Q&A
	Written Reports Included in Annual Meeting Packet:	Kari Gras	Overview/Q&A
	Hammond Property Management Report	Hammond Representative	Q&A
	Trash Management Report	Gale Force	
	Landscaping Report	Laura Gregory	
	Update of Declaration Re-write	Mindy Cummings	
8:30pm	Adjourn	Kari Gras	Motion/ Vote

# Minutes of the Annual Owners Meeting

For the Association of Unit Owners of  
Firelight Meadows

September 28, 2017 6:00 PM, Buck's T4

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## Call to Order

President Kari Gras called the meeting to order at 6:01 PM. Board members in attendance included Kari Gras (A01, B01, 184), Curt Wilson (B02), Jeff Alger (367, C04), Laura Gregory (D09), Matt Walker (D05), Annette Stone (B12) via WebEx, and Steve Cherne (308) via WebEx. Owners in attendance were Denise Dahl Davis (C09), James Dolan (C10), Bob Pailthorpe (433), Kathryn & Dave Shappee (329), Michael Smart (B09), Travis Wangsgard (354), Kinga Wilson (B02), and Rosalie Roeder (B19).

Others present included Doug Shanley CPA, Kevin Loustaunau of West Fork Utilities (WFU), Scott Hammond, Jeff Malinowski, Katie Coleman, Dustin Long and Seanna Farrow of Hammond Property Management (HPM).

## Quorum

Quorum was established by proxy (65 total) and those in attendance.

## Minutes of Last Annual Meeting

No corrections to the minutes were necessary. Wilson motioned to approve the minutes as presented. Shappee seconded. Dolan abstained. The motion was carried, and the minutes were approved as presented.

## West Fork Utilities Update

Loustaunau represented West Fork Utilities (WFU). He presented a detailed update regarding the recent 24-hour water outage and the on-going septic issues on Firelight Campus. He outlined in a diagram that there are 2 outdated wells located on campus; one well holds about 40K gallons of water, the other holds between 10-15K gallons. The estimated daily water usage of those living on campus is around 40K gallons daily. The current wells meet the daily usage but there is not much leeway for emergencies or additional usage. West Fork is working to expand the smaller well in an effort to meet the current water usage requirements. Each tank is currently in sound condition; however the expansion will likely take place in the next 1-3 years.

Preceding the water outage, the pump associated with the second well seized up and the 40K gallons of water necessary to meet the needs of the Firelight residents was no longer being distributed. In this case, a water level alarm is supposed to notify West Fork which did not happen. Over the course of a few days, water levels plummeted and ran out, finally triggering an alarm. With the help of the fire department, the water district, and HPM, WFU was able to stabilize the problem. A driller then came and various sources filled the system with water. The irrigation well contributing to the refill was an unknown source, thus a boil order was temporarily put in place for safety reasons. After 24 hours the tanks were refilled and water pressure was restored. Lab tests came back and the boil order was lifted.

Although the outage was a major inconvenience, there will not be any credit for temporary loss of service given by WFU to owners affected. This was a very costly and time-consuming repair that will be upgraded and replaced or repaired in coming years.

## Financial Report as of August 31, 2017

Doug Shanley presented the financials. As of August 31<sup>st</sup>, 2017 the total checking and savings cash on hand was \$1,410,051.71. Shanley stated the accounts receivable net total equaled \$24,720.56. The total assets equaled

\$1,065,772.27. He presented the Profit & Loss, Budget versus Actual for both the condos and the chalets for January through August. Shanley noted the Association was \$7,642.00 under budget. He stated that the Chalets are over budget \$3,446.00 (most likely because of the two major septic backups). The Condos were under budget \$11,088.00.

### **Proposed 2018 Budget**

Gras presented the proposed budget for 2018. She noted the chalets will see a 5% decrease in dues, and the condos will see a 1% increase. The difference in assessments is due to separating the limited common elements between the condos and chalets. Travis Wangsgard motioned to accept the 2018 budget as presented. Rosalie Roeder seconded the motion. One person opposed, the rest in favor. The motion was carried.

A discussion was held about the condo carpet cleaning. The board will obtain quotes from different contractors for services going forward.

### **Manager's Report – Hammond Property Management**

Hammond thanked the board for another year. He touched on the helpfulness from the board with the parking management issues on campus, septic issues, etc. The manager's report from Dustin Long was received and accepted. Main points included:

- Annual fire suppression checks
- Snow removal went well over the 2016-17 winter season
- A camera system was installed at the trash compactor to monitor activity
- LED light fixtures were installed
- Many violation notices were sent as the snow began to melt in March and yard cleanup was necessary
- New trees were ordered in April for the trash compactor area in hopes of more privacy and blocking the view of vehicles – Drip irrigation was put in for all new trees.
- Precision performed weed and feed on the campus
- Fire hydrants were painted
- The sewage back up was handled in a timely manner
- August – the landscaping stone was removed and replaced with a native grass around the flagpole area
- Irrigation systems were winterized
- Handled September water outage with West Fork Utilities
- Dustin noted he has made a point to keep an eye out and identify owners who do not leash their dogs
- Noxious weeds were sprayed around campus.

### **Landscaping Report**

Gregory made note of the trees being planted near the Condo buildings – this particular project has just started and will continue with the help of HPM. Gregory stated that when it comes to landscaping, her and Gras have looked at solutions that will both save money and prevent maintenance in the long run; for example, planting trees as opposed to a privacy fence, which would require more natural maintenance. The potentillas that were scheduled to be planted last fall were rescheduled due to a vendor error. Malinowski stated that they were planted as of yesterday (September 27<sup>th</sup>).

HPM received a quote for work to be done on the campus walkways. In addition to this expense, Gregory stated that they are also trying to focus on perimeter beds and edging. Replacing the edging will increase property value; however, it is an expensive project with a large timeline. HPM commented that other complexes have transitioned to metal edging.

Gregory stated that more color will be added to the entry ways to offer a more welcoming look when driving onto campus. The group discussed that some sprinkler heads around campus are beginning to show their age, and HPM will speak with Doug Gion with Gallatin Waterworks about upgrading these and the cost to do so. This concluded Gregory's report.

### **Trash Compactor Report**

Annette Stone reported that trash removal has stabilized per her conversation with Gale Force. Gale Force suggested considering cardboard recycling on campus. Stone called Recycle Montana who is willing to provide a 5-yard recycling container and she will inquire about a 90-day trial period. The cost of this container is \$90/month, pickups twice weekly. This may help reduce the volume of trash in the existing compactor while offering a great recycling option. Concerns were discussed regarding the possibility of people throwing trash or various other items into the container, which would be monitored throughout the trial period. The board agrees to consider committing to a recycling container following a trial period.

A question was asked pertaining to the trash compactor camera and its surveillance. The board and other owners noted that they have confronted people when they see violations and when necessary, the surveillance is referenced and helpful.

### **Repairs and Maintenance**

Alger reported that HPM's regular presence on campus is beneficial. He brought up the campus walkthrough that was done in August by Gras, Cherne, and Malinowski. Gras noted that the walkthrough produced several bulleted points of improvement around campus and they will be prioritized.

Gras reiterated from previous discussion that the house-numbers of each unit and building are difficult to see after recent painting. Wangsgard suggested reflective sticker-numbers as an alternative to expensive reflective paint. The numbers could be placed on the condo building glass doors (although this may only be an option for condos). Including lighting fixtures and installation, installing a light under each number would be costly but would solve the issue. Wangsgard offered that he may make an example to present the board.

Gras noted other points from the campus walkthrough. Campus signs are in need of replacement in the next few years. The board and HPM have been in touch with a company out of Utah who originally installed the playground on campus and what the options may be for an updated or removed playground.

An owner asked if there is a possibility of putting trash bins near the doggie-stations to help regulate where poo-bags are disposed of. Gras stated this was a great comment and will be considered. The owner also inquired about the possibility of building storage sheds on Firelight properties that look uniform and match paint colors. Gras has added this item of discussion to the next meeting agenda. This concluded Gras and Alger's reports.

### **Declaration Re-Write Report**

Per owner feedback and the transition to a new attorney, Cherne talked with Mindy Cummings about simplifying the language of the HOA's governing documents to be more understandable. Current HOA insurance was also discussed, but no changes have been proposed.

### **Website and Newsletter Report**

Greg Hunt was not present to give a report. Gras stated that Hunt has been working with HPM to upload documents to the website. Future newsletters will include a link to the website where all information provided to owners will be accessible.

### **President's Report**

Gras feels the board has done the best they can to address suggestions and concerns over the last year. Some main points included:

- Planting trees around the compactor, and replacing the condo lights (which will offer significant savings in the future).
- Gras commented that parking is still something discussed amongst the board almost every meeting; however, it is a large problem with no immediate solution. The board is currently faced with not only parking issues, but angry owners. The board has found with several attempts it is not easy maintaining a parking management company to enforce rules. Gras has been in communication with sheriff deputies in Big Sky about hiring them for parking management. Steps are being taken to get this approved.

Those present discussed why there are parking issues and expressed opinions and ideas, including additional parking and the possibility of enforced occupation limits on rental units. Gras noted that reiterating rules and regulations on occupancy and parking to tenants is a great start.

### **Election of Directors**

Annette Stone is finishing up her term through 2017 and will be resigning. Two board members are up for reelection including Laura Gregory and Kari Gras. Wilson nominated Gras and Gregory for reelection, and both accepted. Jim Dolan and Karla Yeager elected themselves for possible board members.

A discussion was held concerning the Montana state laws and the HOA bylaws regarding the number of board members required as well as the voting process. Gras stated there are currently 8 board members serving staggered 3-year terms. Alger made a motion to continue requiring 8 board members. Walker seconded the motion. Further legal questions will be answered and this motion may be subject to change. All in favor, two opposed. Cherne intervened to translate that *if* the HOA currently has nine directors, that the board may elect nine members total; however, the board currently has less than nine members and can move forward with Alger's motion.

The board asked for a revote of Alger's motion. Including those present and proxies, 20 were for and 2 against. Further discussion lead Wilson to suspend Alger's motion. Wilson motioned to waive the validity of the proxies where voting for board members is concerned. Walker seconded. 12 in favor, 2 opposed. Wilson's motion was passed. Alger restated his motion for an eight-member board. Walker seconded. All in favor, two opposed. The motion passed.

The board and those present then voted on the three open board positions, effective January 2018. Those up for election include Gras, Gregory, Dolan and Yeager. Everyone cast their vote and the board will later appoint individual positions at an executive meeting.

Cherne pointed out that someone will need to be appointed to fill out the remainder of Annette's term once she has resigned. Wilson stated that the top two people to receive votes at this meeting will be committed to three-year terms and the third person voted in as a member will commit to a one-year term. For clarification, Gras reads from page 9 of the bylaws titled "Vacancies and Removal". Gras further clarified that no action will need to be taken until January 2018 when Stone officially resigns from the board. The board then re-voted for *two* rather than three board members. The winning results were Gras and Gregory.

### **Parking Update**

Gras noted that at the last Annual Meeting Karen Roberts put together a document that outlined 35 additional parking spaces and the cost (document attached). Those present discussed the pros of additional parking. Parking is a common element and both condo and chalet owners would be affected by any costs. Potential costs could cause an amendment to the approved 2018 budget, or the HOA could possibly use the RID (Rural

Improvement District) who has helped in the past. Before any plans are underway, the board will consider the best way to begin the process while keeping everyone informed. Cherne stated that he is against the new parking spots as this will not change parking behavior. Ending the discussion, all agreed that the proposed parking spots may not be ideal; however, adding more parking spaces is ultimately the only solution.

**Tenant Screening**

Hammond described to the group a software that he is familiar with that performs background checks on potential renters. He suggested bringing this to an HOA level and enforcing similar requirements for renters in Firelight. The group discussed variables that would make enforcing this difficult, such as contractors signing a lease and having several different people in the unit, etc. Gras encouraged owners who rent their unit to call references, do checks, and take steps to find out who their tenants and roommates are.

**Adjourn**

Gras thanked everyone on the board for their time and effort, as well as Doug Shanley and HPM. Gras made a motion to adjourn the meeting at 9:56 p.m.

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Laura Gregory, Secretary

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Date

## Firelight Meadows Owners Association

08/19/18

## Balance Sheet

Accrual Basis

As of December 31, 2017

	<u>Dec 31, 17</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>Operating Bank Accounts</b>	
BSWB 113 557 Operating	9,890.09
BSWB 001 164 Money Market	160,051.37
<b>Total Operating Bank Accounts</b>	<u>169,941.46</u>
<b>Reserve Bank Accounts</b>	
American Bank 2739	107,036.98
Edward D Jones	822,087.90
<b>Total Reserve Bank Accounts</b>	<u>929,124.88</u>
<b>Total Checking/Savings</b>	<u>1,099,066.34</u>
<b>Accounts Receivable</b>	
Accounts Receivable	27,250.58
Accounts Receivable Reserve	-21,170.60
<b>Total Accounts Receivable</b>	<u>6,079.98</u>
<b>Other Current Assets</b>	
Interest Receivable	3,946.99
<b>Total Other Current Assets</b>	<u>3,946.99</u>
<b>Total Current Assets</b>	<u>1,109,093.31</u>
<b>TOTAL ASSETS</b>	<b><u>1,109,093.31</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	4,598.09
<b>Total Accounts Payable</b>	<u>4,598.09</u>
<b>Other Current Liabilities</b>	
Prepaid Assessments	5,444.00
<b>Total Other Current Liabilities</b>	<u>5,444.00</u>
<b>Total Current Liabilities</b>	<u>10,042.09</u>
<b>Total Liabilities</b>	<u>10,042.09</u>
<b>Equity</b>	
Reserve Fund Balance	929,124.88
Retained Earnings	117,042.91
Net Income	52,883.43
<b>Total Equity</b>	<u>1,099,051.22</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,109,093.31</u></b>

**Firelight Meadows Owners Association**  
**Profit & Loss Budget vs. Actual**  
 January through December 2017

	Jan - Dec 17	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Quarterly Assessment Income</b>			
Chalet - Quarterly Assessment	463,488.00	463,397.00	91.00
Condo - Quarterly Assessment	312,000.00	311,881.00	119.00
<b>Total Quarterly Assessment Income</b>	775,488.00	775,278.00	210.00
<b>Finance and Late Fee Charges</b>			
ABATED INT/PENALTIES	-107.82	0.00	-107.82
Finance and Late Fee Charges - Other	1,482.78	0.00	1,482.78
<b>Total Finance and Late Fee Charges</b>	1,374.96	0.00	1,374.96
<b>Membership Dues</b>	9,600.00	0.00	9,600.00
<b>Parking Income</b>	6,590.00	0.00	6,590.00
<b>BAD DEBT INCOME</b>	0.00	0.00	0.00
<b>Fine Income for Violations</b>	400.00	0.00	400.00
<b>Total Income</b>	793,452.96	775,278.00	18,174.96
<b>Gross Profit</b>	793,452.96	775,278.00	18,174.96
<b>Expense</b>			
<b>General Common Expenses</b>			
<b>Insurance</b>			
Chalets	43,766.62	52,227.00	-8,460.38
Condo	25,704.16	30,673.00	-4,968.84
<b>Total Insurance</b>	69,470.78	82,900.00	-13,429.22
<b>Compactor Electricity</b>	889.88	751.00	138.88
<b>Landscape</b>			
Condo-Landscape & Sprinkler	16,591.89	16,317.00	274.89
Chalet-Landscape&Sprinkler	28,251.04	27,783.00	468.04
Landscape Upgrade - Condo	5,654.71	2,849.00	2,805.71
Landscape Upgrade - Chalet	9,628.31	4,851.00	4,777.31
<b>Total Landscape</b>	60,125.95	51,800.00	8,325.95
<b>Trash Removal</b>			
Trash Removal - Chalet 63%	24,496.89	23,084.00	1,412.89
Trash Removal - Condo 37%	14,387.06	13,557.00	830.06
<b>Total Trash Removal</b>	38,883.95	36,641.00	2,242.95
<b>Maintenance &amp; Repairs</b>			
Mold Mitigation	29,940.00	30,300.00	-360.00
Maintenance & Repair - Painting	280.74	420.00	-139.26
Maintenance and Repair - Misc	43,364.30	41,175.00	2,189.30
Lawn Sprinkler Repairs	6,585.23	6,600.00	-14.77
<b>Total Maintenance &amp; Repairs</b>	80,170.27	78,495.00	1,675.27
<b>Snow Removal</b>			
Snow Removal - Chalet 63%	70,140.00	70,140.00	0.00
Snow Removal - Condo 37%	41,193.36	41,193.00	0.36
<b>Total Snow Removal</b>	111,333.36	111,333.00	0.36
<b>Roof Snow Removal</b>			
Condo Roof Snow Removal 37%	950.90	1,110.00	-159.10
Chalet Roof Snow Removal 63%	1,619.10	1,890.00	-270.90
<b>Total Roof Snow Removal</b>	2,570.00	3,000.00	-430.00
<b>Management Company</b>			
Chalet Basic Fee 63%	60,681.48	67,906.00	-7,224.52
Condo Basic Fee 37%	35,638.36	39,881.00	-4,242.64



**Firelight Meadows Owners Association**  
**Profit & Loss Budget vs. Actual**  
 January through December 2017

	Jan - Dec 17	Budget	\$ Over Budget
<b>Total Management Company</b>	96,319.84	107,787.00	-11,467.16
<b>Accounting</b>			
Accounting - Chalet 63%	10,008.84	10,159.00	-150.16
Accounting - Condo 37%	5,878.20	5,966.00	-87.80
<b>Total Accounting</b>	15,887.04	16,125.00	-237.96
<b>Legal</b>			
Legal - Chalet 63%	5,974.62	6,300.00	-325.38
Legal - Condo 37%	3,508.88	3,700.00	-191.12
<b>Total Legal</b>	9,483.50	10,000.00	-516.50
<b>Office Expense</b>			
Online Document Storage	825.00	0.00	825.00
Office Supplies			
Chalet Office Supplies 63%	792.90	2,235.00	-1,442.10
Condo Office Supplies 37%	465.66	1,313.00	-847.34
<b>Total Office Supplies</b>	1,258.56	3,548.00	-2,289.44
<b>Total Office Expense</b>	2,083.56	3,548.00	-1,464.44
<b>Postage &amp; Delivery</b>			
Chalet 63%	79.23	126.00	-46.77
Condo 37%	46.57	74.00	-27.43
<b>Total Postage &amp; Delivery</b>	125.80	200.00	-74.20
<b>Taxes</b>			
Taxes - Chalet	652.68	1,481.00	-828.32
Taxes - Condo	383.32	870.00	-486.68
<b>Total Taxes</b>	1,036.00	2,351.00	-1,315.00
<b>Bad Debt</b>	3,916.77	12,000.00	-8,083.23
<b>Meeting Expense</b>			
Meeting Expense Condo	621.67	925.00	-303.33
Meeting Expense Chalet	1,058.50	1,575.00	-516.50
<b>Total Meeting Expense</b>	1,680.17	2,500.00	-819.83
<b>Licenses and Fees</b>			
License & Fees - Chalet 63%	0.00	9.00	-9.00
License & Fees - Condo 37%	0.00	6.00	-6.00
<b>Total Licenses and Fees</b>	0.00	15.00	-15.00
<b>Total General Common Expenses</b>	493,976.87	519,446.00	-25,469.13
<b>Limited Common Expense - Chalet</b>			
Chimney Cleaning - Chalet	9,900.00	10,000.00	-100.00
Parking Management Chalet	13,857.00	12,000.00	1,857.00
<b>Total Limited Common Expense - Chalet</b>	23,757.00	22,000.00	1,757.00
<b>Limited Common Expense - Condo</b>			
Condo Utilities - Building	11,978.78	20,200.00	-8,221.22
Reimbursement SnowMelt Electric	1,487.20	1,600.00	-112.80
Telephone Condo Fire Alarm Syst	4,528.18	4,800.00	-271.82
Condo - Cleaning and Rugs	16,740.00	16,740.00	0.00
Fire Alarm System Monitoring	2,830.50	3,000.00	-169.50
Fire Extinguisher Inspection	2,099.00	2,400.00	-301.00
<b>Total Limited Common Expense - Condo</b>	39,663.66	48,740.00	-9,076.34
<b>Total Expense</b>	557,397.53	590,186.00	-32,788.47
<b>Net Ordinary Income</b>	236,055.43	185,092.00	50,963.43

1:27 PM

08/19/18

Accrual Basis

**Firelight Meadows Owners Association**  
**Profit & Loss Budget vs. Actual**  
January through December 2017

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	<u>Jan - Dec 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Postage Income	750.00	0.00	750.00
Insurance Claim Income	0.00	0.00	0.00
Interest Income	13,236.61	0.00	13,236.61
<b>Total Other Income</b>	<u>13,986.61</u>	<u>0.00</u>	<u>13,986.61</u>
<b>Other Expense</b>			
Water & Sewer Delinquent paid	0.00	0.00	0.00
Reserve Contribution	197,158.61	185,094.00	12,064.61
<b>Total Other Expense</b>	<u>197,158.61</u>	<u>185,094.00</u>	<u>12,064.61</u>
<b>Net Other Income</b>	<u>-183,172.00</u>	<u>-185,094.00</u>	<u>1,922.00</u>
<b>Net Income</b>	<u><u>52,883.43</u></u>	<u><u>-2.00</u></u>	<u><u>52,885.43</u></u>

**Firelight Meadows Owners Association**  
**Balance Sheet**  
As of June 30, 2018

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	<u>Jun 30, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>Operating Bank Accounts</b>	
BSWB 113 557 Operating	2,051.59
BSWB 001 164 Money Market	110,039.17
<b>Total Operating Bank Accounts</b>	112,090.76
<b>Reserve Bank Accounts</b>	
American Bank 2739	152,290.61
Edward D Jones	882,449.53
<b>Total Reserve Bank Accounts</b>	1,034,740.14
<b>Total Checking/Savings</b>	1,146,830.90
<b>Accounts Receivable</b>	
Accounts Receivable	33,388.07
Accounts Receivable Reserve	-19,876.49
<b>Total Accounts Receivable</b>	13,511.58
<b>Other Current Assets</b>	
Prepaid Expenses	700.00
Interest Receivable	5,546.57
Prepaid Insurance	73,523.25
<b>Total Other Current Assets</b>	79,769.82
<b>Total Current Assets</b>	1,240,112.30
<b>TOTAL ASSETS</b>	<b>1,240,112.30</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	9,292.95
<b>Total Accounts Payable</b>	9,292.95
<b>Other Current Liabilities</b>	
Prepaid Assessments	8,542.73
<b>Total Other Current Liabilities</b>	8,542.73
<b>Total Current Liabilities</b>	17,835.68
<b>Total Liabilities</b>	17,835.68
<b>Equity</b>	
Reserve Fund Balance	1,038,051.47
Retained Earnings	169,926.34
Net Income	14,298.81
<b>Total Equity</b>	1,222,276.62
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,240,112.30</b>

**Firelight Meadows Owners Association**  
**Profit & Loss Budget vs. Actual**  
 January through June 2018

08/17/18

Accrual Basis

	Jan - Jun 18	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Quarterly Assessment Income</b>			
Chalet - Quarterly Assesment	220,592.00	220,592.00	0.00
Condo - Quarterly Assessment	157,600.00	157,600.00	0.00
<b>Total Quarterly Assessment Income</b>	378,192.00	378,192.00	0.00
<b>Finance and Late Fee Charges</b>			
ABATED INT/PENALTIES	-1.52	0.00	-1.52
Finance and Late Fee Charges - Other	665.42	0.00	665.42
<b>Total Finance and Late Fee Charges</b>	663.90	0.00	663.90
<b>Membership Dues</b>	5,000.00	0.00	5,000.00
<b>Parking Income</b>	6,975.00	0.00	6,975.00
<b>BAD DEBT INCOME</b>	3,123.25	0.00	3,123.25
<b>Fine Income for Violations</b>	600.00	0.00	600.00
<b>Total Income</b>	394,554.15	378,192.00	16,362.15
<b>Gross Profit</b>	394,554.15	378,192.00	16,362.15
<b>Expense</b>			
<b>General Common Expenses</b>			
Insurance	45,463.03	39,116.02	6,347.01
Compactor Electricity	457.59	450.00	7.59
Landscape and Sprinkler	15,142.00	15,142.35	-0.35
Landscape Upgrades	1,426.00	3,333.32	-1,907.32
Trash Removal	19,075.26	21,509.48	-2,434.22
Maintenance & Repairs	11,067.11	25,050.00	-13,982.89
Snow Removal	76,000.00	76,666.66	-666.66
Roof Snow Removal	3,578.00	1,965.84	1,612.16
Management Company	52,179.66	52,179.98	-0.32
Parking Management	1,646.71	7,500.00	-5,853.29
Accounting	8,062.20	8,062.50	-0.30
Legal	4,097.00	7,500.00	-3,403.00
Office Expense	891.87	1,700.02	-808.15
Postage & Delivery	49.26	300.00	-250.74
Taxes	2,258.00	1,500.00	758.00
Bad Debt	1,829.14	2,000.02	-170.88
Meeting Expense	439.32	1,250.02	-810.70
Licenses and Fees	0.00	20.00	-20.00
<b>Total General Common Expenses</b>	243,662.15	265,246.21	-21,584.06
<b>Limited Common Expense - Chalet</b>			
Chimney Cleaning - Chalet	12,875.00	10,275.00	2,600.00
Maintenance & Repair Chalet	155.62	7,342.50	-7,186.88
<b>Total Limited Common Expense - Chalet</b>	13,030.62	17,617.50	-4,586.88
<b>Limited Common Expense - Condo</b>			
Condo Utilities - Building	9,268.67	10,176.52	-907.85
Reimbursement SnowMelt Electric	1,487.20	1,487.00	0.20
Telephone Condo Fire Alarm Syst	2,423.48	2,436.00	-12.52
Condo - Cleaning and Rugs	11,236.80	8,550.00	2,686.80
Fire Alarm System Monitoring	983.50	843.00	140.50
Fire Extinguisher Inspection	0.00	0.00	0.00

2:16 PM

08/17/18

Accrual Basis

**Firelight Meadows Owners Association**  
**Profit & Loss Budget vs. Actual**  
 January through June 2018

	<u>Jan - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Maintenance & Repair Condo Only	2,666.67	3,294.98	-628.31
Total Limited Common Expense - Condo	28,066.32	26,787.50	1,278.82
Total Expense	284,759.09	309,651.21	-24,892.12
Net Ordinary Income	109,795.06	68,540.79	41,254.27
Other Income/Expense			
Other Income			
Postage Income	400.00	0.00	400.00
Interest Income	13,030.34	0.00	13,030.34
Total Other Income	13,430.34	0.00	13,430.34
Other Expense			
Water & Sewer Delinquent paid	0.00	0.00	0.00
Reserve Contribution	108,926.59	95,970.50	12,956.09
Total Other Expense	108,926.59	95,970.50	12,956.09
Net Other Income	-95,496.25	-95,970.50	474.25
Net Income	<u>14,298.81</u>	<u>-27,429.71</u>	<u>41,728.52</u>

# Firelight Meadows Reserve Projection

Updated August 21, 2018

Inflation Rate for Costs: 3.00%  
 Earnings Rate: 2.00%  
 Annual Contribution Increase: 4.0%  
 Effective Tax Rate 23%

## Estimated Future Costs

Campus Age	Fiscal Year	Beginning Balance	Actual / Projected Earnings	Tax on Prior Year Earnings	Owner Contribution to fund	Roof Replacement	Siding Replacement	Painting	Projected Ending Balance
10	2014	426,889			140,135				567,024
11	2015	567,024	4,428		244,601				816,053
12	2016	816,053	9,570		391,382			414,930	802,075
13	2017	802,075	8,021		171,165				981,261
14	2018	981,261	19,778		178,012				1,179,051
15	2019	1,179,051	23,581	4,549	185,132				1,383,215
16	2020	1,383,215	27,664	5,424	192,537				1,597,993
17	2021	1,597,993	31,960	6,363	200,239				1,823,829
18	2022	1,823,829	36,477	7,351	208,248				2,061,203
19	2023	2,061,203	41,224	8,390	216,578				2,310,616
20	2024	2,310,616	46,212	9,482	225,241	582,255			1,990,333
21	2025	1,990,333	39,807	10,629	234,251	599,723			1,654,039
22	2026	1,654,039	33,081	9,156	243,621	617,714			1,303,871
23	2027	1,303,871	26,077	7,609	253,366	636,246			939,460
24	2028	939,460	18,789	5,998	263,501			537,098	678,654
25	2029	678,654	13,573	4,322	274,041				961,946
26	2030	961,946	19,239	3,122	285,002				1,263,065
27	2031	1,263,065	25,261	4,425	296,402				1,580,304
28	2032	1,580,304	31,606	5,810	308,258				1,914,358
29	2033	1,914,358	38,287	7,269	320,589				2,265,964
30	2034	2,265,964	45,319	8,806	333,412				2,635,890
31	2035	2,635,890	52,718	10,423	346,749				3,024,933
32	2036	3,024,933	60,499	12,125	360,619				3,433,925
33	2037	3,433,925	68,679	13,915	375,043				3,863,733
34	2038	3,863,733	77,275	15,796	390,045				4,315,256
35	2039	4,315,256	86,305	17,773	405,647				4,789,435
36	2040	4,789,435	95,789	19,850	421,873				5,287,247
37	2041	5,287,247	105,745	22,031	438,748				5,809,708
38	2042	5,809,708	116,194	24,321	456,298				6,357,879
39	2043	6,357,879	127,158	26,725	474,550				6,932,861
40	2044	6,932,861	138,657	29,246	493,532	1,083,166		861,885	5,590,753
41	2045	5,590,753	111,815	31,891	513,273	1,115,661			5,068,289
42	2046	5,068,289	101,366	25,717	533,804	1,149,131			4,528,610
43	2047	4,528,610	90,572	23,314	555,156	1,183,605			3,967,420
44	2048	3,967,420	79,348	20,832	577,362				4,603,298
45	2049	4,603,298	92,066	18,250	600,457				5,277,571
46	2050	5,277,571	105,551	21,175	624,475				5,986,422
47	2051	5,986,422	119,728	24,277	649,454				6,731,328
48	2052	6,731,328	134,627	27,538	675,432				7,513,849
49	2053	7,513,849	150,277	30,964	702,449				8,335,611
50	2054	8,335,611	166,712	34,564	730,547		1,544,738		7,653,569
51	2055	7,653,569	153,071	38,344	759,769		1,591,080		6,936,986
52	2056	6,936,986	138,740	35,206	790,160		1,638,813		6,191,866
53	2057	6,191,866	123,837	31,910	821,766		1,687,977		5,417,583
54	2058	5,417,583	108,352	28,483	854,637				6,352,089
55	2059	6,352,089	127,042	24,921	888,823				7,343,033
56	2060	7,343,033	146,861	29,220	924,375				8,385,049
57	2061	8,385,049	167,701	33,778	961,350				9,480,323
58	2062	9,480,323	189,606	38,571	999,804				10,631,162
59	2063	10,631,162	212,623	43,609	1,039,797				11,839,973
60	2064	11,839,973	236,799	48,903	1,081,389	1,956,318			11,152,939
61	2065	11,152,939	223,059	54,464	1,124,644	2,015,008			10,431,171
62	2066	10,431,171	208,623	51,304	1,169,630	2,075,458			9,682,663
63	2067	9,682,663	193,653	47,983	1,216,415	2,137,722			8,907,026
64	2068	8,907,026	178,141	44,540	1,265,072				10,305,698
65	2069	10,305,698	206,114	40,972	1,315,675			1,804,596	9,981,918
66	2070	9,981,918	199,638	47,406	1,368,301				11,502,451
67	2071	11,502,451	230,049	45,917	1,423,034				13,109,617
68	2072	13,109,617	262,192	52,911	1,479,955				14,798,853
69	2073	14,798,853	295,977	60,304	1,539,153				16,573,679
70	2074	16,573,679	331,474	68,075	1,600,719				18,437,797

The Association of Unit Owners of Firelight Meadows Condominiums, Inc.  
**PROPOSED 2019 Budget**

	Actual			Budget		Delta
	2015	2016	2017	2018	2019	
<b>General Common Expenses:</b>						
Insurance	60,667	75,628	69,471	78,232	98,031	25%
Compactor Electricity	383	838	890	900	0	-100%
Landscape & Sprinkler Management	42,539	51,362	60,126	45,427	50,000	10%
Landscape Upgrade	1,395			10,000	50,000	400%
Trash Removal, Recycling and Maintenance	12,714	34,162	38,884	43,019	37,300	-13%
Maintenance and Repair	195,777	67,741	80,170	50,100	65,400	31%
Snow Removal	96,878	106,418	111,333	115,000	118,000	3%
Snow Removal Roof	1,789	3,347	2,570	3,500	3,500	0%
Management	101,600	104,468	96,320	104,360	107,490	3%
Parking Management				15,000	46,398	209%
Accounting	15,887	15,887	15,887	16,125	16,200	0%
Legal	7,556	13,729	9,484	15,000	15,000	0%
Postage	0	519	126	600	600	0%
Office Expense	1,897	3,293	2,084	3,400	3,400	0%
Taxes	356	1,298	1,036	1,500	4,500	200%
Bad Debt	24,528	2,716	3,917	4,000	3,900	-3%
Meeting Expense	1,927	2,373	1,680	2,500	1,200	-52%
License & Fees	0	0	0	20	0	-100%
<b>Total General Common Expense</b>	<b>565,893</b>	<b>483,779</b>	<b>493,977</b>	<b>508,683</b>	<b>620,919</b>	<b>22%</b>
<b>Limited Common Expense - Chalets</b>						
Chimney Cleaning	10,026	8,650	9,900	10,275	13,000	27%
Maintenance and Repairs Chalet Specific				14,685	0	-100%
Parking Management			13,857	0	0	
<b>Total Limited Common Expense - Chalets</b>	<b>10,026</b>	<b>8,650</b>	<b>23,757</b>	<b>24,960</b>	<b>13,000</b>	<b>-48%</b>
<b>Limited Common Expense - Condos</b>						
Condo Utilities - Building	22,471	19,570	11,979	20,353	20,000	-2%
Reimbursement of Snow Melt Electricity	0	1,487	1,487	1,487	1,487	0%
Telephone - Condo - Fire Alarm System	0	4,929	4,528	4,872	4,900	1%
Condo - Cleaning and Rugs	16,740	16,785	16,740	17,100	16,800	-2%
Carpet Replacement					2,500	
Fire Alarm Monitoring	1,607	1,638	2,831	1,686	1,686	0%
Fire Extinguisher Inspection	1,945	3,697	2,099	3,700	2,100	-43%
Maintenance and Repairs Condo Specific				6,590	500	-92%
<b>Total Limited Common Expense - Condos</b>	<b>42,763</b>	<b>48,106</b>	<b>39,664</b>	<b>55,788</b>	<b>49,973</b>	<b>-10%</b>
<b>Total Expense</b>	<b>618,682</b>	<b>540,535</b>	<b>557,398</b>	<b>589,431</b>	<b>683,892</b>	<b>16%</b>

The Association of Unit Owners of Firelight Meadows Condominiums, Inc.  
**PROPOSED 2019 Budget**

	Actual			Budget		Delta
	2015	2016	2017	2018	2019	
<b>Totals from Prior Page:</b>						
Total General Common Expense	565,893	483,779	493,977	508,683	620,919	22%
Total Limited Common Expense - Chalets	10,026	8,650	23,757	24,960	13,000	-48%
Total Limited Common Expense - Condos	42,763	48,106	39,664	55,788	49,973	-10%
<b>Total Expense</b>	<b>618,682</b>	<b>540,535</b>	<b>557,398</b>	<b>589,431</b>	<b>683,892</b>	<b>16%</b>
<b>Reserves:</b>						
Painting, Roof and Siding Replacement				178,012	185,132	4%
Landscape Repayment				3,629	0	-100%
Trash Compactor Repayment - 2019 = Year 5 of 10				7,800	7,800	0%
Carpet Replacement - Moved to Condo only section				2,500	0	-100%
	0	0	0	\$ 191,940.89	\$ 192,932.00	1%
<b>Total Expenses and Reserve Contribution</b>	<b>618,682</b>	<b>540,535</b>	<b>557,398</b>	<b>781,372</b>	<b>876,824</b>	<b>12%</b>

Total General Common Expenses	620,919			
Total Reserve Contribution	192,932			
	813,851	/ 216 Units =	3,768	Per Unit
Total Limited Common Expense - Chalet	13,000	/ 136 =	96	Per Chalet
Total Limited Common Expense - Condo	49,973	/ 80 =	625	Per Condo

	General	Limited	Annual	Quarterly
Chalet Annual Per Unit	3,768	96	3,863	966
Condo Annual Per Unit	3,768	625	4,392	1,098

	2018		2019		Increase
	Annual	Quarterly	Annual	Quarterly	
Chalet	3,427	857	3,863	966	13%
Condo	3,941	985	4,392	1,098	11%

**Cross Check Calculations**

Chalet Quarterly Assessment * 4 * 136 =	525,425
Condo Quarterly Assessment * 4 * 80 =	351,399
	<u>876,824</u>

Total Expenses and Reserve Contribution 876,824

Difference between Assessments and Expenses \$0.00





Dear Firelight Meadows Home Owners,

Recently, the board was approached by the owner of Unit CB of Firelight Meadows Condominiums to discuss if the Association would be willing to purchase this property. This property is the land condominium commonly referred to as the “daycare site,” which is located to the northeast side of the Firelight Meadows property. Attached is a site plan showing the location of the property.

As you may know this property is the last remaining property within Firelight Meadows that is retained by the original developer of Firelight Meadows. The Board determined that it was a unique opportunity to be able to purchase this additional land that would provide benefit to the membership. The property is being offered for purchase to the Association for a price of \$400,000. In its initial due diligence regarding the property, the Board determined that this sale price was reasonable for the Big Sky market. The Board did investigate financing options, and the most viable option is to borrow against Association reserves and to pay it back over 15 years at 3% interest. As an owner in Firelight this means that if approved, and the Association is authorized to purchase the property, there will be an assessment increase of \$43.00/per quarter/per owner. This amount will cover repayment and holding costs.

The decision to acquire this property does require a vote of the membership. We have enclosed with this packet a written ballot for you to cast your vote on this issue. You can either mail in prior to the 2018 Annual Meeting on September 19<sup>th</sup> or you can hand deliver the ballot at the annual meeting. All ballots must be received prior to the adjournment of the 2018 Annual Meeting. The Proxy will not apply as a vote towards this issue you MUST cast your written ballot.

If you have any questions regarding the ballot or if you are considering not voting, please contact me. If the property is acquired, the Board will engage with the membership to determine the best use of the property.

Sincerely,  
Firelight Meadows Board of Directors

Kari Gras  
Firelight Meadows HOA – President  
PO Box 69  
Bozeman MT 59771-0069  
[kgras.flm@gmail.com](mailto:kgras.flm@gmail.com)  
Cell: 406-570-4257





9/9/18

To: Matt Walker, Firelight Meadows HOA  
From: Kevin Loustaunau, West Fork Water & Wastewater

Re: 2018 Water and Wastewater Summary Report

Matt,

Per your 8/22/18 email request, I have prepared the following report summarizing the current status of the water and wastewater utility systems at Firelight Meadows (FLM), and the major events to-date in 2018.

### **Map**

The attached map shows the approximate locations of the major water and wastewater infrastructure at FLM.

### **Water System operation**

The public water system (PWS) at FLM generally consists of 3 PWS wells, an underground concrete 350,000 gallon storage tank, a water treatment system (chlorination and orthophosphate corrosion control), and a pump station that maintains constant pressure in the distribution system (water mains and service lines).

As water is used, pressure in the distribution system drops. A pumping system then pumps water from the storage tank into the distribution system to maintain pressure. As the storage tank level drops, the PWS wells turn on to replenish the tank, and the water is treated. When the tank level fully recovers, the well pumps turn off. The tank is approximately 96" in depth, and the normal operating range is between 78" and 93".

In addition to the pump station, there is a backup generator and fire pump system that utilizes water from the same tank. Greater than 50" of water in the tank is required for fire suppression. As a standard protocol, if the storage tank drops to 50" or below, the fire department is notified.

### **Water Sources and Water Quality**

There are 3 PWS wells at FLM. PWS Well 1 is completed at 300 ft and produces ~5 gpm, PWS Well 2 is 285 ft deep and produces ~28 gpm, and the newly installed PWS Well 3 is 320 ft deep and produces ~20 gpm. The water system and wells are routinely sampled per MT DEQ and EPA requirements, and the water is deemed safe for consumption by all regulatory measures. Water quality sampling results can be found in MT DEQ's 'Drinking Water Watch' service. <http://sdwisdww.mt.gov:8080/DWWW/>. The PWS ID for FLM is MT0004236.

### **Demand**

Water usage at FLM has historically averaged around 25,000 gpd, however, demand has increased in the last few years. In 2017 and 2018 demand averaged ~34,000 gpd and ~42,000 gpd, respectively, with shorter-term daily demand sometimes exceeding 55,000 gpd. Because PWS Wells 1 and 2 (the newly-drilled PWS Well 3 is still in the certification process, and is not yet in service) can only produce a total of ~33 gpm, or 47,500 gpd, demand frequently exceeds production. For this reason, the irrigation well was used periodically when necessary throughout the year to maintain adequate fire suppression and prevent lapses in service. Because the irrigation well is not an approved PWS well, the MT DEQ

Public Water Supply department was involved in providing guidance on the proper sampling and public notice protocols prior to its use.

Long-term measures have also been taken to meet and manage these periods of high demand. First, PWS Well 3 was drilled and is currently in the DEQ certification process. This well produces ~20 gpm which will bring the total production to more than 70,000 gpd. Second, flow meters have been installed at each residence and a new usage-based billing structure will be designed and implemented through the MT Public Service Commission (PSC).

### **Wastewater System operation**

Wastewater strength at FLM has changed over the past few years, with key parameters well above DEQ's definition of normal residential wastewater. Despite efforts to combat the high-strength wastewater through increased maintenance, the treatment systems have become overloaded and are unable to achieve the effluent limits set forth by MT DEQ. Working under an Administrative Order on Consent, the DEQ Enforcement Division approved a compliance plan to bring the treatment systems back into compliance. This plan includes the following steps:

- Water meter installation and new rate structure. Because wastewater characteristics are directly related to water usage practices, a plan to incentivize responsible water usage was adopted.
- Monitor wastewater characteristics and treatment system performance for 1 year following meter installation and implementation of new rates.
- Design wastewater system upgrades, if necessary, using these data.

Hopefully this report answers your questions. If not, please feel free to contact me.

Thanks

West Fork Water & Wastewater

By:



Kevin Loustaunau



Approx. locations of major water/wastewater system components



WWTP and drainfields

WWTP and drainfields

Irrigation well

350,000 gal water tank and pumps

PWS Well 3

PWS Well 2

PWS Well 1







## FIRELIGHT MEADOWS HOA 2018 ANNUAL MEETING RID Expansion Report

The Firelight Board of Directors has been attempting (all spring & summer) to contact Jack Schunke, with Morrison-Maierle and the engineering firm in Bozeman responsible for the work completed on RID's in Gallatin County.

We are trying to determine the following questions:

1. Are the Chalet driveways and the Condo designated spaces included in the RID tax assessment? And therefore, covered for repairs & maintenance?
2. If we expanded and added more parking throughout campus, utilizing their engineering suggestions, how would these new general common elements be tied into the existing RID? Or would the HOA need to establish a second RID to accommodate for this addition? Or would the tax be re-assessed at some point?

The answers to these questions will be the determining factors of how the board would recommend to the Owners a way forward in possibly adding more parking spaces throughout campus and their location.



hpmmontana.com

## Firelight Meadows 2017-18 Property Managers Report

### Oct 2017

- Painted propane tank covers around condo buildings per Laura Gregory
- Began repairing heat tape on condo buildings. Ongoing.
- Turned on heat in crawlspaces of condos and chalets.
- Installed foundation vent insulation on condos and chalets.
- Pruned all shrubbery on campus.
- Repaired light on trash compactor area.
- Replaced bulbs in entry way of C building.
- Began mulch project for walkways. Ongoing.

### Nov 2017

- Painted propane tank covers around condo buildings per discussion w/ Laura Gregory
- Began repairing heat tape on condo buildings. Ongoing.
- Turned on heat in crawlspaces of condos and chalets.
- Installed foundation vent insulation on condos and chalets.
- Pruned all shrubbery on campus.
- Repaired light on trash compactor area.
- Replaced bulbs in entry way of C building.
- Began mulch project for walkways. Ongoing.

### Jan 2018

- Fired-up heat tape on condos.
- Coordinated repairs to multiple GFCI outlets.
- Coordinated repairs to heat tape.
- Coordinated installation of temporary parking on corner of Firelight Drive
- Shoveled out fire hydrants.
- Removed icicles around campus.
- Made repairs to trash compactor.
- Provided snow removal of campus.
- Added additional delineators to campus.
- Towed abandoned vehicles.

- Removed abandoned bicycles from campus
- Provided access to crawl spaces for satellite providers.
- Coordinated repairs to street lights. On-going.
- Obtained bid for Big Sky Clean to clean condo common-areas.
- Scheduled carpet cleaning for condos. (Discussion)
- Ordered boot brushes for condos. Will install this week.
- Issues multiple violations for loose pets, trash cans, etc.

## Feb 2018

- Coordinated carpet cleans for condo buildings
- Obtained bids for cleaning condos
- Coordinated repairs to multiple outlets/heat tape. On-going.
- Responded to slush event on campus. Coordinated with Andesite Construction to remove ice pack from roads.
- Coordinated repairs to common-area doors on Condo Building. On-going.
- Provided access to crawl spaces for satellite company
- Towed abandoned cars
- Issued multiple warning for various violations
- Repaired trash enclosure

## April 2018

- 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.

## May 2018

- Finished painting fire hydrants and poles.
- Spring clean-up. Walked entire campus picking up debris.
- Dethatched and raked lawns.
- Performed spot mowing where needed.



- Sprayed grass killer in drainage areas and bike racks.
- Removed moose fencing around trees.
- Coordinated repairs to broken curb stop.
- Coordinated repairs to Condo entry doors. Ongoing.
- Contracted Gallatin Water Works to fire up irrigation.
- Repaired multiple downspouts.
- Issued multiple violations for various issues. Ongoing.
- Obtained bid for weed and feed.
- Coordinated repairs to damaged dry wall due to a roof leak last winter.
- Repaired leaking roof on A building.
- Touched-up paint on various chalets. Ongoing.
- Began painting letters on Condo Buildings.
- Repaired trim on multiple Condo Buildings.
- Replaced Mutt Mitts where needed.
- Installed bird spikes. Ongoing.
- Prepped entry flower beds. Flowers coming soon.

### 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.

### 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

## August 2018

- Trimmed trees on Starlight. On-going.
- Dug up and replaced 13 sprinkler heads and adjusted many more around campus.
- Coordinated repair to irrigation system by Gallatin Water works.
- Trimmed shrubs around campus. On-going.
- Repaired trim on Condo buildings and Chalets.
- Coordinated fire suppression inspections on Condo Buildings.
- Issued multiple warning and violations.
- Continued to touch-up paint around campus.
- Obtained bids for various project around campus.
- Coordinated repairs to compactor and annual servicing of both compactors.
- Repaired hand rail in C building.
- Replaced dryer vent on D building.
- Repaired fascia and removed bird nest on C building.
- Replaced dog waste bags around campus.
- Replaced hose bib knobs at various units.
- Removed rock bed from middle of yard and laid down sod per owner request.

## September

- Re-mulched walking path on campus.
- Replaced broken boot brush on D building.
- Trimmed trees around campus.
- Began trimming shrubs. On-going.
- Scheduled winterization of irrigation system.
- Provided assistance to West Fork Utilities for well project.
- Adjusted and replaced multiple sprinkler heads.
- Pulled weeds in rock beds. On-going.
- Scheduled final weed and feed campus.
- Took down NASCAR flag from flag pole and replaced Montana state flag.
- Repaired hand rail in C building.
- Touched up paint around campus. On-going.
- Issued multiple violation for parking, trash, etc.

- Provided access to units for multiple contractors.
- Began mitigation of water in crawl space of 406. Buffalo Restoration.
- Replaced hose bib knobs on multiple units.
- Repaired trim on condo buildings. On-going

## Firelight Meadows Rule Violation Report June-September 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)
- 7/19 504 – Parking in fire lane (2<sup>nd</sup> notice – Renters moving out at end of month)  
 7/23 98 – Parking in fire lane (2<sup>nd</sup> notice & \$100 fine)  
 7/25 50 – Motorbike in driveway (1<sup>st</sup> notice)  
 9/7 336 – Parked on lawn (only warning)

### 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*
- 7/30 148 – Furniture outside (final notice)  
 D03 – items in hallway (1<sup>st</sup> notice)  
 D09 – trash in hallway (1<sup>st</sup> notice)  
 D20 – trash in hallway (1<sup>st</sup> notice)  
 170 – Cigarette butts (1<sup>st</sup> notice)  
 D20 – pet waste (1<sup>st</sup> and only warning)  
 170 – Cigarette butts (2<sup>nd</sup> notice and \$100 fine)



## Trash Compactor Update Report

April thru July 2018

-All in all the system works well. The biggest issue every month is just 'laziness' of those not wanting to break down items or wait for the cycle to run. The extra dumpster is a big help during transition periods/seasons, however it also creates issues were folks get used to it being there and once removed; they still leave large items in its place. Possibly a few reminders of the actual date it will be removed, and posted on the dumpster/common areas stating absolutely no more items to be left once dumpster is removed? Another item we see is that people leave things possibly thinking someone else could use them/not necessarily garbage, which we typically just throw in the compactor or take to the dump. Not sure if there is a way to inform folks of an alternate way to give away their items.

-As we were away in June for 2 weeks we hired someone else to take over daily checks. We were not here to oversee this work and as a result only charged for the 2 week time frame we were here for.

-We have never been able to access cameras or communicate with the person who is in charge of them. As a result we have no information on this.

-The cardboard recycling is working great; again, the main issue being folks not breaking down their boxes which fill the containers quickly. Maybe another reminder of this issue to the owners/renters would be a good idea.

-There was a mention of hosing/cleaning out the area weekly. We asked about access to hose pipes and water but didn't get any info back. Please let us know if this is something you'd still like and we can discuss cost going forward.

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Snow Removal Report for W2017/2018 Season:

- Overall snow removal by Hammond went well this past season
    - A few areas of delayed shoveling were addressed early on
  - We have noted quite a few areas of heat tape that need to be addressed and have budgeted for them in the 2018 drafted budget
- 

Landscaping Report for S2018 Season:

- Routine weed and feed was completed throughout campus
  - Completed the mulch walkway project started last fall (the re-mulching and weed spraying in the path throughout campus)
  - Due to the constraints with the irrigation system this summer our campus is looking a little brown
  - Started removal plans of the gym equipment in-between the Condos and Chalets
    - Future plans are to make more playground/swing sets in that area and remove dated gym free- standing exercises
- 

**SPECIAL NOTES:**

**RE: BUDGET**

Due to the limited budget we are unable to do many projects as our campus ages and maintenance costs grow. We are asking to increase the landscaping budget to \$50K to address the edging issue around campus- reference pictures below. Once approved, I will work to get contractors in place and lined up for the work. To help give you context for our request, the cost to upgrade our edging (to a metal edging that will help with longevity, compared to the current plastic) is about \$4,000/Chalet four-plex. We hope to complete the project over the next few years and maintain moving forward.



















**RE: FLM Signage – FEEDBACK REQUESTED FROM HOMEOWNERS**

Our FLM signs before our entrances to Chalets and Condos and on your way to the back entrance to Chalets (see images below) are in need of some work- lighting and updating. As a board we were curious to hear your thoughts if it's worth setting some money aside next year to update or if we should remove all together?

-CONDO ENTRY-





-CHALET ENTRY-



-CHALET BACK ENTRY-

