Date:Time:Location: Hammond Property ManagementTuesday6:00 p.m. MDST50 Meadow Village DriveNovember 13th, 2018Big Sky, MT 59716

	Agenda	Presenter	Action
6:00	Call to Order	Kari Gras	-
	Member Forum (new items for next month)	n's agenda)	
	Minutes of Last Board Meeting	All	Approve
	Schedule Next BOD Meeting:		
	• December BOD – Mon, 12/10/18?	All	Approve
	Recurring schedule (2 nd Monday/ month)	All	Approve
Finan	 cial		
6:10	Bill payment process revision	Curt Wilson	Discuss/Approve
	Quotes for Accounting Review	Kari Gras	Discuss
	3 rd Quarter Financials	Doug Shanley	Discuss/Approve
Repor	rts		
6:25	Property Management Report	HPM – Dustin	Discuss/Accept
	Rule Enforcement Report	HPM – Joe	Discuss/Accept
	Communication from Owners	HPM	Discuss/Accept
	Landscaping Plan for Spring 2019	Laura Gregory	Discuss
New I	Business		
6:50	Trash camera request	Karla Yeager	Discuss
	Board of Directors – Chair position	Kari Gras	Discuss
Old B	usiness		
7:05	Parking Passes	Hammond	Discuss/Accept
	RID Update	Kari Gras	Discuss
	Unit CB lot	Matt Walker	Discuss
7:30	Adjourn	Kari Gras	_

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

Firelight Meadows 8.20.2018

Call to Order

Kari Gras called the meeting to order at 6:02 PM, MST.

Roll Call

Board Members present included Kari Gras (A01, B01, 184), Laura Gregory (D09), Curt Wilson (B02), Matt Walker (D05), Steve Cherne (308) via phone, and Karla Yeager-Smart (B09). Others present included Owners Patricia Krause (D12), Rosalie Roeder (B19), Ruby Delzer (269), Elijah Klein (406), Ben Brosseau (D16), and Dave Shappee (329) via phone; Scott Hammond, Dustin Long, Robbeye Samardich, Seanna Farrow, and Joe March of Hammond Property Management.

Next Meeting

The next board meeting was scheduled for Tuesday, November 13th, 2018 and will begin at 6:00 PM in the Hammond Conference Room.

Approval of Minutes

Matt motioned to approve the August board meeting minutes as presented with the amendments and changes suggested. Karla seconded the motion. All were in favor and the minutes were approved.

Budget Overage Recommendations

Topic tabled for next meeting.

REPORTS

Property Management Report

Dustin Long presented his manager's report and answered any questions the group had. Main points included:

- · Winterizing campus i.e. heat in crawlspaces turned on, heat tape testing in progress, delineators up
- Testing of emergency lighting needs minor fixes
- Special parts ordered to repair Building B door handle
- Facilitated repairs due to leak in Building C

Tree Pruning

Though this process of tree pruning is common around Big Sky, there were mixed opinions on the amount pruned from each tree around the campus. Next year the management team will consult with the board and landscape committee before performing this.

Trash Camera Access

Gale Force Management was given access to the Firelight compactor cameras by key and key code.

Rule Enforcement Report

Joe presented parking and rule violations that took place since the previous meeting. Towing has been enforced if necessary.

Communication from Owners

There was no communication from owners to discuss.

NEW BUSINESS

Replacement of Trash Receptacles

The board previously proposed the idea of replacing the current trash receptacles with cigarette receptacles and Dustin presented a quote for doing so. The group agreed to utilize the current concrete trash receptacles by turning them against the wall to eliminate the option for trash, but letting them be used as cigarette receptacles. HPM will make signage indicating the option for trash has been removed due to wildlife concerns. Dustin will price entry-level bear-proof cans as a possible option for the future.

New Parking Passes

The board will be issuing brand new parking passes before the end of the year. Details of the new passes and the distribution process will be communicated to the membership when the new passes are ready.

Open Flame on Deck/Patio

The current thought is that only propane burners are allowed on decks and patios because they do not create a spark; however, HPM will inquire with the insurance company to confirm this rule.

OLD BUSINESS

Condo Utility Shed Roofs

Dustin quoted two options for the utility shed roof replacement, either tin or shingles. The board agreed on reshingling them versus the metal option. Dustin will facilitate the work.

Adjourn

The meeting adjourned at 7:25 PM.

SECRETARY'S CERTIFICATE	
I certify that the foregoing is a true and correct of	copy of the minutes approved by the Board of Directors.
Laura Gregory, Secretary	Date

Firelight Meadows Owners Association Balance Sheet As of September 30, 2018

	Sep 30, 18
ASSETS Current Assets	
Checking/Savings Operating Bank Accounts BSWB 113 557 Operating	30,624.90
BSWB 001 164 Money Market	50,033.68
Total Operating Bank Accounts	80,658.58
Reserve Bank Accounts American Bank 2739 Edward D Jones	249,388.44 882,449.53
Total Reserve Bank Accounts	1,131,837.97
Total Checking/Savings	1,212,496.55
Accounts Receivable Accounts Receivable	47,044.01 -20,869.71
Accounts Receivable Reserve Total Accounts Receivable	26,174.30
Other Current Assets	20,174.30
ESCROW DEPOSIT FOR LAND PURCHAS	40,000.00
Prepaid Expenses	400.00
Interest Receivable Prepaid Insurance	4,284.68 49,015.50
Total Other Current Assets	93,700.18
Total Current Assets	1,332,371.03
TOTAL ASSETS	1,332,371.03
LIABILITIES & EQUITY Liabilities Current Liabilities	
Accounts Payable Accounts Payable	11,236.26
Total Accounts Payable	11,236.26
Other Current Liabilities Prepaid Assessments	23,241.60
Total Other Current Liabilities	23,241.60
Total Current Liabilities	34,477.86
Total Liabilities	34,477.86
Equity Reserve Fund Balance Retained Earnings	1,131,837.97 111,324.56
Net Income	54,730.64
Total Equity	1,297,893.17
TOTAL LIABILITIES & EQUITY	1,332,371.03

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

	Jan - Sep 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Quarterly Assessment Income Chalet - Quarterly Assessement	330,888.00	330,888.00	0.00
Condo - Quarterly Assessment	236,400.00	236,400.00	0.00
Total Quarterly Assessment Income	567,288.00	567,288.00	0.00
Finance and Late Fee Charges			
ABATED INT/PENALTIES	-65.03	0.00	-65.03
Finance and Late Fee Charges - Other	693.48	0.00	693.48
Total Finance and Late Fee Charges	628.45	0.00	628.45
Membership Dues	7,400.00	0.00	7,400.00
Parking Income	7,295.00	0.00	7,295.00
BAD DEBT INCOME	3,123.25	0.00	3,123.25
Fine Income for Violations	800.00	0.00	800.00
Special Assessments	24,788.45	0.00	24,788.45
Total Income	611,323.15	567,288.00	44,035.15
Gross Profit	611,323.15	567,288.00	44,035.15
Expense			
General Common Expenses			
Insurance	69,970.78	58,674.01	11,296.77
Compactor Electricity	699.74	675.00	24.74
Landscape and Sprinkler	38,149.98	37,855.86	294.12
Landscape Upgrades	5,819.15	8,333.33	-2,514.18
Trash Removal	29,025.51	32,264.24	-3,238.73
Maintenance & Repairs	16,616.27	37,575.00	-20,958.73
Snow Removal	76,000.00	76,666.66	-666.66
Roof Snow Removal	3,578.00	1,965.84	1,612.16
Management Company	78,269.49	78,269.99	-0.50
Parking Management	12,747.33	11,250.00	1,497.33
Accounting	12,062.22	12,093.75	-31.53
Legal	8,000.00	11,250.00	-3,250.00
Office Expense	1,266.87	2,550.01	-1,283.14
Postage & Delivery	86.26	450.00	-363.74
Taxes	2,258.00	1,500.00	758.00
Bad Debt	2,822.36	3,000.01	-177.65
Meeting Expense	1,059.37	1,875.01	-815.64
Licenses and Fees	0.00	20.00	-20.00
Total General Common Expenses	358,431.33	376,268.71	-17,837.38
Limited Common Expense - Chalet			
Chimney Cleaning - Chalet	12,875.00	10,275.00	2,600.00
Maintenance & Repair Chalet	155.62	11,013.75	-10,858.13
Total Limited Common Expense - Chalet	13,030.62	21,288.75	-8,258.13
Limited Common Expense - Condo			
Condo Utilities - Building	12,519.74	15,264.76	-2,745.02
Reimbursement SnowMelt Electric	1,487.20	1,487.00	0.20
Telephone Condo Fine Alema Cont		•	
Telephone Condo Fire Alarm Syst Condo - Cleaning and Rugs	3,673.40 16,836.80	3,654.00 12,825.00	19.40 4,011.80
	•	1,264.50	·
Fire Alarm System Monitoring	1,423.00	1,204.50	158.50

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

	Jan - Sep 18	Budget	\$ Over Budget	
Fire Extinguisher Inspection Maintenance & Repair Condo Only	2,179.00 2,734.67	3,700.00 4,942.49	-1,521.00 -2,207.82	
maintenance & Repair Condo Omy	2,704.07	7,572.75	-2,207.02	
Total Limited Common Expense - Condo	40,853.81	43,137.75	-2,283.94	
Total Expense	412,315.76	440,695.21	-28,379.45	
Net Ordinary Income	199,007.39	126,592.79	72,414.60	
Other Income/Expense				
Other Income				
Postage Income	550.00	0.00	550.00	
Interest Income	19,142.21	0.00	19,142.21	
Total Other Income	19,692.21	0.00	19,692.21	
Other Expense				
Water & Sewer Delinquent paid	0.00	0.00	0.00	
Reserve Contribution	163,968.96	143,955.75	20,013.21	
Total Other Expense	163,968.96	143,955.75	20,013.21	
Net Other Income	-144,276.75	-143,955.75	-321.00	
Net Income	54,730.64	-17,362.96	72,093.60	

Firelight Meadows Owners Association A/P Aging Summary As of September 30, 2018

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Big Sky Cleaning	1,400.00	0.00	0.00	0.00	0.00	1,400.00
BUCKS T 4	337.45	0.00	0.00	0.00	0.00	337.45
Douglas N Shanley CPA	1,371.34	0.00	0.00	0.00	0.00	1,371.34
HAMMOND PROPERTY MANAGEMENT EXTRA	0.00	3,003.97	0.00	0.00	0.00	3,003.97
Karla Yeager	1,014.70	0.00	0.00	0.00	0.00	1,014.70
Mindy T Cummings PC	953.00	0.00	0.00	0.00	0.00	953.00
Northwestern Energy 1855250-5	341.87	0.00	0.00	0.00	0.00	341.87
Northwestern Energy 1855256-2	289.46	0.00	0.00	0.00	0.00	289.46
Northwestern Energy 1855258-8	173.72	0.00	0.00	0.00	0.00	173.72
Northwestern Energy 1855261-2	371.12	0.00	0.00	0.00	0.00	371.12
Northwestern Energy Dumpster 3098123-7	84.66	0.00	0.00	0.00	0.00	84.66
PRISTINE PAINT & SERVICES	189.50	0.00	0.00	0.00	0.00	189.50
REPUBLIC SERVICES #886 COMPACTOR	1,705.47	0.00	0.00	0.00	0.00	1,705.47
TOTAL	8,232.29	3,003.97	0.00	0.00	0.00	11,236.26



hpmmontana.com

Firelight Meadows Board Meeting – November 13th, 2018

HPM Manager's Report

- Replaced and repaired heat tape on campus
- Put our delineators on campus
- Completed installation of moose fence around campus
- Issued several violations into full focus

- Unplugged heat tape around campus
- Extension of parking space in front of 82 Candlelight completed
- Identified leak in crawl space under C building at exterior shut-off valve

Rule and Parking Violations

FL 086 Courtesy Notice - trailer Parked Illegally	10/31/2018 3:40 PM
FL 456 Courtesy Notice - trailer in driveway	10/31/2018 2:43 PM
FL 288 Courtesy Notice - truck obstructing roadway	10/23/2018 3:18 PM
FL 365 Courtesy Notice - chairs stored outside	10/23/2018 3:14 PM
FL 065 Courtesy Notice - trash can outside	10/23/2018 3:11 PM
FL 353 Courtesy Notice - trailer parked in driveway	10/23/2018 1:18 PM
FL 082 Courtesy Notice - trailer parked in driveway	10/23/2018 1:15 PM
FL 434 Second Notice - wood chips (no fine)	10/23/2018 1:07 PM
FL 441 ONLY WARNING - trash can out for 1 week	10/23/2018 1:01 PM
FL A09 Courtesy Notice - deck Light on continuously	10/22/2018 3:58 PM
FL 406 Courtesy Notice - Parking in firelane	10/22/2018 3:53 PM
FL 338 ONLY WARNING - Please use guest parking	10/22/2018 3:50 PM
FL D10 Second Notice - trash in hallway	10/22/2018 3:45 PM
FL 115 Courtesy Notice - cooler and trash in yard	10/16/2018 1:40 PM
FL 080 Courtesy Notice - wood chips in driveway	10/16/2018 12:43
FL C13 Courtesy Notice - parking in neighbor space	10/10/2018 4:30 PM

11/13/2018 - FLM BOD Landscaping Portfolio Report

PENDING

- Workout equipment removal quote
 - WITH mulch removal, replace weed mat, fill in with new mulch
 - WITHOUT mulch removal and place new weed mat over existing mulch and fill in with new mulch over new weed mat
- Labor and equipment quote to install new swing set in "workout equipment" area
 - Rough estimate of:
 - 2 seat swing set ~ \$1,500

 (https://www.rehabmart.com/product/single-post-swingset136336.html?gclid=CjwKCAiAt4rfBRBKEiwAC678KSgXmfa30yl9Fg9smD0hwNdUCbAQBg8u2c8uljpMsGE
 PjwcgcplmABoCtSkQAvD BwE)
 - 4 person see saw ~ \$750
 (https://www.rehabmart.com/product/single-post-swingset1-36336.html?gclid=CjwKCAiAt4rfBRBKEiwAC678KSgXmfa30yl9Fg9smD0hwNdUCbAQBg8u2c8uljpMsGE PjwcgcplmABoCtSkQAvD_BwE)
 - Picnic table ~ \$100 (Lowe's)
- Updated bid from 46 North to do Chalet edging and Condo building edging
 - See table with breakout of Chalet cost estimate*
 *Based on original quotes from 2017 (attached to agenda) Duplex = \$4707.26 & Fourplex = \$5070.03
 - Working to negotiate a 2-year price guarantee with deposit to begin work in the spring*
 *Deposit will only be paid if board agrees with proposed quotes for edging work. We may decide to get another quote.

Chalet Phase	# Duplex	# Fourplex	ROUGH Estimate
1	6	2	\$38,383.62
2	6	2	\$38,383.62
3	4	3	\$34,039.13
4	4	8	\$34,039.13
5	11	3	\$66,989.95

OPTION TO DISCUSS

For roughly \$1,375 (15hours in labor @ \$75/hour & \$200 in materials), Hammond can touch up the stone around the West Fork Utilities building OR we can use what's left in our budget towards a deposit for our edging work.



PO BOX 11705 BOZEMAN, MT 59719 406.250.2488 OR 406.579.4687 c.cook@46northlandscape.com w.henslee@46northlandscape.com

DATE:

6/23/2017

CUSTOMER ID:

FLM

EXPIRATION DATE:

12/31/2017

DUSTIN LONG - HPM FIRELIGHT MEADOWS BIG SKY, MT. 59716

ERMS	PAYMENT TER	DESCRIPTION OF WORK			
ELOW	SEE NOTE BEI	DUPLEX PEREMITER BEDS DEMO & REBUILD			
LINE TOTAL		DESCRIPTION	QTY		
\$372.40		1 1/2" WASHED ROCK	8.00		
\$127.68		SCREENED TOPSOIL	3.00		
\$166.00		LANDSCAPE FABRIC 50Z.	1000.00		
\$2.45		FABRIC PINS	40.00		
\$606.23		EDGING - ALUMINUM (BLACK)	220.00		
\$1,274.76	TAL OTHER MATERIALS				
\$1,800.00		LABOR	40.00		
\$1,080.00		FOREMAN LABOR	20.00		
\$292.50		SKIDSTEER	1.00		
\$260.00		DISPOSAI.	1.00		
\$3,432.50	TOTAL LABOR/RENTAL				
	1				
\$4,707.20	SUBTOTAL:				
	PAYMENTS TO DATE:				
\$4,707.26	GRAND TOTAL:				

PAYMENT TERMS/ NOTES:

TO BE DETERMINED

ESTIMATE PREPARED BY: CLAY COOK AND WILL HENSLEE

TO ACCEPT THIS ESTIMATE, SIGN/DATE BELOW AND RETURN:

CREATIVITY. QUALITY. DETAIL. WWW.46NORTHLANDSCAPE.COM



PO BOX 11705
BOZEMAN, MT 59719
406.250.2488 OR 406.579.4687
c.cook@46northlandscape.com
w.henslee@46northlandscape.com

DATE:

6/23/2017

CUSTOMER ID:

FLM

EXPIRATION DATE:

12/31/2017

DUSTIN LONG - HPM FIRELIGHT MEADOWS BIG SKY, MT. 59716

RMS	PAYMENT TE	DESCRIPTION OF WORK			
ELOW	PEREMITER BED DEMO & REBUILD - 4 PLEX SEE NOTE BE				
LINE TOTAL		DESCRIPTION	QTY		
\$590.52		1 1/2" WASHED ROCK	12.00		
\$127.68		SCREENED TOPSOIL	3.00		
\$199.20		LANDSCAPE FABRIC 5OZ.	1200.00		
\$3.68		FABRIC PINS	60.00		
\$716.40		EDGING - ALUMINUM (BLACK)	260.00		
\$1,637.53	TAL OTHER MATERIALS	то			
\$1,800.00		LABOR	40.00		
\$1,080.00		FOREMAN LABOR	20.00		
\$292.50		SKIDSTEER	1.00		
\$260.00		DISPOSAL	1.00		
\$3,432.50	TOTAL LABOR/RENTAL	9====			
\$5,070.03	SUBTOTAL:				
	PAYMENTS TO DATE:				
\$5,070.03	GRAND TOTAL:				

PAYMENT TERMS/ NOTES:

TO BE DETERMINED

ESTIMATE PREPARED BY: CLAY COOK AND WILL HENSLEE

TO ACCEPT THIS ESTIMATE, SIGN/DATE BELOW AND RETURN:

CREATIVITY. QUALITY. DETAIL. WWW.46NORTHLANDSCAPE.COM

Kari Gras 30 Leisure Drive West Yellowstone, MT 59758 October 24, 2018

To: Firelight Meadows Home Owners Association – Board of Directors, Hammond Property

Management employees, Doug Shanley, Mindy Cummings and Owners

Re: Firelight Meadows HOA – President position

Dear Friends, Colleagues and Owners:

It is with great gratitude and a heavy heart that I submit my resignation from the Firelight Meadows Board of Directors. This resignation will be effective on January 1st, 2019.

As I previously mentioned in my email, along with this letter, if the board would allow me to stay on in order to help transition and train the newly appointed President, I would be happy to fulfill that role.

I am grateful for having had the opportunity to serve on the board of this fine organization for the past 8 years, and I offer my best wishes for its continued success.

Best Regards,

Kai Enao

Kari Gras

OPTION 1









TOTAL: \$1255.50

OPTION 2



Hang from rear view mirror so that this side faces you. This Tag should be properly attached at all times while on the premises.

Order Quantity



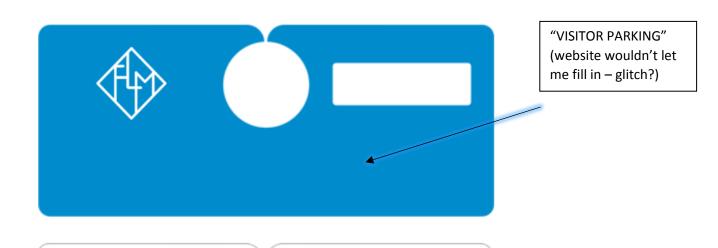
\$100.00 Replacement Fee

If Lost or Stolen Report to Management Immediately

Select Material											?
Price per Tag (10 Tags/Pack)		Ship by date	Thickness	Outdoor Life	Water Resistance	Carto Car	Best Material	ı	Different ((Prices ar and rou	Prices at Quantities e per Tag Inded to undredth	3
Heavy-Duty								50	100	150	200
● ToughTag™	?	11/2	35 mil	*	۵	—	BEST	\$3.64	\$2.78	\$2.46	\$1.94
Economy								50	100	150	200
ValueTag™	?	10/31	15 mil	*	۵	—		\$3.22	\$2.27	\$1.84	\$1.35

Minimum order quantity is 5 Packs. There are 10 Tags per Pack. Subsequent quantity should be a multiple of 1 Pack.

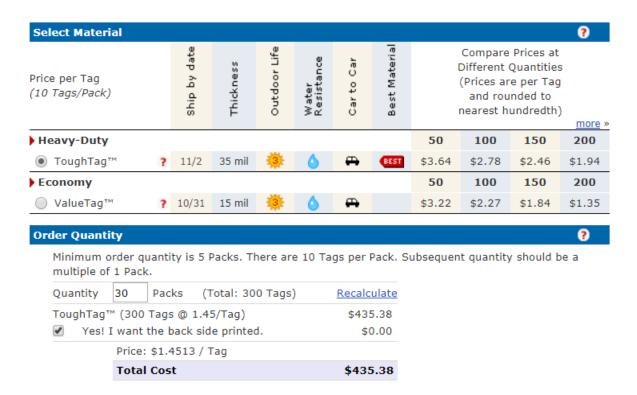
Quantity	50	Packs	(Total: 500 Tags)	Recalculate
ToughTag [†] Yes!			0.96/Tag) side printed.	\$478.50 \$0.00
	Price:	\$0.957	/ Tag	
	Total	Cost		\$478.50



Hang from rear view mirror so that this side faces you. This Tag should be properly attached at all times while on the premises.



If Lost or Stolen Report to Management Immediately



Total: \$913.88

RID Update: 11/4/2018

What we know:

Chalet driveways (about 2/3's) are not covered in the RID

All other maintenance is covered for the roads and Condo parking lots

Adding new parking will be at the expense of all Owners – it's a Common Element

We can also look at adding some extra paving spots in the RV parking lot by the garbage & recycling areas.

Needed feedback from Owners on the following:

- If we add more parking spots throughout campus, the maintenance can be included into the current RID and would add about 3% of area to the existing maintained surface area. Currently, the RID assessment is \$101.18/ year, and this would increase by \$3.00/ year to about \$104.18/ year/ owner
- Adding the extra spots will be at the expense of the HOA and our last bid to add approximately 30 more spots was about \$30,800. Do we have the majority of Owners who are willing to pay \$143; a one-time fee, for added parking?
- Consensus from Owners to move forward with this expansion we need an overall majority of Owners to support both the adding of additional parking spots and the 3% increase to the RID maintenance.

Board Action:

- To create a document to inform the Owners of both of these initiatives with a map indicating the proposed added parking spots – once we have had feedback from Morrison-Mairele (MM) as to good locations for these locations.
- 2. Then provide MM with documentation that the Owners were notified and there is overall support to move forward with the expansion